

Faculty Teaching Observation Pre-Observation Worksheet

(for classroom, lesson and rehearsal observations)

The faculty being observed will provide this information to the P&T Subcommittee prior to the first observation. The committee chair will gather this and other classroom materials and submit them to each member of the evaluation team.

This form is appropriate for the pre-observation meeting for classroom, lesson, or rehearsal, and is for evaluation team use only—not to be submitted with the team's peer review.

Instructor: _____ Date: _____ Time: _____

Course Number: _____

Course Title: _____

Course Meeting Time: _____ Room: _____

Level of Students: _____ Undergraduate _____ Graduate

Goals for class	
Teaching/learning activities to support goals	
Student preparation/work due	
Any additional information about the course/class	
Anything specific for feedback	