

Faculty Evaluation

Discussion and Acknowledgement

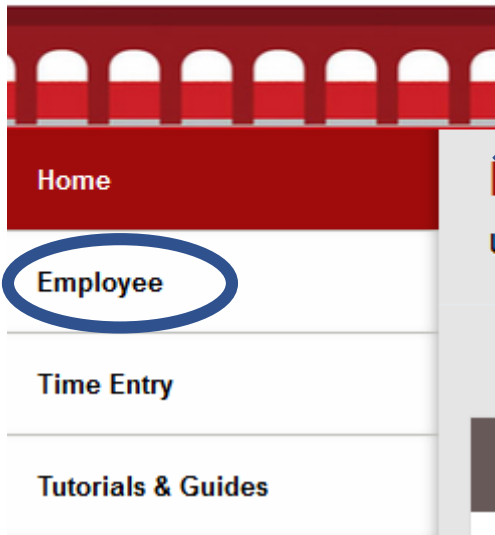
Step 4

Dean will complete this step after step 2 when
faculty members is Department Head

Arrange a Meeting with Faculty Member to discuss Evaluation



Login to Cornerstone



louisiana.edu

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

Pending Performance Tasks	
	Due Date
Complete Planning or Annual Evaluation Session for	7/13/2019
Complete Faculty Member Review	11/2/2019
Complete Department Head Review of Faculty Member Name	2/21/2020

Click on Evaluation to Review

Click  to begin

Click  to Move to next page

Review and Discuss comments on each page

Acknowledgement

Click Here

Department Head

I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Sign

Then Click Here

Dean

Dean Name Date:1/23/2020

Changes to

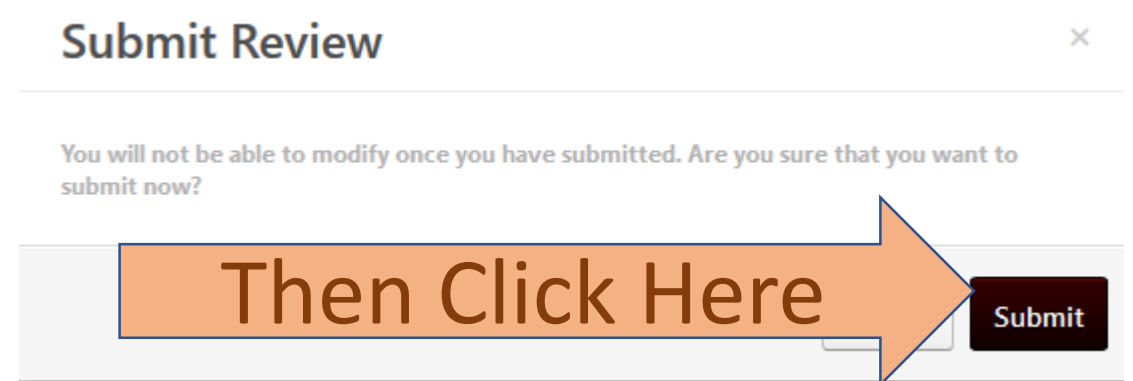
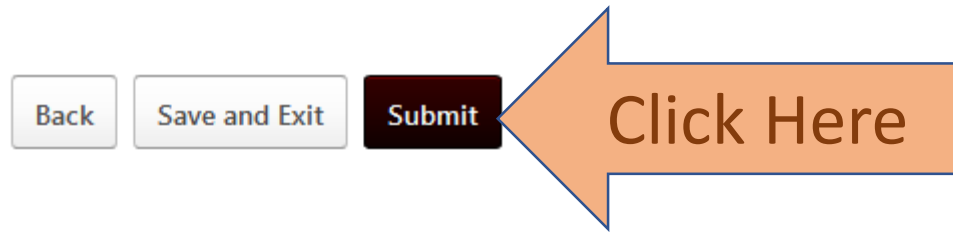
Department Head

Department Head Name Date:1/23/2020

Redo

Scroll Down to Submit

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”



- Home >
- Learning >
- Performance >
- Goals
- Performance Reviews
- Competency Assessment Su...
- My Checklists
- My Peers
- Development Plans
- Manage Employee Relationsh...
- To Do's
- Manage Shared and Dynamic...
- Observation Checklists
- Reports >

Launch Review

My Assigned Reviews | My Personal Reviews

Title: Search

Show completed and expired tasks

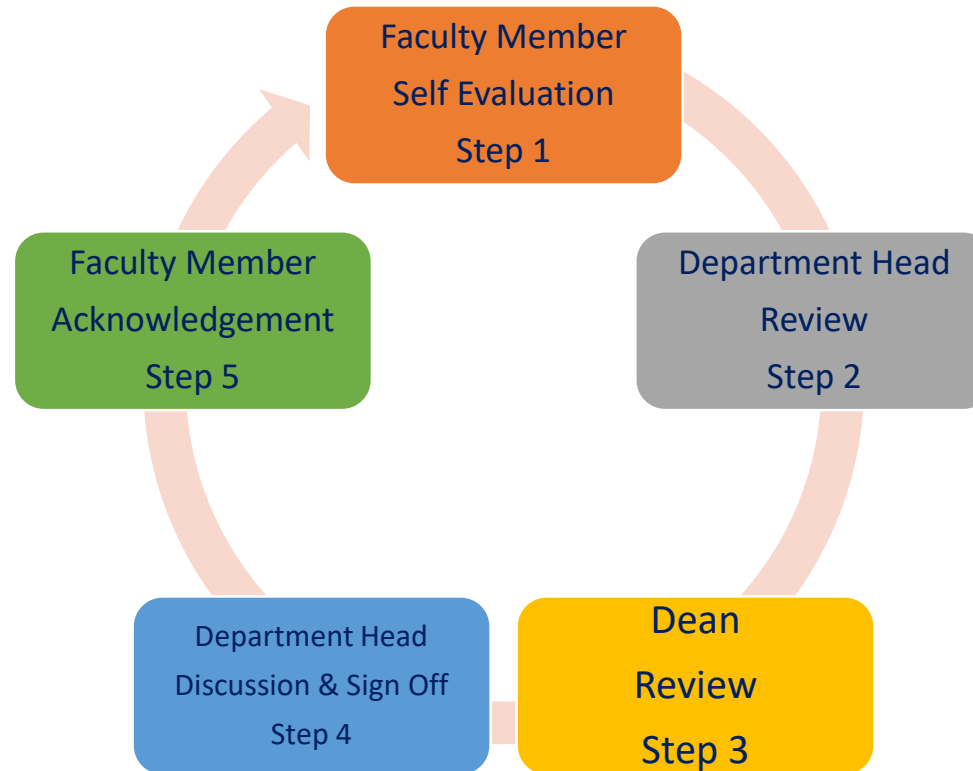
Title

Complete Faculty Member Review



Then Click in Box

Step 4 Complete



The Review Moves to the Faculty Member Queue