



Quick reference for submitting GTA Performance Assessment eForms

At the end of each semester in which a student is employed as a GTA, the student's faculty GTA supervisor(s) will complete the GTA Performance Assessment. These assessments are intended to facilitate and document the mentoring of graduate student teachers, promoting a review and discussion of the strengths and weaknesses in the student's performance in preparation for future employment.

Currently, there are two options for submitting the GTA Performance Assessments. Whenever possible, faculty should submit the assessments themselves via myUCF (Option 1 below).

Option 1 - Faculty Supervisors Submit Assessments in myUCF:

Navigation for Faculty: **myUCF (my.ucf.edu) > Faculty/Advisor Self Service > Instructors > GTA Performance Eval.**

Once logged in, you will see a list of any pending assessments, including those from past semesters.

To submit a GTA Performance Evaluation, (1) select the rating for the student (High, Acceptable, or Low), (2) enter a comment (optional – this will be visible to the student), and (3) hit submit. These steps should be repeated for all pending assessments. Because you are submitting the evaluation directly as the supervisor, a signed form is not required.

An eForm will be generated based on your submission and will be routed to the student for his or her review in myUCF. Any comments you enter will be visible to the student; the student will have an opportunity to comment also. You will receive an email with the eform details once it is approved by the College of Graduate Studies.

Please note that the information in the GTA Performance Eval page in myUCF was loaded based on the details provided in the student's assistantship agreement(s). If you were not the student's supervisor, email gradassistantship@ucf.edu and we will work with your department to have the record updated to the appropriate person.

Option 2 – Attaching the signed GTA Performance Assessment Form and generating the eForm

The GTA Performance Assessment Form can also be completed by the GTA's Faculty Supervisor (electronic signatures on the form are acceptable) and then uploaded and attached to a GTA Performance eForm in PeopleSoft. When submitted, the eForm will go through an electronic approval workflow, including the student and the College of Graduate Studies. The student's GTA Performance Assessment record will be updated in PeopleSoft for the term once the eForm is approved.

Requesting Access to Submit the eForm

Individuals with access to the Graduate Financials System (GFS) in Gradinfo have been given access to submit the eForm in PeopleSoft. If you need to request access, please email gradassistantship@ucf.edu.

Navigation(s)

The **GTA Performance Assessment Form (PDF)** is located at <http://admin2.graduate.ucf.edu> > Forms and References > Graduate Teaching > GTA Performance Assessment Form

To submit the **GTA Performance Assessment eForm**, log into myUCF > Staff Applications > Campus Solutions > GRAD Custom > GRAD eForms Home Page

Submitting the GTA Performance Assessment eForm

If the student has multiple GTA Assessments pending for a single term, you can update all records using the same eForm. Please have your signed GTA Performance Assessment Form(s) in PDF format when you begin the eForm submission process.

Each term, GTA Performance Assessment records will be loaded into PeopleSoft with a PENDING status based off of the assistantship agreements for the semester. This creates an **existing** GTA Performance Assessment Record for each student.

The following steps outline the GTA Performance Assessment eForm submission process:

1. Navigate to the Electronic Graduate Studies (eGrad) Home Page at Campus Solutions > GRAD Custom > GRAD eForms Home Page

Electronic Graduate Studies (eGRAD) Home Page



[My Worklist](#)

Work the items that have been routed to you.



[Start a New eGRAD](#)

Start a new eGRAD, which will then be routed to the appropriate approvers.



[Resubmit, Change, or Withdraw an eGRAD](#)

Make changes to an eGRAD that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.



[View an eGRAD](#)

View a submitted eGRAD, including information about its handling so far. This is a read-only view.



[Evaluate an eGRAD](#)

Participate in the approval process for an eGRAD. This link allows you to search for the eGRAD you want to evaluate.

2. Click on **Start a New eGRAD**
3. Click on **GTA Performance Assessment** from the “Program Initiated eForms” area
4. Type in the student’s EmplID in the box provided
5. From the “Add GTA Performance Assessment” page, verify that you are working on the correct student’s record

6. Select **Revise an existing GTA Performance Assessment** under “Select appropriate GTA Performance Assessment option(s)”

Select appropriate GTA Performance Assessment option(s):

Revise an existing GTA Performance Assessment

Add a new GTA Performance Assessment

- a. Note: in most cases, the record has been loaded into PeopleSoft as PENDING. Therefore, by selecting **Revise an existing GTA Performance Assessment**, you will be revising the existing GTA Performance record in PeopleSoft. If a record already exists, adding a new one will result in a duplicate entry. In the event that the record does not populate when you select the revise option, you can add it by choosing **Add a new GTA Performance Assessment**.

7. When you select the **Revise an existing GTA Performance Assessment** option, a box will appear under the “Revise an existing GTA Performance Assessment” heading.

Revise an existing GTA Performance Assessment

Term

Instructor of Record Assignment:

The university record for this term shows that this student is the instructor for the following class(es). If this information is incorrect, please update the Instructor Schedule through your college.


Class Nbr	Subject	Catalog	Section	Component	Class Title

Revise the fields below as needed. Changing the Eval Code requires explanatory description. If you do not find the record listed here, then use the Add option to add a new record.

Eval Nbr	Eval Code	Rating	Faculty Supervisor 1	Name	Comment
		<input type="text"/>	<input type="text"/>		

8. Enter the Term (e.g. 1520 for Fall 2014, 1530 for Spring 2015, etc.) and hit the tab key.
9. Verify that the student’s course assignment is correct. **NOTE: Any course to which the student has been assigned through the Instructor Schedule, regardless of GTA job code, will display.**

Entering the Rating

1. The Rating and Faculty Supervisor 1 fields are editable. Before submitting the eForm, please update the rating to **Acceptable**, **High**, or **Low** per the overall rating on the GTA Performance Assessment Form (PDF) signed by the faculty supervisor. To update the rating, click on the magnifying glass icon .

Revise an existing GTA Performance Assessment

Term Fall 2014

Instructor of Record Assignment:

The university record for this term shows that this student is the instructor for the following class(es). If this information is incorrect, please update the Instructor Schedule through your college.

Class Nbr	Subject	Catalog	Section	Component	Class Title
84626	EXP	3604C	0W58	Lecture	COGNITIVE PSYCHOLOGY
84984	PSY	2023	0W59	Lecture	PSYCH CORNERSTONE CAREER PATHS

Revise the fields below as needed. Changing the Eval Code requires explanatory description. If you do not find the record listed here, then use the Add option to add a new record.

Eval Nbr	Eval Code	Rating	Faculty Supervisor 1	Name	Comment
11	GTAASSISTA	PENDING		Parham, Jennifer	Agreement ID 7337 Human Factors Psychology PhD

Adding an Additional Supervisor's Rating

1. If the faculty supervisor listed needs to be updated, you can do so by replacing the existing **Faculty Supervisor 1** emplid with the updated emplid.
2. Only one faculty supervisor has been loaded per record per student. If there are multiple supervisors for one GTA assignment, you can use the **Add a new GTA Performance Assessment function** to add an additional record on the existing eForm. (Note: do not use the "+" option to add another row. This will result in an error message indicating a duplicate entry).
 - a. After completing your updates to the existing record, scroll to the top of the eForm and click on **Add a new GTA Performance Assessment** (leave Revise an existing GTA Performance Assessment checked, as well)

Select appropriate GTA Performance Assessment option(s):

- Revise an existing GTA Performance Assessment
- Add a new GTA Performance Assessment

- b. Enter the Term (e.g. 1520)
- c. Enter the appropriate Eval Code, Rating, Faculty Supervisor ID, and a comment in the following format: **Agreement ID Number Hiring Dept/Program** (e.g. Agreement ID 1234 Sociology PhD)

Form Attachments

1. To attach the GTA Performance Assessment(s), click on the **Add File Attachment** button in the **Form Attachments** area
2. Click on **Upload** and click **Browse** to find the document(s)
3. Click **Upload** to finalize the attachment of the file. You can upload multiple files if needed.

Comments

1. Leave relevant comments in the **Your Comments** box. Note that the comments will be visible by those in the electronic workflow.

Submitting the GTA Performance Assessment eForm & Receiving the Approval

1. When you are ready to submit the eForm, click **Submit**
2. The eForm will be routed to the student/GTA's Knights email for review and approval. Students will receive an email and have a "To Do" item on their myUCF accounts
3. If the student does not submit the form within 7 days, the College of Graduate Studies may retrieve it and continue the approval workflow.
4. Once the form is approved by the College of Graduate Studies, the requestor, supervisor, and student will receive an email informing them that the eForm was approved.
5. The student's GTA Performance Assessment record will be updated based on the rating entered on the eForm.