

CECP Research Assistant Evaluation Form

Directions: Please circle a rating for each item below and support the rating with evidence. This evaluation is to be shared and discussed with your Research Assistant (RA) prior to submission to the Department Chair. Evaluations are to be submitted to the Department Chair by December 1st and April 1st. The RA is also required to acknowledge receipt of the evaluation and is provided the opportunity to respond in writing to the evaluation.

Name of Research Assistant: _____

Name of Faculty Supervisor: _____

RA Responsibility Items

1. The RA met face-to-face with the faculty supervisor when expected or requested.

Exceeded Expectations	Met Expectations	Consistently Below Expectations	Did Not meet Expectations at all
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Evidence for rating:

2. The RA completed assigned work in a timely manner.

Exceeded Expectations	Met Expectations	Consistently Below Expectations	Did Not meet Expectations at all
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Evidence for rating:

3. The RA's completed work met the criteria established by the faculty supervisor for the assignment.

Exceeded Expectations	Met Expectations	Consistently Below Expectations	Did Not meet Expectations at all
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Evidence for rating:

4. The RA consistently behaved in a professional manner (e.g., respectful, collegial, responsive and timely in communication).

Exceeded
Expectations

Met
Expectations

Consistently Below
Expectations

Did Not meet
Expectations at all

Evidence for rating:

Department Responsibility Items

5. The RA participated in all department responsibilities for the year (i.e., Fall Orientation, Spring Doctoral Applicant Interviews, Accreditation meetings, Multicultural Dialogue Groups).

Exceeded
Expectations

Met
Expectations

Consistently Below
Expectations

Did Not meet
Expectations at all

Evidence for rating:

6. Based on job performance, would you recommend the student receive an RA position next year?

Yes No

Faculty Supervisor Signature

Date

RA Response Section

Please check one of the following items and provide any comments that you would like in the space provided below.

I agree with the comments provide above by my Faculty Supervisor.

I disagree with the comments provide above by my Faculty Supervisor (if you disagree, you are required to provide reasons why you disagree with the contents of the evaluation).

RA Response to Evaluation:

Please Note: Signing this form is acknowledgement that you have received the evaluation and not that you agreed with the evaluation.

RA Signature

Date