



NOTICE OF OBSERVATION
[to be completed by the observer]

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

The class observation will take place in (check one):

- a traditional face-to-face class
- an asynchronous class
- the face-to-face meeting of a hybrid class
- the online portion of a hybrid class

HAND DELIVERED BY: _____
PRINT NAME AND INITIAL DATE

Received at least 24 hours prior to observation by:

SIGNATURE OF FACULTY TO BE OBSERVED

PRE-OBSERVATION INFORMATION

[to be completed by faculty being observed]

The Pre-Observation Information section is optional.

Research demonstrates the benefits of a pre-observation discussion in creating a collegial atmosphere for promoting professional growth. The discussion can take place virtually or face to face and is an opportunity for the professor being observed to provide context for the lesson and allow the observer an opportunity to better understand the faculty's motives for utilization of a particular pedagogy.

DATE: _____ DEPARTMENT: _____

FACULTY MEMBER TO BE OBSERVED, RANK, UNIT

COURSE TITLE/COURSE NUMBER, SECTION NUMBER

Indicate the TOPIC and OBJECTIVE(S) of the lesson.

Share details of the lesson for the observer to consider (e.g., incorporating new technology, continuing an earlier lesson or project, attempting new activity/pedagogy)

FACULTY OBSERVATION FORM
[to be completed by the observer]

DATE: _____ DEPARTMENT: _____

FACULTY MEMBER, RANK, UNIT

COURSE TITLE/COURSE NUMBER, SECTION NUMBER

Summary of lesson, including content and teaching strategies:

FACULTY OBSERVATION FORM
[to be completed by the observer]

Using the checkboxes and/or the comments section, indicate what was observed during the lesson. The purpose of the checkboxes is to provide a framework for the observation, and thus the amount of checked or unchecked boxes may not correlate to the overall instructor performance during the lesson.

Check if observed			I. Lesson Organization and Presentation
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor provided a statement of lesson objectives.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor connected the lesson to previous material.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor referenced materials assigned to students in preparation of the lesson.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The lesson was sequential, logical and planned.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor used more than one strategy to address different learning modalities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor used the board and/or technology to support the lesson.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor's follow-up activities were based on the lesson.
<i>In addition to the above, if the observation was conducted in an asynchronous or in the online part of a hybrid course, consider the following:</i>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor provided a logical path through the lesson on the course site (e.g. Blackboard).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor provided content directly or through active links for this unit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If this is a hybrid course, the instructor posted announcements and directions to enable transitions between face-to-face session and online component.
Comments:			

FACULTY OBSERVATION FORM
[to be completed by the observer]

Using the checkboxes and/or the comments section, indicate what was observed during the lesson.

Check if observed			II. Knowledge of the Subject Matter
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The information that the instructor provided in the lesson was accurate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor incorporated the vocabulary and language of the discipline in the lesson.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The content reflected awareness of current trends and developments.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor directed students to reference material and texts during discussion.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor demonstrated familiarity with the technology that was incorporated in the lesson.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The content was aligned with the lesson's objectives.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor used language appropriate for the audience.
<i>In addition to the above, if the observation was conducted in an asynchronous or in the online part of a hybrid course, consider the following:</i>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If this is a hybrid section, there is a connection between the content in the online portion of this unit and the content in the face-to-face sessions.
Comments:			

FACULTY OBSERVATION FORM
[to be completed by the observer]

Using the checkboxes and/or the comments section, indicate what was observed during the lesson.

Check if observed			III. Interaction with Students
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor allowed time for student responses.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor provided feedback to students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor facilitated student participation by using a variety of active learning strategies such as, but not limited to, group work, paired discussion, and polling.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor provided directions for each learning activity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor allowed time to complete in-class assignments.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor had all the necessary materials and equipment readily available.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor was able to engage the students in meaningful discussion in an open and respectful manner.
<i>In addition to the above, if the observation was conducted in an asynchronous or in the online part of a hybrid course, consider the following:</i>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor provided instructions for the assignment to be completed by the students, including due dates.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor provided opportunities for online student discussion and encouraged participation through the use of forums, blogs, wikis, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor stated the point value of student discussion and participation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The instructor offered additional assistance to students during this unit (e.g. through an announcement).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is evidence that Netiquette was followed in this unit.
Comments:			

FACULTY OBSERVATION FORM
[to be completed by the observer]

In section IV of this page, the observer should indicate his/her overall impression of the lesson, including supporting examples. In Section V, the observer should indicate recommendations for improvement and/or growth.

IV. Indicate your overall impression of the lesson and provide reasons for your impressions.

V. List recommendations for the instructor and/or alternatives to improve pedagogy based specifically on what was observed.

FACULTY OBSERVATION FORM

[to be completed by the observer]

On this page, the observer must indicate if the objectives of the lesson were addressed by placing a checkmark in the 'yes' or 'no' box. The observer must also indicate the overall performance of the instructor by placing a checkmark in the 'satisfactory', or 'unsatisfactory' box.

Were the objectives of the lesson clearly addressed? Yes No

Overall instructor performance during lesson	
<p>Check one:</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> </div>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of observer	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date signed



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 observer assigned by chairperson, if third party requested.

OBSERVATION DATE

COURSE/SECTION OBSERVED

DATE OBSERVATION REPORT COMPLETED

DATE FILED WITH CHAIRPERSON

The above-named faculty members were present at the conference. The conference took place on

_____ from: _____ to: _____
DATE TIME TIME

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

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 ___ 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 you wish to include it.

DATE COPY REQUESTED BY OBSERVEE

DATE COPY RECEIVED BY OBSERVEE

INITIALS

INITIALS