

**Non-tenured Faculty Teaching Observation  
Pre-Observation Worksheet (for classroom, lesson and rehearsal  
observations)**

The faculty being observed will provide this information to the Assoc Dean for Undergraduate Studies. The Assoc Dean will gather this and other classroom materials and submit them to each member of the committee.

This form is appropriate for the pre-observation meeting for classroom, lesson, or rehearsal, and is for committee use only—not to be submitted.

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	