

Teaching Assistant Evaluation Instructions



Purpose

The purpose of the Teaching Assistant (TA) Evaluation Form is:

1. To provide Teaching Assistants (TAs) with feedback on their teaching skills in a non-threatening manner
2. To provide TAs with the TA Evaluation Form as part of their academic portfolio (many universities request this kind of feedback as part of application packages for faculty positions that include teaching)

Background

The TA Evaluation Form was developed by a committee of SKHS graduate students. It contains **10 standard questions**. TAs may also choose to add any/all of the **optional questions**. It may be helpful to confer with the course instructor on which if any additional questions may be helpful for your evaluation. The TA Evaluation program is not mandatory. TAs should however advise their course instructor if they will be conducting an evaluation.

Build Your Own Evaluation Form

1. **TA ENTERS** course #, Year /Term, Course Instructor name and your name. Sign TA Eval Form.
2. **TA CHOOSES** 10 standard questions or ADD QUESTIONS from list provided.
3. **TA PRINTS** completed TA Evaluation Form
4. **TA SUBMITS** the TAER Form to the SKHS Graduate Assistant in KHS 206 for photocopying.
5. SKHS Graduate Assistant provides TA with sufficient copies of the evaluation for completion by students.

Undergraduate Student Completion of Evaluation in Class

1. The TA distributes the TA Evaluation Forms to students in their lab or seminar at a time mutually agreed to be the course instructor if distributed during a class. TA identifies a Student Delegate in the class to collect and transport completed Forms in a sealed envelope to the SKHS Graduate Assistant in the Academic Office – KHS 206.

Evaluation Completion

1. Student Delegate to return all completed TA Evaluation Forms in sealed envelopes to the SKHS Graduate Assistant in KHS 206.
2. The SKHS Graduate Assistant will:
 - a) tally the forms
 - b) prepare descriptive statistics
 - c) prepare a summary
 - d) provide the TA with a copy of the results
3. Results are confidential and will not be filed in the student's SKHS graduate file or the student's SGS graduate file.

Evaluation Summary Feedback

The TA may want to discuss their evaluations with their course instructor as part of the evaluation process.

NOTE: TA Evaluation Summaries material is CONFIDENTIAL and viewed only by TA being evaluated. Consultation with the course instructor or other individuals is discretionary.