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 4. Very Good 3. Satisfactory 2. Marginal 1. Unacceptab	Meets job requirements w Fully meets job requirements Barely meets job requirer	vith dis ents nents	tinctic				
		5	4	3	2	1	N/A
General Duties As Assigned							
Manages time and priorities for teaching	g. scholarship, and service						
Attends work on a regular and schedule	-						
Communicates effectively through writing							
Completes tasks and assignments	ig and opeaning						
Avails self during the work week for stu	dents and faculty						
Posts office hours and communicates s	<u> </u>						
Develops and maintains professional re	elationships with peers						
Develops and maintains professional re							
Develops and maintains professional re	-						
Demonstrates professionalism through	actions, attitude and dress						
Teaching Duties As Assigned							
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							
Receives good "teaching effectiveness"							
Demonstrates acquisition of knowledge	needed to teach class						
Scholarship Duties As Assigned	✓						
Joins faculty in research projects							
Assists faculty with research protocols	•						
collection, data entry, data analysis							
Prepares manuscripts for submission to	conference/journals,						
prepares posters for conferences							
Demonstrates independent scholarship							
Demonstrates collaborative scholarship							
Develops a complementary research fo knowledge bases and contextual ap	•						
Miowicago bases and contextual a	opiloationo						

Service Duties As Assigned	5	4	3	2	1	N/A
Develops and maintains professional relationships with students an other clients	d					
Participates in departmental meetings and activities (i.e., faculty						
meetings, workgroups, etc.) Participates in graduate student activities (i.e., AGSS, etc.)						
Participates in graduate student activities (i.e., AGS5, etc.) Participates as team player in departmentally "sponsored" activities						
(i.e., service to 4-H, FFA, Parents Weekend, etc.)						
Attends and participates in appropriate professional development						
activities (i.e. AAAE, AIAEE, ACE, etc.)						
Other Duties As Assigned (Specify)						
Other Duties As Assigned (Specify)						
Does the GA have knowledge, skills, abilities, and other qualification performance in the areas to which he/she has been assigned? []		ed fo []N		cessi	ful jol)
If no, please explain.						
Describe any specific actions GA needs to take to improve job perfo	ormance	٠.				
Manufal and an its this OA and in O						
Would you work with this GA again?						
My signature indicates that I have reviewed this appraisal. It the evaluation.	does no	ot me	ean t	hat I	agre	ee with
Graduate Assistant Signature	D	ate				
Graduate Assistant Signature	D.	alC				
This evaluation is based on my observation and knowledge of	f both th	ne G	A an	d the	e pos	sition.
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Faculty Signature Date Faculty	Signati	ure				Date
Donartment Head		ot c	_			
Department Head	D	ate				
☐ Check if additional materials accompany this report.						