

Remediation Outcome Documentation

Office of Postdoctoral Education

This form can be used to document the outcome of the remediation period and determine next steps. If continuing remediation is needed, please use the Continuing Remediation Plan Documentation Form. If termination is required, please use the Early Termination due to Poor Performance form. [Access the remediation outcome 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. Documentation detailing the performance issues/concerns, expected change in behavior, and benchmarks demonstrating successful change that was used throughout the remediation period
 - c. Date of review
 - d. Outcome of review
 - i. OPE policy states that for first-year postdoctoral scholars they must undergo two three-month remediation periods before they can be terminated for poor performance (Postdoc Handbook, Chapter 2, Section 1).
 - e. Emails of the postdoc (participant two), your division chief or departmental chair (participant three), and your department's HR administrator (participant four)
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 division chief or departmental chair
 - c. Participant four – 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.