# Pre-Observation Email Language/Templates

**FIRST YEAR FACULTY**

#######

Dear \_\_\_\_\_\_\_,

Thank you for your work in the Hartt Community Division.

As part of my Department Chair duties, I am responsible for completing a first year faculty conference which consists of the following:

* In-person observation
* Pre-Observation email exchange with you to gather information about the student(s) that I will observe (details below)
* Review of your annual self-evaluation materials, which for a first year faculty member are included in the above pre-observation email
* Discussion and review of all aspects of your teaching and involvement in the Community Division. Conference topics, include:
  + Lesson Structure, Delivery, and Student Engagement:
    - Content and Structure, Time Management, Teaching how to Practice, Student feedback and Engagement, Rapport with the student(s), other comments
* Retention: Review of retention information
* Overview, Plan, and Goals:
  + Review Self-Evaluation responses, Celebrations, Areas for Growth, How can we (the school) help you?, Goal setting
* Other Remarks

Once we have agreed on an observation time(s), **please respond to the following prompts/questions via email. It will be important for me to have this information at least a few days in advance of the observation so that I have time to review and prepare.**

***Pre-Observation Email (RESPONSE REQUIRED)***

* What would you like the Department Chair to know in advance of the observation?
* What materials/literature/system is used with the student?
* Overview of celebrations
* Overview of obstacles (“What’s the struggle?”)
* Please describe this student
  + Is there anything else to share about the student or the lesson?
  + What’s the most important topic to address with this student?
  + Do you think this student will enroll again next year? If not, why?
* What are the goals/focus of this lesson, the semester, the year?
  + Do you think you are on-track?
* What happened in the last lesson?

***Teaching Philosophy\****

**Teaching and Studio Activity\***

* Overview of teaching strategies, lesson structure, student load, studio classes, etc.
* Overview of student activity
  + Examples: major milestones, recitals/performances, competitions, ensemble or other school participation, etc.
* Have you tried something innovative or new?
* How do you feel about your teaching?
* How do you define a good lesson?
* Do you ever reschedule lessons or cancel for gigs? If yes, how often?

**Professional Development\***

* Overview of training, continuing education, certifications, master classes, etc., that have been attended including HCD-sponsored meetings/trainings

**Service, Community Building, and Collaboration\***

* Overview of engagement in the school, outside performances, recruitment activities, presentations/lectures, etc.
* Overview of service to the school’s mission and vision
* Overview of collaborations with other faculty members (including cross-disciplinary connections), outreach events, social engagements, work within the university, etc.

*\*The bolded topics (above) are part of the annual faculty self-evaluation, which is due by October 1 of each year. These topics are a reflection of each faculty members teaching and activity for the previous year – September 1 to August 31. Please feel free to use your responses here for that document.*

I look forward to working with you, observing your teaching, and discussing your activity.

Please let me know if you have any questions.

Questions about the evaluative process may also be directed to Noah Blocker-Glynn, Community Division director at [glynn@hartford.edu](mailto:glynn@hartford.edu), or call 860.768.5546.

Thank you,

#######