

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

PART I: General Information

Name of GTA:

Name of Reviewer (Indicate whether Supervisor of Primary or Secondary Course*):

Review Period:

Course(s) in which GTA Assisted in this Review Period:

Department or Program Providing Appointment:

Academic Department or Graduate Program Home of GTA:

*GTAs working as Lecture Assistants (LA) are typically assigned to two courses, one designated as primary and one as secondary. The LA's duties in the two courses may differ. The faculty members of the primary and of the secondary course should each complete a separate evaluation of the LA's work in their respective courses.

PART II: GTA Self-Evaluation and Student Course Evaluations

The GTA may provide a self-evaluation (optional) of his or her performance for the review period.

1. Did the GTA complete a self-evaluation?

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. Were student course evaluations considered by the supervising faculty member as part of this GTA evaluation?

Yes No

4. 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