



This evaluation is to be completed by the TA's supervisor no later than the 8th week from the beginning of the semester and submitted to the Department Chair. This form constitutes a summary evaluation based upon prior classroom visits, informal observations, input from students and discussions with the TA and/or other evidence of performance

TA Information

Department/Program

Date

TA's Name:

UIN/A#

Semester/Year

Assignment(s):
Course ID/Section

Supervisor

TA Responsibilities: Check all that apply

Syllabus

Creates own

Uses departmental syllabus

Class format is

Lecture

Lab

Recitation

Other, please specify

Preparation

Prepares own lecture/lab instructional materials

Prepares physical specimens

Uses material/specimens prepared by others

Other, please specify

Grading

Prepares/grades own assignments, tests or quizzes

Grades given assignments

Helps grade tests with instructor

Reporting grades

Reports to lecture instructor

Assigns grades in Banner

Rate the TA's performance of functions

Performance Factors

	Outstanding	Good	Needs Improvement	Unsatisfactory	Not Applicable
Exhibits mastery of subject matter					
Prepares for class and other assignments					
Communicates appropriately with instructor					
Communicates appropriately with students					
Grades correctly					
Grades promptly					
Manages classroom/lab effectively					
Demonstrates attention to safety					
Exhibits professional demeanor					
Maintains appropriate class records					
Holds office hours					
Complete assigned tasks in timely manner					
Overall assessment of TA's performance					

Do you recommend this TA for rehire? If no, please provide reasons

Yes
No

Reasons for not rehiring or any additional comments

This evaluation has been discussed with me and I am aware that I may respond to this assessment in writing.

Student's Signature:

Date:

Supervisor's Signature

Date: