

# TA and Faculty Mutual Expectations Contract and Evaluation Form

## Department of Animal and Avian Sciences, University of Maryland

At the **start of the semester**, complete this form that helps outline expectations and responsibilities for the both the course instructor and undergraduate or graduate TA. Each should retain a copy for their records.

At the **end of the semester**, the course instructor and TA should use the same form to evaluate whether the expectations were met. Once completed, **submit a final copy to the Director of the Undergraduate Program**, who will share it with the peer review committee to assess course delivery and resource utilization and graduate education committee for consideration of TA teaching awards, workload adjustments, or to address any issues that may arise.

<i>Teaching Assistant</i>	<i>Course Instructor</i>
<b>Name:</b>	<b>Name</b>
<b>Office:</b>	<b>Office:</b>
<b>Email:</b>	<b>Email:</b>
<b>Phone:</b>	<b>Phone:</b>

<i>Course Information</i>
<b>Name and number:</b>
<b>Meeting times:</b>
<b>Meeting location:</b>
<b>Expected enrollment:</b>

## Part 1: TA Responsibilities

In this section, modify the text in the boxes to clearly identify responsibilities of the teaching assistant.

Responsibility	Description	Timing	Evaluation (complete at the end of the semester)
Attendance (lectures/labs)	<input type="checkbox"/> Attendance required? <input type="checkbox"/> Set up/break down supplies for activities? <input type="checkbox"/> Help coordinate activities and monitor students? <input type="checkbox"/> Greet guest speakers?	<input type="checkbox"/> Every lecture/lab? Certain lectures/labs?	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Teaching	<input type="checkbox"/> What content will the TA teach <input type="checkbox"/> How will TA teaching be supervised?	<input type="checkbox"/> What dates will the TA teach? <input type="checkbox"/> When are their teaching materials/lesson plan due to instructor?	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
ELMS Course management	<input type="checkbox"/> Set up course space or build pages? <input type="checkbox"/> Upload information (lectures, readings, etc.)? <input type="checkbox"/> Send announcements? <input type="checkbox"/> Manage the gradebook (Graduate TAs only)? <input type="checkbox"/> Moderate discussions? <input type="checkbox"/> Create online quizzes and surveys?	<input type="checkbox"/> For each responsibility, indicate the date each of these assignments be needed or if it is an ongoing need.	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Review sessions	<input type="checkbox"/> Will TA lead session(s) and on what subject(s)? <input type="checkbox"/> In what manner (during or outside of class, online) and format (discussion, game, etc)?	<input type="checkbox"/> How often and when will they be (before each exam, before the final or lab practical, weekly, monthly)? <input type="checkbox"/> How far in advance of the exam/assessment?	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Contact with students	<input type="checkbox"/> Will they interact with students in-person, online, etc. <input type="checkbox"/> Will they answer questions, review grading, moderate group projects? <input type="checkbox"/> What is the expected response time during week and weekends (8 hrs, 24 hrs)?	<input type="checkbox"/> For how many hours each week?	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

Assessments	<input type="checkbox"/> Type of assessment to be written (homework, quizzes, review questions, online discussions, etc.)? <u>Note</u> : TAs, especially UTAs should not be writing major assessments such as exams, term projects, or papers. <input type="checkbox"/> Create answer keys or rubrics? <input type="checkbox"/> Assistance and/or review from instructor?	<input type="checkbox"/> How often and when are they due?	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Grading	<input type="checkbox"/> What kind of assessment (exams, quizzes, papers, projects, extra credit) <input type="checkbox"/> How often and how many? <input type="checkbox"/> Will TA develop rubric or answer key or will instructor? <input type="checkbox"/> Should scores be reported on paper, excel, ELMS?	<input type="checkbox"/> When does each assignment need to be graded?	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Other	<input type="checkbox"/> Describe other TA responsibilities here. <input type="checkbox"/> How do multiple TAs coordinate their work? <input type="checkbox"/> Who does the TA report to?	<input type="checkbox"/>	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Expected hours per week	<input type="checkbox"/> What is the expected workload on average per week? <input type="checkbox"/> What compensation (full or partial GA) or course credit will be awarded?	<input type="checkbox"/> _____ hours per week	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Schedule conflicts	<input type="checkbox"/> What type of notice should TA give when they have a conflict with duties? <input type="checkbox"/> Can TA switch sections with another TA <input type="checkbox"/> Protocol for cancelling due to unforeseen circumstance?		<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Notes to support TA evaluation (complete at the end of the semester)			

## Part 2: Instructor Responsibilities

In this section, modify the text in the boxes to clearly identify responsibilities of the instructor in supervising and supporting the TA.

Responsibility	Description	Timing	Evaluation (complete at the end of the semester)
Regular meetings	<input type="checkbox"/> When, where, and how often will instructor and TA meet? <input type="checkbox"/> Will meetings be used for reviewing lecture, discussing student performance, preparing lectures and labs, reviewing grades, training TA, providing TA feeding <input type="checkbox"/> What should the TA prepare for meetings?	<input type="checkbox"/> When (day and time)	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Teaching support	<input type="checkbox"/> How will instructor supervise and support the TA in teaching? <input type="checkbox"/> Will instructor provide written or oral feedback on TAs teaching performance?	<input type="checkbox"/> If draft materials or practice sessions are required, when will they be?	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Grading support	<input type="checkbox"/> Will instructor provide answer keys or rubrics to the TA to support their grading efforts?	<input type="checkbox"/> When will instructor assign assignments and supporting materials to the TA?	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Professional development	<input type="checkbox"/> In what other ways will instructor support the TA in regards to academic and career growth?		<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Notes to support faculty evaluation (complete at the end of the semester)			

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**TA Signature and Date**

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**Instructor Signature and Date**