

TA Performance Criteria

Satisfactory

- Completes all required tasks to the best of one's ability within the time frame requested/negotiated:
 - Meets (regularly) with the course instructor and instructional team;
 - Attends lectures associated with the course;
 - Prepares for and facilitates weekly instructional Discussions or Labs (taking into account best practices for managing a chemical work environment and teaching chemical concepts and practices in a lab);
 - Reinforces safe practices in the lab environment;
 - Holds weekly office hours or group tutoring sessions;
 - Writes, administers, and (objectively) grades quizzes or other assignments (including lab reports) according to guidelines and criteria set by the instructor of record;
 - Proctors exams;
 - Maintains and submits student grade records in a timely manner;
 - Completes other tasks as assigned by instructor;
- Behaves in a professional manner towards students, staff, and faculty; and,
- Fosters a learning environment that is inclusive, incorporates concepts of universal design, is free of bias, harassment, and discrimination, maintains academic integrity, and upholds relevant university policies and state/federal laws, including adherence to the [UCSD Principles of Community](#).

Unsatisfactory

- Fails to fulfill roles and responsibilities outlined above and according to TA Description of Duty.
- Misses or is late to meetings, lectures, office hours, or lab sections;
- Is inadequately prepared for facilitating a Discussion or Lab sections (ie. lacks sufficient knowledge of chemistry concepts, lab procedures, safety procedures, etc.);
- Does not model as a TA and/or uphold of students safe lab practices
 - Leaving lab unattended and/or being generally inattentive
 - Wearing improper or insufficient PPE
 - Eating/drinking
 - Mishandling chemicals (including waste) or instruments
 - Allowing reckless behavior
 - Responding inadequately to and/or not reporting accidents
- Misses deadlines or submits work that is of marginal quality;
- Engages with faculty, staff, or students in a manner that is unprofessional; uses language or behavior that is inappropriate or uncivil. Does not uphold the [UCSD Principles of Community](#).