

Overall Performance Assessment

We encourage you to:

- *Show this form to your teaching assistant at the beginning of the session;*
- *In cases of major problems, fill out this form and discuss the problem with your TA to allow them to improve their performance before the end of the session;*
- *Complete the form at the end of the session.*

Teaching assistant's name:
Supervisor's name:
Date of evaluation:
Course (title and code):
Faculty, department or school:

1. Choose the appropriate level.

My assistant is:

- Beginner (1st time as a TA)
- Intermediate (2nd or 3rd time as a TA)
- Advanced (more than 3 times as a TA)

2. Choose the best answer for each of the following criteria:

	Excellent	Good	Satisfactory	Insufficient	N/A
The TA understands the content and context of the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The TA effectively prepares for their assigned tasks (discussion groups, labs, office hours, corrections, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The TA demonstrates assiduity (classes, meetings, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The TA is punctual and respects established deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The TA maintains a professional and courteous relationship with students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The TA contributes positively to student learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The TA collaborates with professors and other colleagues (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Excellent	Good	Satisfactory	Insufficient	N/A
The TA respects policy and procedures in place at the University of Ottawa.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The TA respects instructions received from their supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The TA participates in professional development activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Identify the TA's strengths and areas for improvement.

Strengths in the TA's work:	
Area(s) for improvement and proposed strategies:	

Comments from the TA:

Supervisor's signature: _____

Teaching assistant's signature: _____

Cette publication est aussi disponible en français.

www.saea.uOttawa.ca/AE-TA

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