

SEMESTER PERFORMANCE EVALUATION OF TEACHING ASSISTANT (TA)*

*This form can be used to evaluate Graduate Teaching Assistants (GTAs),
Undergraduate Teaching Assistants (UTAs), and Peer Teachers.

TA _____ Department _____

Course Name and Number _____ Date _____

This form is to be completed by a supervisor to the TA after the TA has had sufficient teaching experience in the course. Copies should be provided to the TA and to the Director of the GTA's Graduate Program, if applicable. All TAs should be evaluated by at least once per year.

Please evaluate the TA's performance on each of the categories listed below by checking the appropriate boxes. (EE = Exceeds Expectations; ME = Meets Expectations; NI = Needs Improvement; NA = Not Applicable). Please include any notable elaborations in the later "narrative/comments" section.

1. Performance of assigned duties.	RATINGS			
	NA	NI	ME	EE
• Reliably attends required teaching assignments.				
• Maintained sufficient office hours.				
• Attends and contributes to required preparation meetings and/or training sessions.				
• Completes required training (i.e. FERPA training, harassment training, discrimination training, etc.) and paperwork (i.e. training documentation, hiring paperwork, etc.) and does so in a timely manner.				
• Maintains and enforces confidentiality about sensitive information.				
• Completes position-related assignments and meets commitments and deadlines.				
• Is receptive to constructive feedback.				
• Displays teamwork when working with other Peer Teachers, TAs, and supervisors to meet course goals.				
• Communicates (verbally, by phone, and/or by email) with other Peer Teachers, TAs, and supervisors in an open, clear, and timely way.				
• Demonstrates and enforces professional behavior (i.e. communication, actions, etc.) when interacting with staff and students.				
• Dresses appropriately.				
• Demonstrates trustworthiness and responsibility.				
• Performs assigned duties with a pleasant, professional attitude.				
• Positively represents UND as a respectable teacher and leader.				

2. Teaching Skills.	RATINGS			
	NA	NI	ME	EE
• Is punctual, prepared and organized.				
• Defines session objectives clearly.				
• Presents content in a systematic, organized way.				
• Communicates clearly and accurately both verbally and in writing.				

• Voice is easily heard and understood.				
• Displays an excited attitude for teaching and learning the material.				
• Has appropriate level of knowledge of subject area and related expertise.				
• Performs demonstrations competently.				
• Uses supportive materials (i.e. board, overhead, slides, images, diagrams, manual, textbook, lab specimens, etc.) well to explain material.				
• Teaches difficult concepts well and in multiple ways.				
• Uses information and techniques accurately and appropriately.				
• Is sensitive to and concerned with the student's learning process and level of understanding.				
• Adapts teaching methods to each student's learning needs.				
• Purposefully interacts with every student during each teaching assignments.				
• Asks questions to ascertain student understanding.				
• Encourages students to ask questions.				
• Listens carefully/Responded effectively to students' questions.				
• Allows sufficient time for students' answers.				
• Offers meaningful encouragement and support to motivate students.				
• Encourages effective student partnerships.				
• Deals impartially and with overall fairness when evaluating and interacting with students.				
• Commands respect through communication and actions.				
• Develops a trustworthy and professional rapport with students.				
• Ends sessions by summarizing main ideas.				

3. Management of Students and the Learning Environment.	RATINGS			
	NA	NI	ME	EE
• Set up learning space safely and effectively.				
• Follows safety requirements and course policies, and safely handles demonstration/experiment materials.				
• Observes and enforces safety requirements and course policies for others in the learning environment.				
• Effectively supervises and mentors other staff while teaching.				
• Reports misbehavior of students or other staff.				
• Competently handles audio/visual materials.				
• Presents meaningful and purposeful information on boards/slides.				
• Keeps the learning environment clean and organized during instruction.				
• Takes initiative (without instruction) for keeping, organizing, and cleaning the learning environment when necessary.				
• Leaves room clean and organized.				
• Manages class effectively.				
• Maintains a constant level student involvement.				
• Fosters a sufficient level of student comprehension.				
• Maintains a positive, trustworthy learning environment.				
• Cares for models/specimens.				
• Helps create assignments/examinations.				
• Helps administer assignments/examinations.				
• Helps with grading assignments/examinations.				

4. Strengths.
<ul style="list-style-type: none"> Briefly, list this TA's greatest strengths below.

5. Areas for Improvement.
<ul style="list-style-type: none"> Briefly, list the greatest areas this TA should work on improving.

	RATINGS		
	Needs Improvement; should be removed from assigned duties and required to meet with a supervisor to discuss performance and remediation.	Meets Expectations; completes assigned duties on time and performs them with sufficient quality; actively works on improving areas of weakness.	Exceeds Expectations; demonstrates exceptionally remarkable performance and goes above and beyond basic responsibilities.
6. OVERALL EVALUATION OF TEACHING ASSISTANT:			

7. Narrative/Comments.
<ul style="list-style-type: none"> Please provide any notable elaborations to this TA's evaluation below.

Evaluator's Signature*

Printed Name

Date

*Your signature indicates that you have provided an honest and accurate evaluation for this TA, that you have discussed any concerns or questions represented in this evaluation with the TA, and that you have explained to the TA that he/she may submit comments to be attached to this form if they wish.