Postdoctoral Research Associate Appointment Form

A postdoctoral appointment is to further prepare an individual who was recently awarded a doctorate to undertake the responsibilities of a career in research. The University's Guidelines for Postdoctoral Research Associate Positions are intended to ensure that these employees have meaningful guidance and support during this phase of career preparation. They are available at www.umaine.edu/hr/searches/postdocs/hiring_process.html

Name of Postdoctoral Research Associate Recommended for Hire: _____

Proposed Start Date: _____ Department: _____ College: _____

_____A search was conducted for this position. (Soft money, maximum duration 3 years)
_____A search was not conducted for this position. (Fixed length term, maximum duration 2 years)
_____The Postdoctoral Research Associate was named in a funded grant proposal because of his her unique skills. (Soft money, maximum duration 3 years)

Responsibilities of the Faculty Mentor for a Postdoctoral Research Associate

- Define and direct research projects in areas that will broaden the experience and expertise of the postdoctoral research associate in preparation for a career in research.
- Monitor progress of the postdoctoral research associate through regular (at least weekly) one-on-one meetings.
- Encourage and aid the postdoctoral research associate in publishing and presenting research results to the international community of experts in the field.
- Instruct the postdoctoral research associate in research funding and proposal writing strategies.
- Write recommendation letters and aid in job searches during the final stages of the postdoctoral research appointment.
- Conduct performance evaluations as specified in the UMPSA agreement: http://www.maine.edu/pdf/umpsacba.pdf

Faculty Mentor: _____ _____ _____
Signature Email Address Phone Number

Recommended By: _____
Print Name Signature Date

_____ _____
Dept Chair/Director Date Dean Date

_____ _____
VP of Research Date VP of Academic Affairs Date

11/17/10 HR

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