Faculty Evaluation
Faculty Member Acknowledgement

Step 5
Login to Cornerstone

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
Click **Get Started** to begin

Click **Save and Continue** to move to the next page

Review Comments on each page
You may need to click here to see all comments.
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
The “Submit” button will appear when all of the Pages for this Step have been Viewed.

Click Here

Submit Review

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Click Here

Submit
Step 5 Complete

1. Faculty Member Self Evaluation
2. Department Head Review
3. Department Head Discussion & Sign Off
4. Faculty Member Acknowledgement
5. Dean Review

Process:
- Step 1: Faculty Member Self Evaluation
- Step 2: Department Head Review
- Step 3: Department Head Discussion & Sign Off
- Step 4: Faculty Member Acknowledgement
- Step 5: Dean Review
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

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