**NMSU Department of Psychology Teaching Assistant Evaluation Form**

TA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_

The purpose of this evaluation is to communicate the instructor’s expectations for his/her teaching assistant at the beginning of the term and to document the assistant’s performance in those tasks. The instructor and TA should meet early in the term to discuss the instructor’s expectations. The instructor and TA should meet at the end of the term to complete the rating portion of this form. Both the TA and the instructor should complete the ratings and discuss any discrepancies in the ratings. The final version of the instructor’s ratings will be added to the TAs permanent file and may be discussed by Psychology Department faculty at the annual evaluation of spring graduate students. Should the TA choose to do so, he/she may use the evaluations to document teaching effectiveness (e.g., when applying for jobs, awards, or fellowships).

1. Instructor: At the beginning of the term, use the list on the next page to indicate your expectations for your teaching assistant for this class during this term. Check the N/A box if an item is not something you expect your TA to do. Feel free to add items to the list as necessary. **Keep a copy of the completed form for use at the end of the term.**
2. At the end of the term, use the third column to rate the TA’s performance on those tasks. Please do not rate the TA on any tasks you do not expect the TA to perform.

|  |  |  |
| --- | --- | --- |
| ✓ | EXPECTATIONS of TA | RATING OF TA PERFORMANCE  (circle one) |
|  | Attend class | Exceeds Meets Needs  expectations expectations improvement |
|  | Help create class materials | Exceeds Meets Needs  expectations expectations improvement |
|  | Help create exams | Exceeds Meets Needs  expectations expectations improvement |
|  | Evaluate student work | Exceeds Meets Needs  expectations expectations improvement |
|  | Grade multiple-choice exams | Exceeds Meets Needs  expectations expectations improvement |
|  | Grade non-multiple-choice exams | Exceeds Meets Needs  expectations expectations improvement |
|  | Enter grades into a digital format | Exceeds Meets Needs  expectations expectations improvement |
|  | Calculate grades | Exceeds Meets Needs  expectations expectations improvement |
|  | Assist during class | Exceeds Meets Needs  expectations expectations improvement |
|  | Lead class as necessary | Exceeds Meets Needs  expectations expectations improvement |
|  | Hold office hours | Exceeds Meets Needs  expectations expectations improvement |
|  | Conduct labs | Exceeds Meets Needs  expectations expectations improvement |
|  | Design lab materials | Exceeds Meets Needs  expectations expectations improvement |
|  | Administer make-up quizzes/exams | Exceeds Meets Needs  expectations expectations improvement |
|  | Conduct review sessions | Exceeds Meets Needs  expectations expectations improvement |
|  |  | Exceeds Meets Needs  expectations expectations improvement |
|  |  | Exceeds Meets Needs  expectations expectations improvement |
|  |  | Exceeds Meets Needs  expectations expectations improvement |

2. Please rate this teaching assistant’s overall effectiveness (circle one)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Excellent | Very Good | Good | Average | Poor | N/A |

3. Please add any comments or suggestions here (e.g., anything this TA did that made him or her stand out above or below the crowd):