

College of Graduate Studies
**Graduate Research Assistant Performance
 Evaluation**

The evaluation should be submitted to the Associate Dean of the College of Graduate Studies no later than the 13th week during the Graduate Research Assistant's employment to document the assessment of performance and progress of each Graduate Research Assistant. Completion of this form constitutes a summary evaluation based upon prior lab/classroom visits, informal observations, input from students and discussion with the Graduate Research Assistant and/or other evidence of performance.

Department/Program/Division _____ Date _____

Assistant's Name _____ MTSU ID # M _____

Faculty Supervisor _____ MTSU ID # M _____

Semester/Year _____ Assignment(s): _____

Faculty Supervisor Assessment: Rate the GRA's performance of functions for which he/she has been responsible

Responsibilities/Performance Factors

Low Acceptable High

	Low	Acceptable	High
Accomplishes assigned tasks			
Ability to work independently to accomplish assigned tasks			
Demonstrates commitment to assignments			
Cooperates with co-workers on project assignments and in use of facilities			
Seeks actively to improve skills and knowledge and to incorporate them into work			
Reliability in accomplishing assigned tasks			
Produces adequate quantity of work within time allotted to assistantship assignments			
Demonstrates ethically responsible actions within research activities			
Demonstrates ability to produce and report quality research and evaluation activities			
Accepts suggestions and constructive criticism			
Overall Assessment of Graduate Research Assistant's Performance			

Additional Comments and Recommendations: _____

This evaluation has been discussed with me and I am aware that I may respond to this assessment in writing.

 Student Signature

 Date

 Signature of MTSU Staff member completing evaluation

 Date

All evaluations should be emailed, faxed or mailed to the College of Graduate Studies, MTSU Box 42, Attention: Kathy Green (katherine.green@mtsu.edu) Fax number: 904-8020.