# Pre-Observation Email Language/Templates

**NON-FIRST YEAR FACULTY**

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

Thank you for your continued work in the Hartt Community Division.

As part of my Department Chair duties, I am responsible for completing a faculty conference with every instructor on a three year rotation. You are scheduled for a conference before the conclusion of this academic year. The conference process consists of the following:

* Teaching Observation - in-person or through digital video submission
* 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
* Discussion and review of all aspects of your teaching and involvement in the Community Division. 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?

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,

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