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 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. Any serious or continuing problems should be brought 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 first Appt. | YES_____ NO _____ | Required Mid Term Evaluation | YES_____ NO _____ |

### 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 improvements*
5. No opportunity to evaluate or criterion is not applicable.

*Any serious or continuing problems should be brought to the attention of the TA before citing in this Evaluation Form (ref. Art. XVIII I)

Write the appropriate score in the box beside each criterion.

- Preparation of Lab/Tutorial Material
- Attendance at Planning/Coordinating Meetings
- Attendance at Lectures
- Performance in Lab/Tutorial
- Quiz Preparation/Assist in Exam Preparation
- Knowledge of Editing Procedures
- Other Job Requirements

[ ] Meets Deadlines
[ ] Maintains Office Hours
[ ] Grading Fair/Consistent
[ ] Quality of Feedback
[ ] Instructional Content
[ ] Punctuality

Other Job Requirements: ________________________________
SECTION C: EVALUATIVE 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      Day/Month/Year

SECTION E: TEACHING ASSISTANT’S COMMENTS

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

______________________________  _________________________
Teaching Assistant’s Signature     Day/Month/Year

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 to the Department Chair as soon as possible.