

STATISTICS AND ACTUARIAL SCIENCE
TEACHING ASSISTANT EVALUATION FORM

1. You must review this Evaluation Form and Evaluative Criteria with your TA at the beginning of the semester (ref. Art. XIX A.).
2. Any serious or continuing problems should be brought to the attention of the TA before citing in this Evaluation Form (ref. Art. XIX I).
3. This form is to be completed by you at the conclusion of the semester. Your assessment of the TA's teaching abilities will become part of the TA's employment record. This feedback is intended to enhance teaching performance.

SECTION A: Teaching Assistant Information

TA: _____ Course _____ Semester _____
Instructor _____ TA's 1st Appointment:

SECTION B: Evaluative Criteria

Using the evaluation criteria below, indicate whether the TA's performance:

- | | |
|--|---|
| <input type="checkbox"/> 1 Meets Job Requirements - Good | <input type="checkbox"/> 2 Meets Job Requirements - Satisfactory |
| <input type="checkbox"/> 3 Does not meet job requirements
Requires some Improvement * | <input type="checkbox"/> 4 Does not meet job requirements
Requires major Improvement * |
| <input type="checkbox"/> 5 No opportunity to evaluate or criterion is not applicable | |

*Whenever reasonably possible, supervisors shall bring serious or continuing problems to the attention of the TA before citing in this Evaluation Form (ref. Art. XVIII I).

- | | |
|--|---|
| <input type="checkbox"/> Preparation of Lab/Tutorial Material | <input type="checkbox"/> Attendance at Planning/Coordinating Meetings |
| <input type="checkbox"/> Attendance at Lectures | <input type="checkbox"/> Performance in Lab/Tutorial |
| <input type="checkbox"/> Quiz Preparation/Assist in Exam Preparation | <input type="checkbox"/> Meets Deadlines |
| <input type="checkbox"/> Maintains Office Hours | <input type="checkbox"/> Grading Fair/Consistent |
| <input type="checkbox"/> Quality of Feedback | <input type="checkbox"/> Instructional Conduct |
| <input type="checkbox"/> Other job requirements _____ | |

SECTION C: Evaluation Commentary

Please comment on the TA's positive contributions to instruction (e.g. teaching methods, grading, and ability to lead discussion) – or other noteworthy strengths: _____

Please comment on those duties which you noted as not meeting job requirements and suggest ways in which the TA's performance could be improved: _____

SECTION D: Summary/Overall Evaluation

- Meets Requirements Does not meet Requirements / Would you recommend this TA for reappointment? Yes No
If No, explain briefly: _____

Instructor's Signature _____ Date _____

SECTION E: Teaching Assistants Comments

Teaching Assistant Signature _____ Date _____

Distribution of and retention of the Evaluation form:

1. The original copy of the Evaluation form must be forwarded to the Department Chair on completion and included in the TA's employment file.
2. The TA must receive a copy of the Evaluation form no later than the end of the first week of classes of the following semester.
3. The TA may make comments on the evaluation and such comments will then be added to the employment file. The TA should complete the TA comment section, sign and date the form and return the form to the Department Chair as soon as possible.

Additional Comment(S) Space

SECTION C: Evaluation Commentary

Please comment on those duties which you noted as not meeting job requirements and suggest ways in which the TA's performance could be improved: _____

SECTION D: Summary/Overall Evaluation

SECTION E: Teaching Assistants Comments
