APPENDIX B – DRAFT EVALUATIONS

CONFIDENTIAL DRAFT
ANNUAL REVIEW – Teaching Assistant (TA)

Name:

Department:

Date:

PART A

Is the TA a full time graduate student in good academic standing enrolled for an entire academic year: Yes or No

PART B

To be completed by TA

I. Teaching activities:

List course(s) for which you provided teaching activities, and summarize your role and responsibilities

II. Optional – Additional teaching related or activities:

Please set forth any additional information, not included above, that you wish to be considered

III. Goals for Upcoming Year
PART C
To be completed by Supervisor:

SUMMARY OF PERFORMANCE

AREAS IN NEED OF IMPROVEMENT

GOALS FOR UPCOMING YEAR

Signature: __________________________ Date: ______________
Employee

Signature: __________________________ Date: ______________
Supervisor

Signature: __________________________ Date: ______________
Department Chair

Note: After signatures, the signed evaluation should be forwarded to the Department of Human Resources
Name:

Department:

Date:

PART A

Is the RA a full time graduate student in good academic standing enrolled for an entire academic year: Yes or No

PART B

To be completed by RA:

Summarize your performance during the evaluation period. Include your accomplishment this past year and goals for the upcoming year in the areas of:

PART C

To be completed by Supervisor:

SUMMARY OF PERFORMANCE

AREAS IN NEED OF IMPROVEMENT
GOALS FOR UPCOMING YEAR

Signature: __________________________   Date: ________________
   Employee

Signature: __________________________   Date: ________________
   Supervisor

Signature: __________________________   Date: ________________
   Department Chair

Note: After signatures, the signed evaluation should be forwarded to the Department of Human Resources

2/7/2011
PART A

To be completed by the Employees:

Summarize your performance during the evaluation period. Include your most significant accomplishments this past year and goals for the upcoming year in the areas of:

I. Scholarly Activities

Papers submitted
Meetings/Conference Papers submitted
Patents Submitted
Papers Accepted/Published
Meetings/Conference Papers

II. Proposals and Grants (PI: Principal Investigator, CP: Co-Principal, I: Investigator)

Finished Proposals
Ongoing Proposals

III. Other Activities

PART B
To be completed by Supervisor:

SUMMARY OF PERFORMANCE

OVERALL RATING:

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<thead>
<tr>
<th>ER</th>
<th>MR</th>
<th>FS</th>
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ER – Consistently *exceeds* established requirements and expectations. Employee performs at a level and with a performance character that *surpasses* that expected and charted for the job.

MR – Consistently demonstrates *mastery* of the position’s established requirements and responsibilities as well as showing an inexhaustible learning curve and initiative within the position’s parameters. *The excellent employee in all regards best defines this rating*

FS – Minimally meets most of the established requirements or falls short, on balance, of established requirements.

AREAS IN NEED OF IMPROVEMENT

GOALS FOR UPCOMING YEAR

Signature: ___________________________ Date: ________________
  Employee

Signature: ___________________________ Date: ________________
  Supervisor

Signature: ___________________________ Date: ________________
  Department Chair

Note: After signatures, the signed evaluation should be forwarded to the Department of Human Resources

2/7/2011