

TA Evaluation Form Instructions

The Graduate Student Council has created a standardized teaching assistant (TA) evaluation form to allow TAs to get feedback on their teaching that can be compared from course to course, year to year, and used in teaching dossiers to demonstrate teaching excellence. While the implementation of this form is solely at the discretion of the TA, we encourage you to take this opportunity to get constructive feedback and comments on your teaching abilities as you continue to develop academically and professionally during your time at Queen's.

The TA evaluation form is a Google Form of 10 multiple-choice questions with the option to add feedback at the end. 5 of the questions are drawn from the USAT and TAs can request the departmental mean scores for those questions as a measure of comparison. The responses are meant to be confidential and will only be seen by the TA administering it. To ensure the confidentiality of the form:

Creating Your Confidential TA Evaluation Form

1. Open the following [link](#) to see the Google Form.
2. Click on the 'More' tab (next to the 'Send' button in the top right corner).
3. Make a copy of the document into your personal Google Drive (a Google account will be needed).

Sharing the TA Form

1. Click on the 'Send' button in the top right corner.
2. On the "Send via" line, click on the option to create a link of the form.
3. You can then send out your TA evaluation form from your personal Google Drive to your class for evaluation using this link. The TA evaluation form link can be emailed out to the appropriate recipients, shared on onQ or administered during a lab or tutorial session at your discretion.

We recommend that a concrete timeline be given to your class to ensure the timely completion of the evaluations.