

Teaching Assistant Assessment Form
York University Department of English

- **This assessment is optional** and can only be undertaken at the invitation of the teaching assistant; in the event that the course director cannot assess the teaching assistant due to scheduling conflicts, the teaching assistant may invite another assessor of their choosing.
- This assessment does not replace meetings to discuss expectations before the course or to address issues that may arise during the course.
- This document is meant as a feedback document only and does not serve as a replacement to a reference letter; the teaching assistant is still entitled to request a reference letter.
- Both the assessor and the teaching assistant are entitled to (and are encouraged to) keep a record of the completed document in their own files.
- If a teaching assistant is nominated for an award, the assessor may provide this document as part of the nomination file.
- This document is meant to provide feedback emphasizing teaching and transferable skills that might be applied in both academic and alternative academic careers.

Teaching Assistant Assessment Form
York University Department of English

Date: _____

Course Number and Title: _____

Assessor: _____

Teaching Assistant: _____

Number of hours of TA employment: _____

Is this the TA's first appointment? _____

ASSESSMENT OF TEACHING ASSISTANT

<i>Did the assessor visit the TA's tutorial prior to the assessment?</i>	YES	NO
--	-----	----

<i>Did the TA present a lecture (or part thereof) prior to the assessment?</i>	YES	NO
--	-----	----

Please comment on each of the following:

Professionalism (i.e. punctuality, dependability, manner, initiative)

--

Communication

(i.e. collaboration & teamwork, student rapport)

Grading and Assessment

(i.e. knowledge of course material, alignment with course expectations, effective use of feedback)

Overall Areas for Improvement:

Goals for Long-Term Development (To
be filled out by Teaching Assistant)

--

Assessor Signature: _____

TA Signature: _____

Date: _____