

**A REVISED PROPOSAL FOR EVALUATION  
OF TEACHING ASSISTANTS AND ASSISTANT INSTRUCTORS**

1. TA supervision and evaluation will remain as it is under the current system.
2. New AIs will still attend the orientation session before the fall term and will still take 398T during their first term of service.
3. New AIs will be evaluated by their 398T instructor during their first term of service.

4. Continuing AIs will be assigned an evaluator by the freshman or sophomore English office. If the AI does not want to be evaluated by the person assigned to him or her, the AI ~~may~~ <sup>may suggest</sup> find his or her own evaluator from the tenure-track or lecturer faculty. The AI will be required to return to the freshman or sophomore English office an agreement to evaluate signed by the chosen faculty member within the first two weeks of each term except the summer terms. If the AI chooses his or her own evaluator, he or she may not choose the same evaluator the following academic year.

*Better that we should do that.*

*Time frame may be a problem.*

5. Guidelines for the evaluation of both new and continuing AIs will be as follows:

- A. Within the first month of teach semester, except during the summer, the AI and the faculty evaluator will confer and discuss the following points:
  1. The AI's policy statement and syllabus.
  2. The AI's selection and use of textbooks.
  3. The AI's philosophies of teaching, including principles of classroom operation and student evaluation.

The AI will write a report of this conference; the report will be signed by the AI and the faculty member. The AI will make three copies of this report; one will go to the freshman or sophomore office for departmental personnel files, one will go to the faculty evaluator, and one will be retained by the AI for personal files. The faculty evaluator, during this initial conference, will arrange to see copies the AI's writing assignments and ~~may~~ ask to see copies of graded essays during the semester. These and other matters of evaluation will be worked out between the AI and the faculty evaluator.

*this is what I want to be mandatory*

- B. At some time during the remainder of the semester, the faculty evaluator will arrange, in advance, to visit and observe the AI's class. During the last month of the semester, except during the summer, the AI and the faculty member will confer and discuss the following points:
  1. How the AI's teaching has developed during the semester.
  2. What scholarship, creative writing, course or curriculum

*This is not permitted*

*AI policy statements reviewed by Freshman + Sophomore Directors*

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development the AI has engaged in during the semester and how it has affected his or her teaching.

The faculty evaluator will write a report describing both the classroom observation and this final conference; the report will be signed by the AI and the faculty evaluator, and three copies of it will be distributed as in 5A and 5B.

The original form of this proposal was discussed and unanimously endorsed by the Association of Graduate Students in English on September 16, 1983. This revised proposal was discussed by the same body on October 28, 1983. No objections were raised to the revised proposal.