

**CMAS GRADUATE STUDENT INSTRUCTOR
EVALUATION FORM**

(9/12)

Student: _____
Semester: _____

UT EID: _____

Supervisor: _____
Course Number: _____
Course Title: _____

Unique Number: _____

"All assistant instructors shall be under assigned supervision of a regular member of the faculty. The supervising faculty member shall at the close of each semester file with the department chair a written evaluation of the performance of the assistant instructor. This evaluation shall become a permanent part of the assistant instructor's personnel file."
Revised Handbook of Operating Procedures, Part 12 Students, 12.C.2 Assistant Instructors.

"All teaching assistants shall be under direct and assigned supervision of a regular member of the faculty and shall regularly report on the conduct and performance of their duties to the supervising faculty. The supervising faculty shall, at the end of each semester, file with the chair of the employing department a written evaluation of the performance of teaching assistants under the supervising faculty's direction. The evaluation shall become a permanent part of the teaching assistant's personnel file."
Revised Handbook of Operating Procedures, The University of Texas at Austin, Part 12 Students, 12.C.1 Teaching Assistants.

Assistant instructors and teaching assistants employed by the Center for Mexican American Studies (CMAS) will be evaluated by the supervising faculty member prior to the end of the assigned semester. Faculty members are asked to evaluate how well an assistant instructor or teaching assistant has carried out basic responsibilities during the semester. Faculty members are encouraged to write comments in the space provided below. Faculty members are encouraged to write a letter to the CMAS graduate adviser noting exceptional (or less than satisfactory) performance by an assistant instructor or teaching assistant.

Lecture Attendance: student attended all scheduled lectures per course guidelines and provided timely notice in case of emergencies

Instructional Performance: student held all section meetings, administered quizzes or homework assignments, and made arrangements for review sessions, Blackboard exercises, and other course activities as requested

Grading Performance: student graded assignments per the course guidelines and deadlines

E = Excellent; **S** = Satisfactory, **P** = Problematic

Lecture Attendance: _____ Instructional Performance: _____ Grading Performance: _____

Comments: _____

Supervisor Signature

Date