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| **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 outcomes 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?

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| Faculty Member Signature: | Observer Signature: |
| **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** |