

Graduate Assistant Evaluation Form

**Department of Agricultural Leadership, Education & Communications
Texas A&M University**

Name of Graduate Assistant: _____
 Work/Job/Course Assignment: _____
 Name of Faculty Supervisor(s): _____
 Evaluation Period: Beginning _____ thru _____

- | | |
|------------------------|---|
| 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 |

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

