

Example of Minimal Requirements for Teaching Assistant Evaluation

To: Student

From: Mentor

Date:

RE: Quarterly Evaluation of _____

On Monday, January 25, 2016, I observed your XXX course. Your engagement with students in the course was stellar. In review of your Moodle assignments, your organization was noteworthy. Your course syllabus meets University expectations. Your student ratings for each category range from 3.4 to 4.0 with an overall of 3.6 for the course. You continued to add new material to your course and met your goal of engaging the class with your innovative teaching methods that you mentioned in your self-evaluation. Students did rate testing material as being lower than your other areas. Next quarter, we will focus on your exams to ensure that the test are reflecting the content and are appropriate for the level of the students.

Summative Evaluation: Meets expectations for a Teaching Assistant teaching your second course (200 level).

Teaching Assistant's Signature

Date

Faculty Mentor

Date

cc: Department Head

LOUISIANA TECH UNIVERSITY®

Teaching Assistant Evaluation Form (Short Version)

SAMPLE EVALUATION

The purpose of this evaluation is to assess the Teaching Assistant (TA) performance and thereby assist him/her in developing and improving his/her skills, and ensure a standard of acceptable employee performance. The mentor shall conduct a pre-announced visit of at least one entire class period to each class taught by a TA. The mentor shall then hold a follow-up conference to discuss the performance of the TA. This evaluation must be discussed with the TA within 1-2 weeks of the performance evaluation. If the TA is given an unsatisfactory score, the issue must be addressed before the TA teaches the subsequent class. Any concerns regarding the performance review may be directed to the Department/School Chair/Director.

Teaching Assistant Name: _____

Department Teaching in: _____

Course Number: _____

Term and Year of course being reviewed: _____

Faculty Supervisor's Name: _____

Faculty Supervisor Assessment: *Please rate the TA's performance on the following items*

Performance Factors	Low	Acceptable	High
Professional demeanor and appearance			
Organized lectures			
Courteous to students			
Stimulates interest/engaging lecture			
Instruction and discussion developmentally appropriate			
Effective use of time			
Encouraged student participation			
Mastery of subject matter			
Effective use of technology			
Speaks English fluently			

Work Tasks	Low	Acceptable	High
Holds office hours			
Maintains class records			
Grades assignments in a timely manner			

Additional Comments and Recommendations:

This evaluation has been reviewed with me.

Student Signature _____ Date _____

Faculty Supervisor Signature _____ Date _____

LOUISIANA TECH UNIVERSITY®

Teaching Assistant Evaluation Form (Long Version)

SAMPLE EVALUATION

The purpose of this evaluation is to assess the Teaching Assistant (TA) performance and thereby assist him/her in developing and improving his/her skills, and ensure a standard of acceptable employee performance. The mentor shall conduct a pre-announced visit of at least one entire class period to each class taught by a TA. The mentor shall then hold a follow-up conference to discuss the performance of the TA. This evaluation should be discussed with the TA within 1-2 weeks of the performance evaluation. If the TA is given an unsatisfactory score, the issue must be addressed before the TA teaches the subsequent class. Any concerns regarding the performance review may be directed to the Department/School Chair/Director.

Teaching Assistant Name: _____

Department Teaching in: _____

Course Number: _____

Term and Year of course being reviewed: _____

Faculty Supervisor's Name: _____

Part I. TA Classroom Instruction

Please rate the Teaching Assistant using the scale below where 1 represents *unsatisfactory* and 5 represents *exceptional*.

1. The TA had a clear lesson plan	1	2	3	4	5
2. The TA followed the course syllabus	1	2	3	4	5
3. The class session followed a logical sequence	1	2	3	4	5
4. The TA incorporated the use of technology	1	2	3	4	5
5. Tasks and activities were developmentally appropriate	1	2	3	4	5
6. The TA stimulated interest	1	2	3	4	5
7. Effective closure to the lecture					
8. The TA encouraged student participation	1	2	3	4	5
9. The TA used time effectively	1	2	3	4	5
10. The TA demonstrated a positive attitude and professional demeanor	1	2	3	4	5
11. The TA appeared fair and impartial	1	2	3	4	5
12. The TA involved inattentive students	1	2	3	4	5
13. The TA has mastery of the subject matter	1	2	3	4	5
14. The TA speaks English fluently	1	2	3	4	5

Part II. Performance Evaluation

Please rate the TA's performance for this review period in each of the following five areas.

1. Teaching and Presentation Ability

Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

2. Quality of Work

Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

3. Oral and Written Communication

Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

4. Accountability and Self-Management

Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

5. Subject Knowledge and Learning Ability

Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

Part III. Strengths and Areas of Improvement

Please provide some specific information related to the TA's strengths and accomplishments:

Please provide some specific feedback on areas in which you feel the TA can improve:

Part IV. Overall Rating

Utilizing Parts I, II, and III, please rate the overall performance of the TA for the current review period.

- Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

Comments:

This evaluation has been reviewed with me.

Student Signature _____ Date _____

Faculty Supervisor Signature _____ Date _____