

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 31, 2020

PURPOSE	TITLE	Announced Mo/Wk	Current Year	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 TA/Instructor Handbook distributed with teaching assignments.
Mid-Semester Faculty Evaluation (requires TA signature)	Faculty Evaluation of TA conducting Recitations or Labs	1/31/20 return to Leyla by 2/12/20	Conduct between February 3 and 12, 2020	**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 Scan forms, using Dept. Questionnaire, able to write comments, and return to Leyla to process thru OMET*	UG students to evaluate your TA(s)	Send email late January (1/31/20 latest); Return to Leyla by 4/1/20.	Conduct between 3/16/20 and 4/1/20; submit scan forms AND questionnaires to Leyla	Yellow Scan Form & dept. questionnaire (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	To be held between 1/6/20 and 1/16/20	Conduct week of April 2-16, 2020	**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 23, 2020	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 the materials to the office.

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 lmh (2/12/2015); reviewed by Assoc. Chair and DGS; subsequent review/revisions by DGS 9/10/15; 9/26/16; 9/22/17, 10/19/2018; 9/20/2019; 1/31/20

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