

**PERFORMANCE EVALUATION**  
**GRADUATE STUDENT TEACHING ASSISTANT**  
 All formal written evaluations shall be included in the employee's employment file.

Teaching Assistant's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_ Term & Year: \_\_\_\_\_

Instructor in charge: \_\_\_\_\_

**The purpose** of this evaluation is to assess the Teaching Assistant's performance and thereby assist her in developing and improving her skills, and ensure a standard of acceptable employee performance. An employee's ongoing performance is normally subject to a formal written evaluation once during any academic term of appointment. This evaluation must be discussed with the employee within thirty (30) days of the performance evaluation.

**This evaluation has six parts:** A) General, B) Knowledge, C) Interaction with Students, D) Overall Evaluation, E) Employee Comments, and F) Signatures. To complete the evaluation, both the Course Supervisor and the Student Teaching Assistant must sign and date the form, after a discussion has taken place. Please use the following guide to rate the Teaching Assistant's performance in each of the areas.

N/A= not applicable

1= unacceptable

2= satisfactory / some improvement required

3= good / accomplishes all tasks diligently and well

4= excellent / accomplishes all tasks at a high level

<b>A) GENERAL:</b> Please assess the Teaching Assistant's performance in carrying out tasks related to scheduling, time management, and according to the supervisor's instructions.						
	N/A	1	2	3	4	Additional Comments
Overall preparation						
Time management during term						
Quality of grading of course assignments						
Quality of grading of midterm/final exams						
Timeliness in returning graded assignments/exams						

<b>B) KNOWLEDGE:</b> Please assess the Teaching Assistant's knowledge or level of expertise in the subject matter being taught.						
	N/A	1	2	3	4	Additional Comments
Knowledge/understanding of course material						
Technical competence (e.g. in laboratory sessions)						

**C) INTERACTION WITH STUDENTS:** Please assess the interaction between the Teaching Assistant and students taking the course.

	N/A	1	2	3	4	Additional Comments
Competence as a discussion leader or laboratory demonstrator						
Accessibility during scheduled office hours						
Clarity of presentation / explanations						
Language skills						

**D) OVERALL EVALUATION OF TEACHING ASSISTANT:**

(1-Unacceptable)      (2-Satisfactory)      (3- Good)      (4-Excellent)

Would you recommend this student for a TA assignment in a similar course?      ( yes )      ( no )

If no, please comment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Course Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**E) EMPLOYEE COMMENTS:**

The employee may add her written comments to the performance evaluation if she so desires.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**F) Signatures:**

Both the Course Supervisor and the Employee shall sign this form to indicate that a discussion took place.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_