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 _____

4/2016