

Date \_\_\_\_\_

**Mid-Year Development Conversation Summary  
For All Faculty not Fully Promoted**

1. What accomplishments have you had since the last time we met?
  
  
  
  
  
  
  
  
  
  
2. What challenges are you facing today?
  
  
  
  
  
  
  
  
  
  
3. What goals will you focus on in the coming semester? (3-5 goals related to performance and/or development)
  
  
  
  
  
  
  
  
  
  
4. How can I help you be your best?

Required Signatures:

Faculty Member \_\_\_\_\_ Department Chair \_\_\_\_\_