



TO: All Faculty Teaching Courses with Recitation/Labs
FROM: Dr. Ayres Freitas, Associate Professor and Director of Graduate Studies
DATE: September 29, 2021
SUBJECT: FALL TA Evaluation

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. Second, mid-semester evaluations provide us with the opportunity to take corrective action if the performance of a TA needs 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 TAs lab or recitation in the first half of the semester. Fill out the mid-term [faculty evaluation form](#) (also attached) no later than **Friday, October 15, 2021**. The completed form should be shared with your TA, signed, and submitted to Brandi McClain via pagrad@pitt.edu. Please also note your observations when you submit your “recommended grade” on the [TA evaluation form](#) (attached) at the end of the semester.

Let me take the opportunity to also summarize all other aspects of the TA evaluation:

- You are asked to observe at least one recitation class or lab of each of your TAs. It is recommended to do so at roughly the mid-point of the given summer session. Please use the attached mid-term faculty evaluation form to communicate any feedback from your observation to the TAs (this is the same as already written above). You **DO NOT** need to complete the mid-term faculty evaluation form for graders. If you have a grader only the comments are needed on the [TA evaluation form](#) (attached) at the end of the term.
- **This semester all TAs will be evaluated via the on-line OMET system. Many students don't bother to complete these evals, so please encourage and remind your students during these dates to take the time to not only evaluate you but also your TAs.**
- “I” grades will be initially issued for all TAs (since OMET surveys are not returned until after the grades are issued). With respect to first year students who will be reviewed by the Graduate Committee at the end of the term, this may require you to provide “recommended grade” in advance of seeing the OMET results on the TA evaluation form.
- The TAs will get the evaluation results from OMET and must forward them to Brandi who will send you a copy or place them in BOX for you to review.
- A committee will review the OMET results, mid-term evaluations, and recommended grade sheet for each TA and a grade change will be processed in a timely manner in January.
- At the end of the term, please complete the [TA evaluation form](#) (attached) 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. **Written comments are very important to help assign a fair grade to all TAs.**

cc: TA/TFs Fall 2021
M. Slogan, Academic Operations Manager
A. Kosowsky, Department Chair