

Graduate Assistant Evaluation Form

WINONA STATE UNIVERSITY
Office of Graduate Studies

DEPARTMENT/PROGRAM _____

Name of Graduate Assistant: _____

Name of Faculty Supervisor(s): _____

Evaluation Period: Fall Spring Year: _____

- | | |
|-----------------------|---|
| 5 Exceptional | — Exceeds job requirements |
| 4 Very Good | — Meets job requirements with distinction |
| 3 Satisfactory | — Fully meets job requirements |
| 2 Marginal | — Barely meets job requirements |
| 1 Unacceptable | — Fails to meet job requirements |

Check to indicate applicable job responsibilities

	5	4	3	2	1	N/A
General Duties As Assigned <input checked="" type="checkbox"/>						
<input type="checkbox"/> Manages time and priorities for teaching, scholarship, and service						
<input type="checkbox"/> Attends work on a regular and scheduled basis						
<input type="checkbox"/> Communicates effectively through writing and speaking						
<input type="checkbox"/> Completes tasks and assignments						
<input type="checkbox"/> Avails self during the work week for students and faculty						
<input type="checkbox"/> Posts office hours and communicates such						
<input type="checkbox"/> Develops and maintains professional relationships with peers						
<input type="checkbox"/> Develops and maintains professional relationship with staff						
<input type="checkbox"/> Develops and maintains professional relationship with faculty						
<input type="checkbox"/> Demonstrates professionalism through actions, attitude and dress						
Teaching Duties As Assigned (GTA) <input checked="" type="checkbox"/>						
<input type="checkbox"/> Handles class responsibilities, attends class, punctual, returns graded work						
<input type="checkbox"/> Prepares for each class/recitation/lab						
<input type="checkbox"/> Teaches courses as requested						
<input type="checkbox"/> Develops teaching materials						
<input type="checkbox"/> Uses instructional strategies						
<input type="checkbox"/> Demonstrates research-based teaching practices						
<input type="checkbox"/> Receives good "teaching effectiveness" scores from students						
<input type="checkbox"/> Demonstrates acquisition of knowledge needed to teach class						
Research Duties As Assigned (GRA) <input checked="" type="checkbox"/>						
<input type="checkbox"/> Joins faculty in research projects						
<input type="checkbox"/> Assists faculty with research protocols (i.e., instrumentation, data collection, data entry, data analysis, etc.)						
<input type="checkbox"/> Prepares manuscripts for submission to conference/journals, prepares posters for conferences						
<input type="checkbox"/> Demonstrates independent scholarship						
<input type="checkbox"/> Demonstrates collaborative scholarship						
<input type="checkbox"/> Develops a complementary research focus within departmental						

knowledge bases and contextual applications												
Staff Duties As Assigned (GSA) <input checked="" type="checkbox"/>							5	4	3	2	1	N/A
<input type="checkbox"/>	Develops and maintains professional relationships with students and other clients											
<input type="checkbox"/>	Participates in departmental meetings and activities (i.e., faculty meetings, workgroups, etc.)											
<input type="checkbox"/>	Participates in graduate student activities (i.e., AGSS, etc.)											
<input type="checkbox"/>	Participates as team player in departmental "sponsored" activities (i.e., service to 4-H, FFA, Parents Weekend etc.)											
<input type="checkbox"/>	Attends and participates in appropriate professional development activities (i.e. AAAE, AIAEE, ACE, etc.)											
Other Duties As Assigned (Specify)												
<input type="checkbox"/>												
<input type="checkbox"/>												
<input type="checkbox"/>												

Does the GA have knowledge, skills, abilities, and other qualifications needed for successful job performance in the areas to which he/she has been assigned? [] Yes [] No

If no, please explain:

Describe any specific actions GA needs to take to improve job performance:

My signature indicates that I have reviewed this appraisal. It does not mean that I agree with the evaluation.

Graduate Assistant Signature

Date

Supervising Faculty Signature

Date

Department Chairperson/Program Director

Date