

{Date}

Dear Professor { Last Name/Department Chair },

We would like to call attention to Professor {Name/Instructor}'s commitment to excellence in teaching and to the success of {her/his/their} students. Professor {Last Name/Instructor} recently invited the Center for Teaching Excellence (CTE) to conduct a peer observation of teaching in {her/his/their} course, {Catalogue Number: Course Title}. We attended class on {Day, Month, Date, Year}.

Our peer observation of teaching process consists of three phases:

1. Pre-Observation: a CTL staff member meets with the instructor to discuss the process, the pedagogical goals of the instructor, and to gather information on the course to be observed.
2. Observation: a CTL staff member observes the instructor in the classroom.
3. Post-Observation: a CTL staff member meets with the instructor for a reflective discussion on the process and provides potential suggestions for moving forward, based on the instructor's stated goals from the pre-observation.

The underlying philosophy for a peer observation of teaching through CTL is one of professional development. The goal is to help make instructors aware of different teaching approaches, to encourage an open-mind and questioning attitude, and to provide an environment in which they reassess their own teaching practices. We completed the process, discussed the observations, and reflected on possible changes that could be implemented in the future, with Professor {Last Name/Instructor}.

We commend Professor {Name/Instructor} for engaging in critical reflection on {her/his/their} teaching and {her/his/their} students' learning. This commitment to continual improvement is a defining characteristic of excellent teaching professors. If you have any questions, please contact us at teachingsupportctl@unm.edu.

Sincerely,

Teaching Support @ CTL