

TASKS/TIMELINE for Physics and Astronomy to EVALUATE TA/TFs in RECITATIONS or LABS

**GRADERS only require your recommended grade sheet at end of term**

January 24, 2019

PURPOSE	TITLE	Announced Mo/Wk	When to Conduct? Due?	Form(s)
Meet w/ your TA(s) to be discuss expectations, 20 hr work week, & arrange weekly meetings.		When TA schedule distributed	Before classes begin	Review <a href="#">TA/Instructor Handbook</a> distributed each term with assignments.
Mid-Semester Faculty Evaluation (requires TA signature)	Faculty Evaluation of TA conducting Recitations or Labs	January 24, 2019 - return to Leyla by 2/20/19	<b>Conduct between February 11-20, 2019</b>	**Fillable form to be provided by DGS & Grad Administrator with this mailing. Instructor meet and review evaluation w/ TA(s). Instructor/TA sign.
Instructors provide Enrolled UGs Yellow (or Red, don't mix) Scan forms, using Dept. Questionnaire, able to write comments, and return to Leyla to process thru OMET*	UG students to evaluate your TA(s)	January 24, 2019 - October; return to Leyla by 4/4/19	<b>Conduct between March 1-April 4, 2019; submit scan forms AND questionnaires to Leyla</b>	Yellow or Red Scan Form & <b>dept. questionnaire</b> (pink = labs; green=recitations) Available in photocopy Room Allen Hall
End-Semester Faculty Evaluation (requires TA signature)	Faculty Evaluation of TA conducting Recitations or Labs	January 24, 2019, return to Leyla by 4/15/19	Conduct week 2 <sup>nd</sup> week of April, 2019	**Fillable form to be provided by DGS & Grad Administrator with this mailing. Instructor meet and review evaluation w/ TA(s). Instructor/TA sign.
"Recommended GRADE Sheet(s) for all TAs (Recitations, Labs, Graders)			DUE to Graduate Administrator – THURSDAY, April 18, 2019	Fillable form provided now and with reminder email later this term. (Hard copy forms are available at main office front desk, if you prefer to simply stop by and complete them.)

\*Upon receipt and formatting of the scanned materials from OMET, the Graduate Administrator, notifies/sends instructors the results and invites him/her to stop by office to view student comments retained on the green and pink questionnaires, if they did not glance through the written comments before submitting to the office.

**TA/TFs are NOT TO BE GIVEN THEIR EVAL RESULTS UNTIL AFTER THE TERMS GRADES ARE PROCESSED. Following which, they are notified to view the results/comments. Do not forward them the electronic results you will receive.**

\*\*Fillable form **requires TAs signature**, obtained when instructor goes over the evaluation with his/her TA. The purpose is to "meet" with the TA.

*Prepared by Imh (2/12/2015); reviewed by Assoc. Chair and DGS; subsequent UPDATES: DGS 9/10/15; 9/26/16; 9/22/17; 10/19/2018; 1/24/19*

*Hirschf/teachingorGSR/TeachingEVALUATIONS/TA Optimization Program\_Chart.....*