

POPPD Feedback Letter Template 2

(Date)

To (faculty observee's name):

Thank you so much for the opportunity to observe your class this semester. It is my pleasure to meet a fellow faculty member. I thoroughly enjoyed watching the class. During our pre-observation meeting, you mentioned (observable items to look for from POPPD document). I want to share a few observations that I made in those areas and offer a few suggestions for further development.

Professional Knowledge: I observed that you provide (3-5 sentence description of how the faculty member demonstrates professional knowledge during the observation).

Student engagement: I observed that you are providing (3-5 sentence description of how the faculty member includes student engagement during the observation).

Classroom management: I noticed that you (3-5 sentence description of how the faculty member manages the classroom during the observation).

Diversity, Equity, and Inclusion in the classroom: I observed that you are (3-5 sentence description of how the faculty member demonstrates diversity, equity, and inclusion during the observation).

Lastly, I could understand from the classroom observation that you had spent considerable time developing and refining the course that is positively impacting the students and helping in creating an inclusive learning community (or other description to describe the learning environment). Thank you again for giving me the opportunity to be part of your pedagogical practices.

Thank you,

(Faculty Observer's Name)