

**Evaluation form for:
Graduate Teaching Assistant (GTA) working as Instructor of Record or Discussion Section
Leader
Department of Art History, University of Kansas**

PART I: General Information

Name of GTA:

Name of Supervisor/Reviewer:

Review Period:

Course(s) Taught in this Review Period:

Department or Program Providing Appointment:

Academic Department or Graduate Program Home of GTA:

GTA Served as: Instructor of Record Discussion Section Leader

PART II: GTA Self-Evaluation, Course Observation 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. Did the supervising faculty advisor complete at least one course observation evaluation that was also provided to the GTA?
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: GTA Course Observation Evaluation

Rating Scale

5 — Outstanding

4 — Very Good

3 — Good

2 — Needs Some Improvement

1 — Needs Much Improvement

NA — Not Applicable

I. **PLANNING AND PREPARATION:** How does the instructor handle the material?

1. The lesson plan was developed around the material designated for the day on the course syllabus.	5	4	3	2	1	NA
2. The instructor had a clearly discernable lesson plan.	5	4	3	2	1	NA
3. Students were informed of the objectives for that lesson.	5	4	3	2	1	NA
4. The class session followed a logical sequence.	5	4	3	2	1	NA
5. The transitions were smooth.	5	4	3	2	1	NA
6. Whole class, group/pair activities were planned to involve all students.	5	4	3	2	1	NA
7. The instructor did not stall for time or finish early.	5	4	3	2	1	NA
8. The activities planned were suitable for the students' level.	5	4	3	2	1	NA
9. Effective closure to the lesson.	5	4	3	2	1	NA

II. **MANAGEMENT AND ATTITUDE:** How does the instructor handle him/herself?

1. Organizational skills demonstrated.	5	4	3	2	1	NA
2. Instructor demonstrated professional demeanor.	5	4	3	2	1	NA
3. Positive working atmosphere.	5	4	3	2	1	NA
4. Professional courtesy to students apparent at all times.	5	4	3	2	1	NA
5. Instructor appeared fair and impartial.	5	4	3	2	1	NA
6. Instructor involved inattentive students.	5	4	3	2	1	NA

III. **INSTRUCTIONAL TECHNIQUES:** How does the instructor handle the class?

1. Questions, discussion, tasks appropriate to student level.	5	4	3	2	1	NA
2. Students given time to think about their answers.	5	4	3	2	1	NA
3. Instructor moved about the room during the class with purpose.	5	4	3	2	1	NA

4. Group/pair work adequately monitored.	5	4	3	2	1	NA
5. The class was well paced.	5	4	3	2	1	NA
6. Effective use of assigned readings.	5	4	3	2	1	NA
7. Effective use of images.	5	4	3	2	1	NA
8. Instructor encouraged student participation.	5	4	3	2	1	NA

PART IV: Evaluation

Rate the performance of the GTA in this review period only in each of the following five areas.

1. Teaching and Presentation Ability

Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

2. Quality of Work

Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

3. Oral and Written Communication

Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

4. Accountability and Self-Management

Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

5. Subject Knowledge and Learning Ability

Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

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