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| **Informal Teaching and Learning Consultation*****REPORTING FORM*** |
| Name of Faculty Member |  |
| Current Rank | Tenure Track | Non-Tenure Track | Tenured | Other: |
| Course (Title/Section) |  |
| Pre-Observation Meeting Details | Date: | Time: | Met in TEAMS | Met in-person, what building/room  |
| Observation Details | Date: | Time: | Online Course | Course on-campus, what building/room  |
| Post-Observation Meeting Details | Date: | Time: | Met in TEAMS | Met in-person, what building/room  |
| Name of Peer Observer |  |
| Peer Observer’s Rank | Tenure Track | Non-Tenure Track | Tenured | Other: |
| **Faculty Member Summary:** What did you, the faculty member, learn from the observation process and any adjustments you made towards improving your teaching and learning practice that will impact student success? (500 – 1000 words) |

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| Faculty Member Signature: | Peer Observer Signature: |
| **All records from the Informal Teaching and Learning Consultations are property of the faculty member.** **This form is REQUIRED to be submitted to the Department Chairs/Deans for any referral faculty.** |