



1. At the beginning of the semester, instructors should review this evaluation form with each of their TAs, indicating their expectations of the TA.
2. Instructors should complete a copy of this form for each TA at the conclusion of the course, providing a copy of the completed form to the TA when all TA duties have ended. The feedback is intended to enhance teaching performance.
3. Instructors who become aware of serious problems with the performance of a TA should not wait until the end of the course to address those problems but should discuss them with the TA as soon as possible.

Year

Course Number and Title

Instructor

Teaching Assistant

Number of hours of TA employment

Is this the TA's first appointment?

TA's main duties (e.g., marking, meeting students, conducting tutorials, running labs)

### RATING OF TA EFFECTIVENESS

Keeping in mind the expectations that you communicated to the TA at the beginning of the semester, rate the TA's performance in each of the categories below. Use the following scale:

- 1 = Exceeds expectations
- 2 = Meets expectations
- 3 = Some improvement recommended
- 4 = Problematic performance
- NA = Not applicable
- NO = No opportunity to evaluate

Regularity of attendance at course planning/ coordinating meetings (if such attendance is a job requirement)

Quality of contributions to course planning/ coordinating meetings

Regularity of attendance at course lectures (if such attendance is a job requirement)

Availability to students during office hours

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Engagement:</b> Demonstration of interest in the course and the class material	_____
<b>Proficiency:</b> Understanding of material covered in the course	_____
<b>Communication:</b> Effective communication with students	_____
<b>Judgement:</b> Good judgement in dealings with students	_____
<b>Tutorials/labs:</b>	
Effectiveness in tutorials/labs	_____
Preparation of tutorial/lab material/assignments	_____
<b>Constructing assignments/tests/exams</b>	
Contribution to development of paper/homework assignments	_____
Contribution to preparation of test/exam questions	_____
<b>Grading:</b>	
Accuracy and timeliness of grading written assignments	_____
Accuracy and timeliness of grading tests/exams	_____
Quality of feedback/comments on written assignments/tests	_____
<b>Test/Exam Invigilation:</b> Effectiveness as test/exam invigilator	_____
<b>Overall rating of TA effectiveness:</b>	_____

Please comment on the TA's performance in your course:

_____	_____
Instructor's signature	Date

**Distribution, and retention, of completed Evaluation Forms:**

1. Instructors should provide a copy of a completed TA Evaluation form to each TA when all TA duties have ended. This should be done as soon as possible but in any case no later than the end of the first week of classes of the following semester.
2. A TA receiving a completed TA Evaluation form should sign the form, providing comments if so desired, and return the form to Terri Winchester no later than five working days after receiving it.

**TEACHING ASSISTANT’S COMMENTS**


\_\_\_\_\_  
TA’s signature

\_\_\_\_\_  
Date