

FACULTY EVALUATION OF TEACHING ASSISTANT

Name of Graduate Student

Name of course

v12-01

Dear Supervising Faculty Member:

The Department is required to evaluate the job performance of Teaching Assistants and give them feedback on their teaching performance each semester. Please indicate strengths and weaknesses and make suggestions for improvement.

Please sign this form and have the graduate TA sign after the two of you have discussed the evaluation. This should be done by the end of finals week. Turn in to the Graduate Secretary.

Average = good and acceptable performance
Below average Average Above average
RESPONSIBILITY
Punctuality at meetings and class
Attendance at TA meetings
Completion of assigned tasks
Willingness to accept responsibility
Initiative
Ability to offer constructive criticisms and suggestions
KNOWLEDGE OF & INTEREST IN MATERIAL
Knowledge of material
Willingness to make up deficiencies in knowledge
Preparation for teaching the class
Creativity
Initiative
TEACHING EFFECTIVENESS
Organization and style of presentation
Interactions with students
Ability to show respect for students
Behaved in a professional manner
Availability for students with questions
TESTING/GRADING/ADMINISTRATION
Ability to make up good quiz & exam questions
Graded fairly and promptly
Ability to keep clear and complete records

SUGGESTIONS FOR IMPROVEMENT (see on other side)

This student 's teaching performance was ___/was NOT ___ satisfactory.

Signature of Supervising Professor

Date

I have met and discussed this evaluation with the above Professor. I realize that this evaluation will be a part of my file and that I can submit a written response to this report which also become part of my file.

Signature of Teaching Assistant

Date