# **TEACHING ASSISTANT PERFORMANCE EVALUATION**

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| BASIC INFORMATION |
| Date: |  | **Employee Name:** |  |
| Academic Unit: |  | **Supervisor/Instructor:** |  |
| Course: |  | **Semester:** |  |
| Type: |  GTA  UTA GSA-1 |
| INSTRUCTIONS |
| * Performance assessments are based on the duties outlined in the TA’s Assignment of Work Agreement.
* The listed skills and duties are *examples* and should be amended to reflect the duties as outlined in the work agreement and the skills required for the specific position.
* Evaluations are conducted in accordance with University policy and treated as confidential information between the employee and the University.
* Student evaluations or other correspondence that support the assessment should be attached.
* A rating of “Improvement required” or “Unsatisfactory” requires constructive feedback and a timeline for correcting the concerns.
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|  EVALUATION (Check the boxes) |
| Assessment of Assigned Duties | **N/A**  | **Satisfactory** | **Improvement Required** | **Unsatisfactory** |
| Preparation: |  |  |  |  |
| Attending Lectures: |  |  |  |  |
| Conducting Labs/Seminars: |  |  |  |  |
| Grading (punctuality): |  |  |  |  |
| Grading (accuracy): |  |  |  |  |
| Attending Lectures: |  |  |  |  |
| Student Consultation: |  |  |  |  |
| Invigilating Exams: |  |  |  |  |
| Supervising Field Trips: |  |  |  |  |
| Other Duties(Specify): |  |  |  |  |
| Assessment of Skills | **N/A** | **Satisfactory** | **Improvement Required** | **Unsatisfactory** |
| Demonstrates Required Theoretical Skills and Knowledge: |  |  |  |  |
| Demonstrates Required Applied (e.g., lab) Skills and Knowledge: |  |  |  |  |
| Competence as a discussion leader or laboratory instructor: |  |  |  |  |
| Punctual (meetings, tutorials labs, etc.): |  |  |  |  |
| Communication Skills (spoken): |  |  |  |  |
| Communication Skills (written): |  |  |  |  |
| Ability to take direction: |  |  |  |  |
| Time Management: |  |  |  |  |
| Overall Assessment: |  **Satisfactory**  **Improvement Required**  **Unsatisfactory** |
| **Provide specific feedback related to the TA’s strengths:** |
|  |
| **Provide specific feedback related to how the TA performance can improve (including timelines as necessary):** |
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| Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |