

**Department of Animal and Avian Sciences  
University of Maryland**

**TA and faculty mutual expectations contract and evaluation form**

Please complete this form at the beginning of the semester to ensure that you and your undergraduate and graduate TAs have a clear understanding of your expectations of them and responsibilities towards them. Please use this same form at the end of the semester for evaluation.

Copies of this form should be given to the faculty member and the TA at the beginning of the semester. A final copy should be given to the Director of the Undergraduate Program at the conclusion of the term who will share these forms with the teaching evaluation committee (which evaluates your delivery of courses and utilization of departmental resources), and the graduate education committee (for consideration of students for teaching awards, work load adjustments, or addressing any issues that might arise).

<i>Teaching Assistant</i>	<i>Faculty Supervisor</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, clearly identify each responsibility of your teaching assistant. Feel free to type over or modify the text in each box.

Responsibility	Description	Timing	Evaluation (complete at the end of the semester)
Attend lectures	<input type="checkbox"/> Should the TA take notes? Attendance? Monitor texting and laptop use? Help coordinate activities? Greet guest speakers?	<input type="checkbox"/> Every lecture? Certain lectures?	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Teaching (lecture, lab)	<input type="checkbox"/> What content will the TA teach? How will you supervise the teaching? <input type="checkbox"/> Will this be a reoccurring duty (every week) or periodic occurrence?	<input type="checkbox"/> When (dates) will the TA teach? <input type="checkbox"/> If you want to review the TA's plans, by what date do you want to see the teaching materials?	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Leading review sessions	<input type="checkbox"/> On what subject(s)? <input type="checkbox"/> In what manner (during class? Outside of class? Online?) <input type="checkbox"/> Format (discussion? Jeopardy? GSS?)	<input type="checkbox"/> How often? (Before each exam? Just before the final or lab practical? Weekly? Biweekly?) <input type="checkbox"/> How far in advance of the exam/assessment?	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Grading	<p><u>For each type of assessment the TA is to grade (test, project, lab report, paper, etc), indicate the following:</u></p> <input type="checkbox"/> What kind of assessment (exams? Quizzes? Papers? Projects? Extra credit assignments?) <input type="checkbox"/> How often do they occur in the course? <input type="checkbox"/> Will you provide a rubric? Answer key? <input type="checkbox"/> How many? (i.e. Is this a group project? Individual thing)? <input type="checkbox"/> How should scores be reported? (On the papers? In ELMS? In an excel worksheet?)	<input type="checkbox"/> By when does each assignment need to be graded?	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Contact with students	<input type="checkbox"/> How (In person? Online?) <input type="checkbox"/> For what purpose? (Answer questions? Review grading? Moderate group projects?) <input type="checkbox"/> What is the expected response time on email for TAs	<input type="checkbox"/> For how many hours each week?	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

	to get back to students (please put this in the syllabus as well)? 8 hours? 24 hours? Weekends?		
Write assessments	<input type="checkbox"/> What (homeworks? Quizzes? Review questions? Online discussions?) TAs should not be writing major assessments such as exams, term projects, or papers. <input type="checkbox"/> Should the TA create an answer key? Rubric? <input type="checkbox"/> How will you supervise the TA's work? <input type="checkbox"/> Will the TA grade these as well?	<input type="checkbox"/> How often will the TA need to write this type of assessment?  <input type="checkbox"/> Due dates?	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
ELMS management	<input type="checkbox"/> What will the TA do to manage your course ELMS site? <ul style="list-style-type: none"> <li><input type="checkbox"/> Set it up?</li> <li><input type="checkbox"/> Upload information (lectures, readings, URLs, etc.)</li> <li><input type="checkbox"/> Manage the gradebook?</li> <li><input type="checkbox"/> Moderate discussions?</li> <li><input type="checkbox"/> Create ELMS-based quizzes and surveys?</li> </ul>	<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
Other?	<input type="checkbox"/> Describe other TA responsibilities here. <input type="checkbox"/> Additionally, if there are multiple TAs in a course, how do they coordinate their work? If there are multiple instructors, to whom does the TA report?	<input type="checkbox"/>	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Expected hours per week	<input type="checkbox"/> How much work do you expect your TA to have in an average week? <input type="checkbox"/> How much compensation (full or half-time assistantship for GTAs) or course credit (UTAs) are you awarding?		How much work does the TA report having to do in an average week? _____ hours
Schedule conflicts	<input type="checkbox"/> How much notice is necessary when the TA has a schedule conflict with TA duties? <ul style="list-style-type: none"> <li><input type="checkbox"/> Who can sub for the section?</li> </ul> <input type="checkbox"/> In case of emergency (sickness, family, flat tire, etc.), what is the protocol for finding a last minute replacement or cancelling a discussion session or lab section?		<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Notes to support TA evaluation (complete at the end of the semester)	<input type="checkbox"/>		

## Part 2: Faculty Responsibilities

In this section, outline the ways in which you will support and supervise your TA. Feel free to type over or modify the text in each box.

Responsibility	Description	Timing	Evaluation (complete at the end of the semester)
Weekly meetings	<input type="checkbox"/> For what purpose? (reviewing lecture? Discussing students? Preparing labs? Reviewing grades? Providing instruction on upcoming TA duties? Providing feedback on TA performance?)  <input type="checkbox"/> Where?  <input type="checkbox"/> What should the TA have prepared?	<input type="checkbox"/> When (day and time)	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Grading support	<input type="checkbox"/> For each assignment or exam the TA is to grade, what will you provide? (A rubric? An answer key?)	<input type="checkbox"/> When will you give the assignments and their supporting materials to your TA?	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Teaching support	<input type="checkbox"/> How will you supervise and support your TA in whatever teaching s/he is to provide in your course? <input type="checkbox"/> How will you provide feedback about your TA's teaching efforts? (Oral? Written?)	<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
Professional formation	<input type="checkbox"/> In what other ways will you mentor your TA, who might one day be an instructor as well?		<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Notes to support faculty evaluation (complete at the end of the semester)			