

# SIMON FRASER UNIVERSITY TEACHING ASSISTANT EVALUATION

1. You must review this Evaluation Form and Evaluative Criteria with your TA at the beginning of the semester (ref. Art. XVIII A).
2. Any serious or continuing problems should be brought to the attention of the TA before citing in this Evaluation Form (ref. Art. XVIII I).
3. This form is to be completed by you at the conclusion of the semester. Your assessment of the TA's teaching abilities will become part of the TA's employment record. This feedback is intended to enhance teaching performance.

## SECTION A: Teaching Assistant Information

Name Michael (Tony) Department Economics Semester 1061 Course# 103

Course Title ECON Instructor L. Marshall TA's 1<sup>st</sup> Appt.

## SECTION B: Evaluative Criteria

Using the evaluative criteria below, indicate whether the TA's performance:

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|--|--|
| <p><input type="checkbox"/> 1 Meets Job Requirements – Good</p> <p><input type="checkbox"/> 3 Does Not Meet Job Requirements - Requires Some Improvement*</p> <p><input type="checkbox"/> 5 No opportunity to evaluate or criterion is not acceptable.</p> | <p><input type="checkbox"/> 2 Meets Job Requirements – Satisfactory</p> <p><input type="checkbox"/> 4 Does Not Meet Job Requirements – Requires major improvement*</p> |
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\* Any serious or continuing problems should be brought to the attention of the TA before citing in this Evaluation form (ref. Art. XVIII I).

- |   |  |
|---|--|
| <p><input type="checkbox"/> 1 Preparation of Lab/Tutorial Material</p> <p><input type="checkbox"/> 1 Attendance at Planning/Coordinating Meetings</p> <p><input checked="" type="checkbox"/> 5 Attendance at Lectures</p> <p><input type="checkbox"/> 1 Performance in Lab/Tutorial</p> <p><input checked="" type="checkbox"/> 5 Quiz Preparation/Assist in Exam Preparation</p> <p><input type="checkbox"/> Other Job Requirements _____</p> | <p><input type="checkbox"/> 1 Meets Deadlines</p> <p><input type="checkbox"/> 1 Maintains Office Hours</p> <p><input type="checkbox"/> 1 Grading Fair/Consistent</p> <p><input type="checkbox"/> 1 Quality of Feedback</p> <p><input type="checkbox"/> 1 Instructional Content</p> |
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### SECTION C: Evaluation Commentary

Please comment on the TA's positive contributions to instruction (e.g. teaching methods, grading, ability to lead discussion) or other noteworthy strengths

Michael was an excellent TA. He created a course web page which was very much appreciated.

Please comment on those duties which you noted as not meeting job requirements and suggest ways in which the TA's performance could be improved:

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### SECTION D: Summary/Overall Evaluation

Meets Job Requirements

Does Not Meet Requirements

Yes

No

Would you recommend this TA for reappointment?

If No, explain briefly \_\_\_\_\_

*L Marshall*

Instructor's Signature

2006/04/25

Year/Month/Day

### SECTION E: Teaching Assistant's Comments

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Teaching Assistant Signature

Year/Month/Day

Distribution and retention of the Evaluation form:

1. The original copy of the Evaluation Form must be forwarded to the Department Chair on completion and included in the TA's employment file.
2. The TA must receive a copy of the Evaluation Form no later than the end of the first week of classes of the following semester.
3. The TA may make comments of the evaluation and such comments will then be added to the employment file. The TA should complete the TA comments section, sign and date the form and return the form to the Department Chair as soon as possible.