TEACHING ASSISTANT EVALUATION

This document is designed to assist departments with evaluating teaching assistants’ performance in accordance with the contractual agreement outlined in the TA offer letter. The schedule and prompts below provide TAs and their supervisors space to promote success for teaching assistantships based on their contract. The college encourages TAs and their supervisors to also use the Teaching Assistant Teaching Observation Framework to assist TAs with growing as instructors. This evaluation document focuses solely on contractual requirements whereas the observation framework is a reflective process and is not intended to be used for evaluating a TA’s performance.

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| --- | --- |
| **Graduate Student** |  |
| **Supervisor** |  |
| **Course, Semester, Year** |  |

## Evaluation Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Recommended Timeline | Scheduled Date | Completed |
| TA and supervisor meet and complete start-of-semester check in | First week of employment |  |  |
| TA and supervisor meet and complete mid-semester evaluation | Around mid-semester |  |  |
| TA 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, regardless of teaching modality, 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 |  |
| 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 |  |
| Follow the College of Liberal Arts and Sciences’ teaching policies |  |
| Complete assigned duties during arranged weekly schedule |  |
| Complete required contact hours |  |
| Complete course preparation and grading |  |
| Hold required office hours |  |
| Take appropriate actions for covering an absence |  |
| Optional Additions for All TAs | |
| Maintain designated GPA |  |
| Receive satisfactory student evaluations from current appointment |  |
| Take appropriate action for handling grade complaints or academic dishonesty and substituting for other teaching assistants who are absent |  |
| Spring Only | |
| Register for spring classes by the end of the fall semester |  |
| New TAs Only | |
| Participate in required orientation |  |
| Complete preliminary teaching proficiency assessment within first 8 weeks of semester |  |
| For those first-time teaching assistants whose *first* language is not English | |
| Complete the English Speaking Proficiency Assessment and English Language Performance Test |  |
| Enroll in appropriate English language courses in the Teaching Assistant Preparation in English (TAPE) Program if granted conditional certification |  |
| Attain a B certification (able to handle a discussion section) by end of first year as a TA if granted conditional certification |  |
| Obtain a C certification (assist in a lab with immediate supervision) by the end of first year as a TA if granted conditional certification in a science-related department with a lab section |  |
| Obtain C-level certification (teach a foreign language class where the language of instruction is not English) if granted conditional certification in a foreign language department |  |

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, regardless of teaching modality, 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 |  |  |
| Completed 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 |  |  |
| Followed the College of Liberal Arts and Sciences’ teaching policies |  |  |
| Completed assigned duties during arranged weekly schedule |  |  |
| Completed required contact hours |  |  |
| Completed course preparation and grading |  |  |
| Held required office hours |  |  |
| Took appropriate actions for covering an absence |  |  |
| Optional Additions for All TAs | | |
| Maintained designated GPA |  |  |
| Took appropriate action for handling grade complaints or academic dishonesty and substituting for other teaching assistants who are absent |  |  |
| New TAs Only | | |
| Participated in required orientation |  |  |
| Completed preliminary teaching proficiency assessment within first 8 weeks of semester |  |  |
| For those first-time teaching assistants whose *first* language is not English | | |
| Completed the English Speaking Proficiency Assessment and English Language Performance Test |  |  |
| Enrolled in appropriate English language courses in the Teaching Assistant Preparation in English (TAPE) Program if granted conditional certification |  |  |

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, regardless of teaching modality, 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 |  |  |
| Completed 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 |  |  |
| Followed the College of Liberal Arts and Sciences’ teaching policies |  |  |
| Completed assigned duties during arranged weekly schedule |  |  |
| Completed required contact hours |  |  |
| Completed course preparation and grading |  |  |
| Held required office hours |  |  |
| Took appropriate actions for covering an absence |  |  |
| Optional Additions for All TAs | | |
| Maintained designated GPA |  |  |
| Received satisfactory student evaluations from current appointment |  |  |
| Took appropriate action for handling grade complaints or academic dishonesty and substituting for other teaching assistants who are absent |  |  |
| Spring Only | | |
| Registered for spring classes by the end of the fall semester |  |  |
| New TAs Only | | |
| Participated in required orientation |  |  |
| Completed preliminary teaching proficiency assessment within first 8 weeks of semester |  |  |
| For those first-time teaching assistants whose *first* language is not English | | |
| Completed the English Speaking Proficiency Assessment and English Language Performance Test |  |  |
| Enrolled in appropriate English language courses in the Teaching Assistant Preparation in English (TAPE) Program if granted conditional certification |  |  |
| Attained a B certification (able to handle a discussion section) by end of first year as a TA if granted conditional certification |  |  |
| Obtained a C certification (assist in a lab with immediate supervision) by the end of first year as a TA if granted conditional certification in a science-related department with a lab section |  |  |
| Obtained C-level certification (teach a foreign language class where the language of instruction is not English) if granted conditional certification in a foreign language department |  |  |

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

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

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