# **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. | | | | | | | |
| 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):** | | | | | | | |
|  | | | | | | | |
| Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |