



Office of the Provost and Vice President for Academic Affairs

NOTICE OF OBSERVATION

DATE: _____ DEPARTMENT: EDUCATION

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

I have read this page (instructors initials)



Office of the Provost and Vice President for Academic Affairs

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

I have read this page (instructors initials)



Office of the Provost and Vice President for Academic Affairs

(date)

(date)

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.

- 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.

I have read this page (instructors initials)

Office of the Provost and Vice President for Academic Affairs

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)

I have read this page (instructors initials)