



Title: Unsatisfactory Performance and Corrective Action Policy for Postdocs

Effective Date: August 12, 2003

Responsible Official: Dean of the School of Graduate Studies and Director of the Office of Postdoctoral Affairs

Responsible University Office: Office of Postdoctoral Affairs

Revision History: August 2003, July 2021

Related legislation and University Policies: Annual Review of Postdocs Policy

Review Period: 5 years

Date of Last Review: July 1, 2021

Relates to: Postdoctoral Scholar and Postdoctoral Fellows

In the event of unsatisfactory performance, postdoctoral trainees will have reasonable opportunity to improve their performance after being notified that their performance is not meeting the standards that have been established by the mentor and the School of Graduate Studies and Office of Postdoctoral Affairs. Corrective action is intended to provide the postdoctoral trainee an objective and consistent process for professional development while offering the mentor an unbiased and expeditious method for communicating expectations and performance standards.

Corrective action may be initiated by a mentor to address poor performance, violation of professional conduct, or behaviors that are unproductive or detrimental to the postdoctoral training experience or University. Mentors must consult with the Office of Postdoctoral Affairs or Employee Relations on the appropriate action steps to be taken. The corrective action process may include verbal and/or written warning(s) or written warning with probation not exceeding 30 calendar days depending on the severity of the performance issue.

If a postdoctoral trainee fails to improve his/her performance or correct the behavior at issue on or before the expiration of the probation period, the mentor, in conjunction with the Office of Postdoctoral Affairs or Employee Relations in Human Resources, may take further action up to and including termination of employment. Immediate termination may occur in the event a postdoctoral trainee has committed an act which violates civil or criminal law or an act which threatens the health or safety of others.