



# Evaluation Criteria and Your Job Performance: Your Right to Know

## ***Your Right to Know:***

All employing departments and programs must establish a clear and consistent process for evaluating TA/PA job performance. The TAA contract guarantees your right to be informed at the beginning of a given semester of the process and the criteria that will be used to evaluate your job performance.

## ***In Writing:***

You are entitled to a written copy of any evaluation. You may write a response to the evaluation report and have it placed in your personnel file.

## ***Performance Reviews:***

Departments are required to review every TA's work at least once during the appointment term. If the review includes a lab/classroom visit, you must be notified at least 24 hours in advance. If student evaluations are part of the review, 48 hours notice is required prior to distribution of evaluation forms. Performance reviews are optional for PAs, but the contract encourages supervisors to provide ongoing evaluation and support during the entire term of employment.

## ***Right to Union Support:***

If you receive a negative evaluation, you are entitled to have a union representative present at any meeting with your supervisor.

***Questions? Concerns? Contact your department steward or the TAA office at:***

***Teaching Assistants' Association (AFT Local 3220)  
254 West Gilman Street (corner of State & Gilman)  
Madison, WI 53703 \* (608) 256-4375 \* [taa@taa-madison.org](mailto:taa@taa-madison.org)***