

# Teaching Assistant Evaluation Form of the Department of Mathematics

## National Cheng Kung University

Passed at the Department Affairs Meeting on Mar.11, 1999

Evaluation Items	Details	Score	Subtotal	Special Excuses Record (score of this item less than 95% or 79% should be explained)
Attendance (10 points)	1. Conform to the time of five days every week and eight hours every day (5 points).			
	2. Days of various holidays and business conform to regulation (5 points).			
Performance of Administrative Work (70 points)	1. Receiving and dispatching, tracking and handling (10 points).			
	2. Arrangement of various meeting notices and meeting minutes of this Department (10 points).			
	3. Funds check and reimbursement and account registration (10 points).			
	4. Handling of general affairs about various examinations of this Department (10 points).			
	5. Materials collection and arrangement of this Department (10 points).			
	6. Doing the work related to information searching and internal and external communication.(10 points)			
	7. Maintenance and having them repaired of Department buildings. (10 points)			
Team Spirit (20 points)	1. Doing coordination work with other staff and assistants of this Department.(10 points)			
	2. Actively working on issues out of their responsibilities or at their leisure time.(10 points)			
	Total:			

Signature of Evaluated Teaching Assistant:\_\_\_\_\_

Signature of the Department Chairmam:\_\_\_\_\_

Evaluation Date:\_\_\_Year\_\_\_Month\_\_\_ Day