

## Mid-year Update Review for Group Meetings

This form is to be **completed by the supervisor or department head** following a meeting with a group of staff members within a department/division.

The **primary purpose** of this form is to document a meeting held with a group of staff members within a department/division where goals and achievements have been discussed and acknowledged.

|   |  |
|---|--|
| Date group meeting was held                       |  |
| Name of group/department                          |  |
| Supervisor or department head leading the meeting |  |

### Supervisor or department head

List the staff members who participated in the group meeting or attach a sign-in sheet.

What topics and questions did your group discuss?

Supervisor or department head's comments on the group meeting:

- How is the staff group achieving their goals defined in the spring?
- Were the goals updated?

Do you (supervisor or department head) have any concerns with an individual staff member within the group defined above?  Yes  No

If yes, an individual mid-year update review procedure and form must be completed with the individual and submitted to Human Resources.

|                              |  |
|------------------------------|--|
| Date this form was completed |  |
|------------------------------|--|

|                                |  |
|--------------------------------|--|
| Supervisor/dept head signature |  |
| Signature date                 |  |

- After the signature above have been captured, a copy will need to be scanned and sent to Human Resources to be maintained electronically.

### **The University Purpose**

The University of the South is an institution of the Episcopal Church dedicated to the pursuit of knowledge, understanding, and wisdom in close community and in full freedom of inquiry, and enlightened by Christian faith in the Anglican tradition, welcoming individuals from all backgrounds, to the end that students be prepared to search for truth, seek justice, preserve liberty under law, and serve God and humanity.

The College of Arts and Sciences is committed to the development of the whole person through a liberal arts education of the highest quality. Outstanding students work closely with distinguished and diverse faculty in a demanding course of humane and scientific study that prepares them for lives of achievement and service. Providing rich opportunities for leadership and intellectual and spiritual growth, while grounding its community on a pledge of honor, Sewanee enables students to live with grace, integrity, and a reverent concern for the world.

The School of Theology educates women and men to serve the broad whole of the Episcopal Church in ordained and lay vocations. The School develops leaders who are learned, skilled, informed by the Word of God, and committed to the mission of Christ's church, in the Anglican tradition of forming disciples through a common life of prayer, learning, and service. Sewanee's seminary education and world-wide programs equip people for ministry through the gift of theological reflection in community.