

Guidance for Required GTA Evaluations, Fall 2021

Departmental procedures for the required evaluation of GTAs by their faculty supervisors or advisors.

➤ General guidelines:

The Memorandum of Agreement between KU and the union representing the GTAs mandates the evaluation of every GTA every semester. See Article 5, Section 9: [https://humanresources.ku.edu/sites/humanresources.drupal.ku.edu/files/docs/2018_KU-GTAC MoA signed w corrected pagination.pdf](https://humanresources.ku.edu/sites/humanresources.drupal.ku.edu/files/docs/2018_KU-GTAC_MoA_signed_w_corrected_pagination.pdf).

For the separate University policy on performance evaluations of GTAs, see: <http://policy.ku.edu/human-resources/performance-evaluation-GTA>.

Forms for use in evaluating GTAs working as instructors of record (face-to-face or online), discussion section leaders, or lecture assistants are available on the department website at: <https://arthistory.ku.edu/teaching-resources>. Links are also provided below.

GTAs should be evaluated by their supervising faculty member or doctoral advisor, if applicable, or occasionally by another faculty member if the advisor has evaluated the GTA multiple times. An MA-level student teaching as an instructor of record who has no formal supervising faculty member should identify a faculty member to serve as the evaluator; this may be done in consultation with a graduate advisor or the director of graduate study.

A GTA working under the supervision of two faculty members (e.g., as a lecture assistant for two courses, or online instructor of record and lecture assistant) should be evaluated independently by both faculty members. A GTA working in two different courses under the supervision of the same faculty member should be evaluated separately for each course.

➤ GTAs teaching semester-long courses as instructors of record or discussion section leaders:

Please arrange with your supervising faculty member, doctoral advisor, or another faculty member to observe and evaluate your classroom teaching at least once during the semester. Faculty observation of GTAs' classroom teaching early (as opposed to late) in the semester is strongly encouraged; this gives the GTA the opportunity to incorporate any constructive suggestions from the faculty supervisor into the course with much of it remaining.

The complete evaluation will consist of:

- 1.) A self-evaluation form, completed by the GTA at the end of the course, either:
Instructor of Record:
https://arthistory.ku.edu/sites/arthistory.ku.edu/files/docs/Forms/Self-Evaluation_GTA_ior.docx
or
Discussion Leader:
https://arthistory.ku.edu/sites/arthistory.ku.edu/files/docs/Forms/Self-Evaluation_GTA_Discussion_Leader.docx
(submit to both supervising faculty member and Lisa Cloar)
- 2.) A review by the evaluating faculty member of student evaluations of the course, if available.
- 3.) A meeting between the GTA and the evaluating faculty member.
- 4.) The completion and signature of the evaluation form:
https://arthistory.ku.edu/sites/arthistory.ku.edu/files/docs/Forms/GTA_Evaluation_Form_i_or_fillable.pdf
(download the form before completing, saving, and submitting it).

➤ **GTAs teaching 8-week minimester online courses as instructors of record:**

You should be evaluated by your supervising faculty member, doctoral advisor, or another faculty member after the conclusion of the minimester. If you are teaching both minimesters, only one minimester's teaching needs to be evaluated. Evaluation of the first minimester of teaching is recommended in the case of a GTA teaching online in both minimesters.

The complete evaluation will consist of:

- 1.) A self-evaluation form, completed by the GTA at the end of the course:
https://arthistory.ku.edu/sites/arthistory.ku.edu/files/docs/Forms/Self-Evaluation_GTA_online_course.docx
(submit to both supervising faculty member and Lisa Cloar)
- 2.) A review by the evaluating faculty member of student evaluations of the course, if available.
- 3.) A meeting between the GTA and evaluating faculty member in which the self-evaluation is discussed and the GTA explains and demonstrates aspects of the online course to the faculty member.
- 4.) The completion and signature of the evaluation form:
https://arthistory.ku.edu/sites/arthistory.ku.edu/files/docs/Forms/GTA_Evaluation_Form_L_A_online_course_fillable.pdf
(download the form before completing, saving, and submitting it).

➤ **GTAs serving as Lecture Assistants (in either a semester-long or minimester course):**

You should be evaluated by your supervising faculty member.

The complete evaluation will consist of:

- 1.) A self-evaluation form, completed by the GTA at the end of the course:
https://arthistory.ku.edu/sites/arthistory.ku.edu/files/docs/Forms/Self-Evaluation_GTA_Lecturer_Assistant.docx
(submit to both supervising faculty member and Lisa Cloar)
- 2.) A review by the evaluating faculty member of student evaluations of the course, if available, for student feedback that might be relevant to the evaluation of the GTA's performance.
- 3.) A meeting between the GTA and the supervising faculty member to review the self-evaluation and the supervising faculty member's evaluation.
- 4.) The completion and signature of the evaluation form:
https://arthistory.ku.edu/sites/arthistory.ku.edu/files/docs/Forms/GTA_Evaluation_Form_LA_fillable.pdf
(download the form before completing, saving, and submitting it).

Evaluations of fall semester GTAs are due to Lisa Cloar by January 31, 2022.