

## MEMORANDUM

October 3, 2005

TO: GRADUATE TEACHING ASSOCIATES IN ENGLISH  
FROM: E. J. MURPHY, CHAIR, DEPARTMENT OF ENGLISH  
RE: PERIODIC EVALUATION OF T .A.s

This memorandum services as notice that you will be reviewed during your current appointment as a Graduate Teaching Associate in English. The schedule, procedures, and criteria for the evaluations are set forth below and in the attachments to the memorandum.

1) All Graduate Teaching Associates must conform to the department policy on quarterly student evaluations. Each class taught by a graduate teaching associate must be evaluated using the standard university evaluation form during the last three weeks of the quarter. See attached Student Rating Questionnaire.

2) While you will be observed throughout the quarter by experienced lecturers and administrators in the Writing and MA TESOL Programs, in order to give you guidance in the conduct of your classes, and in order to enable you to improve your teaching, there will be a formal observation and evaluation of your classes conducted in the last four weeks of the quarter, resulting in a summary evaluation and a recommendation for future reappointment. See attached Criteria For Observing and Evaluating Graduate Teaching Associates.

You will receive a copy of the completed observation and evaluation form during the week of final examinations. You may choose to respond with two weeks, and the response will be included in your Official Personnel File, along with the original evaluation.