APPENDIX E

SIMON FRASER UNIVERSITY
Teaching Assistant Evaluation

This is the basic Evaluation Form. Departmental forms may contain other job related
details and more or less commentary space, but the core elements of this form must
be retained.

1. You must review this Evaluation Form and Evaluative Criteria with your TA at the beginning of the semester
   (ref. Art. XVIII A).
2. Whenever reasonably possible, supervisors shall bring serious or continuing problems to the attention of the
   TA before citing in this Evaluation Form (ref. Art. XVIII I).
3. This form is to be completed by you at the conclusion of the semester. Your assessment of the TA’s teaching
   abilities will become part of the TA’s employment record. This feedback is intended to enhance teaching
   performance.

SECTION A: Teaching Assistant Information
Name ___________________________ Department ___________________________ Semester ___________ Course# ___________
Course Title ___________________________ Instructor ___________________________ TA’s 1st Appt. ☐

SECTION B: EVALUATIVE CRITERIA
Using the evaluative criteria below, indicate whether the TA’s performance:

1. Meets Job Requirements - Good
2. Meets Job Requirements - Satisfactory
3. Does not meet job requirements - Requires some improvement *.
4. Does not meet job requirements - Requires major improvement *
5. No opportunity to evaluate or criterion is not applicable.

* Whenever reasonably possible, supervisors shall bring serious or continuing problems to the attention
of the TA before citing in this Evaluation Form (ref. Art. XVIII I).

☐ Preparation of Lab/Tutorial Material  ☐ Meets Deadlines
☐ Attendance at Planning/Coordinating Meetings ☐ Maintains Office Hours
☐ Attendance at Lectures ☐ Grading Fair/Consistent
☐ Performance in Lab/Tutorial ☐ Quality of Feedback
☐ Quiz Preparation/Assist in Exam Preparation ☐ Instructional Content
☐ Other Job Requirements ___________________________
SECTION C: EVALUATION COMMENTARY
Please comment on the TA's positive contributions to instruction (e.g. teaching methods, grading, ability to lead discussion) - or other noteworthy strengths


Please comment on those duties which you noted as not meeting job requirements and suggest ways in which the TA's performance could be improved:


SECTION D: SUMMARY/OVERALL EVALUATION

☐ Meets Job Requirements ☐ Does Not Meet Requirements

Would you recommend this TA for reappointment? Yes ☐ No ☐

If No, explain briefly


Instructor's Signature __________________________ Year/Month/Day

SECTION E: TEACHING ASSISTANT'S COMMENTS


Teaching Assistant's Signature __________________________ Year/Month/Day

Distribution of and retention of the Evaluation form:

1. The original copy of the Evaluation Form must be forwarded to the Department Chair on completion and included in the TA's employment file.

2. The TA must receive a copy of the Evaluation Form no later than the end of the first week of classes of the following semester.

3. The TA may make comments on the evaluation and such comments will then be added to the employment file. The TA should complete the TA comments section, sign and date the form and return the form to the Department Chair as soon as possible.