

# 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.

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	
<b>Spring Only</b>	
Register for spring classes by the end of the fall semester	
<b>New TAs Only</b>	
Participate in required orientation	
Complete preliminary teaching proficiency assessment within first 8 weeks of semester	
<b>For those first-time teaching assistants whose <i>first</i> language is not English</b>	
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 <u>if granted conditional certification</u>	
Attain a B certification (able to handle a discussion section) by end of first year as a TA <u>if granted conditional certification</u>	
Obtain a C certification (assist in a lab with immediate supervision) by the end of first year as a TA <u>if granted conditional certification in a science-related department with a lab section</u>	
Obtain C-level certification (teach a foreign language class where the language of instruction is not English) <u>if granted conditional certification in a foreign language department</u>	

# 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		
<b>Optional Additions for All TAs</b>		
Maintained designated GPA		
Took appropriate action for handling grade complaints or academic dishonesty and substituting for other teaching assistants who are absent		
<b>New TAs Only</b>		
Participated in required orientation		
Completed preliminary teaching proficiency assessment within first 8 weeks of semester		
<b>For those first-time teaching assistants whose <i>first</i> language is not English</b>		
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 <u>if granted conditional certification</u>		

# 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		
<b>Optional Additions for All TAs</b>		
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		
<b>Spring Only</b>		
Registered for spring classes by the end of the fall semester		
<b>New TAs Only</b>		
Participated in required orientation		
Completed preliminary teaching proficiency assessment within first 8 weeks of semester		
<b>For those first-time teaching assistants whose <i>first</i> language is not English</b>		
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 <u>if granted conditional certification</u>		
Attained a B certification (able to handle a discussion section) by end of first year as a TA <u>if granted conditional certification</u>		
Obtained a C certification (assist in a lab with immediate supervision) by the end of first year as a TA <u>if granted conditional certification in a science-related department with a lab section</u>		
Obtained C-level certification (teach a foreign language class where the language of instruction is not English) <u>if granted conditional certification in a foreign language department</u>		

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: \_\_\_\_\_