

## APPENDIX 4-D

# Sample Teaching Observation Notification Email



### Sample Teaching Observation Notification Email

Subject Line: Fall 2019 teaching observation

Hello!

You are receiving this email because you have been paired for a teaching observation this semester.

Attached to this email is a fillable form with instructions to serve as a guide for the observation.

The first name on the attached file (e.g., DoeJohn\_Classroom Observation) is the person to be observed. The second name (e.g., CarpentierObserving) is the person who will be doing the observation.

Teaching observations are intended to help teachers become more reflective by seeing their own teaching style and strategies from another experienced teacher's perspective. The hope is that this experience will be useful to both the observer and the observed and that the results will contribute to maintaining the teaching excellence of our school.

Please contact each other and schedule a visit to a class session of the observed teacher's choosing. Observers, please attend the class session for at least 25 minutes, taking note of the items listed in the information sheet, as well as any other observations made.

After the observation, please meet with each other in person or over the phone to discuss what was observed, reflect on the teaching choices seen during the session, and work together to generate ideas and strategies for the future. The purpose of this discussion is to be helpful and supportive, identifying strengths in addition to areas for improvement.

Please **email the completed form back to the Academic Dean** (this semester, it's [francesca@unc.edu](mailto:francesca@unc.edu)) **within six weeks** of receipt of this email.

Please also **send the completed form to the person who was observed** for their records.

If you are unable to schedule an observation, please inform me as soon as this is known.

For faculty, these observations count toward the necessary documentation needed for third year review, tenure, post-tenure review, and promotion. For graduate students, these observations are required annually for anyone who is teaching in our program.

Thank you very much!