

Division of Physical and Biological Sciences/Department of Mathematics

Notification of Teaching Assistant Duties

Please return this form to the Graduate Advisor & Program Coordinator in McHenry 4111.

Rev 8/13/15 jc

- **This form is to be completed by the Faculty Supervisor and reviewed with the TA**

TA Name _____ Instructor _____

Course Title _____ Course # _____ Qtr/Year _____

Location of Section _____ Day/Time _____

- **Note to Faculty Supervisor:** Check required duties and fill in information below as it pertains to the TA assigned to this course. Meet with TA at the beginning of the appointment to review these duties and discuss your performance expectations. Be specific and address the performance categories under Part I including the criteria on the section student evaluation form so that the TA understands the kinds of teaching skills that will be assessed (see Evaluation of Teaching Assistant Duties and Teaching Assistant Student Evaluation forms).

_____ Attend all lectures

_____ Present lectures as assigned by faculty supervisor

_____ Instruct _____ sections per week (review sample Student Evaluation form criteria with TA)

_____ Hold _____ office hours weekly (provide range of hours)

_____ Attend weekly or as scheduled meetings with Faculty Supervisor

_____ Attend weekly or as scheduled meetings with TA Trainer or Head TA

_____ Assign students to sections at start of quarter

_____ Assist in preparation of problem sets/quizzes/exams

_____ Make copies or prepare printing orders of coursework

_____ Read, evaluate, and return in a timely manner _____ papers/lab reports

_____ Read and evaluate _____ examinations per student (fill in or refer TA to course syllabus)

_____ Proctor _____ examinations

_____ Arrange/attend _____ labs/field trips/observatory sessions (circle and provide details)

_____ Assist in the preparation of narrative evaluations and/or make grade recommendations as appropriate for students in TA's section(s)

_____ Keep records of students in TA's section(s) (e.g., attendance and grades)

_____ Assist in grading of homework, midterms and final exams

_____ Schedule Review Sessions – 2-3 weeks prior to the date you wish to have the review session

_____ Perform other tasks as specified (please list on reverse or attach separate piece of paper)

- **These job duties/expectations and the performance evaluation criteria have been reviewed and discussed with the TA assigned to this course at the beginning of the appointment.**

A Teaching Assistant with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter (340 hours per semester) or a workload of over 40 hours in any one week. The number of hours worked in excess of 20 hours per week may not total more than 50 hours per quarter or 77 hours per semester. This standard shall apply proportionately to other percent appointments. In addition, a Teaching Assistant with an appointment of 50% or less shall not be assigned a workload of more than 40 hours in any one week or more than 8 hours in any one day. This check sheet is designed to be distributed to all ASEs except those who are designated as the Instructor of Record for the course. cc: Employment File UC/UAW Agreement Eff: 10/1/07 – 9/30/09 To be issued 30 days prior to the beginning of the term or as soon as possible

Instructor/Supervisor Signature/Date

TA Signature/Date

Division of Physical and Biological Sciences/Department of Mathematics

Evaluation of Teaching Assistant Duties

Please return this form to the Graduate Advisor & Program Coordinator in McHenry 4111.

Rev 8/13/15 jc

TA Name: _____ Class _____ Quarter _____

NOTE TO FACULTY SUPERVISOR: Use Part I, Section 1 below to evaluate the TA's overall performance of assigned duties (based on the Notification of Duties form). Use Part I, Section 2 below to evaluate the TA's overall performance of those teaching skills you reviewed with TA at the start of the appointment (based on the criteria from the discussion or lab student evaluation form). Circle the appropriate evaluation rating (NI = Needs Improvement; ME = Meets Expectations; and EE = Exceeds Expectations) and provide consistent supporting comments. Supervisors are free to use split ratings (e.g., ME for subject matter knowledge and NI for organization of lab section). Or complete a narrative-style performance evaluation following Part II below.

Part I. PERFORMANCE CATEGORIES:

RATING and COMMENTS:

<p>1. Performance of assigned duties as set out in "Notification of Teaching Assistant Duties" (e.g.):</p> <ul style="list-style-type: none"> • Completes assignments and meets commitments and deadlines (e.g., keeps office hours, returns student work in a timely manner, attends lectures, etc.) • Attends required meetings and/or training sessions • Interacts effectively and maintains a professional demeanor with a wide diversity of individuals and work styles and is receptive to feedback 	<p>Evaluation Rating: NI ME EE</p>
<p>2. Teaching Skills - expectations to be consistent with discussion or lab student evaluation form, e.g.:</p> <ul style="list-style-type: none"> • Has appropriate level of knowledge of subject area and related expertise • Uses information, materials, equipment, and techniques accurately and appropriately • Communicates clearly and accurately both verbally and in writing • Is punctual, prepared, and organized for weekly section(s) • Is sensitive to and concerned with students' learning process and level of understanding • Deals impartially and with overall fairness when evaluating and interacting with students 	<p>Evaluation Rating: NI ME EE</p>

Part II. Narrative-Style Evaluation

Complete a written evaluation of TA's performance of those job duties and expectations reviewed with TA at start of assignment as outlined in "Note to Faculty Supervisor" in Part I above (be sure to include TA name, course name and number, and Faculty Supervisor name).

Whether Part I or Part II is completed, faculty supervisor and TA should each sign evaluation.

Faculty Supervisor/Date

*Teaching Assistant/Date

*Your signature indicates that you have read the evaluation and that your supervisor has discussed it with you, not whether you agree or disagree with its content. If you wish, you may attach comments to this form.

Division of Physical and Biological Sciences/Department of Mathematics
Teaching Assistant Student Evaluation

Please complete this evaluation of your Teaching Assistant (section leader).
 The results provide the Assistant with information to understand and improve performance.
 Please take this evaluation seriously, we ask for honesty and constructive criticism.

Name of Teaching Assistant: _____
Last Name **First Name**

Course: _____ **Section #** _____ **Quarter/Year:** _____

1. I attended section:	Never	Almost Never	Sometimes	Most Always	Always
2. I attended T.A. office hours:	Never	Almost Never	Sometimes	Most Always	Always

Circle the appropriate answer. If you have no opinion, circle N/A.
(Please add comments on the back)

(1) Disagree Strongly (2) Disagree (3) Neither Agree nor Disagree (4) Agree (5) Agree Strongly (N/A) Not Applicable

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 1. The T.A. was generally well prepared. | 1 | 2 | 3 | 4 | 5 | N/A |
| 2. The T.A. was very knowledgeable in the subject matter. | 1 | 2 | 3 | 4 | 5 | N/A |
| 3. In presenting new material, the T.A. was well organized. | 1 | 2 | 3 | 4 | 5 | N/A |
| 4. The T.A. was able to help pick out the more important material dealt with in the course. | 1 | 2 | 3 | 4 | 5 | N/A |
| 5. The T.A. was able to work at assigned homework problems and answer related questions clearly. | 1 | 2 | 3 | 4 | 5 | N/A |
| 6. The T.A. was able to answer most questions relating to the lecture material. | 1 | 2 | 3 | 4 | 5 | N/A |
| 7. The T.A. spoke clearly. | 1 | 2 | 3 | 4 | 5 | N/A |
| 8. The T.A. wrote clearly. | 1 | 2 | 3 | 4 | 5 | N/A |
| 9. Any work graded by the T.A. was dealt with fairly. | 1 | 2 | 3 | 4 | 5 | N/A |
| 10. The T.A. showed genuine interest in the academic progress of his/her students. | 1 | 2 | 3 | 4 | 5 | N/A |
| 11. The T.A. was generally available for help outside class hours. | 1 | 2 | 3 | 4 | 5 | N/A |
| 12. The discussion section helped make the course more interesting. | 1 | 2 | 3 | 4 | 5 | N/A |

How would you rate this Section a learning experience?

Poor Fair Good Very Good Excellent

How would you rate the overall teaching effectiveness of the T.A.?

Poor Fair Good Very Good Excellent

Comments:

**- Please return this completed evaluation to the proctor
or the Mathematics Department (4111 McHenry)**