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”