

RESEARCH ASSISTANT EVALUATION

This document is designed to assist departments with evaluating research assistants' performance in accordance with the contractual agreement outlined in the RA offer letter. The schedule and prompts below provide RAs and their supervisors space to promote success for research assistantships based on their contract and graduate researcher training expectations.

Graduate Student	
Supervisor	
RA Assignment, Semester, Year	

Evaluation Schedule

Action	Recommended Timeline	Scheduled Date	Completed
RA and supervisor meet, and complete start-of-semester check in	First week of employment		
RA and supervisor meet, and complete mid-semester evaluation	Around mid-semester		
RA and supervisor meet, and complete end-of-semester evaluation	During the final two weeks of the semester		

START OF SEMESTER CHECK-IN

Task	Expectations/Commentary
Start appointment on first contract date	
Be present on campus during the academic year, unless specifically approved by the college	
Use e-mail account and address provided by the University	
Maintain appropriate communication with supervisor	
Attend and complete required training, including any required Responsible Conduct of Research (RCR) training	
Complete an approved harassment prevention education course during the first two months of employment and complete periodic trainings as outlined in the University's Policy on Sexual Harassment and Sexual Misconduct	
Complete assigned duties during arranged weekly schedule	

Take appropriate actions for covering an absence	
Optional Additions for All RAs	
Maintain designated GPA	
Receive satisfactory evaluation from current RA appointment	
Receive satisfactory student evaluations from your current appointment (if applicable)	
Option Addition for RAs whose <i>first</i> language is not English	
Meet English proficiency standards	
Spring Only	
Register for spring classes by the end of the fall semester	
New RAs Only	
Participate in required orientation	
Complete required CIT training	

MID-SEMESTER EVALUATION

Task	Evaluation (Needs improvement, meets expectations, or exceeds expectations)	Commentary
Started appointment on first contract date		
On campus during the academic year, unless specifically approved by the college		
Used e-mail account and address provided by the University		
Maintained appropriate communication with supervisor		
Attended and completed required training, including any required Responsible Conduct of Research (RCR) training		
Completed an approved harassment prevention education course during the first two months of employment and completed periodic trainings as outlined in the University's Policy on Sexual Harassment and Sexual Misconduct		

Completed assigned duties during arranged weekly schedule		
Took appropriate actions for covering an absence		
Optional Additions for All RAs		
Maintained designated GPA		
Received satisfactory evaluation from current RA appointment		
Received satisfactory student evaluations from your current appointment (if applicable)		
Option Addition for RAs whose <i>first</i> language is not English		
Met English proficiency standards		
New RAs Only		
Participated in required orientation		
Complete required CITI training		

END OF SEMESTER EVALUATION

Task	Evaluation (Needs improvement, meets expectations, or exceeds expectations)	Commentary
Started appointment on first contract date		
On campus during the academic year, unless specifically approved by the college		
Used e-mail account and address provided by the University		
Maintained appropriate communication with supervisor		
Attended and completed required training, including any required Responsible Conduct of Research (RCR) training		
Completed an approved harassment prevention education course during the first two months of employment and completed periodic trainings as outlined in the University's Policy on Sexual Harassment and Sexual Misconduct		

Completed assigned duties during arranged weekly schedule		
Took appropriate actions for covering an absence		
Option Addition for RAs whose <i>first</i> language is not English		
Met English proficiency standards		
Optional Additions for All RAs		
Maintained designated GPA		
Received satisfactory evaluation from current RA appointment		
Receive satisfactory student evaluations from your current appointment (if applicable)		
Spring Only		
Registered for spring classes by the end of the fall semester		

New RAs Only		
Participated in required orientation		
Complete required CITI training		

I confirm that we, the Research Assistant and supervisor, completed these forms together and that they accurately detail the entire RA evaluation process. I understand that this information will be added to the Research Assistant's personnel file.

Research Assistant's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____