

Administration and Use of TA Feedback Form

1. All TAs should be evaluated using this form by their course director at least once a year. Course directors can decide to do evaluations once a semester if they prefer.
2. A TA will be given at least 48 hours notice prior to the course director's initial visit in a semester for the purpose of evaluation. Prior notice is not required for course director visits for any other purpose, including subsequent visits for evaluation purposes.
3. Upon request of the TA, the course director shall meet with the TA immediately before and after the evaluation.
4. The course director will set up a meeting with each TA to discuss their feedback. This meeting should take place within one week of the review.
5. TAs may request additional reviews. All TA reviews must be dated.
6. A written copy of the TA feedback form will be provided to the TA being evaluated, and a copy will be put in the TAs personnel file.
7. A TA is free to write a response to the review. This response must be filed within two weeks of receiving a written copy of the review. A copy of the review should be provided to the course director, and another copy placed in the TA's personnel file.

Department of Communication TA Feedback Form

Name of TA _____ Name of Observer _____
Title of Course _____ Days/Times _____ Date of Observation _____

Use the following scale to rate the TA on each quality, and then provide written feedback to elaborate on your rating.

1 (needs much improvement) 2 3 4 5 (excellent; nice job)

Classroom Instruction:

1. Skill in interacting with students (including responding to student questions, eliciting student questions, maintaining students' interest. etc.):

1 2 3 4 5

2. Skill in leading discussion: **1 2 3 4 5**

3. Skill in conducting instructional exercises: **1 2 3 4 5**

4. Skill in presenting materials: **1 2 3 4 5**

5. Use of instructional materials or technology: **1 2 3 4 5**

6. Skill in effectively using overall class time (including greeting and opening class session, closing class session): **1** **2** **3** **4** **5**

7. Preparedness **1** **2** **3** **4** **5**

8. Strengths:

9. Areas for improvement:

Professionalism: (both inside, and outside, the classroom)

Comments can include feedback on the TA's leadership skills in the classroom and among his/her peers, ability to perform as a team player, general attitude/citizenship towards departmental role, ability to problem-solve as a teacher, skills in making TA meetings productive, supportiveness toward other TAs, professionalism in course director's lectures, using professional communication outside the classroom when in TA role (not denigrating students, faculty, other TAs, not using inappropriate language, avoiding cliques, etc.), appropriate dress, among other items that encompass professionalism.

Strengths:

Areas for Improvement: