

College of Graduate Studies  
**Graduate Teaching Assistants Performance  
 Evaluation**

The evaluation should be submitted to the Associate Dean of the College of Graduate Studies no later than the 13<sup>th</sup> week during the Graduate Assistant's employment to document the assessment of performance and progress of each Graduate Teaching Assistant. Completion of this form constitutes a summary evaluation based upon prior classroom visits, informal observations, input from students and discussion with the Graduate Teaching 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): Course ID including section number \_\_\_\_\_

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

<b>Responsibilities/Performance Factors</b>	<b>Low</b>	<b>Acceptable</b>	<b>High</b>
Mastery of subject matter			
Develops class syllabus			
Prepares for class and other assignments			
Lectures with supervision			
Teaches independently			
Stimulates interest in the subject matter			
Facilitates Learning			
Classroom/Laboratory Demonstrations/ Laboratory/Studio Instruction			
Grades papers, exercises, quizzes, and examinations			
Constructs quizzes and examinations			
Professional demeanor and appearance			
Speaks fluently (English as a second language)			
Maintains Class records			
Holds office hours			
Overall Assessment of Graduate Teaching 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](mailto:katherine.green@mtsu.edu)) Fax number: 904-8020**