**Faculty of Land and Food Systems**

**Teaching Assistant Performance Evaluation**

|  |  |
| --- | --- |
| **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 their Program Director and/or the LFS Director, HR & Administration. This process also provides the opportunity to recognize and celebrate excellence in TA performance.

**Brief Summary of Primary Responsibilities:**

|  |
| --- |
|  |

**GRADING RUBRIC**

|  |  |
| --- | --- |
| **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%).***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Communication Skills** | **1** | **2** | **3** | **4** | **N/A** |
| 1. Communicates clearly and effectively – verbal |  |  |  |  |  |
| 1. Communicates clearly and effectively – written |  |  |  |  |  |
| 1. Responds to student questions professionally, concisely, and in a timely manner |  |  |  |  |  |
| 1. Communicates with course instructor in a respectful and timely manner |  |  |  |  |  |
| 1. Requests clarification of instruction or assignments when unclear |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Interaction with Students** | **1** | **2** | **3** | **4** | **N/A** |
| 1. Creates student interest and involvement |  |  |  |  |  |
| 1. Shows enthusiasm when working with students, demonstrating interest in the course and class material |  |  |  |  |  |
| 1. Interacts with students respectfully and thoughtfully and creates an atmosphere of mutual respect |  |  |  |  |  |
| 1. Good judgement in dealing with students |  |  |  |  |  |
| 1. Works well and gets along with the other TA’s |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Time Management Skills** | **1** | **2** | **3** | **4** | **N/A** |
| 1. Demonstrates an appropriate and independent use of time |  |  |  |  |  |
| 1. Returns assignments / exams to students in a timely manner |  |  |  |  |  |
| 1. Starts promptly and is prepared |  |  |  |  |  |
| 1. Demonstrates ability to set and adjust priorities |  |  |  |  |  |
| 1. Attends all required meetings |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Accuracy and Attention to Detail Skills** | **1** | **2** | **3** | **4** | **N/A** |
| 1. Accurately and consistently grades assignments |  |  |  |  |  |
| 1. Accurately and consistently grades tests/exams |  |  |  |  |  |
| 1. Accuracy of record-keeping of grades and other course information |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Attitude and Behaviour** | **1** | **2** | **3** | **4** | **N/A** |
| 1. Is conscientious about performing all aspects of their job well - taking pride in their work |  |  |  |  |  |
| 1. Exhibits flexibility and willingness to adapt to change |  |  |  |  |  |
| 1. Demonstrates initiative and takes on a pro-active approach to their work |  |  |  |  |  |
| 1. Reinforces concepts presented by course instructor |  |  |  |  |  |
| 1. TA is concerned about students’ learning |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Overall Contribution to the Course** | **1** | **2** | **3** | **4** | **N/A** |
| 1. Performs duties as outlined in job description |  |  |  |  |  |
| 1. Quality of contributions to course planning / coordinating meetings |  |  |  |  |  |
| 1. Comparing the TA’s performance to the performance of others with similar responsibilities |  |  |  |  |  |
| 1. Makes a positive impact to the delivery of the course |  |  |  |  |  |

**Instructor’s comments on the TA’s performance (including any areas of improvement):**

|  |
| --- |
|  |

**TA’s comments on the mentorship/teaching development experience:**

|  |
| --- |
|  |

**Comments from the discussion:**

|  |
| --- |
|  |

**By signing, both the TA and instructor confirm a discussion regarding this performance evaluation has taken place.**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 their course Program Director.***