**Undergraduate Teaching Assistant Performance Evaluation**

The performance evaluation should be performed mid-way through the semester of the TA’s employment and again at the end of the semester. If the TA is assigned to an eight-week course the evaluation should be performed at week four and week eight.

**Part I – TA’s Information**

Undergraduate Teaching Assistant First and Last Name:  
Date:  
Semester/Year:  
Course Assignment:  
Course Format:   
Faculty Supervisor:

**Part 2 – Self Evaluation**

1. List your major TA responsibilities for your position this semester.

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1. What was the impact of your work on students and your faculty supervisor?

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1. What challenges did you face as the Undergraduate Teaching Assistant?

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1. How would you rate your overall performance this past semester? Use the following rating scale.

* **5 – Distinguished**  
  Far exceeds performance expectations on a consistent and uniform basis. Work is exceptional quality in all essential areas of responsibility. In addition, makes an exceptional or unique contribution in class.
* **4 - Exceeding Expectations**  
  Consistently achieves performance expectations and frequently exceeds them. Demonstrates performance of a very high level of quality in all areas of responsibility.
* **3 - Meeting Expectations**  
  Consistently fulfills performance expectations and periodically may exceed them. Work is of high quality on all significant areas of responsibility.
* **2 - Below Expectations**  
  Frequently fails to meet expectations and improvement is needed in most aspects of this position.
* **1 - Fails to meet Expectations**  
  Consistently fails to meet expectations and improvement is needed in most aspects of this position.

1. Please provide any additional comments that you feel would be helpful regarding your overall performance for the current review period.

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**Part 3 – Faculty Supervisor Evaluation**

Please use this section to rate the TA’s performance of functions for which they have been responsible for.

1. Comprehension of Duties and Job Knowledge – Understands responsibilities and possess the skills required to perform duties.

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| Performance Rating | Comments |
| 5 – Distinguished  4 – Exceed Expectations  3 – Meeting Expectations  2 – Below Expectations  1 – Failed to Meet Expectations |  |

1. Quality of Work – Works to a high standard.

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| Performance Rating | Comments |
| 5 – Distinguished  4 – Exceed Expectations  3 – Meeting Expectations  2 – Below Expectations  1 – Failed to Meet Expectations |  |

1. Interpersonal Skills – Works well with supervising faculty, staff, and students.

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| Performance Rating | Comments |
| 5 – Distinguished  4 – Exceed Expectations  3 – Meeting Expectations  2 – Below Expectations  1 – Failed to Meet Expectations |  |

1. Organizational Skills - Prioritizes, plans, and implements work efficiently and productively, and effectively manages time.

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| Performance Rating | Comments |
| 5 – Distinguished  4 – Exceed Expectations  3 – Meeting Expectations  2 – Below Expectations  1 – Failed to Meet Expectations |  |

1. Communication Skills - Proficient and professional in oral and written communication; communicates effectively.

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| Performance Rating | Comments |
| 5 – Distinguished  4 – Exceed Expectations  3 – Meeting Expectations  2 – Below Expectations  1 – Failed to Meet Expectations |  |

1. Initiative - Takes initiative in problem solving; is self-directed, when necessary.

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| Performance Rating | Comments |
| 5 – Distinguished  4 – Exceed Expectations  3 – Meeting Expectations  2 – Below Expectations  1 – Failed to Meet Expectations |  |

1. Judgement - Analyzes problems effectively; determines appropriate courses of action for solutions; makes clear, consistent, and timely decisions while acting with integrity.

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| Performance Rating | Comments |
| 5 – Distinguished  4 – Exceed Expectations  3 – Meeting Expectations  2 – Below Expectations  1 – Failed to Meet Expectations |  |

1. Ethical Behavior and Professionalism - Exhibits ethical behavior, adhering to accepted standards of professional behavior and appropriate codes of conduct.

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| Performance Rating | Comments |
| 5 – Distinguished  4 – Exceed Expectations  3 – Meeting Expectations  2 – Below Expectations  1 – Failed to Meet Expectations |  |

1. Reliability and Attendance - Completes assigned tasks reliably, is punctual and meets attendance expectations.

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| Performance Rating | Comments |
| 5 – Distinguished  4 – Exceed Expectations  3 – Meeting Expectations  2 – Below Expectations  1 – Failed to Meet Expectations |  |

1. Please provide any additional comments and/or areas of strength and growth.

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**Part 4 – Signatures**

This performance evaluation has been discussed by the Undergraduate Teaching Assistant and the Faculty Supervisor.

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**Signature of Undergraduate Teaching Assistant Date**

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**Signature of Faculty Supervisor Date**