



GA/TA Evaluation Form

[To be completed by the Faculty Supervisor of the GA/TA]

Instructions: At the end of each semester, this form must be submitted by the GA/TA's faculty supervisor in accordance with the University Graduate School's Policies and Procedures. This form constitutes a summary assessment of the GA/TA's performance and is to be based upon classroom visits, informal observation, input from students, and discussion with the GA/TA, and/or other evidence of performance.

Department:

Term:

Student's Name:

Panther ID:

Faculty Supervisor:

Panther ID:

Student's Assignment:

Course Assignment

Teaching Associate

Course Prefix

Course Number

Course Section

Teaching Assistant

Graduate Assistant

This student was teaching as the Instructor of record.

Student Assessment

Rate the GA/TA's performance in the applicable categories below:

Responsibility/Performance Factor	Rating				
	Excellent	Above Average	Average	Below Average	N/A
GA and TA's					

Overall Reliability (timeliness, return of papers, etc)

Competence with Subject

Professional Demeanor and Appearance

Grading (Exams, Labs, papers)

Preparation for Class/Lab

Office Hours

Spoken English (if English is a second language)

TA's only

Class Syllabus (completeness, quality)

Exam Writing (accuracy, appropriateness, etc.)

Lecture Quality (quality of presentation, use of media, etc.)

Class Records (completeness, accuracy)

Overall Evaluation of GA/TA

A copy of this Evaluation must be provided to the student. The student may respond to this assessment in writing.

Send the completed forms for all students in your program on a CD by the semester deadline to the University Graduate School. (File-naming protocol: TA_Lastname_PantherID_term.pdf ---Example: TA_Jones_123456_1068.pdf or GA_Jones_123456_1068.pdf)

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