



Graduate Assistant Performance Evaluation CONFIDENTIAL

**Comprehensive annual performance appraisal guidelines: (page 1 and 2)
Graduate Assistants United (GAU) Agreement: Sections 3.1 – 4.8**

Employment Performance Evaluation

3.1 Policy. A comprehensive annual performance appraisal for each employee, whose term of appointment is one (1) semester or longer, shall be evaluated in writing once during each such appointment. The University-wide comprehensive annual performance appraisal format will be used for all appraisals. The employment evaluation shall include evaluation of assigned duties and such other responsibilities as are appropriate to the assignment. Additional consideration will be given to the satisfactory progress towards completion of the degree program according to University policy. Personnel decisions shall consider such employment evaluations, provided that personnel decisions need not be based solely on written employment performance evaluations. The Graduate Program Director will certify completion of the annual performance appraisal for each employee to the Graduate School.

3.2 Procedures. The comprehensive annual performance appraisal shall be discussed with the employee, at which time any deficiencies shall be specifically noted and suggestions for their improvement made. A reasonable schedule shall be given to accomplish the necessary improvements. Such evaluation file. The comprehensive annual performance appraisal shall be signed by the person who performed the evaluation and shall be shown to the employee, who shall be given the opportunity to sign it. A copy of the comprehensive annual performance appraisal shall be given to the employee. The employee may attach a concise comment to the comprehensive annual performance appraisal form. Written student comments or evaluations need not be signed to be used for evaluation purposes. performance shall be deemed satisfactory for the covered period.

3.3 Observations and Visitations. Observations or visitations for the purpose of evaluating employee performance may be either announced or unannounced.

- (1) Within two (2) weeks after an observation or visitation, the employee shall have an opportunity to meet and discuss the observation or visitation with the observer. The University and the UFF-USF-GAU agree that it is beneficial for the employee and the observer to meet as soon as possible after the observation.
- (2) A concise written comment by the observer regarding the observation or visitation shall be placed in the evaluation file. A copy of such comment shall be given to the employee no later than two (2) weeks following the observation, unless the employee and observer agree to extend the time period or there is a documented unavailability of either party. Such comment shall not be grievable; however, the employee shall have the right to respond in writing and shall have such response attached. The employee shall have the right, to be exercised within three (3) working days after the meeting with the observer, to request in writing an additional observation or visitation by a different observer. Such additional observation or visitation shall be accomplished prior to the end of the semester, and shall be placed in the evaluation file. The employee shall have the right to respond to this observation also and have the response attached.

3.4 Criteria. The comprehensive annual performance appraisal shall be based upon assigned duties, and shall consider the nature of the assignment, in terms where applicable, of:

- A. Teaching effectiveness, including effectiveness in presenting knowledge, information, and ideas by means or methods such as lecture, discussion, assignment and recitation, demonstration, laboratory exercise, practical experience, and direct consultation with students. The evaluation shall include consideration of effectiveness in imparting knowledge and skills, and effectiveness in stimulating students' critical thinking and/or creative abilities, and adherence to accepted standards of professional behavior in meeting responsibilities to students.

Job Knowledge: Understanding of work assignments; including use of methods, techniques, tools, and materials for safe/satisfactory performance.	
Comments:	

Professionalism: Adherence to accepted standards of professional behavior.	
Comments:	

Contribution: Contribution to research, the discovery of new knowledge, development of new educational techniques, and/or other forms of creative activity.	
Comments:	

Attendance: Punctuality and accuracy in filling out time logs. Adherence to work schedule and properly reporting absences. Requesting time off in a timely manner.	
Comments:	

Congeniality: Ability to work harmoniously with co-workers and supervisors.	
Comments:	

Problem Solving: Ability to plan, organize, and analyze problems.	
Comments:	

Quality of Work: Completion of work assignments in an effective and efficient manner.

Teaching Effectiveness: Ability to impart knowledge and skills, and effectiveness in stimulating students' critical thinking and/or creative abilities.	
Comments:	

Service to, and awards by, international, professional, state, and community organizations.	
Comments:	

Additional comments from supervisor/ evaluator:
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Employee comments:

Supervisor's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____

Graduate Program Director: _____ **Date:** _____