

Date

Dear _____:

The quality of instruction in every classroom is key to the success of our students and institution. I look forward to evaluating your instructional practices when I visit the class session that you have identified.

The attached “Pre-Evaluation” allows you to provide relevant information about the class session that I will visit. Please complete this form within one week before the scheduled visit and return it by Waubensee email.

During the visit, I will utilize the “Adjunct Faculty Classroom Instructional Evaluation Form” (attached). By reviewing it, you will become familiar with the ten key dimensions of effective pedagogy that I will be evaluating.

Following the classroom visit, we will schedule a meeting within two weeks (schedules permitting) to review the results of the evaluation. This process is designed to provide an opportunity to dialogue about teaching effectiveness.

Thank you in advance for emailing back the completed “Pre-Evaluation Form.” Please contact me if you have any questions.

Sincerely,

Signature
Title