



Office of the Provost and Vice President for Academic Affairs

NOTICE OF OBSERVATION

DATE: _____ **DEPARTMENT:** _____

TO : _____
FACULTY MEMBER RANK UNIT

FROM: _____
DEPARTMENT CHAIRPERSON

In accordance with Article 18.2 of the Professional Staff Congress/CUNY Agreement, I do hereby notify you that you will be observed on:

DATE: _____ **TIME:** _____

for a full class period by: _____
OBSERVER RANK

HAND DELIVERED BY: _____
PRINT NAME AND INITIAL

DATE: _____

RECEIVED at least twenty-four hours prior to observation by:

SIGNATURE OF INDIVIDUAL TO BE OBSERVED



POST-OBSERVATION CONFERENCE MEMORANDUM

Pursuant to Article 18.2 of the Professional Staff Congress/CUNY Agreement, this memorandum is to be prepared by the P&B representative or the senior faculty member assigned by the department chairperson, or the observer if no third party was requested.

FACULTY MEMBER OBSERVED _____ RANK _____

OBSERVER _____ RANK _____

P&B member or other assigned by chairperson, if third party requested.

Observation date _____ Class observed (Course/Section) _____

Date observation report completed _____ Date filed with chairperson _____

The above named faculty members were present at the conference. The conference took place on _____ at _____ from _____ to _____ (date) (room number) (time of conference)

Summary of discussion that took place during the post-observation conference.

(Attach additional pages as necessary)

Notice to the person observed: This post-observation conference memorandum will be placed in your personal file in accordance with Article 19.2 of the Professional Staff Congress/CUNY Agreement. Your initials on this document at the place indicated mean only that you read this _____ (number) page memorandum. Your initials do not mean that you approve the contents. You may have a copy of this document provided you initial the receipt below. A rebuttal page can be appended, if observation is termed "UNSATISFACTORY."

INITIALS OF INSTRUCTOR

COPY REQUESTED BY OBSERVEE

COPY RECEIVED

_____ (date)

_____ (date)



Office of the Provost and Vice President for Academic Affairs

FACULTY OBSERVATION FORM

DATE _____

INSTRUCTOR'S NAME/ RANK

Department of _____

INSTRUCTOR'S UNIT/ DEPARTMENT

COURSE TITLE/ COURSE NUMBER, SECTION NUMBER

TOPIC AND SUMMARY OF LESSON

OBJECTIVE OF THE LESSON

ASPECTS OF CLASSROOM PERFORMANCE

- I. **How effectively does the instructor demonstrate organization/presentation of the material?** Discuss at least some of the following items: introduction, continuity, explanation, sensitivity to the language/learning needs of the students; use of board, educational technology and related software, lesson closure and provisions for student follow up.

- II. **How effectively does the instructor demonstrate knowledge of the subject matter?** Discuss, at least, some of the following items: accuracy, clarity, awareness of current trends and developments, vocabulary usage, bibliographies, illustrations and technical knowledge of equipment.

(Attach additional pages as needed)



(Instructor's initials)

"I have read this page."

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- III. **How effectively does the instructor motivate and encourage students to respond to the material presented?** Discuss, at least, two of the following items: teaching technique(s), problem solving and critical thinking skills, facilitation of interaction, debate, note-taking, discussion.

IV. **How effectively does the instructor influence the classroom atmosphere and learning environment?** Discuss some of the following items: student conduct, physical condition of classroom, safety/health conditions.

V. **Was the objective of the lesson attained?** YES NO NOT SURE

VI. **Total impression of the lesson. Highlight strengths/weaknesses.**

VII. **Recommendations for the instructor and/or alternatives that can be tried in the classroom.**

Overall Evaluation

This observer determines that the lesson was: **SATISFACTORY** **UNSATISFACTORY**
(Circle one)

Signature of the observer _____

 "I have read this page." (Instructor's initials)