**Research Assistant Quarterly Evaluation Criteria**

At the end of each quarter, we'll meet and discuss how the quarter went. To help us both identify where you should be focusing your efforts, we will both rate your performance, on a scale of 0 to 100% in the areas listed below. Also listed are indications of what 100% ratings would look like.

**1. Accomplishments**
A 100% rating corresponds to getting some significant aspect of your research working, learning and applying a new set of tools, passing several difficult classes, passing your qualifying exam, or passing your general exam.

**2. Work ethic**
A 100% rating corresponds to your working a maximum number of hours in a consistent manner, meeting your commitments on time, helping out in the lab, and in general over-achieving. Maximum number of hours is consistent with the TA/RA contract, which is 20 hours of work and minimum 10 credit hours.  A credit hour is one hour in lecture and at least two of study outside the classroom.  For non-lecture courses, the guideline is still at least 3 hours of study per credit.  [Note: your main competition in life will be from people who have stronger work ethics than you do].

**3. Time management**
A 100% rating corresponds to your setting clear goals and milestones and accomplishing everything you planned to accomplish, whilst still having time to sleep and enjoy non-academic life (but not too much).

**4. Academics**
A 100% rating means 4.0 grades in all your classes, if you are taking any. Write N/A otherwise.

**5. Reading**
A 100% rating means you skim one or two papers every day, are careful to skim the tables of contents of relevant journals as they come out, read one or two papers in-depth approximately every two weeks, and have gone to the library to look up anything you don't understand.

**6. Idea Management**
A 100% rating means that you wrote down every research idea you had and that you pursued two or three of them to the point of writing some equations or doing an experiment. These ideas should be your original brain-children, possibly with suggestions and refinement from me or others.

**7. Writing**
A 100% rating means you have written down (in LaTeX) everything you have figured out for the whole quarter.  This includes documentation of all hardware and software that you developed.

**8. Publishing**
A 100% rating means you have published (or submitted for review) about 6-8 pages per quarter.

**9. Speaking**
A 100% rating means you have given a group talk, a local talk or poster (somewhere at the university), and presented a paper or poster at a conference.

**10. Networking**

A 100% rating means that you have talked at length to at least 10 people in your field about research and followed up with them in some substantial way (e.g. by reading one of their papers and asking a question).

**11. Effective Advisor Usage**
A 100% rating means that you are actively co-authoring a paper with me and have spent at least 2 hours a week with me working on something substantial.

**12. Hoops**
A 100% rating means you have taken all your classes, passed the qualifying exam, formed a committee, passed the general exam, written your thesis, defended your thesis, applied for positions, and found a job.

**13. Mentoring**

A 100% rating means that you are actively mentoring at least one graduate student, 2-3 undergraduates, and/or some number of K-12 students.  Examples include advising K-12 science groups, e-mentoring of students through systems such as MentorNet, and supervising projects for undergraduates and graduate students.

# DEPARTMENT OF AERONAUTICS & ASTRONAUTICS

**FACULTY EVALUATION OF RESEARCH ASSISTANTS**

Quarter/Year\_\_\_\_\_\_\_\_\_ RA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Accomplishments \_\_\_\_\_\_\_\_\_\_\_%**

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**Work Ethic \_\_\_\_\_\_\_\_\_\_\_%**

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Time Management \_\_\_\_\_\_\_\_\_\_\_%**

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**Academics \_\_\_\_\_\_\_\_\_\_\_%**

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**Reading \_\_\_\_\_\_\_\_\_\_\_%**

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**Idea Management \_\_\_\_\_\_\_\_\_\_\_%**

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Faculty Evaluation of RA

P. 2

**Writing \_\_\_\_\_\_\_\_\_\_\_%**

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**Publishing \_\_\_\_\_\_\_\_\_\_\_%**

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**Speaking \_\_\_\_\_\_\_\_\_\_\_%**

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Networking \_\_\_\_\_\_\_\_\_\_\_%**

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Effective Advisor Usage\_\_\_\_\_\_\_\_\_\_\_%**

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**Hoops \_\_\_\_\_\_\_\_\_\_\_%**

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Mentoring \_\_\_\_\_\_\_\_\_\_\_%**

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**Signature:**

RA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_