



# Graduate Assistant Performance Evaluation CONFIDENTIAL

**Comprehensive annual performance appraisal guidelines: (page 1 and 2)  
Graduate Assistants United (GAU) Agreement: Sections 3.1 – 4.8**

## **Employment Performance Evaluation**

**3.1 Policy.** A comprehensive annual performance appraisal for each employee, whose term of appointment is one (1) semester or longer, shall be evaluated in writing once during each such appointment. The University-wide comprehensive annual performance appraisal format will be used for all appraisals. The employment evaluation shall include evaluation of assigned duties and such other responsibilities as are appropriate to the assignment. Additional consideration will be given to the satisfactory progress towards completion of the degree program according to University policy. Personnel decisions shall consider such employment evaluations, provided that personnel decisions need not be based solely on written employment performance evaluations. The Graduate Program Director will certify completion of the annual performance appraisal for each employee to the Graduate School.

**3.2 Procedures.** The comprehensive annual performance appraisal shall be discussed with the employee, at which time any deficiencies shall be specifically noted and suggestions for their improvement made. A reasonable schedule shall be given to accomplish the necessary improvements. Such evaluation shall be placed in the employee's evaluation file. The comprehensive annual performance appraisal shall be signed by the person who performed the evaluation and shall be shown to the employee, who shall be given the opportunity to sign it. A copy of the comprehensive annual performance appraisal shall be given to the employee. The employee may attach a concise comment to the comprehensive annual performance appraisal form. Written student comments or evaluations need not be signed to be used for evaluation purposes. If the performance evaluation is not completed in accordance with 3.1, the employee's performance shall be deemed satisfactory for the covered period.

**3.3 Observations and Visitations.** Observations or visitations for the purpose of evaluating employee performance may be either announced or unannounced.

- (1) Within two (2) weeks after an observation or visitation, the employee shall have an opportunity to meet and discuss the observation or visitation with the observer. The University and the UFF-USF-GAU agree that it is beneficial for the employee and the observer to meet as soon as possible after the observation.
- (2) A concise written comment by the observer regarding the observation or visitation shall be placed in the evaluation file. A copy of such comment shall be given to the employee no later than two (2) weeks following the observation, unless the employee and observer agree to extend the time period or there is a documented unavailability of either party. Such comment shall not be grievable; however, the employee shall have the right to respond in writing and shall have such response attached. The employee shall have the right, to be exercised within three (3) working days after the meeting with the observer, to request in writing an additional observation or visitation by a different observer. Such additional observation or visitation shall be accomplished prior to the end of the semester, and shall be placed in the evaluation file. The employee shall have the right to respond to this observation also and have the response attached.

**3.4 Criteria.** The comprehensive annual performance appraisal shall be based upon assigned duties, and shall consider the nature of the assignment, in terms where applicable, of:

- A. Teaching effectiveness, including effectiveness in presenting knowledge, information, and ideas by means or methods such as lecture, discussion, assignment and recitation, demonstration, laboratory exercise, practical experience, and direct consultation with students. The evaluation shall include consideration of effectiveness in imparting knowledge and skills, and effectiveness in stimulating students' critical thinking and/or creative abilities, and adherence to accepted standards of professional behavior in meeting responsibilities to students.

- B. Contribution to the discovery of new knowledge, development of new educational techniques, and other forms of creative activity. The evaluation shall include consideration of the employee's productivity, including the quality and quantity of what has been done during the year, and of the employee's research and other creative programs and contributions; and recognition by the academic or professional community of what is done.
- C. Service to, and awards by, international, professional, state, and community organizations.
- D. The employee must show progress toward degree completion in a timely fashion to assure successful completion of the degree within the timelines established by University policy.

## **Employee Evaluation File**

**4.1 Policy.** There shall be only one (1) employee evaluation file in which all written materials used to evaluate employee performance are maintained so that when evaluations and personnel decisions are made, the only documents which may be used are those contained in that file. The evaluation file shall be separate from the student and medical records maintained by the University and shall be located in the official personnel file maintained in the Human Resources Office.

**4.2 Access.** An employee may examine the employee evaluation file upon reasonable advance notice, during the regular business hours of the office in which the file is kept, normally within the same business day as the employee requests to see it and under such conditions as are necessary to insure its integrity and safekeeping. Upon request, an employee may paginate with successive whole numbers the materials in the file, and may attach a concise statement in response to any item therein. Upon request, an employee is entitled to one (1) free copy of any material in the evaluation file. Additional copies may be obtained by the employee upon payment of a reasonable fee for photocopying. A person designated by the employee may examine that employee's evaluation file with the written authorization of the employee concerned and subject to the same limitations on access that are applicable to the employee.

**4.3 Indemnification.** UFF-USF-GAU agrees to indemnify and hold the University, and its officials, agents, and representatives harmless from and against any and all liability for any improper, illegal, or unauthorized use by UFF-USF-GAU of information contained in such employee evaluation file.

**4.4 Use of Evaluative Material.** In the event a grievance proceeds to arbitration, the University, UFF-USF-GAU, the arbitrator, and the grievant shall have the right to use copies of materials from the grievant's evaluation file relevant thereto in the arbitration proceedings.

**4.5 Anonymous Material.** No anonymous material shall be placed in an employee evaluation file, except for student evaluations, which are part of a regular evaluation procedure of classroom instruction.

**4.6 Materials in Evaluation File.** Evaluative materials or summaries thereof, prepared as part of a regular employee evaluation system, may be placed in an employee evaluation file after a copy has been presented to the employee for signature. The employee's signature does not necessarily indicate agreement with the contents of the document. The employee may append a written statement to the evaluation expressing their interpretation of the evaluation.

**4.7 Removal of Contents.** Materials shown to be contrary to fact shall be removed from the file. This section shall not authorize the removal of materials from the employee evaluation file when there is a dispute concerning a matter of judgment or opinion rather than fact. Materials may also be removed pursuant to the resolution of a grievance. The parties to this Agreement acknowledge the requirements of the public records law and nothing contained herein shall authorize any action contrary to law. The union encourages employees to collect information from their own file and make it available for viewing to their representative if necessary, so the University and its staff are not unduly burdened with compliance.

**4.8 Only University officials with a business need may inspect information reflecting evaluations of employee performance in accordance with applicable law.**



# Graduate Assistant Performance Evaluation CONFIDENTIAL

<b>1. Graduate Assistant's (Employee) Name:</b>	
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<b>2. Job Classification Code:</b>	
<input type="checkbox"/> Research Associate (9181)	<input type="checkbox"/> Research Assistant (9182)
<input type="checkbox"/> Teaching Associate (9183)	<input type="checkbox"/> Teaching Assistant (9184)
<input type="checkbox"/> Graduate Assistant (9185)	<input type="checkbox"/> Instructional Assistant (9550)

<b>3. FTE:</b>	
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<b>4. Period of Evaluation</b>	<b>Begin Date:</b>
	<b>End Date:</b>

<b>5. Employing Department:</b>	
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<b>6. Supervisors Name:</b>	
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<b>7. Evaluator's Name (if different than supervisor):</b>	
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<b>8. Describe Graduate Assistant's Responsibilities (or attach job description)</b>

<b>Rating Scale:</b>	<b>E</b> = Exceeds Requirements
	<b>A</b> = Achieves Requirements
	<b>N</b> = Needs Improvement
	<b>N/A</b> = Not applicable to the student

<b>Job Knowledge:</b> Understanding of work assignments; including use of methods, techniques, tools, and materials for safe/satisfactory performance.	
Comments:	

<b>Professionalism:</b> Adherence to accepted standards of professional behavior.	
Comments:	

<b>Contribution:</b> Contribution to research, the discovery of new knowledge, development of new educational techniques, and/or other forms of creative activity.	
Comments:	

<b>Attendance:</b> Punctuality and accuracy in filling out time logs. Adherence to work schedule and properly reporting absences. Requesting time off in a timely manner.	
Comments:	

<b>Congeniality:</b> Ability to work harmoniously with co-workers and supervisors.	
Comments:	

<b>Problem Solving:</b> Ability to plan, organize, and analyze problems.	
Comments:	

<b>Quality of Work:</b> Completion of work assignments in an effective and efficient manner.	
Comments:	

<b>Initiative:</b> Willingness to improve present work conditions, volunteer for projects, and provide suggestions. Ability to work independently. Demonstrating energy, enthusiasm, and originality.	
Comments:	

<b>Organization:</b> Ability to prioritize work duties and complete projects within deadlines set by supervisor. Maintain organized work area(s).	
Comments:	

**If applicable**

<b>Teaching Presentation:</b> Ability to effectively present knowledge, information, and ideas by means or methods such as lecture, discussion, assignment and recitation, demonstration, laboratory exercise, practical experience, and direct consultation with students.	
Comments:	

<b>Teaching Effectiveness:</b> Ability to impart knowledge and skills, and effectiveness in stimulating students' critical thinking and/or creative abilities.	
Comments:	

Service to, and awards by, international, professional, state, and community organizations.	
Comments:	

<b>Additional comments from supervisor/ evaluator:</b>
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<b>Employee comments:</b>
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**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Graduate Program Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_