**Faculty of Land and Food Systems**

**Teaching Assistant Informal Check-In**

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| **Teaching Assistant Name:** |  |
| **Course (ex APBI 523 002):** |  |
| **Year and term:** |  |
| **Instructor’s name:** |  |

**STATEMENT OF PURPOSE**

Teaching assistants are potential academics in training. These positions provide an opportunity for students to be further integrated into the learning environment and to encourage teaching development. The purpose of the evaluation is to facilitate the discussion between a TA and the instructor in order to encourage growth and improvement to enhance teaching performance and to recognize successful teaching. The evaluation process will include both an informal and formal evaluation during the academic term or appointment. The evaluation will also ensure expectations are clearly communicated. An open discussion between the instructor and the TA should naturally occur while reviewing the evaluation form. Time used for this performance evaluation is part of the TA contract hours. Instructors who have serious concerns with the performance of a TA should discuss them with the TA as soon as possible and notify the Graduate Programs Manager and/or the Director, HR & Administration. This process also provides the opportunity to recognize and celebrate excellence in TA performance.

**Brief Summary of Primary Responsibilities:**

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**GRADING RUBRIC**

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| --- | --- |
| **1** | Does Not Meet Expectations |
| **2** | Approaches Expectations |
| **3** | Meets Expectations |
| **4** | Exceeds Expectations  |
| **N/A** | Not Applicable or No Opportunity to Evaluate |

***Please note the majority of TA’s will fall within the range of the #3 Grade. A grade of 4 is for exceptional performance (i.e. top 10%).***

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| --- | --- | --- | --- | --- | --- |
| 1. **Communication Skills**
 | **1** | **2** | **3** | **4** | **N/A** |
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| --- | --- | --- | --- | --- | --- |
| 1. **Interaction with Students**
 | **1** | **2** | **3** | **4** | **N/A** |
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| --- | --- | --- | --- | --- | --- |
| 1. **Time Management Skills**
 | **1** | **2** | **3** | **4** | **N/A** |
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| 1. **Accuracy and Attention to Detail Skills**
 | **1** | **2** | **3** | **4** | **N/A** |
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| 1. **Attitude and Behaviour**
 | **1** | **2** | **3** | **4** | **N/A** |
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| 1. **Overall Contribution to the Course**
 | **1** | **2** | **3** | **4** | **N/A** |
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**Instructor’s comments on the TA’s performance (including any areas of improvement):**

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**Comments from the discussion:**

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**By signing, both the TA and instructor confirm a discussion regarding this informal check-in has taken place.**

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| --- | --- | --- | --- |
| Instructor’s signature: |  | Date: |  |
| TA’s signature: |  | Date: |  |

***TA and instructor should keep copies for their own records; the course instructor will send a completed, signed electronic version to the Manager – Graduate Programs, LFS (lfs.ta@ubc.ca)***