

AUBURN UNIVERSITY
College of Human Sciences
Department of Consumer & Design Sciences
GRADUATE ASSISTANT EVALUATION

Name: _____ Semester-Year: _____

Title (check one): GTA assisting faculty with course(s)

GRA

GAA

GTA with course responsibility - *In lieu of this evaluation, GTAs with course responsibility submit IAF scores plus a letter of evaluation from the supervising faculty member to the Department Chair.*

- The evaluation form should be completed by the supervising faculty member and should be based on performance of the graduate assistant in relation to the description and expectation of duties established for the position.
- The supervising faculty completes the first part of the evaluation, using the comment section to explain any evaluations of unsatisfactory.
- The supervising faculty discusses the evaluation with the graduate assistant. The graduate assistant signs the evaluation to acknowledge that the discussion occurred.
- Completed evaluations are submitted to the Department Chair by the Friday of final exam week.
- Evaluations will be filed in the GA's personnel folder.

Please use the following criteria in evaluating the GA:

Excellent: Far exceeds expectations.

Satisfactory: Meets expectations.

Good: Exceeds expectations.

Unsatisfactory: Doesn't meet expectations.

Evaluation Criteria	Unsatis.	Satis.	Good	Excellent	N/A
1. Meets deadlines					
2. Demonstrates initiative in fulfilling responsibilities					
3. Shows commitment to assignments					
4. Quality/accuracy of work					
5. Accepts suggestions and constructive criticism					
6. Engages in professional development					
7. Overall Performance					

COMMENTS (Required if any of the evaluations are Unsatisfactory):

 Signature of Supervisor

 Date

I hereby acknowledge that the supervising faculty has discussed the evaluation with me.

 Signature of Graduate

 Date