

**College of Biological Science**

**Teaching Team Evaluation of Graduate Teaching Assistant**

Course: \_\_\_\_\_

Semester: \_\_\_\_\_

Graduate Teaching Assistant: \_\_\_\_\_

The College of Biological Science requires assessment of all TA's employed by the Departments of Human Health and Nutritional Sciences, Integrative Biology and Molecular and Cellular Biology. These assessments provide essential feedback to the department and to the graduate teaching assistant by identifying both strengths and possible areas of improvement. In addition, student assessment of teaching skills forms part of the information used by the department in evaluating the graduate teaching assistant's successful completion of a graduate teaching assistantship. This questionnaire invites response both through numerically quantifiable data and written comments. Evaluations must be based solely on the performance of those duties specified in the "Assignment of Work Agreement" as completed and signed by the employee and the supervisor and as checked below.

Which of the following duties were specified in the "Assignment of Work Agreement"?	Check Below
Grading	
Invigilating	
Teaching Lab Sessions	
Leading class-based tutorials	
Leading online-based tutorials	
Monitoring online conferencing	
Attending preparatory meetings	
Setting up equipment	
Holding office hours	
Providing additional support (eg. Clerical, technical duties)	

**Please respond to the following comments using the scale below**

NA = not applicable    1 = unacceptable    2 = needs improvement    3 = meets expectations    4 = exceeds expectations    5 = significantly exceeds expectations

**Punctuality**

1	The TA attended meetings regularly	NA	1	2	3	4	5
2	The TA was on time and accessible during the entire lab/tutorial period, during office hours and/or by email	NA	1	2	3	4	5
3	The TA arrived to invigilate at the time indicated, and was available during the entire exam period, as well as for grading (when applicable)	NA	1	2	3	4	5

**Teaching Skills**

4	The TA spoke in a clear and effective manner during the lab or tutorial sessions	NA	1	2	3	4	5
5	The TA treated the students respectfully	NA	1	2	3	4	5
6	The TA was able to clarify and simplify the assigned material	NA	1	2	3	4	5
7	The TA was able to demonstrate and/or explain the lab/tutorial material	NA	1	2	3	4	5
8	The TA was able to clearly and effectively answer questions about the lab/tutorial material	NA	1	2	3	4	5
9	The TA was able to maintain an atmosphere with students that was conducive to working and learning	NA	1	2	3	4	5

**Online Tutorials/Conferencing**

10	The TA was available and responsive to queries in a reasonable amount of time	NA	1	2	3	4	5
11	The TA responded to inquiries or comments in a clear and effective manner	NA	1	2	3	4	5

**Grading**

12	The TA handed in graded assignments on time	NA	1	2	3	4	5
13	The TA graded reports accurately and consistently as per instructions provided	NA	1	2	3	4	5
14	The TA was able to clarify and simplify the information when grading incomplete answers	NA	1	2	3	4	5
15	The TA included constructive comments for consideration/discussion on graded, written reports	NA	1	2	3	4	5
16	The TA was available by email, or during office hours, to answer questions regarding grading	NA	1	2	3	4	5

**Overall**

17	The TA was approachable, enthusiastic and stimulated interested in the course material	NA	1	2	3	4	5
18	Overall, this TA . . .	NA	1	2	3	4	5

Additional Comments (include comments you feel may be useful to the TA and/or the College for future hiring consideration)

Signature of Work Supervisor or Department Chair

If the Graduate Supervisor is also the Work Supervisor, the Chair of the Department must sign this form.

\_\_\_\_\_

Signature(s)

\_\_\_\_\_

Date

I have received a copy of this evaluation

\_\_\_\_\_

TA Signature

\_\_\_\_\_

Date