

## FORMATIVE DIALOGUE PROCESS GUIDELINES

Name: \_\_\_\_\_ Academic Rank / Level: \_\_\_\_\_

Title: \_\_\_\_\_ Department/Program: \_\_\_\_\_

Administrative Assignment (if any): \_\_\_\_\_

***Faculty requests a Formative Dialogue via email and is assigned an observer. The observer then sets up the specific time with the faculty member.***

***Pre-conference (10 minutes) to set parameters of the dialogue. Does the faculty member want the focus to be around a certain technique or concern, or do they want a more generic evaluation?***

- ***The pre-conference is optional***
- ***It can be done by email, phone or face to face***

### **I. The Observation (50 minutes)**

- Take Notes
- Note what went well
- Observe student reactions
- Observe teacher behaviors
- Note teaching techniques utilized
- Note areas that could be improved

<b>Observer Notes</b>	
<p><i>Comment on the following as appropriate:</i></p> <ul style="list-style-type: none"> <li>• Focuses learners with clear objectives</li> <li>• Establishes mood and tone</li> <li>• Uses expertise/content knowledge</li> <li>• Presents clearly</li> <li>• Engages learners</li> <li>• Provides valuable supplemental materials/handouts</li> <li>• Uses a variety of teaching methods</li> <li>• Allows for meaningful feedback and discussion</li> <li>• Uses technology appropriately</li> <li>• Provides opportunity for closure</li> </ul>	

**II. The Formative Dialogue (30 minutes) – should be scheduled preferably within a couple of days of the observation. It is important that the dialogue be honest and encouraging. The faculty should reflect on the class and make some notes for discussion during the Formative Dialogue.**

- First, ask the faculty to explain how they thought the class went, giving specific examples
- Dialogue around those comments remembering to balance commendatory remarks with suggestions for improvement
- Provide specific examples to support all comments
- Offer suggestions and encouragement
- Faculty should be given an opportunity to provide input on the Formative Dialogue Process, so we can improve our process
- The Formative Dialogue Confirmation Form should be signed by the observer and the faculty and copies maintained by both parties

<b>Observer: Formative Dialogue Notes</b>	
	<i>Additional Comments may be added here during discussion.</i>

**III. The Reflection** – Following the Formative Dialogue Process, the faculty should make some reflective notes regarding the process, what was useful, and how the suggestions could be implemented to improve teaching techniques. This may be shared (optional) with the observer or noted in the annual evaluation.

Faculty Reflection

# AdventHealth University

## FORMATIVE DIAGLOGUE PROCESS DOCUMENTATION OF COMPLETION

Faculty Member \_\_\_\_\_

Class/Subject \_\_\_\_\_

**Directions:**

Please give this form to the program director/department chair to be retained in the faculty member's file.

**Statement of Completion:**

I observed this faculty member in the classroom on (date) \_\_\_\_\_

Based on my observations, the Formative Dialogue Process was completed, reviewed with  
and given to the faculty member.

**Observer:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature