

POST-OBSERVATION CONFERENCE MEMORANDUM

Post-Observation Conference

Department Representatives Present

Observation Date _____
Course & Section _____

Observer _____

Name of Observer _____

Other Department Representative _____

Date Observation Report
Submitted to Chairperson _____

Observed Member's Name _____

Date of Discussion _____ Department _____

Brief Summary of Discussion:

(Attach additional pages if necessary.)

Signatures of Department Representative(s) Present:

Observer

Rank

Other Department Representative

Rank

I understand that my signature means only that I have read and received a copy of this memorandum and that I may attach any comments I wish:

Signature of Observed Faculty Member

Date