



Evaluation of Graduate Teaching Assistants

Department of Kinesiology • Michigan State University • East Lansing MI 48824 • <http://www.education.msu.edu/kin>

Evaluation Policies

Teaching assistants will be evaluated every year for possible extension of their teaching assistantships for the following year. The evaluations will be made on student evaluation, teaching materials, reports on absences and tardiness from teaching responsibilities, roll books, supervisory evaluations, and student complaints.

- **Student Instructional Rating System (SIRS):** Every graduate teaching assistant is required to have a student evaluation completed in each class every semester using the SIRS forms that are appropriate for activity or lecture-type courses. These forms plus the Evaluation Center printout of these forms will be placed in the teaching assistant's evaluation folder. This information will be used as part of the evaluation of every teaching assistant in the activity program.
- **Absences and Tardiness:** All teaching assistants are required to meet their classes on time and every day the class is in session. Classes are not to be canceled unless an emergency does not allow enough time to locate a proper substitute. Any deviation from this policy of not having proper substitutes or cancellation of classes without some due cause, and/or tardiness in meeting classes, will be noted in the individual's evaluation folder.
- **Teaching Materials:** Copies of all teaching materials should be placed in the graduate teaching assistant's evaluation folder to be used as part of the evaluation process. It is the teaching assistant's responsibility to submit all teaching materials to the BIP coordinator.
- **Grading Spreadsheets:** Spreadsheets must be kept for each activity class with attendance records, grading criteria, test scores, and grading scales and turned in to the BIP coordinator in Room 134 IM Circle at the end of each semester. These will be placed in the instructor's evaluation folder. This material will be evaluated as part of the evaluation procedures, and to verify the grades and procedures used if an inquiry is made by individual students or university administration.
- **Student Complaints:** Any student complaints either written or oral and how these complaints were adjudicated, will be placed in the activity instructor's evaluation folder.
- **Supervisory Evaluations.** Faculty mentors (lecture-type courses) or Area Coordinators or the BIP coordinator (activity courses) will evaluate the teaching assistants on a regular basis. These evaluations will be placed in the activity instructor's evaluation folder.

Teaching Assistant Evaluation Forms

Evaluation forms for BIP/activity and KIN professional courses are posted in this section of the KIN web site. Paper copies of these forms are available from the BIP coordinator in Office 134 IM Sports Circle.