

With TA evaluations on the horizon, this will be our topic of discussion. As a faculty member, what do you look for? As a TA, what should you prepare for? Feel free to bring your questions about the evaluation process!

(1) **What are things as a TA that you would like to know about when being evaluated?**

Summary: If the faculty member notices things about the room that we are unaware of, we'd love to know that. (For example, students don't always inform us that there is a blind spot in the room.) Also, faculty may have more knowledge of the course than we do, especially if we are new to the course. In this situation, it would be helpful to know if there is a better way to present a topic which makes it more fluid later. We'd also like to know when we will be observed.

(2) **As a faculty member, what might be nice to know before observing?**

Summary: We would like the TA to communicate with us about the topic. If we are observing a class we haven't taught before, it might be nice to review before coming in, in order to give the best feedback. Also, communicate with us if there is a bad day to observe. We really would like to see you teach, not watch a review day with your students.

(3) Last but not least, **Faculty should NOT interrupt the class!** If there is a cause for concern, this should be discussed in a private meeting while reviewing the evaluation.