

Via electronic mail

Date March 14, 2023

Memorandum

To: Interim Associate Provost Raquel Fich
Baruch College

From: David Boxill *DB*
Executive Director of Human Resources

Subject: **Teaching Observations and Evaluations for Spring 2023**

I write to remind you that Teaching Graduate Assistant B's must be observed within the first ten weeks of the semester. Article 18.2(b) 1, "Professional Evaluation" of the Agreement between The City University of New York and The Professional Staff Congress provides that:

1. "At least once during each academic semester, non-tenured and non-certificated members of the teaching staff shall be observed for a full classroom period. One observation shall take place during any scheduled class during the first **ten** weeks of a semester. The employee shall be given no less than **24** hours of prior notice of observation."

Attached you will find the names of the CUNY Graduate Assistant B Teaching Fellows/BTF's who must be observed and evaluated this semester. Please feel free to use the form attached.

Copies of the Class Observations and Post-Observation Conference memoranda for the Spring 2023 semester should be forwarded to the Office of Human Resources at The Graduate Center as soon as possible but no later than **May 3, 2023**. **The completed forms should be sent via email to hr-ga@gc.cuny.edu.**

Please ask the Chairs to discuss any performance problems with me. Failure to comply with this request may result in delays in Graduate Assistant re-appointments for the upcoming year.

Should you have any questions, please feel free to contact Lonette Spenser at lspencer2@gc.cuny.edu, Anna Dukhovny at adukhovny@gc.cuny.edu, or Juliet Montes at jmontes@gc.cuny.edu, or at 212-817-7700.

Thank you for your cooperation.

cc: Juliet Montes, Deputy Director of Human Resources
Anne Ellis, Director of Graduate Assistant Programs