



UNIVERSITY
OF KENTUCKY

Dr. Amber B. Holmes

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Dear Faculty,

Every semester, the Mathematics department evaluates their Teaching Assistants. This process is beneficial for us to observe what is happening within our own department as well as to provide graduate students with valuable feedback. Attached to this letter, you will find a list of faculty mentors paired with TAs and the Graduate Student Classroom Observation Form.

As a faculty member, we are asking that you visit one class in which your assigned TA is leading instruction. You should **notify the TA beforehand** as to which day you will be attending their lecture. Please attend the lecture, sitting in the back of the classroom, and **do not interrupt the class or participate**, unless asked by the instructor. Our role is only to observe instruction. After the lecture, I ask that you **complete the attached Graduate Teaching Assistant Class Observation Form**. You should also set up a meeting time with the graduate student to **review and discuss the TA's performance** and the Observation Form. Both the TA and you, the faculty member, should sign and date the form, and return to Amber Holmes's mailbox as soon as possible.

Please try to complete your observations as quickly as possible, but all observations are **due in my mailbox by Thursday, November 21st**.

If you are unable to complete this observation due to a schedule change, please inform me as soon as possible, as I will need to reassign the TA observation.

Thank you for your cooperation.

Dr. Amber B. Holmes