

KINGSBOROUGH COMMUNITY COLLEGE

THE CITY UNIVERSITY OF NEW YORK
2001 ORIENTAL BOULEVARD
BROOKLYN, NEW YORK 11235

PRE-PEER OBSERVATION AGREEMENT

Date: [fillable field]

Dear Professor [fillable field, filled by chair or observer]:

Professor [field filled by chair or observer] is available to observe your class/section, [fields filled by chair or observer], on [date field, by chair or observer], from [start field] to [finish field]. If unacceptable, please contact your department, chair, or observer immediately.

Topic of lesson/unit/session: [fillable field, filled by observee]

Objective(s) of the lesson/unit/session: [fillable field, filled by observee]

Optional Guidance: Observee may insert here any additional guidance, if applicable, for the observer about how the observation will be conducted: [fillable field, filled by observee]

Please check appropriate box: This arrangement is: acceptable [], unacceptable []
[Instructor Signature/Date fields] [Observer Signature/Date fields]

Summary of peer observation regulations (on-campus classes remain unaffected):

Course Type	Period of Observation	BB Role	Other
Fully Online, Fully Synchronous	Only for the scheduled class period.	Student or Guest	Do not refer to the conduct of course activities outside of the observation period.
Fully Online, Fully Asynchronous	No more than a 48-hour period that will commence at a specified time not earlier than seven calendar days after the notice of the teaching observation has been given to the instructor.	Student or Guest	The instructor must be given a 7-day notice prior to the start of the observation period.
Fully Online Mixed (Asynchronous and Synchronous)	Adhere to Online, Fully Synchronous, unless instructor requests and department chair consents to observation adhering to the parameters of an online, fully asynchronous course.	Student or Guest	The post observation memo should not refer to any course activities that occurred more than seven calendar days before the 48-hour period of access.
Hybrid or Blended, Face-to-Face and Online	Adhere to Face-to-face instructions, unless instructor requests and department chair consents to observation adhering to parameters for an online course.	Student or Guest	