



# University of Pittsburgh

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**TO:** All Faculty and Instructors Teaching Courses with  
Recitation/Labs

**FROM:** Andrew Zentner, Professor and Director of Graduate Studies

**DATE:** January 24, 2019

**SUBJECT:** TA Evaluation multi-step Process (for Recitations, Labs)  
(Graders – need only the Instructors comments & recommended grade sheet at end of term)

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It is important that each of us engage earnestly in our (multiple) TA evaluation procedures. The TA evaluations that we perform fulfill many obligations. First, we are obligated by the School to perform **mid-semester** and **end-of-semester** evaluations of our teaching assistants. A fillable form is available. Second, **mid-semester** evaluations provide us with the opportunity to take corrective action if the performance of a TA is in need of significant improvement. Third, the TA evaluations enable us to give mid-semester warnings to TAs that are not fulfilling their duties. This is a significant consideration because it is the policy of the School that a TA may not be dismissed without a previous written warning.

The TA evaluation process includes an observation by the course instructor of the TA's lab or recitation in the first half of the semester. Please note your observations when you submit your "recommended grade" sheet at the end of the semester.

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The time has come to think about scheduling your students to evaluate the TA(s) in the lecture and lab courses. **Please arrange in your schedule to do the following no later than Thursday, April 4, 2019.**

1. Get the required number of **green question sheets** and the MACHINE READABLE SCAN FORMS. **These can be found in the photocopy room** on the counter/shelves or from Leyla Hirschfeld, or Jim Stango/Richard Misura in the demonstration rooms. **If you teach a lab, make sure you get the correct (PINK) question sheet for lab TA's.**
2. **Hand out copies of the appropriate question sheet and the machine readable answer forms, preferably, but not restricted to, yellow (do not mix colors of scan forms)** in your lecture or lab and ask the students to respond to the questions on the answer sheet, adding "comments" to the questionnaire are welcome. **Do the evaluation on a day when the attendance is good.** Remind the students that they are evaluating the TA (not the course instructor). **To make this perfectly clear, ask the students to write the LAST NAME of the TA on the answer sheet. THIS IS PARTICULARLY IMPORTANT FOR CLASSES THAT HAVE 2 TAs ASSIGNED TO THE COURSE. KEEP THE EVALUATIONS & SCAN FORMS SEPARATE FOR EACH TA.** *Students do not write their name or student number on the materials.*
3. Collect both forms and return everything to Leyla for processing. **KEEP THE EVALUATIONS & SCAN SHEETS SEPARATE FOR EACH TA.** Please encourage students to write comments on the questions sheet (green or pink form). The scan sheets will be taken to the Office of Measurement and Evaluation for scanning.

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The results will be emailed to you and the Graduate Administrator, for you to review. You are also encouraged to view the students' comments on the backs of the green or pink evaluation forms before issuing your recommended grade.

4. At the end of the term, please complete the form **“Recommended Grade for Teaching Assistants” for your TA and (GRADER (if you have one))**. Your grade and written comments should reflect your personal assessment, based on your interactions with the TA or GRADER, your visits to recitations, and the students' opinions. Give all forms to Leyla. They will be used to assign the final teaching grades. If you have a grader, please fill out the “Recommended Grade for Teaching Assistant” only.

**Due to the fact that the evaluations go to the Office of Measurement and Evaluation for scanning, the deadline for handing in your TA evaluations to LEYLA is **THURSDAY, April 4, 2019****

cc: **Dr. A. Kosowsky, Chair  
J. Stango, & R. Misura**

AZ/lmh