

Graduate Teaching Assistant (GTA) Evaluation Form
University of Kansas, Department of Psychology

PART I: General Information

Name of GTA: _____ Name of Supervisor/Reviewer: _____

Review Period (e.g., Spring 2011): _____

Course(s) Taught in this Review Period: _____

Did the supervisor or faculty advisor complete at least one course observation evaluation that was also provided to the GTA?

- Yes No

Primary duties of GTA (check all that apply)

- | | |
|---|--|
| <input type="radio"/> Text selection | <input type="radio"/> Developing/posting Blackboard content |
| <input type="radio"/> Syllabus development | <input type="radio"/> Grading exams/papers/assignments |
| <input type="radio"/> Lecturing/leading class sessions | <input type="radio"/> Maintaining records (e.g., gradebooks) |
| <input type="radio"/> Running labs/discussions | <input type="radio"/> Contact with students via office hours/email |
| <input type="radio"/> Developing tests/assignments | <input type="radio"/> Running review sessions |
| <input type="radio"/> Developing content for class sessions | |

PART II: Evaluation

Please rate the performance of the GTA in this review period only in each of the following five areas.

1. Teaching and Presentation Ability: Regular attendance at other related lectures and course meetings as specified by supervisors; able to monitor and evaluate student progress and assignments; able to develop and organize relevant teaching materials; able to utilize approved texts or other instructional materials; capable of preparing and administering examinations; provides opportunities for student engagement; team-oriented attitude; effective working relationships with diverse constituencies; knowledge of student perspectives.

- Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding N/A

2. Quality of Work: Completes work thoroughly and accurately; pays attention to details; well-organized; completes work on time; provides prompt responses to supervisors, colleagues and students; consistent and high level of performance; accepting of constructive criticism by demonstration of the ability to listen and incorporate the critique of others; understands the importance of confidentiality and the academic and privacy rights of students (e.g., FERPA, University Rules and Regulations); able to provide clear assignment instructions; well-prepared to teach each class.

- Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding N/A

3. Oral and Written Communication: Able to communicate with a diverse range of people; provides accurate information and teaches course content with enthusiasm; deals effectively with stress; active listening skills; courteous and patient; able to understand and constructively respond to student needs; clarity in both oral and written skills with the ability to talk/write at the appropriate level; capable of providing clear and constructive feedback regarding colleagues upon supervisors' request.

- Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding N/A

4. Accountability and Self-Management: Possesses organizational and time management skills; holds office hours at the specified time and location; maintains on-going communication regarding workload to supervisor; able to multitask, prioritize and respond promptly to requests of supervisors (e.g. the submission of grades, meetings to review work, updating of BlackBoard, etc.); takes responsibility for all aspects of their work; willing to ask for help and to help others; able to adhere to the course outline and schedule on the syllabus; able to meet the department and university criteria for holding a GTA position; punctual and reliable.

Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding N/A

5. Subject Knowledge and Learning Ability: Demonstrates the ability to learn new content quickly especially new scholarship in the field as it relates to the course; interested in learning more than the basics of teaching pedagogy; capable of responding to student questions in a timely manner; open to new technology related to the implementation of the course (e.g., BlackBoard, PowerPoint, Excel, laboratory hardware and software, etc.); able to write clear examinations that are consistent with learning outcomes and course goals.

Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding N/A

Please provide some specific information related to **the GTA's strengths:**

Please provide some specific feedback on **areas in which the GTA can improve:**

PART IV: Overall Rating

Please rate the **overall performance** of this GTA for the current review period.

Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

Signature of Graduate Teaching Assistant

Date

Signature of Reviewer

Date