

**Evaluation form for:  
Graduate Teaching Assistant (GTA) working as Lecture Assistant (LA)  
Department of Art History, University of Kansas**

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**PART I: General Information**

Name of GTA:

Name of Reviewer:

Review Period:

Course in which GTA Assisted in this Review Period:

Department or Program Providing Appointment:

Academic Department or Graduate Program Home of GTA:

A GTA working as a Lecture Assistant for more than one course should be evaluated separately for their work in each course, even if supervised by the same faculty member.

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**PART II: GTA Self-Evaluation and Student Course Evaluations**

1. Did the GTA complete a self-evaluation?  
Yes                      No
2. Did the supervising faculty advisor read the GTA's self-evaluation prior to completing this evaluation form?  
Yes                      No
3. Did the supervising faculty advisor review the specific position description(s) upon which this evaluation is based before meeting with the GTA?  
Yes                      No
4. Were student course evaluations considered by the supervising faculty advisor as part of this GTA evaluation?  
Yes                      No
5. Were student course evaluations available to the GTA for review as part of this GTA evaluation?  
Yes                      No

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### PART III: Evaluation of GTA Performance as Lecture Assistant (LA)

#### Rating Scale

5—Outstanding

4—Very Good

3—Good

2—Needs Some Improvement

1—Needs Much Improvement

NA—Not Applicable

1. The LA attended all class meetings (unless absent due to illness or emergency).	5	4	3	2	1	NA
2. The LA maintained regular office hours for meetings with students.	5	4	3	2	1	NA
3. The LA maintained accurate and complete course records (attendance, grades, etc.)	5	4	3	2	1	NA
4. The LA provided high-quality assistance in devising exams, assignments, and rubrics.	5	4	3	2	1	NA
5. The LA graded and returned student work in a timely fashion.	5	4	3	2	1	NA
6. The LA provided students with accurate and helpful feedback on their work.	5	4	3	2	1	NA
7. The LA provided timely and helpful responses to student queries (e.g. via email).	5	4	3	2	1	NA
8. The LA responded helpfully and effectively to students needing assistance.	5	4	3	2	1	NA
9. The LA provided timely responses to the instructor's communications (e.g. via email).	5	4	3	2	1	NA
10. The LA effectively led class discussions and/or facilitated group work, etc.	5	4	3	2	1	NA
11. The LA delivered 1-2 well-prepared and high-quality class lectures.	5	4	3	2	1	NA
12. The LA led one or more helpful and effective review sections.	5	4	3	2	1	NA

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**PART IV: Written Evaluation by Supervising Faculty Member**

Please provide some specific information related to **the GTA's strengths:**

Please provide some specific feedback on **areas in which the GTA can improve:**

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**PART V: Overall Rating**

Please rate the **overall performance** of this GTA for the current review period.

Unsatisfactory    Needs Improvement    Satisfactory    Exceeds Expectations    Outstanding

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**Signature of Reviewer**

**Date**

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**Signature of Graduate Teaching Assistant**

**Date**