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**Centre for Bacteriology & Resistance Biology**

**Postdoctoral – Principal Investigator mutual expectations document**

**Purpose of this document**

The postdoctoral research period is an important time of development and will require continual input from both sides. So that mutual expectations are understood, this document should form the basis for discussion at the beginning of this new period and be used as a framework for ongoing discussions as the postdoc continues.

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|  | **The principal investigator is expected to:** | **The postdoctoral researcher is expected to:** |
|  | Be aware of and work towards [Imperial’s PI Code of Practice.](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/staff-development/public/pfdc/Code-of-Practice-for-PIs-2022.pdf)  | Be aware of Imperial’s [PI Code of Practice](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/staff-development/public/pfdc/Code-of-Practice-for-PIs-2022.pdf).  |
|  | Share the funding application/grant from which the postdoc's salary is covered.  | Review the funding application/grant from which their salary is covered.  |
|  | Work with the postdoc to develop an appropriate project(s) that will result in scientifically reliable data of publishable quality. | Produce reliable and accurate data that can be shared with the scientific community. Take responsibility for their research and keep accurate records and notes of their work. |
|  | Understand and respect the postdoc’s research aspirations and interests and be open to appropriate development of the postdoc’s autonomy in their research. | Recognise that they will work with autonomy using the guidance and advice from the PI.  |
|  | Allocate time for one-on-one meetings, as established by mutual agreement, to discuss ideas related to the project and provide constructive feedback. | Actively seek guidance and feedback from their PI on their progress and alert the PI when there are potential (upcoming) shortfalls in resources impacting their ability to progress the research.  |
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 | Aid and encourage the postdoc to publish their research. | Write papers relating to their research findings and keep up to date with key literature in their field. |
|  | Ensure the postdoc has adequate space and resources in which to carry out their research.  | Use the resources made available to them.  |
|  | Ensure the postdoc has access to the appropriate safety, research, and technical skills training.Ensure that the postdoc has completed the [Imperial Essentials training](https://www.imperial.ac.uk/staff/new-staff/essentials/) within the required 6 months of joining Imperial.  | Attend any safety, technical or research skills training required to progress their research.Completed the [Imperial Essentials training](https://www.imperial.ac.uk/staff/new-staff/essentials/) within the required 6 months of joining Imperial. |
|  | Encourage participation at internal and external events, seminars, and networks. | Present their research in meetings and seminars when given appropriate notice. Be prepared for meetings, seminars, and any other arranged activities.Take responsibility for their written work and the oral delivery of their results. |
|  | Support the postdoc where there are opportunities to attend conferences. | Take the opportunity to share the findings of their research, both internally and externally.  |
|  | Encourage collaboration, knowledge and skill sharing within the lab group and outside the group as appropriate. | Work collaboratively with colleagues.Develop their professional network.  |
|  | Provide teaching and/or supervision opportunities but ensure that there is a balance of supervision among the group so that any one postdoc is not overloaded. | Undertake some teaching and/or supervision responsibilities where this fits with their career aspirations. |
|  | Encourage a healthy work-life balance and good wellbeing. Respect and recognise the postdoc’s right to take their [annual leave](https://www.imperial.ac.uk/human-resources/leave/annual-leave/) (25 days of holiday leave per leave year in addition to mandatory leave dates. Staff can also purchase up to 10 additional days each leave year as well as carry over up to 5 days from a previous leave year). | Maintain a healthy work-life balance and good wellbeing. Submit requests for annual leave in good time (previously agreed) to their PI.  |
|  | Be supportive of the postdoc should any adverse personal circumstance arise (illness etc) and make suitable, reasonable adjustments. | Inform their PI if they are unable to work due to illness or other personal circumstances. |
|  | Encourage inclusive participation and eliminate discrimination. For additional information see the [Equality, Diversity and Inclusion Centre.](https://www.imperial.ac.uk/equality/support-for-staff/equality-diversity-and-inclusion-centre/)  | Promote and encourage inclusive participation and eliminate discrimination within their partnership with their PI and their research group. |
|  | Ensure that the annual [Personal Review and Development Plan (PRDP)](https://www.imperial.ac.uk/staff/prdp/) meeting takes place in a planned and managed way in line with College guidance. | Actively take part in the annual PRDP process and reflect on their progress.  |
|  | Support their postdoc’s professional development by encouraging them to [utilise their 10 development days per year](https://www.imperial.ac.uk/postdoc-fellows-development-centre/postdocs/plan-to-succeed/), as written into their contract, on activities that go beyond the scope of their research projects. | Use their 10 development days per year on activities that go beyond the scope of their research project.  |
|  | Support the [skills and career development of their postdoc](https://www.imperial.ac.uk/academics-success-guide/leading-your-research-group/supporting-the-skills-and-career-development-of-your-team/), including career options other than academia.  | Engage with skills and career development activities and plan for their future whether in academia or the wider sector. |
|  | Advocate for and act in accordance with the Guidelines for Proper Scientific Conduct in Research and the Policy and Procedures for Investigation of Allegations of Scientific Misconduct. | Act in accordance with the Guidelines for Proper Scientific Conduct in Research and the Policy and Procedures for Investigation of Allegations of Scientific Misconduct. |

Useful links:

[Postdoc and Fellows Development Centre (PFDC).](https://www.imperial.ac.uk/postdoc-fellows-development-centre/)

[Academic’s Success Guide](https://www.imperial.ac.uk/academics-success-guide/).

[*Concordat to support the career development of researchers* (Researcher development Concordat).](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/staff-development/public/postdocs/Researcher-Development-Concordat_Sept2019.pdf)

[College initiatives in relation to the Researcher Development Concordat.](https://www.imperial.ac.uk/postdoc-fellows-development-centre/about/concordat/)

**Certification that this document has been read and discussed by both parties.**

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| **Sign off:** | Postdoctoral Researcher:Date:  |  |
| Principal Investigator:Date:  |  |