College of Pharmacy
University of Utah
Teaching Assistant Evaluation Form

_____ _____

Teaching Assistant (Print Name) Faculty Supervisor (Print Name)

The following form must be completed before the end of the semester. It is **the responsibility of the TA** to make sure the form is completed and signed by the faculty supervisor. If a particular line item does not apply to the particular course, the faculty supervisor should cross it out.

Please note that this list is not a complete job description. Should you have any questions about what your responsibilities are, please contact your faculty supervisor or the Executive Associate Dean for Professional Education.

Grading Scale: Not Satisfactory Satisfactory Very Satisfactory
1 2 3 4 5

TA:

1.	Is prepared for class/student consultation.	1 2 3 4 5
2.	Comes to class regularly if applicable.	1 2 3 4 5
3.	Knows subject matter well enough to judge correctness independently.	1 2 3 4 5
4.	Able to communicate well (verbally) with students, both during office hours and in the classroom setting.	1 2 3 4 5
5.	Completes work (e.g., grading) on time.	1 2 3 4 5
6.	Responds to student e-mails in a timely fashion.	1 2 3 4 5
7.	Responds promptly to e-mails from faculty instructor.	1 2 3 4 5
8.	Pays attention to detail and accuracy in grading and recording of grades.	1 2 3 4 5
9.	Attends scheduled office hours.	1 2 3 4 5
10.	Maintains a good rapport with students and is helpful to students.	1 2 3 4 5
11.	Is Organized.	1 2 3 4 5

Any additional written feedback from the faculty supervisor.

_____ _____ _____

Teaching Assistant (Signature) Faculty Supervisor (Signature) Date

(Return to the College of Pharmacy Front Office)