



Post-Observation Conference Memorandum Form

As per [Article 18: Professional Evaluation - PSC CUNY \(psc-cuny.org\)](https://psc-cuny.org)

Course and Section Observed:

Instructor Observed

First Name:

Last Name:

Mode of Instruction of Course/Section:

- ☐ HyField
- ☐ HyFlex
- ☐ Hybrid Asynchronous
- ☐ Hybrid Synchronous
- ☐ In Person
- ☐ Online Asynchronous
- ☐ Online Mix
- ☐ Online Synchronous

Mode of Instruction of Session Observed:

Faculty Observer

First Name:

Last Name:

Date of Observation:

Starting Time of Observation:

Ending Time of Observation:

Date of Observation Report filed:

Date of Post-Observation Conference:

Department Representative(s) at Conference (if applicable):

Comments from the instructor observed (optional):

I, the instructor observed, have read this memorandum, and

☒ **have** provided comments.

☐ **have not** provided comments.

Signature of Instructor Observed:

Date:

Signature of Observer:

Date:

In accordance with the CUNY Mandate this Teaching Observation will be filed in the Department Personnel File.