

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

TA: _____ Course _____ Semester _____

Instructor _____

TA's 1st Appointment: %

SECTION B: Evaluative Criteria

Using the evaluation 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 Te T

Performance in Lab/Tutorial

Meets Deadlines

Grading Fair/Consistent

Instructional Conduct

Other job requirements

SECTION C: Evaluation Commentary

Please comment on the TA's positive contributions to instruction (e.g. teaching methods, grading, and lab ability 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 Requirements Does not meet Requirements Would you recommend this TA for reappointment Yes No

If No, explain briefly:

Instructor's Signature _____

Date _____

SECTION E: Teaching Assistants Comments

Teaching Assistant Signature _____

Date _____

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 comment section, sign and date the form and return the form to the Department Chair as soon as possible.

Additional Comment(S) Space

SECTION C: Evaluation Commentary

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

SECTION E: Teaching Assistants Comments
