



Informal Teaching and Learning Consultation *PRE-Observation Meeting*

Name of Faculty Member				
Rank	Tenure Track	Non-Tenure Track	Tenured	Other:
Course (Title/Section)				
Type of Course	Lecture	Lab	Studio	Other:
Pre-Observation Meeting Details	Date:	Time:	Met in TEAMS	Met in-person, what building/room
Name of Observer				
Observer's Position				

Pre-Observation Meeting Questions:

1. Does the observer have access to the course syllabus? If not, how does the observer get a copy?

2. What teaching and learning objectives and activities will take place in the class?

3. What are the focused areas or teaching goals that need to be observed during the class?

4. Are there other things that the observer should be aware of prior to the observation?

Faculty Member Signature:	Observer Signature:
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**All records from the Informal Teaching and Learning Consultations are property of the faculty member.
This form should *not* be included in any tenure and promotion dossier**