

LAGUARDIA COMMUNITY COLLEGE
POST OBSERVATION CONFERENCE

NAME

DIVISION

TITLE

OBSERVER

FULL-TIME

DATE OF OBSERVATION

PART-TIME

SESSION

COURSE & SECTION

SUMMARY OF OBSERVATION MEETING:

This is a "Satisfactory observation

This is an "Unsatisfactory" observation

SIGNATURE OF OBSERVER

DATE

SIGNATURE OF ADDITIONAL FACULTY
MEMBER AT CONFERENCE

TITLE

DATE

I have seen this memorandum

I have no statement to make

I have attached a statement

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF CHAIRPERSON

DATE

Employee declines to sign

Witness