

***Fall 2020 – Classroom Observations in a virtual environment***

Guidelines regarding classroom observation can be found in Section 18.2 of the PSC/CUNY Collective Bargaining Agreement. The following guidance was added during the most recent negotiations.

**Fully Online Synchronous Classes:**

The instructor must be given notice of observation at least 24 hours in advance of the observation period.

The Observation period shall be for one scheduled class period.

The observer shall be given limited access to the course platform usually defined as “student” or “guest” access but in no event “instructor” or “administrator” access, only for the scheduled class period to be observed.

Using the instructor’s normal method for announcements, the instructor shall inform the students that the teaching observation is occurring.

The Post-Observation Conference shall be held in accordance with CBA 18.2.b and may be held, at the request of the instructor, by telephone or by video conference.

The Classroom teaching observation memorandum shall Not refer to the conduct of the course activities outside of the observation period.

**Fully Online Asynchronous Classes:**

The instructor must be given notice of observation at least seven (7) calendar days prior to the start of the observation period.

The observation period will for no more than 48 hours and will commence at a specified time at least 7 days after instructor notification.

The observer shall be given limited access to the course platform, usually defined as “student” or “guest” access but in no event “instructor” or “administrator” access, for the observation period.

Within 48 hours of receiving notice of the observation, the instructor shall inform the students of the teaching observation and its beginning and end time using the method for announcements normally employed by the instructor in the course.

The Post-Observation Conference shall be held in accordance with CBA 18.2.b and may be held, at the request of the instructor, by telephone or by video conference.

The observer shall not review online activity that occurred more than seven calendar days prior to the 48-hour period of access to the course platform, nor shall the post-observation memorandum refer to any course activities that occurred more than seven calendar days prior to the 48-hour period of access.

**Fully Online Mixed Course (using both synchronous and asynchronous instruction):**

The teaching observation shall take place according to the procedures for a fully online synchronous course, as specified above.

At the request of the instructor, and with the consent of the department chairperson, the teaching observation may be conducted as it would be for a fully online asynchronous course, as specified above.