

OFFICE OF LABOR RILATIONS

February 5, 1998

To: All Staff Members:
From: Harvey Nagler
Stanley Fagel
Subject: Formal and Informal Observations

Both Maria Guasp* (head of committee for "Teaching for the 21st Century") and Teresa Mehrer*, UFT representative to the committee, agreed on the following definitions for "FORMAL" and "INFORMAL" observations.

FORMAL: A formal observation is one where the teacher knows the supervisor is coming and that observation be part of the file record. A pre and post observation conference should be held.

INFORMAL: In an informal observation, the supervisor may drop in at any time of a period and stay for all or part of the lesson The teacher is not expecting the supervisor. The supervisor may give oral or written recommendations: however, if a written observation is made part of the teacher file a post observation conference should be held.

Judy Chin * < Director of the Office of Instruction, agrees with these definitions.

* All were spoken to directly.