



Evaluation of Teaching Assistantship

The performance evaluation of a Teaching Assistant (TA) is conducted to assess the quality, effectiveness, and professionalism demonstrated during the assigned appointment period. The evaluation aims to ensure that each TA has fulfilled their responsibilities in supporting teaching, learning, and research activities in accordance with the objectives of the Teaching Assistantship Program. The evaluation will be based on documented evidence, including the supervisor's observations, attendance and work records, student feedback (where applicable), and the TA's end-of-term report.

Part One (Filled by the Teaching Assistant)

1. Basic information

Evaluation Period: ____ / ____ / ____ to ____ / ____ / ____
Discipline : _____
Name : _____
Student ID : _____
Program : _____
Supervisor (name): _____
Semester : _____

2. Academic Contributions

Assessment Support (grading, quizzes, assignments)

a. Number of courses supported : _____
b. Supported Course Codes : _____
Support in Accreditation Application : _____
Support in Curriculum Development : _____
Number of Student Consulted : _____
Number of Faculty Engaged : _____

3. Research Contributions

Number of Research Project Involved : _____
Number of Thesis/scholarly work you supported : _____
Number of Lab Materials prepared : _____
Number of Lab Session supported : _____
Number of the works involved in data collection : _____
Number of publications in the time period : _____
Number of student you supported in research : _____
Number of scientific seminar/conference attained : _____

4. Administrative Contributions

Number of Events arranged/supported : _____
Have you involved any record keeping activities : _____
Information Dissemination Support (describe briefly) : _____
Have learned about any law, policy and guidelines of KU (describe) : _____

Any other role you played as Teaching Assistant (describe in brief)

Signature and Date of the TA



Part Two (Filled by the Supervisor/Discipline Head)

A. Research Contribution (Please put a tick mark on the boxes, if evaluation mark is zero then keep it blank)

SL	Evaluation Criteria	Evaluation Marks (1-5)				
		1	2	3	4	5
1.	Demonstrated commitment to assigned research activities	☐	☐	☐	☐	☐
2.	Conducted literature review and information search effectively	☐	☐	☐	☐	☐
3.	Performed data collection and data management accurately	☐	☐	☐	☐	☐
4.	Assisted effectively in data analysis and interpretation	☐	☐	☐	☐	☐
5.	Contributed to research reports, manuscripts, or proposals	☐	☐	☐	☐	☐
6.	Contributed to research proposal writing and project management	☐	☐	☐	☐	☐
7.	Completed research assignments within the required timeframe	☐	☐	☐	☐	☐
8.	Demonstrated initiative, creativity, and problem-solving ability	☐	☐	☐	☐	☐

B. Academic Contribution (Please put a tick mark on the boxes, if evaluation mark is zero then keep it blank)

SL	Evaluation Criteria	Evaluation Marks (1-5)				
		1	2	3	4	5
9.	Assisted effectively in teaching, tutorials, or laboratory sessions	☐	☐	☐	☐	☐
10.	Demonstrated sound subject knowledge	☐	☐	☐	☐	☐
11.	Communicated effectively with students and faculty members	☐	☐	☐	☐	☐
12.	Assisted fairly and accurately in assessment and grading	☐	☐	☐	☐	☐
13.	Provided timely academic support and mentoring to students	☐	☐	☐	☐	☐
14.	Showed responsibility and reliability in assigned academic duties	☐	☐	☐	☐	☐

C. Administrative Contribution (Please put a tick mark on the boxes, if evaluation mark is zero then keep it blank)

SL	Evaluation Criteria	Evaluation Marks (1-5)				
		1	2	3	4	5
15.	Completed assigned administrative tasks efficiently	☐	☐	☐	☐	☐
16.	Maintained proper records and documentation	☐	☐	☐	☐	☐
17.	Demonstrated punctuality and regular attendance	☐	☐	☐	☐	☐
18.	Worked effectively with faculty, staff, and fellow TAs	☐	☐	☐	☐	☐
19.	Complied with university rules, ethics, and professional conduct	☐	☐	☐	☐	☐
20.	Demonstrated accountability and professionalism in carrying out responsibilities	☐	☐	☐	☐	☐

Total Marks obtained (within 100):

C. Overall Comments

Signature and Seal of the Supervisor

Signature and Seal of the Head

Signature and Seal of the Dean