

Subject: Evaluation and Goals

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In our evaluation meetings last year, we discussed the goals you set for yourself and your area for this year. During the next several weeks, we will meet again for annual evaluations. LaTorya is working with your offices to schedule a time for each of us to meet. In order to prepare for these meetings, please send me the following by Monday, March 5:

1. Written report on the outcome or current status of each goal from last year.
2. Three to five aggressive goals for the coming year to help us move forward in your area and in your particular role.

For those of you who were not here last year and goals were not submitted, please report on your major activities thus far and item #2 above.

I am fortunate, indeed, to have you working with me. I look forward to our great work together as we reach toward a better University of Memphis.

Thanks, Shirley