

**Division of Physical and Biological Sciences
NOTIFICATION OF TEACHING ASSISTANT DUTIES**

Department of _____

(To be completed by the Faculty Supervisor and reviewed with the TA)

Course # _____ Course Title: _____

Qtr/Yr _____ Instructor: _____ T.A.: _____

Location: _____ Day/Time: _____

NOTE TO FACULTY SUPERVISOR: Check required duties and fill in information below as pertains to TA assigned to this course. Meet with TA at the beginning of the appointment to review these duties and discuss your performance expectations in relation to them and to the performance categories under Part I (see reverse side), including the criteria on the section or lab student evaluation form (the one handed out to students at the end of the quarter) so that the TA understands the kinds of teaching skills that will be assessed.

_____ Attend all lectures

_____ Present lectures as assigned by faculty supervisor

_____ Instruct _____ sections per week (review student evaluation form criteria with TA as noted above)

_____ Hold _____ office hours weekly (provide range of hours)

_____ Attend weekly or as scheduled meetings with Faculty Supervisor

_____ Attend weekly or as scheduled meetings with TA Trainer or Head TA

_____ Assign students to sections at start of quarter

_____ Assist in preparation of problem sets/quizzes/exams

_____ Make copies or prepare printing orders of coursework

_____ Read, evaluate, and return in a timely manner _____ papers/lab reports per student (fill in or refer TA to course syllabus)

_____ Read and evaluate _____ examinations per student (fill in or refer TA to course syllabus)

_____ Proctor _____ examinations

_____ Arrange/attend _____ labs/field trips/observatory sessions (circle and provide details)

_____ Assist in the preparation of narrative evaluations and/or make grade recommendations as appropriate for students in TA's section(s)

_____ Keep records of students in TA's section(s) (e.g., attendance and grades)

_____ Perform other tasks as specified (please list below or attach separate piece of paper)

These job duties/expectations and the performance evaluation criteria (see reverse) have been reviewed and discussed with the TA assigned to this course at the beginning of the appointment.

Instructor/Supervisor Signature/Date

TA Signature/Date

cc: Employment File

[See reverse for Performance Evaluation criteria to be discussed at start of appointment and assessed at end of quarter]

TA PERFORMANCE EVALUATION

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NOTE TO FACULTY SUPERVISOR: Use Part I, Section 1 below to evaluate the TA's overall performance of assigned duties (based on the front side of this form). Use Part I, Section 2 below to evaluate the TA's overall performance of those teaching skills you reviewed with TA at the start of the appointment (based on the criteria from the discussion or lab student evaluation form). Circle the appropriate evaluation rating (NI = Needs Improvement; ME = Meets Expectations; and EE = Exceeds Expectations) and provide consistent supporting comments. Supervisors are free to use split ratings (e.g., ME for subject matter knowledge and NI for organization of lab section). **Or** complete a narrative-style performance evaluation following Part II below.

Part I. PERFORMANCE CATEGORIES:

RATING and COMMENTS:

<p>1. Performance of assigned duties as set out in "Notification of Teaching Assistant Duties" (e.g.):</p> <ul style="list-style-type: none"> • Completes assignments and meets commitments and deadlines (e.g., keeps office hours, returns student work in a timely manner, attends lectures, etc.) • Attends required meetings and/or training sessions • Interacts effectively and maintains a professional demeanor with a wide diversity of individuals and work styles and is receptive to feedback 	<p>Evaluation Rating: NI ME EE</p>
<p>2. Teaching Skills - expectations to be consistent with discussion or lab student evaluation form, e.g.:</p> <ul style="list-style-type: none"> • Has appropriate level of knowledge of subject area and related expertise • Uses information, materials, equipment, and techniques accurately and appropriately • Communicates clearly and accurately both verbally and in writing • Is punctual, prepared, and organized for weekly section(s) • Is sensitive to and concerned with students' learning process and level of understanding • Deals impartially and with overall fairness when evaluating and interacting with students 	<p>Evaluation Rating: NI ME EE</p>

Part II. Narrative-Style Evaluation

Complete a written evaluation of TA's performance of those job duties and expectations reviewed with TA at start of assignment as outlined in "Note to Faculty Supervisor" in Part I above (be sure to include TA name, course name and number, and Faculty Supervisor name).

Whether Part I or Part II is completed, faculty supervisor and TA should each sign evaluation.

 Faculty Supervisor/Date

 *Teaching Assistant/Date

*Your signature indicates that you have read the evaluation and that your supervisor has discussed it with you, not whether you agree or disagree with its content. If you wish, you may attach comments to this form.