**Jimenez Group – University of Colorado-Boulder**

**Postdoc & Scientist ASA Addendum (v3)**

**Period: 1-Jan-2013 to 31-Dec-2013**

**Name: Date: Percent Funded by Group:**

**--------------------------------------------------------------------------------------------------------------------------------------**

**The purpose of this form is to *supplement* the ASA in areas where the ASA does not have enough detail, in order to facilitate discussion during the meeting. Please address the areas outlined below as thoroughly as possible (but don’t go overboard, this should take less than 1 hr), then email this completed form to Jose (and also to Doug, for postdocs), if possible within 2 weeks of receiving it (pls make your first name part of the document title). *If something is redundant with you have already entered in the ASA, don't repeat the information, just write "see ASA section X.”***

**R1: Additional Detail on Research Tasks**

**R1.1. (For postdocs only). Complete the table below with the history and plans in the group.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestones** | **Typ. Group Date**  | **Target Date** | **Actual Date**  | **Details and Comments** |
| Start of Postdoc at CU | T |  |  |  |
| Complete Draft of 1st P |  |  |  |  |
| Submit 1st P | T + 1.2 yr |  |  |  |
| Complete Draft of 2nd P |  |  |  |  |
| Submit 2nd P | T + 2.0 yr |  |  |  |
| Complete Draft of 3rd P |  |  |  |  |
| Submit 3rd P | T + 2.6 yr |  |  |  |

**R1.2. Specific objectives and plans for the next year, and steps to enhance your performance, if needed (longer period if useful). Indicate estimated dates of completion of current projects, changes to current projects, starting of new projects, training needed, etc. *In particular include estimated dates for first draft and submission of any papers you plan / hope to write over the next 1-2 yrs.* Update your personal schedule in the J-Group schedule page:** [**https://docs.google.com/spreadsheet/ccc?key=0Arne3B66AUZCcHBXY01sX1k2eGZLY1pBcVhrV1oyYWc#gid=15**](https://docs.google.com/spreadsheet/ccc?key=0Arne3B66AUZCcHBXY01sX1k2eGZLY1pBcVhrV1oyYWc#gid=15)

Type here

**R1.3. Summarize how do you keep track of your research in your lab notebook, whether paper or electronic, so that if someone else was to try to look at a dataset that you are analyzing now in a few years, they could do so without extreme pain. Please bring your research notebook or be ready to project it if electronic.**

Type here

**R1.4. Other research-related work. (e.g. collaborations with other research groups, reviewing papers, maintaining a database, field work, lab work, etc.)**

Type here

**R1.5. Typical work schedule and average number of hours per week.**

Type here

**R2. Keeping Track of the Literature in your Area**

**R2.1. Summarize how do you keep track of the literature on your area of research. Do you use Feedly? Which journals do you follow, how, and how frequently (on average)? How much do you read / skim of the papers of interest? For how many papers per week or per month do you at least read the abstract and look at the figures?**

Type here, or write N/A if not applicable. Do not repeat stuff already in the ASA. Same for other items.

**R2.2. How many papers have you posted to the group literature G+ over the last year, and are they from the journals you are in charge of? (see** [**this link**](http://cires.colorado.edu/jimenez-group/wiki/index.php/Policies_Procedures#Am_I_expected_to_follow_the_research_literature.3F)**). (Group rule is >= 1/month, better 2/month). *(Easy to find out by searching for your name in the feed).* If too low, how are you going to organize yourself in the future to meet this goal? If you want to change the journals you are in charge of, discuss here as well. Do you read most of the posts from other people?**

Type here

**R2.3. Which alerts do you have currently active for your area of research in Web of Science (or similar)? How many papers do you get in this way per month? Please be ready to show a couple of recent emails from those.**

Type here

**R3. Service**

**S3.1. Instruments, computers, web or wiki pages, or other items that you are responsible for maintaining for the group. *(Check*** [***this list***](http://cires.colorado.edu/jimenez-group/wiki/index.php/Policies_Procedures#What_are_the_rules_for_instrument_use.3F) ***in the Policies & Procedures page, suggest any changes, including items that you are ready to step up and take care of).***

Type here

**S3.2. Do you keep the areas where you work on the lab clean and organized? Do you keep all the tools and parts you are using in a plastic bin? Are you aware that from now on each person is to discard packaging outside of the lab THE DAY that it arrives? (Unless there is a reason to keep it)**

Type here

**R3.3. Teaching performed. Are you interested in teaching opportunities, and if so at what level? (ok if not interested, just want to have a record of who is interested and at what level)**

Type here

**R3.4. Any other service and outreach tasks. List tasks in service to J-group, CIRES, division, department, etc., as well as outreach, and approx. number of hrs spent on each.**

Type here

**R4. Self-evaluation Summary: please assess your performance over the last reporting period.**

Type here

**R5. Comments / Suggestions**

**R5.1. Additional comments on anything above or other work-related topics. Note that we can also discuss during the meeting any other items that are relevant.**

Type here

**R5.2. List any suggested changes or additions to group policies and procedures (**[**http://tinyurl.com/PolProc**](http://tinyurl.com/PolProc)**).**

Type here

**R5.3. Do you have feedback for the group and/or Jose to improve support, productivity, group dynamics, etc.? We take this feedback seriously and e.g. the whole group meeting organization was changed as a result of this feedback.**

Type here

**R5.4. Feedback to improve this form or the performance review process.**

Type here

**Signature: I certify that this summary of accomplishments and plans is accurate to the best of my knowledge. I certify that I have read the list of current policies and procedures of the Jimenez Group (**[**http://tinyurl.com/PolProc**](http://tinyurl.com/PolProc)**), and I agree to abide by them. (To be signed during meeting.)**

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**Signature Date**

**University of Colorado at Boulder**

**Cooperative Institute for Research in Environmental Sciences**

***Supervisor’s Assessment of Contributions and Plans***

**2013**

**January 1, 2013 through December 31, 2013**

**Attach Documentation as Necessary**

Name: Type here

CU Title: Type here

CIRES Career Track Title: Type here

CIRES Affiliation (Lab or Center): Jimenez

**I.** **Assessment** (<500 words): Assess the impact of the employee's research, contributions and plans on CIRES research, education and mission and contributions to CIRES/University goals. Attach a copy of the employee’s Annual Summary of Accomplishments.

Jose types here

**II. Planning Section:** Objectives, goals and plans for the coming year, to be established between the employee and the supervisor (with input from the scientific advisor, if applicable). The suggested format is a short list of bullets which may include initiation of new projects, innovations and other changes to existing projects, expected progress or completion of existing projects, career development opportunities, possible Career Track promotion, desired training, new responsibilities, etc.

Jose types here

**II-b: Performance Ratings for Individual Areas from Advisor (& Staff Scientist in case of Postdocs or Support Personnel)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Rating / Item** | **Publication Productivity** | **General Productivity** | **Keeping track of literature** | **Group Service** | **Overall Evaluation** |
| **Far exceeded expectations** |  |  |  |  |  |
| **Exceeded expectations**  |  |  |  |  |  |
| **Met expectations** |  |  |  |  |  |
| **Below expectations** |  |  |  |  |  |
| **Far below expectations** |  |  |  |  |  |

**III. Employee Comments or Responses:** Use the reverse side or attach a separate sheet as needed.

Employee types here after Jose has completed above

**IV. Attach separate page Performance Rating.** Also attach Science Advisor’s Assessment if Supervisor and Science Advisor are not the same person.

**Supervisor Signature**: I discussed the Assessment and have established the Plans in Section II with the employee.

Name Signature Date

JIMENEZ, JOSE LUIS

**Employee Signature**: I have read the Assessment and have discussed it with my supervisor. I have had the opportunity to add comments or responses. I understand the goals and target dates as outlined in the Planning Section.

Employee Name Signature Date

**Cooperative Institute for Research in Environmental Sciences**

**2013**

**University of Colorado**

**Annual Performance Rating**

**Faculty, Officers, and Exempt Professionals**

  *Every CIRES researcher must have this completed form on file in CIRES to be eligible for a merit salary increase.*

Please note: This rating form is subject to public disclosure, upon proper request, under the Colorado Open Records Act.

|  |  |
| --- | --- |
|  Name: Type here  |  Position: Type here  |

The performance of the above-named individual at his/her current rank or position has been rated as:

{ } Far Exceeds Expectations

{ } Exceeds Normal Expectations

{ } Meets Normal Expectations

{ } Below expectations

{ } Unsatisfactory/Failed to Meet Expectations

Rater must print name and sign. Employee must sign. Both signatures are *Required*.

|  |
| --- |
| Completed by (print rater name): JIMENEZ, JOSE LUIS  |
|  Signature of rater:  |  Date:  |
|  Signature of person rated: |  Date: |

The signature indicates only that the rating has been discussed with the person rated and does not necessarily imply consent. The person rated is to receive a copy of the signed form.