

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. Whenever reasonably possible, supervisors shall bring serious or continuing problems 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 Langi Department Economics ✓ Semester Fall 06 Course# 290

Course Title _____ Instructor F. E. Sumeke TA's 1st Appt.

SECTION B: Evaluative Criteria

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

- | | |
|--|---|
| <input type="checkbox"/> 1 Meets Job Requirements – Good | <input type="checkbox"/> 2 Meets Job Requirements – Satisfactory |
| <input type="checkbox"/> 3 Does Not Meet Job Requirements - Requires Some Improvement* | <input type="checkbox"/> 4 Does Not Meet Job Requirements – Requires major improvement* |
| <input type="checkbox"/> 5 No opportunity to evaluate or criterion is not acceptable. | |

* Whenever reasonably possible, supervisors shall bring serious or continuing problems to the attention of the TA before citing in this Evaluation form (ref. Art. XVIII I).

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

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

Excellent TA.

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:

None.

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 _____

Meeder

Instructor's Signature

2006/12/08

Year/Month/Day

SECTION E: Teaching Assistant's Comments

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.