

Frequently Asked Questions:

1) What is the timeline for the annual progress review process?

The review process takes place every spring. The 2024 Postdoctoral Annual Progress Review will take place from April 15 to June 30. All reviews should be completed by June 30, 2024.

2) I have an appointment at the Harvard Chan School, but also have a joint appointment at an affiliated institution that has a similar process. Do I still need to complete the annual progress review?

*If a postdoc is in a specialized program or jointly appointed at an affiliated hospital (DFCI, MGH, BWH, etc.) that has their own evaluation process, the postdoc **DOES NOT** need to complete the HSPH form and can instead submit/attach that program's evaluation form.*

3) How do I get to my reviews?

Postdoctoral fellows can locate the annual review [CLICK HERE](#).

Faculty PIs can locate all of their postdoctoral fellows annual reviews [CLICK HERE](#).

4) I completed the review, but why has not been submitted or completed?

The review must first be completed by the postdoctoral fellow and shared with their faculty PI. The faculty PI then needs to complete their portion of the review and provide ratings for all 8 areas of progress in the "Mentor Feedback" section of the annual review. The faculty PI then needs to select "Complete Annual" in the top right corner of the screen.

****NOTE:** If the faculty PI has not selected a rating for all 8 areas of progress, the review will not be submitted.*

5) Why don't I have to complete the annual progress review?

Only postdocs that have been at the Harvard Chan School for at least 6 months are required to complete the annual progress review.

6) I'm leaving or have been promoted to another position, do I still need to complete the annual progress review?

Yes, you should still complete the annual progress review and note that you will be transitioning into a new position.