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
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*

<table>
<thead>
<tr>
<th>Performance Factors</th>
<th>Low</th>
<th>Acceptable</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional demeanor and appearance</td>
<td></td>
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<tr>
<td>Organized lectures</td>
<td></td>
<td></td>
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<tr>
<td>Courteous to students</td>
<td></td>
<td></td>
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<tr>
<td>Stimulates interest/engaging lecture</td>
<td></td>
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<tr>
<td>Instruction and discussion developmentally appropriate</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Effective use of time</td>
<td></td>
<td></td>
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<tr>
<td>Encouraged student participation</td>
<td></td>
<td></td>
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<tr>
<td>Mastery of subject matter</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Effective use of technology</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Speaks English fluently</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Work Tasks</td>
<td>Low</td>
<td>Acceptable</td>
<td>High</td>
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<tr>
<td>-----------------------------------------------------</td>
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<td>------</td>
</tr>
<tr>
<td>Holds office hours</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Maintains class records</td>
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<td></td>
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<tr>
<td>Grades assignments in a timely manner</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments and Recommendations:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

This evaluation has been reviewed with me.

Student Signature ____________________________________________ Date ____________
Faculty Supervisor Signature ________________________________ Date ____________
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*.

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