

Initial Remediation Plan Documentation

Office of Postdoctoral Education

This form is to help faculty mentors and postdoctoral scholars develop a remediation plan to address performance issues or concerns. Faculty mentors and scholars should discuss expected changes in behavior as well as outline benchmarks that would demonstrate successful change in behavior. [Access the form here.](#)

Instructions:

This form will need to be filled out by the faculty mentor. Please read the instructions carefully to determine who is participant one, two, and three. The faculty mentor is participant one.

1. To complete this form, you will need:
 - a. Postdoctoral scholar's most recent IDP
 - b. Dates of the remediation period
 - c. Documentation detailing the performance issues/concerns, expected change in behavior, and benchmarks demonstrating successful change.
 - d. Emails of the postdoc (participant two) and your department's HR administrator (participant three)
2. After the form is completed, you will be asked to submit the emails for each participant who needs to sign. The form will automatically route to the next signature.
 - a. Participant two – postdoctoral scholar
 - b. Participant three – your department's HR administrator
3. After the faculty mentor and postdoctoral scholar sign the form, the form will then be automatically routed to OPE for receipt.