

APPENDIX E



SIMON FRASER UNIVERSITY
Teaching Assistant Evaluation

This is the basic Evaluation Form. Departmental forms may contain other job related details and more or less commentary space, but the core elements of this form must be retained.

1. You must review this Evaluation Form and Evaluative Criteria with your TA at the beginning of the semester (ref. Art. XVIII A).
2. 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).
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			
Name _____	Department _____	Semester _____	Course# _____
Course Title _____	Instructor _____	TA's 1st Appt. <input type="checkbox"/>	

SECTION B: EVALUATIVE CRITERIA	
Using the evaluative 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.	
* <u>Whenever reasonably possible, supervisors shall bring</u> 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"/> Meets Deadlines
<input type="checkbox"/> Attendance at Planning/Coordinating Meetings	<input type="checkbox"/> Maintains Office Hours
<input type="checkbox"/> Attendance at Lectures	<input type="checkbox"/> Grading Fair/Consistent
<input type="checkbox"/> Performance in Lab/Tutorial	<input type="checkbox"/> Quality of Feedback
<input type="checkbox"/> Quiz Preparation/Assist in Exam Preparation	<input type="checkbox"/> Instructional Content
<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, 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 Job Requirements Does Not Meet Requirements

Would you recommend this TA for reappointment? Yes No

If No, explain briefly _____

Instructor's Signature

Year/Month/Day

SECTION E: TEACHING ASSISTANT'S COMMENTS

Teaching Assistant's Signature

Year/Month/Day

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 comments section, sign and date the form and return the form to the Department Chair as soon as possible.