**Sample Narrative Document – Midterm Review**

Date:

Name:

Department:

Class(es) included in Mid-Term Review:

Dates of Mid-Term Reviews:

This document is a summary of data collected during the midterm review conducted by Faculty Member’s Name.

As a result of the midterm reviews the following strengths were noted:

* List strengths as bullets

As a result of the midterm reviews the following areas were identified as areas to develop and improve. I have provided examples (as sub-points) of actions taken and results achieved in improving in each identified area. The areas of focus and improvements were:

* List identified areas of improvement as bullets
  + Provide examples of actions taken to improve and results achieved as a result of those actions as sub-points to bulleted items.

At the conclusion of the semester I have identified the following goals for my future professional development activities based on the midterm review data. It is my hope to focus my efforts on the following items as I work to continually improve in my teaching role at Sound Dakota State University.

* List areas you would like to focus your professional development efforts on moving forward.
  + As sub-points identify ways in which you will address the identified areas.