

KINGSBOROUGH COMMUNITY COLLEGE  
of  
The City University of New York  
POST-OBSERVATION CONFERENCE MEMORANDUM  
Spring  Fall

<u>Post-Observation Conference</u>  Observation Date _____  Post-Observation Date _____  Course and Section _____  Name of Observer _____  Date Observation Report filed with Department Chairperson _____	<u>Names of Department Representatives Present:</u>  _____ <p style="text-align: center;">Observer</p>  _____ <p style="text-align: center;">P &amp; B member or other assigned by Chairperson</p>
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Faculty Member's Name \_\_\_\_\_

Date of Discussion \_\_\_\_\_ Department \_\_\_\_\_

(attach additional pages, if necessary)

Signed \_\_\_\_\_

Title \_\_\_\_\_

(Observer, Chairperson or Chairperson's designee)

I understand that my signature means only that I have read this memorandum and that I may attach any comments I wish.  
I do  do not  intend to submit a rebuttal or comments. If yes, when \_\_\_\_\_

Faculty Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Original: Personnel File  
Copy: Faculty Member

KINGSBOROUGH COMMUNITY COLLEGE

-of-

The City University of New York

Interoffice Memorandum

TO: Department Chairpersons

FROM: Joanne Russell  
S.V.P. for Academic Affairs & Provost

SUBJECT: Instructions for Post-Observation Conference

1. Schedule conference within two weeks of receipt of observation report by chairperson.
2. Conference to include faculty member and observer. Either a member of the P&B Committee or a member of the Department with the rank of tenured Associate Professor or tenured Professor may be assigned by the Chairperson at the request of the employee or the observer.
3. Observation report to be read and signed by observee before conference.
4. Conference should be an exchange between the observer and the candidate.
5. Notes should be taken during the conference by the observer.
6. Memorandum should be prepared by the observer or, where appropriate, the third party, within 10 days after conference, and presented to candidate for signature.
7. Memorandum should clearly conclude satisfactory or unsatisfactory performance and should reflect the exchange of comments during conference.
8. A copy of the post-observation conference memorandum may be given to the employee.
9. The department chairperson will forward a completed electronic copy of the observation report and post-observation memorandum to Academic Affairs.

JR/ja/gray  
02/21