Faculty Member Acknowledgement

Step 4
Login to Cornerstone

In ULINK click on "Employee" tab then click on "Cornerstone & Training" on the upper right of screen.
Access the Evaluation

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

Click on Evaluation
You may need to click here to see all comments
No Skipping

You must view ALL pages of the Review in order to Submit your Acknowledgement and complete the task
Procedure to Request Provost Review

1. Attach a letter to the Review addressed to the Dean detailing the reason for the request.
2. Enter “Provost review requested; letter attached” in the Comment box of the Acknowledgement Page
3. Send a hard copy of the letter to the Dean

Click “Options” on the top right of page to add attachments
Acknowledgement

Click Here

[Image: Faculty Member]

Click Here

Then Click Here

Changes to

Faculty Member

Your Name Date: 1/23/2020

Scroll Down to Submit
The “Submit” button will appear when all of the Pages for this Step have been Viewed

Click Here

Then Click Here
Step 4 Complete

- Faculty Member: Self-Evaluation
- Department Head: Review, Discuss w/faculty member, Sign
- Dean: Review, Sign
- Faculty member: Acknowledgement
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