Review Form for Graduate and Teaching Assistants

Time Period of Review: Review instructions: Faculty member and graduate research/teaching assistant (GRA/GTA) discuss job performance during the review period. Please include in this discussion GRA/GTA's quality of work, completion of assigned tasks, and professionalism. Faculty feedback: Following the discussion with the GRA/GTA about his/her job performance, give the rating: Satisfactory Comments regarding the rating are required (additional pages may be attached). Faculty: Signature & Date Graduate Assistant feedback: Following the discussion with my supervising faculty regarding my performance to date: I agree with the evaluation I disagree with the evaluation Comments are required when disagreeing with the evaluation (additional pages may be attached). Graduate/Teaching Assistant: Signature & Date I the GRA/GTA has an unsatisfactory performance, the Faculty and the GRA/GTA should evelop an action plan (a separate document that is to be attached) which includes the ecessary corrective actions to be completed by the GRA/GTA, and second review is required. It the student, does not meet the requirements of the action plan, they may be terminated and/or levered includes the remed includes the first sudent, does not meet the requirements of the action plan, they may be terminated and/or leveremed includes the remed includes the requirements of the action plan, they may be terminated and/or leverements and the graduate and/or leverements are required.	Name of Graduate Assistant:	Date:
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Faculty Member Signature Graduate Assistant Signature		