RESEARCH ASSISTANT EVALUATION

This document is designed to assist departments with evaluating research assistants’ performance in accordance with the contractual agreement outlined in the RA offer letter. The schedule and prompts below provide RAs and their supervisors space to promote success for research assistantships based on their contract and graduate researcher training expectations.

|  |  |
| --- | --- |
| **Graduate Student** |  |
| **Supervisor** |  |
| **RA Assignment, Semester, Year** |  |

## Evaluation Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Recommended Timeline | Scheduled Date | Completed |
| RA and supervisor meet, and complete start-of-semester check in | First week of employment |  |  |
| RA and supervisor meet, and complete mid-semester evaluation | Around mid-semester |  |  |
| RA and supervisor meet, and complete end-of-semester evaluation | During the final two weeks of the semester |  |  |

Start of semester CHECK IN

|  |  |
| --- | --- |
| Task | Expectations/Commentary |
| Start appointment on first contract date |  |
| Be present on campus during the academic year, unless specifically approved by the college |  |
| Use e-mail account and address provided by the University |  |
| Maintain appropriate communication with supervisor |  |
| Attend and complete required training, including any required Responsible Conduct of Research (RCR) training |  |
| Complete an approved harassment prevention education course during the first two months of employment and complete periodic trainings as outlined in the University’s Policy on Sexual Harassment and Sexual Misconduct |  |
| Complete assigned duties during arranged weekly schedule |  |
| Take appropriate actions for covering an absence |  |
| Optional Additions for All RAs | |
| Maintain designated GPA |  |
| Receive satisfactory evaluation from current RA appointment |  |
| Receive satisfactory student evaluations from your current appointment (if applicable) |  |
| Option Addition for RAs whose *first* language is not English | |
| Meet English proficiency standards |  |
| Spring Only | |
| Register for spring classes by the end of the fall semester |  |
| New RAs Only | |
| Participate in required orientation |  |
| Complete required [CITI](https://grad.uiowa.edu/postdocs/training-rcr/approved-courses) training |  |

MID-SEMESTER EVALUATION

|  |  |  |
| --- | --- | --- |
| Task | Evaluation (Needs improvement, meets expectations, or exceeds expectations) | Commentary |
| Started appointment on first contract date |  |  |
| On campus during the academic year, unless specifically approved by the college |  |  |
| Used e-mail account and address provided by the University |  |  |
| Maintained appropriate communication with supervisor |  |  |
| Attended and completed required training, including any required Responsible Conduct of Research (RCR) training |  |  |
| Completed an approved harassment prevention education course during the first two months of employment and completed periodic trainings as outlined in the University’s Policy on Sexual Harassment and Sexual Misconduct |  |  |
| Completed assigned duties during arranged weekly schedule |  |  |
| Took appropriate actions for covering an absence |  |  |
| Optional Additions for All RAs | | |
| Maintained designated GPA |  |  |
| Received satisfactory evaluation from current RA appointment |  |  |
| Received satisfactory student evaluations from your current appointment (if applicable) |  |  |
| Option Addition for RAs whose *first* language is not English | | |
| Met English proficiency standards |  |  |
| New RAs Only | | |
| Participated in required orientation |  |  |
| Complete required [CITI](https://grad.uiowa.edu/postdocs/training-rcr/approved-courses) training |  |  |

END-OF-SEMESTER EValuation

|  |  |  |
| --- | --- | --- |
| Task | Evaluation (Needs improvement, meets expectations, or exceeds expectations) | Commentary |
| Started appointment on first contract date |  |  |
| On campus during the academic year, unless specifically approved by the college |  |  |
| Used e-mail account and address provided by the University |  |  |
| Maintained appropriate communication with supervisor |  |  |
| Attended and completed required training, including any required Responsible Conduct of Research (RCR) training |  |  |
| Completed an approved harassment prevention education course during the first two months of employment and completed periodic trainings as outlined in the University’s Policy on Sexual Harassment and Sexual Misconduct |  |  |
| Completed assigned duties during arranged weekly schedule |  |  |
| Took appropriate actions for covering an absence |  |  |
| Option Addition for RAs whose *first* language is not English | | |
| Met English proficiency standards |  |  |
| Optional Additions for All RAs | | |
| Maintained designated GPA |  |  |
| Received satisfactory evaluation from current RA appointment |  |  |
| Receive satisfactory student evaluations from your current appointment (if applicable) |  |  |
| Spring Only | | |
| Registered for spring classes by the end of the fall semester |  |  |
| New RAs Only | | |
| Participated in required orientation |  |  |
| Complete required [CITI](https://grad.uiowa.edu/postdocs/training-rcr/approved-courses) training |  |  |

I confirm that we, the Research Assistant and supervisor, completed these forms together and that they accurately detail the entire RA evaluation process. I understand that this information will be added to the Research Assistant’s personnel file.

Research Assistant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_