**AHSS Guidelines for Evaluation of Graduate Assistants**

The position and length of appointment for graduate assistants are subject to satisfactory performance as determined by the faculty supervisor through regular evaluations of the student’s performance of the appointed job and satisfactory progress toward the degree. Therefore, it is necessary to evaluate graduate assistants at least annually. It is the responsibility of each department to articulate what is satisfactory work performance and satisfactory progress toward a degree. The following are recommendations of possible methods of evaluation and a possible evaluation form.

**Student Performance**\*—Progress toward a degree as evidenced by documentation such as the following:

* Portfolio of papers written by the student for courses and/or publication
* Instructor’s written evaluation of a student’s engagement and performance in courses to be provided to graduate director and/or students’ advisors
* Written evaluations by faculty of a student’s professional conduct in accordance with expectations of the department and discipline
* GPA

\*Please note that these methods of evaluation could be helpful for all graduate students, not only graduate assistants.

In addition, **Teaching Assistants** may be evaluated on the following:

* teaching assistant evaluation form with a checklist of duties (including technology and Blackboard responsibilities), strengths (with examples), areas for improvement (with examples), overall evaluation. For example, see http://www1.umn.edu/ohr/teachlearn/resources/peer/index.html.
* written class observations and teaching evaluations by faculty
* written peer evaluations among teaching assistants

In addition, **Research Assistants** may be evaluated on the following:

* documentation of conference presentations, poster sessions, articles under review, and journal submissions
* written evaluation by primary investigator or instructor