Supervisory/Evaluative Process for Graduate Teaching Assistants

Graduate Teaching Assistants

Graduate teaching assistants (TA’s) must hold a minimum of a masters degree in the field to be the teacher of record in an undergraduate course. TA’s without masters degrees may also assist faculty in the teaching of undergraduate or graduate courses. This can be done on the undergraduate level by assisting faculty in gathering information for the teaching of a course, leading smaller group study sessions that meet between large lecture sections, proctoring examinations, writing items for multiple choice examinations, and grading examinations. TA’s for graduate courses may assist instructors by helping in gathering information for the teaching of a course (e.g., literature searchers), assisting in the set-up for a course, and running equipment (e.g., equipment in a GSAM’s room) for the professor.

Supervision

TA’s who are instructors of record will be assigned a supervisor by the chair of the department housing the course. The supervisor is to meet with the TA and review his/her course outline before the semester begins. The supervisor will meet with the TA at least four times during the semester to facilitate her/his success during the course. Among the topics to be covered with the TA are effective teaching strategies, ethical issues in teaching, and effective assessment techniques. The supervisor will also sit in on at least one class meeting during each of the first two semesters the TA teaches to provide helpful hints for their teaching and provide a written assessment of teaching effectiveness.

TA’s assisting instructors in large courses will be supervised by the instructor teaching the course. After an initial orientation meeting, s/he will meet with his/her supervisees several times during the semester to enhance her/his effectiveness. Topics to be covered with TA’s are effective teaching strategies, ethical issues in teaching, and effective assessment techniques.

TA’s assisting instructors in smaller classes will meet with the instructor several times during the semester to determine their effectiveness with assigned tasks. It is expected that the supervisor’s behavior will be professional and ethical at all times when interacting with a TA.

Evaluation

Evaluation of TA’s who are teachers of record will occur by having students in their course(s) evaluate them the same as they do other instructors. TA’s for large sections that teach smaller group sections will be evaluated in this manner as well. Other TA’s will be evaluated using the following questionnaire:
GRADUATE TEACHING ASSISTANT
SUPERVISOR RATING FORM

Name of Graduate Teaching Assistant ________________________________

Term ________________________ Year _____________________________

Instructions: Evaluate the Graduate Teaching 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 teacher as evaluated by her/his supervisor (attach written evaluation)
   
   1  2  3  4  5  No Inf

7. Overall rating of job performance
   
   Please give any additional feedback here:

   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

   _______________________________________________________________________
   _______________________________________________________________________

   Signed: ________________________________ Date: ________________________________
           Supervisor

   Signed: ________________________________ Date: ________________________________
           Teaching Assistant

   Date evaluation given to teaching assistant: 
   _______________________________________________________________________

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