Hartt Community Division

## Faculty Conference Tool

**Administrative:**

Teacher Name

Instrument

Length of Service

Date of Last Evaluation

Chair name

Date of observation

Date of completion

**Lesson Structure, Delivery, and Student Engagement:**

*(Please see guiding considerations sheet for more information)*

1. Content and Structure
2. Time Management
3. Teaching how to Practice
4. Student Feedback and Engagement
5. Rapport with the student
6. Other Comments

**Retention:**

Review of retention information (to be provided by the office early in the spring semester)

**Overview, Plan, and Goals:**

1. Review Self-Evaluation
	* + *included in pre-observation email from first year teacher*
2. Celebrations
3. Areas for growth
4. How can we (the school) help you?
5. Goal setting

**Other Remarks:**

### Guiding Considerations and Reference Information (For Department Chair Only)

* Structure, conduct, and pacing of the lesson/class
	+ Sequential, thoughtful, etc.
	+ Tools used
	+ Overview of the observation
	+ Is the teacher’s explanation being understood by the student?
		- Teaching versus learning
	+ Does the lesson include:
		- Warm-ups/technical exercises
		- Musical skill development
		- Applying the above to the repertoire
	+ Is the teacher prepared?
* Time management
	+ How is the rehearsal/lesson time structured?
	+ How much talking versus modeling or playing done by teacher?
	+ What is the percentage of time spent talking versus student playing?
* Practice
	+ Is the teacher showing student how to practice difficult passages and assessing the results?
	+ Compare structure of lesson versus structure of the daily practice session
	+ Does the student receive tools to improve or practice concepts at home
	+ Is the student motivated by teacher to improve or practice
* Rapport
	+ Ratio of “business versus personal”