

Performance Review: Teaching Assistant (Non-Teaching)

TA Name: UTD ID:	Semester:
Supervisor:	Assignment:

PERFORMANCE FACTORS	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Dependable: <i>The TA works closely with his/her supervisor to carry out assigned tasks.</i>					
Comments:					
Quality of Work: <i>The TA produces accurate, comprehensive, and well-organized work in a very efficient manner.</i>					
Comments:					
Interpersonal Relations: <i>The TA behaves in a professional manner that is respectful of others' ideas and opinions.</i>					
Comments:					
Attendance & Punctuality: <i>The TA is present and on time for work, meetings, and scheduled events, with any absences scheduled and reported well in advance.</i>					
Comments:					
Compliance: <i>The TA consistently follows program/department, school, and university regulations.</i>					
Comments:					
Academic Honesty: <i>The TA maintains and enforces standards of academic honesty and integrity.</i>					
Comments:					
Records: <i>The TA maintains all records pertinent to his or her assignments.</i>					
Comments:					

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What were the TA's main strengths?

How might this TA improve?

Additional Comments?

Overall Evaluation:

- Exceeds Expectations*
- Meets Expectations*
- Fails to Meet Expectations*

Eligible for rehire: Y N

Reassign to:

none different program different supervisor

Comments by TA:

SIGNATURES (Supervisor should review performance evaluation with TA and obtain the TA's signature below*)

Supervisor *Date*

**Graduate Teaching Assistant* *Date*

Department Head *Date*