

**Secondary Education Department
Faculty Review Team Conference Summary**

This conference is being held to: 1) address issues of concern identified by department faculty; 2) provide the student with an opportunity to respond to the concerns; 3) collaborate on a plan of remediation; and 4) obtain information necessary to make a recommendation to the department chair.

Student _____

Date _____

Faculty Review Team Members:

Issues of concern include (Identify specific TEPS and Indicators)

Student response:

Suggested remediation/resolution of concerns:

If, at the conclusion of this conference, the Faculty Review Team feels no further action is necessary, this form is used to summarize conference results, recommendations, gather student and faculty signatures, and submit to the department chair or program manager. If, however, further action is needed, the Faculty Review Team will complete this form as above; and provide a recommendation memo to the department chair.

Result of Conference and recommendation to department chair:

Signatures:

Student

Faculty Review Team Member

Faculty Review Team Member

Faculty Review Team Member