



The Graduate School

This form must be completed by the graduate assistant's faculty supervisor by the end of the ninth week of the semester, in the case of an initial appointment, or by the thirteenth week of the semester, in the case of a continuing appointment. It is due in the graduate program director's office by the end of the semester, with a copy to be given to the graduate assistant.

Name of Student: _____ UIN: _____ Date: _____

Department/Program: _____ College: _____

Employing Department: _____

Select One: GTA-Assistant GTA-Instructor GRA-Faculty Assistant GRA-Project Assistant GAA-Administrative Assistant

Please rate 1-5 (with 5 being highly satisfactory) your level of satisfaction with the Graduate Assistant's performance:

Unsatisfactory 1 2 3 4 5 Satisfactory Highly Satisfactory

Additional Comments (append additional documentation as necessary):

I have read this evaluation and agree with it. I have read this evaluation and do not agree with it.

SIGNATURES:

Student Name (Print) Student Signature Department Date Assistantship Supervisor Name (Print) Assistantship Supervisor Signature Department Date *Student's Graduate Program Director Name (Print) *Student's Graduate Program Director Signature Department Date

* In the event the GPD is the GA's supervisor the Chair's/Dean's signature is required.

RATINGS: Not Applicable, Exceeds Expectations, Meets Expectations, Needs Training, Unsatisfactory

*Unsatisfactor/Needs Training: Explain in Comments sections or check items on the next page.

(Use next page wherever there is not enough space.)

PERFORMANCE CATEGORIES	RATINGS
1. Performance of assigned duties	
<ul style="list-style-type: none"> ▪ Completes assignments and meets commitments and deadlines 	
<ul style="list-style-type: none"> ▪ Attends required meetings and/or training sessions 	
<ul style="list-style-type: none"> ▪ Is punctual, prepared and organized for weekly section(s) 	
<ul style="list-style-type: none"> ▪ Communicates regularly and effectively with faculty 	
<ul style="list-style-type: none"> ▪ Grades accurately and consistently 	
<ul style="list-style-type: none"> ▪ Follows instructions, uses information and materials accurately and appropriately 	
<ul style="list-style-type: none"> ▪ Interacts effectively and maintains a professional demeanor with a wide diversity of individuals and work styles and is receptive to feedback 	
<ul style="list-style-type: none"> ▪ Deals with students impartially and fairly. 	
Specific duty areas needing attention or worthy of note (see also last section of form for remedies):	
2. Teaching/Assisting/Grading Skills	
<ul style="list-style-type: none"> ▪ Has appropriate level of knowledge of subject area and related expertise 	
<ul style="list-style-type: none"> ▪ Communicates clearly and accurately both verbally and in writing 	
<ul style="list-style-type: none"> ▪ Is sensitive to the diversity of the student population 	
Skills needing attention or worthy of note (see also last section of form for remedies).	
3. Overall Teaching/Assisting/Grading Effectiveness	
4. Your recommendation for this student next semester	

Comments

*Possible suggestions for Graduate Assistants needing improvement:

Subject Knowledge: <ul style="list-style-type: none">- attend lecture- review textbook- other (see comments)	Preparedness: <ul style="list-style-type: none">- submit lesson plan to faculty, one week ahead of lab- other (see comments)
Punctuality: <ul style="list-style-type: none">- notify supervisor daily prior to lab- other (see comments)	Cooperative Skills: <ul style="list-style-type: none">- observe supervisor in class/lab- other (see comments)
Communication Skills: <ul style="list-style-type: none">- take appropriate English course- receive instruction from supervisor- other (see comments)	Comments: