

## 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, DEPARTMENT/UNIT

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

a face-to-face classroom setting

a virtual session of a fully online synchronous course or a fully online mixed course (part synchronous, part asynchronous)

a learning unit in a fully online asynchronous course or in a fully online mixed course

the face-to-face classroom setting of a hybrid class

an online learning unit in 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)

I have read this page.  
(observee's initials)

**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.

<i>Check if observed</i>			<b>I. Lesson Organization and Presentation</b>
Yes	No	N/A	
			The instructor provided a statement of lesson objectives.
			The instructor connected the lesson to previous material.
			The instructor referenced materials assigned to students in preparation of the lesson.
			The lesson was sequential, logical and planned.
			The instructor used more than one strategy to address different learning modalities.
			The instructor used the board and/or technology to support the lesson.
			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>			
			The instructor provided a logical path through the lesson on the course site (e.g. Blackboard).
			The instructor provided content directly or through active links for this unit.
			If this is a hybrid course, the instructor posted announcements and directions to enable transitions between face-to-face session and online component.
<b>Comments:</b>			

## FACULTY OBSERVATION FORM

[to be completed by the observer]

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

<i>Check if observed</i>			<b>II. Knowledge of the Subject Matter</b>
Yes	No	N/A	
			The information that the instructor provided in the lesson was accurate.
			The instructor incorporated the vocabulary and language of the discipline in the lesson.
			The content reflected awareness of current trends and developments.
			The instructor directed students to reference material and texts during discussion.
			The instructor demonstrated familiarity with the technology that was incorporated in the lesson.
			The content was aligned with the lesson's objectives.
			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>			
			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.
<b>Comments:</b>			

## FACULTY OBSERVATION FORM

[to be completed by the observer]

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

<i>Check if observed</i>			<b>III. Interaction with Students</b>
Yes	No	N/A	
			The instructor allowed time for student responses.
			The instructor provided feedback to students.
			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.
			The instructor provided directions for each learning activity.
			The instructor allowed time to complete in-class assignments.
			The instructor had all the necessary materials and equipment readily available.
			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>			
			The instructor provided instructions for the assignment to be completed by the students, including due dates.
			The instructor provided opportunities for online student discussion and encouraged participation through the use of forums, blogs, wikis, etc.
			The instructor stated the point value of student discussion and participation.
			The instructor offered additional assistance to students during this unit (e.g. through an announcement).
			There is evidence that Netiquette was followed in this unit.
<b>Comments:</b>			

**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

Check one:

Satisfactory

Unsatisfactory

\_\_\_\_\_  
Signature of observer

\_\_\_\_\_  
Date signed

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## 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

INITIALS

\_\_\_\_\_  
DATE COPY RECEIVED BY OBSERVEE

INITIALS