

## Teaching Assistantship (TA) Evaluation Form

The purpose of the evaluation is to assess the Teaching Assistant's performance, to assist them in developing and improving their skills, and to detect any deficiencies in performance or professionalism. Instructors should complete the TA evaluation, provide a copy of and review the evaluation with the TA, providing them with constructive feedback in terms of their performance in all areas; the TA should then complete the TA comments/reflection, sign, and return the form the Administrative Assistant Graduate Studies and Research.

Academic Term: \_\_\_\_\_ Course: \_\_\_\_\_

Instructor: \_\_\_\_\_ Teaching Assistant: \_\_\_\_\_

Please provide a brief summary of the duties performed:

Has the TA assisted in this course prior to this assignment? \_\_\_\_\_ If yes, indicate term: \_\_\_\_\_

Please respond to the following as they relate to your expectations in each of the areas below.

1. Preparation and time management

With respect to preparation for classes/duties, please provide feedback on the TA's comprehension and understanding of subject matter, and their ability to attend to duties in a timely manner/being on time, this TA:

Did not meet expectations

Exceeded expectations

Met expectations

Not applicable/no opportunity to evaluate

Comments (mandatory if "did not meet expectations"):

2. Administrative and marking duties

With respect to effectiveness in grading, including monitoring discussions on LEARN, responding promptly to student questions, dealing with grading discrepancies (if any), consistency in grading, providing meaningful feedback, and returning assignments on time, as well as their performance as an exam proctor as appropriate, this TA:

Did not meet expectations

Exceeded expectations

Met expectations

Not applicable/no opportunity to evaluate

Comments (mandatory if "did not meet expectations"):



3. Interpersonal skills and professionalism

With respect to their ability to establish and maintain a professional working relationship with students, the course instructor, and their colleagues, this TA:

Did not meet expectations

Exceeded expectations

Met expectations

Not applicable/no opportunity to evaluate

Comments (mandatory if “did not meet expectations”):

4. Teaching/demonstration skills

With respect to their effectiveness as a teacher and/or demonstrator, this TA:

Did not meet expectations

Exceeded expectations

Met expectations

Not applicable/no opportunity to evaluate

Comments (mandatory if “did not meet expectations”):

5. General comments

Instructor/evaluator signature:

Date:

Teaching Assistant Comments/Reflection:

Teaching Assistant Signature:

Date: