Graduate Research Assistants Evaluation

Graduate research assistants (GRA’s) assist faculty in research by conducting literature reviews, collecting data, running experiments, maintaining equipment necessary for research, and completing other tasks directly related to research projects.

Supervision

The supervisor is to meet with the GRA and review her/his duties before the semester begins or before there is any change in assigned duties. The supervisor will meet with the GRA periodically to endure that assignments are being completed in a satisfactory manner. In relation with student researchers, supervisors should be fair and non-exploitative. Supervisors have a duty to supervise and support the student researcher and inform her/him of the ethical dimensions of research and requirements of approvals and standards for dealing with human subjects. Supervisors should not discriminate among student researchers on the basis of race, gender, religion, national origin, or other irrelevant factors. Supervisors should be collaborative with their student researcher and should be prepared to appropriately credit he creative contributions of student researchers to intellectual works intended for presentation or publication. It is improper to use positions of authority to appropriate the works of others or to claim credit for it. Supervisors should ensure that those in subordinate positions receive fair authorship credit.

Evaluation

GRA’s will be evaluated using the following questionnaire:
GRADUATE RESEARCH ASSISTANT
SUPERVISOR RATING FORM

Name of Graduate Research Assistant__________________________________________

Term ___________________________________ Year ________________________________

Instructions: Evaluate the Graduate Research Assistant’s (TA) job performance by circling a number from 1-5 on the scale below. “1” represents “Poor” while “5” stands for “Excellent”. “No Inf” stands for “No Information.”

Part I

1. Completes assigned duties satisfactorily 1 2 3 4 5 No Inf
2. Works well independently 1 2 3 4 5 No Inf
3. Is ethical and professional in behavior 1 2 3 4 5 No Inf
4. Shows initiative 1 2 3 4 5 No Inf
5. Communicates effectively 1 2 3 4 5 No Inf
6. Is an effective researcher as evaluated by her/his supervisor (attach written evaluation) 1 2 3 4 5 No Inf
7. Overall rating of job performance 1 2 3 4 5 No Inf

Please give any additional feedback here:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Signed: ___________________________________ Date: ______________________________
________________________________________
Supervisor

Signed: ___________________________________ Date: ______________________________
________________________________________
Research Assistant

Date evaluation given to research assistant: ______________________________________

Please keep a copy on file in the department along with student’s hiring paperwork.