Hunter College of the City University of New York
Department of Geography

OBSERVATION OF TEACHING

Instructional Staff Member: ____________________________

Please print

Course/section: ____________________________

Please print

Subject of Lecture: ____________________________

Please print

Observer: ____________________________

Printed name and signature

Under the terms of the PSC CUNY contract, the observation period should cover a complete class period and the Instruction Staff Member should be given 24 hours prior notice of the observation with evidence of notification.

- Check your closest evaluation choice.
- All observers are expected to support their checked evaluation choices with written comments.
- It is the Observer’s responsibility to return the completed (and signed) observation report to the Assistant to Chair within 48 hours of the evaluation.

1. KNOWLEDGE OF SUBJECT MATTER
   _____ Extremely well-informed
   _____ Very informed
   _____ Moderately well-informed
   _____ Poorly informed, inadequate knowledge

Supporting comments:
2. **ORGANIZATION OF SUBJECT MATTER**
   - Systematic and thorough organization
   - Adequate, fairly well organized
   - Existing plan but easily diverted
   - Excessively rigid organization (over-organized)
   - Confused, disorganized

   Supporting comments:

3. **ABILITY TO EXPLAIN LECTURE/MATERIAL – OVERALL OBJECTIVE AND IN DETAIL**
   - Clear, precise, to the point
   - Generally good
   - Mixed: some adequate, some inadequate
   - Explanation frequently not given

   Supporting comments:

4. **ENCOURAGEMENT TO STIMULATE STUDENT THINKING**
   - Attempts to stimulate independent and critical thinking
   - Allows for independent thought, some effort to stimulate
   - Routine, not much effort
   - Discouraging, rote treatment

   Supporting comments:
5. **SPEAKING/PRESENTATION ABILITY**
   - Skilled, excellent presence
   - Good, generally adequate
   - Fair presentation weakened by some poor technique
   - Overall poor technique, serious handicap in presenting

   Supporting comments:

6. **RESPONSIVENESS AND ATTITUDE TOWARDS STUDENTS**
   - Very responsive to students, attentive, understanding, helpful
   - Moderately responsive to students
   - Condescending attitude toward students
   - Impersonal but not hostile
   - Hostile, antagonistic and sharp

   Supporting comments:

7. **USE OF VISUALS**
   - Clear, precise, to the point
   - Generally good
   - Mixed, some adequate, some inadequate
   - Inadequate, too much text, text too small, not enough text

   Supporting comments:
To the observer: Please use this page to state your overall impression of this candidate in your own words. Please include examples of

- particular strengths
- particular weaknesses (if any)
- recommendations for improvement

SUMMARY

This report is to be considered (check one):

___________ Favorable and well above average

___________ Favorable, average

___________ Favorable but below average

___________ Unfavorable but with some strong points

___________ Unfavorable
NOTIFICATION OF OBSERVATION

TO:                                        
                                         
                                         
FROM:                                      
                                         
                                         
DATE:                                      
                                         

This is to inform you that I will observe one of your classes on the date and at the time listed below:

__________________________________________________________________________  ____________________________________________________________________  __________
Course number and section                                            Date                                                Time

Please complete this form and return it to the observer's mailbox in HN1004.

I received at least 24 hours written notice of this observation (Written notice can include notice sent via Hunter email.)  ( )

I did not receive at least 24 hours notice of this observation.  ( )

Signature of Instruction Staff Member
POST-OBSERVATION CONFERENCE MEMORANDUM

Instructional Staff Member: ___________________________  Observer: ___________________________
Please print  Please print

Date of Observation: ___________________________  Date of Conference: ___________________________

If the Instructional Staff Member and the Observer agree that discussion of this observation is not necessary, please check here _____________.

__________________________________________
Signature of Observer and Date

__________________________________________
Signature of Instructional Staff Member and Date

I received at least 24 hours written notice of this observation (Written notice can include notice sent via Hunter email.)  ( )

I did not receive at least 24 hours notice of this observation.  ( )

__________________________________________
Signature of Instructional Staff Member and Date