## **Annual Career Conference Instructions**

The ACC Form provides a structured format and an opportunity for the Fellow to discuss recent accomplishments, current career goals and future plans for professional development with their Faculty Advisor and obtain feedback regarding progress and training. The outcome of the ACC should be a clear and mutually agreed upon plan for the upcoming year.

### **Instructions for Faculty Advisors**

1. **SCHEDULE ACC MEETING WITH FELLOW:** Every year, in advance of the fellow’s date of hire anniversary, the Faculty Mentor/PI must notify the Fellow that it is time for Annual Conference and schedule a meeting to conduct the ACC. This notice should occur preferably a month in advance, so the Fellow has adequate time to prepare the ACC Form.
2. **PREPARATION AND PRE-REVIEW OF THE ACC FORM:** The Fellow is expected to complete the ACC Form and submit to the Faculty Mentor for review prior to the ACC meeting. It is estimated that preparing this form should take the Fellow less than an hour to prepare. *Not all areas may apply to all Fellows, and some may be more applicable to senior postdocs than to new or junior postdocs*.

* The Fellow will save the document as *“Postdocname\_ACC\_Date.doc”* and send it to you via email along with the required attachments before the meeting.
* Complete the sections indicated for your feedback and comments in Parts 2, 3 & 4, in response to the Fellow’s comments.
* ATTACHMENTS: If the Fellow is required to prepare an annual progress report in support of funding and/or Fellowship awards (e.g., NRSA), they will attach a copy of the updated version to this form and only fill out those sections not addressed otherwise. Other required attachments are the CV (in HMS format if available) and an NIH bio‐sketch.
* Email the completed form back to the Fellow or print two copies to bring to the meeting.

1. **DURING MEETING:** You and the Fellow should review the completed ACC Form during the meeting. This form is intended to guide the conversation, and to document goals and progress. You and the Fellow should sign this form at the end of the meeting.
2. **POST‐MEETING:** For your records and for your research and career guidance, you should obtain a copy of the form which has been signed by both you and the Fellow. The ACC is intended to be a working document which the Fellow maintains and updates as progress is made and goals are attained, in addition to being a guide for the Fellow as they move forward.

### **Instructions for Postdoctoral Fellows**

1. **IN ADVANCE OF ACC MEETING:** When your Faculty Advisor notifies you to schedule your ACC, you will need to complete the ACC Form. It is estimated that preparing this form will take less than an hour and should be completed to the best of your ability prior to your scheduled meeting. *Not all areas may apply to all Fellows, and some may be more applicable to senior Postdocs than to new or junior Postdocs.*

* Complete Parts 1‐4 of the ACC Form. Include goals as identified in prior year’s ACC if applicable. Leave blank spaces where indicated for feedback and comments from your Faculty Advisor in Parts 2, 3, & 4. *The form can be expanded or collapsed to allow for as many pages as appropriate for your needs.*
* Save the document as *“Your name\_ACC\_Date.doc”*
* ATTACHMENTS ‐ If you are required to prepare an annual progress report in support of funding and/or fellowship awards (e.g., NRSA), please attach a copy of the updated version to this form and only fill out those sections not addressed otherwise. Other required attachments are your CV (in HMS format if available) and your NIH bio‐ sketch.
* Email the completed ACC Form and all attachments to your pre‐identified Faculty Advisor before the meeting.
* If Faculty Advisor emails the completed form back to you, bring 2 copies to meeting.

1. **DURING MEETING:** You and your Faculty Advisor should review the completed ACC Form during the meeting. This form is intended to guide the conversation, and to document goals and progress. You and your Faculty Advisor should sign this form at the end of the meeting.
2. **POST‐MEETING:** For your records and for your research and career planning, you should obtain a copy of the form which has been signed by both you and your Faculty Advisor.

## **Annual Career Conference Form**

**ACC FORM | PART 1 | GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| NAME/DEGREE: | | DATE: |
| EMAIL: | EMPLOYEE ID: | |
| DEPARTMENT: | | |
| PGY LEVEL (LEVEL DURING REVIEW YEAR. IT IS EXPECTED FELLOW WILL ADVANCE TO NEXT PGY LEVEL AT CONCLUSION OF ACC REVIEW)  0 1 2 3 4 5 5+ | | |
| FACULTY ADVISOR/MENTOR: | | |

**ATTACHMENTS:**

**FELLOWSHIP/FUNDING PROGRESS REPORT (IF APPLICABLE)**

**CURRICULUM VITAE (IN HMS FORMAT)**

**NIH BIOSKETCH**

**SALARY AND REAPPOINTMENT FORM**

**BWH APPOINTMENT EXTENSION FORM (IF APPLICABLE)**

**ACC FORM | PART 2 | RESEARCH CAREER PROGRESS IN THE PAST YEAR**

|  |
| --- |
| 1. Goals from previous year, and progress toward meeting these goals (cut and paste from previous ACC form if applicable): |
| 1. Are there any reasons why you did not meet these goals? |
| 1. Research ACC Accomplishments – examples of significant scientific progress, data, breakthroughs, or obstacles you have overcome: |
| 1. Research activities – *Highlight major new additions to your CV here* (publications, presentations, patents issued or filed, funding, fellowships, committee membership, and awards): |
| 1. Professional activities – teaching, mentorship activities, supervisory responsibilities, and other (e.g., lab citizenship, teamwork & collaborations): |
| ***FACULTY MENTOR’S COMMENTS/ADVICE ON RESEARCH FELLOW’S PROGRESS (Discuss time***  ***off requests for the upcoming year):*** |

**ACC FORM | PART 3 | RESEARCH CAREER GOALS FOR THE UPCOMING YEAR**

|  |
| --- |
| 1. Research activities ‐ anticipated publications (with proposed titles and expectations of authorship) and their current status (in progress, submitted, under review, etc.), any patent applications pending, anticipated attendance at national or professional meetings, plans to apply for funding or fellowships, committee memberships, awards, etc.: |
| 1. Research goals – examples of significant scientific obstacles to be overcome or area of focus: |
| 1. Professional activities – teaching, mentorship activities, supervisory responsibilities, and others (e.g., lab citizenship, teamwork & collaborations): |
| ***FACULTY MENTOR’S COMMENTS/ADVICE ON RESEARCH FELLOW’S GOALS:*** |

**ACC FORM | PART 4 | CAREER GOALS & PROFESSIONAL DEVELOPMENT**

|  |
| --- |
| 1. Long‐term career goals and objectives (e.g., academic research career, industry research, government, etc.) |
| 1. Areas of further training or skill development to enhance ability to achieve these goals [academic development (e.g. reviewing manuscripts/grants), other: (e.g. presentation, management, or leadership skills)]: |
| ***FACULTY MENTOR’S COMMENTS/ADVICE ON RESEARCH FELLOW’S CAREER GOALS AND PROFESSIONAL DEVELOPMENT:*** |

**WAS TIME OFF DISCUSSED FOR THE UPCOMING YEAR? YES NO**

**FELLOW SIGNATURE: DATE:**

**FACULTY ADVISOR SIGNATURE: DATE:**  \_\_

## **Reappointment and Salary Review Form**

This form is intended to document the Postdoctoral Fellow’s salary for the upcoming year. The Faculty Advisor should keep a signed copy in the Fellow’s file, and the Fellow should receive a signed copy.

|  |  |  |  |
| --- | --- | --- | --- |
| NAME/DEGREE: | | | DATE: |
| EMAIL: | | EMPLOYEE ID: | |
| DEPARTMENT: | | | |
| UPCOMING YEAR PGY Level: 0 1 2 3 4 5 5+ | | | |
| INITIAL HIRE DATE: | CURRENT APPT. ENDS: | | |
| FACULTY ADVISOR: | | | |
| CURRENT SALARY: SALARY SOURCE: NIH OTHER | | | |
| SALARY SOURCE (GRANT NAME, #): | | | |

**STATUS:**

Renewal of Postdoctoral Fellow Appointment

Is a 5th year extension requested? If yes, please specify reason:

Change of Status:

*Transition to Research Scientist / Senior Research Scientist position*

*Appointment to Instructor*

**COMMENTS:**

**SALARY FOR UPCOMING YEAR: SALARY SOURCE: NIH OTHER**

**SALARY SOURCE(S) (GRANT NAME, #):**

**RESEARCH FELLOW SIGNATURE: DATE:**

**FACULTY ADVISOR SIGNATURE: DATE:**

## **Appointment Extension Request Form**

**Instructions:** Complete the top of this form, obtain signatures and documentation required in Parts 1 & 2, and submit to [Allison Moriarty](mailto:amoriarty@bwh.harvard.edu) 4 months in advance of 5-year service mark. In the event of parenthood, please submit the form at the time of the qualifying event. Please keep completed signed copy of the extension request when/if approved.

**Questions?** Email [BWHORC@partners.org](mailto:BWHORC@partners.org)

|  |  |  |
| --- | --- | --- |
| **Name:** | | **Employee ID:** |
| **Date of Hire:** | **Current Appt. Ends:** | |
| **Department:** | | |
| **HR Department Representative:** | | |
| **Please check all that apply:**  Parenthood *(automatic approval – explanation not required)*  Nature of research requires additional time  Appointee took extended and approved leave of absence  Undertaking additional training in different field/specialty or area of expertise  Other (*please indicate:* ) | | |
| **Please explain the rationale and circumstances for this request. A letter of explanation may be attached:** | | |
| **Requested Extension End Date (not to exceed one year):** | | |
| **REQUESTING SPONSOR (Principal Investigator)**  **Print Name:**  **Signature:** **Date:** | | |
| **RECOMMENDED BY (Department Chair)**  **Print Name:**  **Signature:** **Date:** | | |
| ***SUBMIT FOR APPROVAL ONLY WHEN THE ABOVE SIGNATURES HAVE BEEN ACQUIRED*** | | |
| **APPROVAL BY SENIOR VICE PRESIDENT, RESEARCH OPERATIONS**  **Signature: Date:** | | |