

**Evaluation form for:
Graduate Teaching Assistant (GTA) working as Lecture Assistant (LA) for an
8-week Online Course**

Department of Art History, University of Kansas

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.

PART II: GTA Self-Evaluation, Course Content Review, 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. Did the GTA and supervising faculty advisor meet to discuss the course and look at specific examples of instructional materials, assignments, exams, etc.?
Yes No
5. Were student course evaluations considered by the supervising faculty advisor as part of this GTA evaluation?
Yes No
6. Were student course evaluations available to the GTA for review as part of this GTA evaluation?
Yes No

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 online plenary sessions (unless absent for illness or emergency).	5	4	3	2	1	NA
2. The LA maintained regular office hours for meetings with students (offline or online).	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 involved unresponsive or inattentive students effectively by email contact.	5	4	3	2	1	NA
5. The LA provided high-quality assistance in devising exams, assignments, and rubrics.	5	4	3	2	1	NA
6. The LA graded student work and participation in a timely fashion.	5	4	3	2	1	NA
7. The LA provided students with accurate and helpful feedback on their work.	5	4	3	2	1	NA
8. The LA provided timely and helpful responses to student queries and maintained a positive working atmosphere in the online environment.	5	4	3	2	1	NA
9. The LA responded helpfully and effectively to students needing assistance, by using offline and online communication effectively.	5	4	3	2	1	NA
10. The LA provided timely responses to the instructor's communications.	5	4	3	2	1	NA
11. The LA effectively monitored and facilitated group work on blogs and discussion boards.	5	4	3	2	1	NA
12. The LA delivered 1-2 well-prepared and high-quality online lectures or review sessions.	5	4	3	2	1	NA

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:**

PART V: Overall Rating

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

Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

Signature of Reviewer

Date

Signature of Graduate Teaching Assistant

Date