# Post-Observation Conference Memorandum Form

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

Course and Section Observed:

Instructor Observed First and Last Name:

Observer First and Last Name:

Date 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/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 dept Personnel File.*