Date:

To: President Evaluation Committee

From: President

Re: Mid-Year Self-Evaluation for Fiscal Year 20##

The Timelines for Evaluation of the President indicate that the president will provide the Board’s President Evaluation Committee with a concise mid-year update on progress made on the agreed upon President Goals for the year.

Below is a summary of the important developments on this year’s President Goals for the time period ending 12-##-20##.

**Goal #1. (insert goal here)**

(Progress statement)

**Goal #2. (insert goal here)**

(Progress Statement)

**Goal #3. (insert goal here)**

(Progress Statement)

**Goal # 4. (insert goal here)**

(Progress Statement)