

College of Health Graduate Teaching Assistant (GTA) Evaluation for AY 2024-2025

Instructions:

1. Designated School Evaluator (DSE) completes Table 1: **GTA Evaluation and Review Details** and **Professional Development Report**.
2. GTA and DSE complete **Evaluation Tools** independently.
3. GTA completes **Self-Evaluation (Orange)** specific to GTA course/role and sends to the DSE prior to the scheduled observation.
4. DSE uses the GTA-completed self-evaluation tool to then perform the **GTA evaluation (Gray)** specific to GTA course/role.
5. GTA and DSE debrief/discuss **Evaluation**.
6. GTA completes **Response to Evaluation** following debrief.
7. GTA and/or DSE can request a re-evaluation.
8. DSE sends the evaluation file to School Head for review.
9. All parties acknowledge/sign via Docusign that is filed with GTA and the GTA’s School of alignment (ESHS, N & PH, or HDFS).
10. (If needed): School Head and GTA set up meeting to discuss.

Table 1. GTA Evaluation and Review Details and Professional Development Report.

GTA Evaluation and Review Details			
Graduate Teaching Assistant’s Name			
Course Number and Title			
GTA role reviewed	<input type="radio"/> Ecampus Instructor <input type="radio"/> On Campus Instructor <input type="radio"/> Grading Assist <input type="radio"/> Lab Assist		
Term & Year Reviewed	<input type="radio"/> Fall <input type="radio"/> Winter <input type="radio"/> Spring Year: _____		
What methods, tools, or data did you use to evaluate this GTA	<input type="radio"/> Class Observation <input type="radio"/> Canvas <input type="radio"/> Gradebook <input type="radio"/> Syllabus/Class Plan Other: _____		
Name/Role of Designated Evaluator			
Date of Evaluation Debrief			
Name of GTA’s Academic Advisor			
Name of School Head			
Professional Development Report			
Did GTA attend Fall GTA Orientation	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Excused by School Head
Has GTA completed GRAD 516 or GRAD 599 if assigned?	<input type="radio"/> Yes (Term/Yr _____)	<input type="radio"/> No	<input type="radio"/> Excused by School Head/Not Assigned
Has GTA completed GRAD 542?	<input type="radio"/> Yes (Term/Yr _____)	<input type="radio"/> No	

GTA Grading Assistant Evaluation

Introduction: The purpose of this evaluation is to help the instructor improve their effectiveness. In each of the tables below, select the appropriate identifier based on the observation completed. Following each category of items (i.e., Course Readiness & Management, Planning & Preparation for Instruction, Knowledge of Subject Matter, etc.), please rate the instructor on a 1-4 scale (1 = Ineffective, 2 = Developing (Emerging), 3 = Proficient, 4 = Highly Effective). Comments and reasons for score can be added below the rating.

Course Readiness & Management	GTA Self-Evaluation				Designated School Evaluator			
	Yes	Somewhat/ to an extent	No	NA	Yes	Somewhat/ to an extent	No	Not Obs/ NA
Participates in meetings with course supervisor when requested								
Follows course/lab supervisor's set policies and procedures								
Attends lectures or class meetings (if part of GTA assignment)								
Asks course supervisor for assistance and clarification when needed								

Overall Evaluation for Course Readiness

1 "	2 "	3 "	4 "
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Comments / Reasons for Score

Student Engagement	GTA Self-Evaluation				Designated School Evaluator			
	Yes	Somewhat/ to an extent	No	NA	Yes	Somewhat/ to an extent	No	Not Obs/ NA
During class (if applicable) engages with students in a positive, supportive, and constructive manner.								

Overall Evaluation for Student Engagement

1 "	2 "	3 "	4 "
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Comments / Reasons for Score

GTA Grading Assistant Evaluation

Communications	GTA Self-Evaluation				Designated School Evaluator			
	Yes	Somewhat/ to an extent	No	NA	Yes	Somewhat/ to an extent	No	Not Obs/ NA
Responds to course supervisor, school administration, and student emails within 24 hours (excluding weekends).								
Interacts with students before, during, and outside of class, as required								
Interacts (email, Zoom, chat, verbal, etc) with students and colleagues in a professional and kind manner.								

Overall Evaluation for **Communications**

1 "	2 "	3 "	4 "
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Comments / Reasons for Score

Evaluation of Student Learning	GTA Self-Evaluation				Designated School Evaluator			
	Yes	Somewhat/ to an extent	No	NA	Yes	Somewhat/ to an extent	No	Not Obs/ NA
Provides meaningful grading and student evaluation feedback, noting what the students did well, and clearly articulates reasons for any loss of points.								
Grades coursework within timeframe set by course supervisor.								

Overall Evaluation for **Evaluation of Student Learning**

1 "	2 "	3 "	4 "
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Comments / Reasons for Score

GTA Grading Assistant’s self-evaluation, response to evaluation, and plans for improvement

Self-Evaluation: Briefly explain (1-2 sentences) why you evaluated yourself as you did. What are your strengths in this role. What teaching skills would you like to improve or learn about? Please provide any additional comments you would like to share.

Response to Evaluation: Provide any responses to the evaluation/feedback, including any comments/feedback that you feel may enhance the process and/or provide a more comprehensive assistantship performance evaluation.

Plans for Improvement: List any GTA support or professional development opportunities you would like to pursue. Also include any professional development activities you have participated in during this academic year. Include title, date, time, location, website, etc.

Observer evaluation summary and recommendations

GTA Grading Assistant Main Strengths:

Suggestions for Improvement:

What professional development opportunities would you suggest for this GTA?

Please provide any additional comments you'd like to share with this GTA.

Re-evaluation by Designated Observer Recommended:

Re-evaluation by GTA Grading Assistant Desired:

Graduate Student Signature & Date		
Designated School Evaluator Signature & Date		
School Head Signature & Date		

Observation Notes