

**Graduate Assistant (GA) and Graduate Teaching Assistant (GTA)  
Performance Evaluation (Version 2, October 2021)**

This evaluation is intended to evaluate the performance of a GA or GTA in the job duties they were assigned for the current semester. This evaluation device serves as a tool to provide baseline data and constructive criticism to improve the teaching assistant's future performance. The results may also be used by the departmental leadership as an accountability indicator and may impact eligibility for future GTA assignments.

Signed by the Supervisor, the G(T)A, and the G(T)A's research adviser, this evaluation form will be submitted to the office of the Department of Chemistry c/o Tammy Heldenbrand by the research adviser and a copy will be retained by the evaluating instructor.

Course Number/Title & Semester:
Name of Instructor/Supervisor:
First and Last Name of GA/GTA:
Date of Evaluation:

Rating Scale

1- unacceptable, 2- needs improvement, 3- meets expectations, 4- exceeds expectations

N/E- criterion not evaluated; N/A- criterion not applicable

Criteria	1	2	3	4	N/E	N/A
1. Punctuality: arrives on time to class and prep sessions						
2. Preparation: is prepared for class/lab						
3. Behavior: professional in actions and in speech						
4. Attire: appropriate for lab/professional appearance						
5. Lectures independently						
6. Presents instructions thoroughly and understandably						
7. Answer student questions correctly and competently						
8. Grades exercises, write-ups, exams, and homework correctly and thoroughly						
9. Grades exercises, write-ups, exams, and homework in a timely manner						
10. Keeps attendance and grading records						
11. Is actively engaged with students during activities						
12. Takes initiative, stays on task, and completes tasks						
13. Clean-Up: lab consistently cleaned after session						
14. Overall performance						

May serve as a GTA again next semester (Yes, No)? \_\_\_\_\_

Supervisor (Signature & Date):	
GA/GTA (Signature & Date):	
Research Adviser (Signature & Date):	
Department Chair (Signature & Date):	

Additional comments and recommendations can be provided on the next page.

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Comments and Recommendations: