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:

PART II: GTA Self-Evaluation, Course Observation Evaluation, and Student Course Evaluations

The GTA may provide a self-evaluation (optional) of his or her performance for the review period. Samples can be found at the following URL: http://

1. Did the GTA complete a self-evaluation? [Future online version: Upload this document button]
   ○ Yes  ○ No

2. Did the supervisor or faculty advisor review the specific position description(s) upon which this evaluation is based before meeting with the GTA?
   ○ Yes  ○ No

3. Did the supervisor or faculty advisor complete at least one course observation evaluation that was also provided to the GTA? [Future online version: Upload this document button]
   ○ Yes  ○ No

4. Were student course evaluations included in this GTA evaluation and made available to the GTA for review?
   ○ 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
0 — 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 0

2. The instructor had a clearly discernable lesson plan.  
   5 4 3 2 1 0

3. Students were informed of the objectives for that lesson.  
   5 4 3 2 1 0

4. The class session followed a logical sequence.  
   5 4 3 2 1 0

5. The transitions were smooth.  
   5 4 3 2 1 0

6. Whole class, group/pair activities were planned to involve all students.  
   5 4 3 2 1 0

7. The instructor did not stall for time or finish early.  
   5 4 3 2 1 0

8. The activities planned were suitable for the students' level.  
   5 4 3 2 1 0

9. Effective closure to the lesson.  
   5 4 3 2 1 0

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

1. Organizational skills demonstrated.  
   5 4 3 2 1 0

2. Instructor demonstrated professional demeanor.  
   5 4 3 2 1 0

3. Positive working atmosphere.  
   5 4 3 2 1 0

4. Professional courtesy to students apparent at all times.  
   5 4 3 2 1 0

5. Instructor appeared fair and impartial.  
   5 4 3 2 1 0

6. Instructor involved inattentive students.  
   5 4 3 2 1 0

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

1. Questions, discussion, tasks appropriate to student level.  
   5 4 3 2 1 0

2. Students given time to think about their answers.  
   5 4 3 2 1 0

3. Instructor moved about the room during the class with purpose.  
   5 4 3 2 1 0

4. Group/pair work adequately monitored.  
   5 4 3 2 1 0

5. The class was well paced.  
   5 4 3 2 1 0

6. Effective use of assigned readings.  
   5 4 3 2 1 0

7. Effective use of images.  
   5 4 3 2 1 0

8. Instructor encouraged student participation.  
   5 4 3 2 1 0
PART IV: Evaluation

Please rate the performance of the GTA in this review period only in each of the following five areas. Examples of core competencies or performance factors for each area are available as links, or are enclosed at the end of this form.

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 Graduate Teaching Assistant*       Date

_________________________________________    ______________________
Signature of Reviewer                       Date