

Graduate Teaching Assistant Performance Evaluation

The evaluation should be performed each semester of the Graduate Assistant's employment to document the assessment of performance and progress of each Graduate Assistant. Completion of this form constitutes a summary evaluation based upon prior lab/classroom visits, informal observations, input from students and discussion with the Graduate Assistant and/or other evidence of performance.

Department/Program/Division: _____ Date _____
 Graduate Assistant's Name: _____ T#: _____
 Faculty Supervisor: Semester/ _____
 Year: _____ Assignment(s): _____

Faculty Supervisor Assessment: Rate the GA's performance of functions for which he/she has been responsible

**Only score the factors that apply.*

Responsibilities/Performance Factors	Low	Acceptable	High
Mastery of subject matter			
Develops class syllabus			
Prepares for class and other assignments			
Lectures with supervision			
Teaches Independently			
Stimulates interest in the subject matter			
Facilitates Learning			
Grades papers, exercises, quizzes, and examinations			
Constructs quizzes and examinations			
Professional demeanor and appearance			
Speaks fluently (English as a second language)			
Maintains class records			
Holds office hours			
Overall assessment of Graduate Teaching Assistant's Performance			

Additional Comments and Recommendations: _____

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

Student Signature: _____ Date _____
 Faculty Supervisor Signature: _____ Date _____