



## National Evolutionary Synthesis Center

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### NESCent Postdoc Review Process

- 1 – Postdocs are requested by the Asst Dir of Admin to submit their annual report (or third year request) through the NEAD database system. cc: Director, Assoc Dir of Science, Asst Dir of Science, and NESCent mentor.
- 2 – When the postdoc report is available in NEAD, the Asst Dir of Science informs the Director, Assoc Dir of Science, and NESCent mentor.
- 3 – The NESCent mentor drafts a brief summary/recommendation and distributes to Operations Committee (OC) and Asst Dir of Science.
- 4 – The summary/recommendation is discussed at an Operations Committee meeting. The Asst Dir of Science is invited to this portion of the OC meeting.
- 5 – If the postdoc is recommended for reappointment during the Operations Committee meeting, the Asst Dir of Admin sends the formal reappointment letter. cc: Director, Assoc Dir of Science, Asst Dir of Science, and NESCent mentor.
- 6 – The NESCent mentor drafts the recommendation/evaluation and forwards to the Asst Dir of Science
- 7 – The Asst Dir of Science prepares the formal letter on Director's letterhead summarizing the Operations Committee's feedback and NESCent mentor's evaluation. This letter informs the postdoc that, if they wish, they should schedule a meeting with their mentor for further review of their progress. This is forwarded to Director for review. cc: Assoc Dir of Science and NESCent mentor
- 8 – After Director's approval, the Asst Dir of Science sends the formal review letter to the postdoc. cc: Director, Assoc Dir of Science, Asst Dir of Admin, and NESCent mentor
- 9 – If the review results in a negative recommendation, then the Assoc Dir of Science communicates with postdoc.