Department Head Review

Step 2

Dean will complete this step when faculty members is Department Head
In ULINK click on “Employee” tab then click on “Cornerstone” in the Human Resources block
Access the Evaluation

Pending Performance Tasks will be in the Lower Left Block of Your Cornerstone Welcome Page

Click on Evaluation to Review
Pages Of the Review; Checkmark will darken when page is visited

Steps (Workflow) Of the Review

Click Here to Start
Click “Options” on the Top Right of Page to:

- Add Attachments to the Review (Maximum of 3)
- Complete the Review Offline (Opens an Excel Spreadsheet)
- Print or Save Review as PDF

2019 Annual Faculty Evaluation Form

999004 | Associate Professor
1/1/2019 - 12/31/2019
Teaching Activities (courses that this Faculty Member was Indicated as Instructor of Record) are populated in this Section with Comments made by the Faculty Member.
Teaching Activities

B. Instructional Activity and Innovation: Course Technology or distance learning development, mentoring activities, retention activities, student research, etc.

- Faculty member comments

C. Instructional faculty development: include seminars, workshops, discussion groups, etc.

- Faculty member comments

D. Other

- Faculty member comments
Teaching Evaluation

Indicate the percent of the faculty member’s total workload that is **Instructional**

Complete the comment fields where appropriate

Indicate your Rating for this Section (on a scale of 1-5)

Click on ? To see full rating scale

Click to Move to Next Page
Research Activities

A. Publications, papers, exhibitions, etc.: Separate publications according to the following recommended headings and distinguish between peer review and non-peer review: books, book chapters, journal articles, web-based journal articles, published multi-media, abstracts and proceedings, and exhibitions. Citation format appropriate to the discipline, e.g., APA, AMA, MLA.

(Self) Review: 2019 Annual Faculty Evaluation Form  Time: 1/22/2020 8:02 AM

Faculty member comments

B. Presentations invited speeches, performances, etc.: Separate presentations according to the following recommended headings: international, national, regional, and state. Citation format appropriate to the discipline, e.g., APA, AMA, MLA.

(Self) Review: 2019 Annual Faculty Evaluation Form  Time: 1/22/2020 8:02 AM

Faculty member comments
Research Evaluation

Indicate the percent of the faculty member’s total workload that is **Research**

Complete the comment fields where appropriate

Indicate your Rating for this Section (on a scale of 1-5)

Click on ? To see full rating scale

Click to Move to Next Page
Service Activities

A. Advising: Enhance educational engagement of student through advising, mentoring, student organization advisor, etc. For example semester, the number of students, innovations, and awards.

B. Professional: National, regional, and or local professional organization service includes reviewer, session chair, officer and or program coordinator, journal editor or editorial board member, panel participant, or featured speaker at a professional meeting, etc. For example Chair, Membership Committee, American Board of Chairs, and summarize accomplishments.

C. University, college, department: Participation in university governance through committees, task forces, Faculty Senate, special projects such as accreditation, recruitment, etc.

View Comments made by Faculty Member Regarding Overall Service Activities
Indicate the percent of the faculty member’s total workload that is Service.

Complete the comment fields where appropriate.

Indicate your Rating for this Section (scale of 1-5).

Click on ? To see full rating scale.

Click to Move to Next Page.
Faculty members with an Administrative Role within the Academic Department that is approved by the Provost will have entered information in the appropriate comment boxes.

Click [Save and Continue] To Move to Next Page
Indicate the percent of the faculty member’s total workload that is **Administration** (if applicable).

Complete the comment fields where appropriate.

Indicate your Rating for this Section (scale of 1-5).

Click on ? To see full rating scale.
Summary

Enter an Overall Rating for Faculty Member based on rating for Teaching, Research, Service and Administration (if applicable)
Document overall comments when appropriate
The “Submit” button will appear when all of the Pages for this Step have been Viewed.
To View a Previously Submitted Evaluation

Click on Navigation Icon (Hamburger) in the Upper Right Corner of Cornerstone Page. Then Click on “Performance” then, “Performance Reviews”

Then Click in Box
Step 2 Complete

The Review Moves to the Dean Queue*

*If faculty member is Department Head please email susan.miller@Louisiana.edu to advance the review to Step 4