**UT Arlington Faculty Peer Review of Teaching**

**Pre-Observation Meeting (Online Courses)**

*(This form shall not be included in the Faculty Member’s personnel file nor in any tenure and promotion dossier.)*

Faculty Member To Be Observed, including Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information (Email, phone, box number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Pre-Observation Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Time/Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course To Be Observed (Number and Title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date, Time, Building, & Room Number of Class Meeting Peer Evaluator will Attend:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Course (lecture, lab, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Should class be videotaped (optional)? \_\_\_\_\_\_\_\_\_ Do you have videotaping capabilities? \_\_\_\_\_\_\_

1. How may I access the syllabus for the course I will observe?
2. What are your plans for achieving the goals for the course, as described in your syllabus? If they are explicitly stated on your syllabus or elsewhere, please note where.
3. What kinds of activities are students asked to do in preparation for their exams or other assignments for which their performance is evaluated? Or: In what ways do you advise them on how to learn in an online course?
4. How may I access any required materials or readings?
5. In what ways do you make yourself accessible to students?
6. Are there other things that I should be aware of prior to the observation?