**Teaching Assistant (TA) Development Meeting**

|  |  |
| --- | --- |
| Name of Teaching Assistant |  |
| Name of mentor |  |
| Date |  |

**Section A. To be completed by the TA prior to the scheduled development meeting**

|  |
| --- |
| In the past year, what has gone well in relation to your teaching and learning activities?* What has been achieved?
* What in particular contributed to these successes?

You may wish to draw upon feedback from course conveners, Unit Survey results and your Teaching Review (if undertaken) |
|  |
| What hasn’t gone well in relation to your teaching and learning activities?* What problems were encountered?
* How were they addressed?
* What action(s) would prevent problems recurring?

You may wish to draw upon feedback from course conveners, Unit Survey results and your Teaching Review (if undertaken) |
|  |
| What development activities have been undertaken in relation to teaching and learning?* Consider any conferences, on-the-job training, training courses etc. that you may have undertaken during this period.
* How useful were these?
* How were you able to apply these development activities?
* Have you considered applying for LEAP accreditation?
 |
|  |
| If you had a Development Meeting last year, what progress have you made against the agreed objectives? |
|  |

**Section B: To be completed by the TA and mentor during the meeting**

|  |
| --- |
| Agreed summary of performance |
|  |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Objectives for next 12 months: Agreed objectives and plans, including development/ training, future teaching goals, and any other actions | Action by when |
|  |  |
| Any other comments (i.e. observations on the review and mentoring process) |
|  |
| Signed | Date |
|  (Mentor) |  |
|  (Mentee) |  |
| **We confirm that this is an accurate and agreed record of our teaching review and/or development discussion.** |