

**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 the skills, and ensure a standard of acceptable employee performance. An employee's ongoing written evaluation once during any academic term of appointment. This evaluation must be completed within 30 days of the performance evaluation.

This evaluation has six parts: A) General, B) Knowledge, C) Interaction with Students, D) Overall Performance, E) Student Feedback, and F) Signatures. To complete the evaluation, both the Course Supervisor and the Student must complete their respective forms, after a discussion has taken place. Please use the following guide to rate the Teaching Assistant's performance.

N/A= not applicable

1= unacceptable

3= good / accomplishes all tasks diligently

2= satisfactory / some improvement required 4= excellent / accomplishes all tasks at a high level

A) GENERAL: Please assess the Teaching Assistant's performance in carrying out tasks related to 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) KNOWLEDGE: Please assess the Teaching Assistant's knowledge or level of expertise taught.						
	N/A	1	2	3	4	Additional Comments

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

	N/A	1	2	3	4	Additional Comments
Competence as a discussion leader or laboratory demonstrator						

Accessibility during scheduled office hours