

## GTAs Who Are Teaching for the First Time

*To be completed by department head or designee*

**Save and attach in an email reply to [assessment@k-state.edu](mailto:assessment@k-state.edu) by \_\_\_\_\_**

[If you prefer, print and complete this form and send it to the Office of Assessment, 226 Anderson Hall]

1. Department / Division \_\_\_\_\_  
 Department Head \_\_\_\_\_
2.  Check here if your department does *not* have any new teaching GTAs (*return this form even if you do not have any new GTAs*).
3. In the boxes below, type information of the FACULTY<sup>1</sup> who coordinate and address concerns of GTAs within the department.

Name	Email	Telephone	Building
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. The GTA Communications Survey will be administered during the 4<sup>th</sup> and 5<sup>th</sup> week of classes through the online TEVAL system. The GTA must be designated as a Primary Instructor for the course in K-State Online order for TEVAL to connect with the class roster.
5. Following administration of TEVAL, GTAs will forward TEVAL results to immediate supervisors. If two or more areas of Serious Concern are identified, communication from the Office of Assessment will be forwarded to supervisors, department heads, and GTAs.
6. In the boxes below, type the name(s) of the GTA(s) in your department who will be teaching at K-State for the first time as the primary instructor or has significant interactions with students for a course or lab.

GTA Name	Email Address	Course Code (ex: SOCIO 211)	Reference # (ex: 12345)	Additional Comments (ex: lab)

<sup>1</sup> Faculty coordinators and department heads receive a copy of the GTA Communication Survey results.