# Dean Review of Faculty Performance (*Annual Faculty Evaluations*):

To access the Cornerstone system, login to your uLink account, navigate to the Human Resources block of your employee tab, and click on the Cornerstone link, which will automatically direct you into the system.

1. Click the Menu (3 horizontal line) Icon at the top right of your screen:

2. Click Performance, then select *Performance Reviews*.
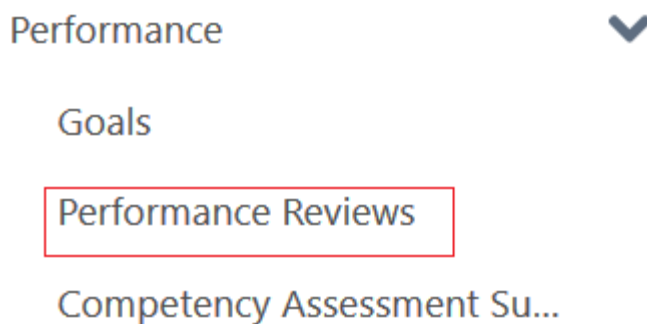
3. Once in your Performance Review Summary page, select the appropriate evaluation for the faculty member you're evaluating: ***Complete Dean Review of EMPLOYEE NAME***. (click name under the first Column)

4. The review will open with the **Dean Review** step. Scroll down to the bottom of the page, and click the **Get Started** button.

5. This will launch the **Goal Planning for 2019** page. This page will be populated with Department Head-reviewed goals for the faculty member. The Dean will review the goals for the faculty member and can edit, modify, delete, or add goals. Click **Save and Continue** once complete.

6. This will launch the **Teaching Activities** step. This section will be populated with each course the faculty member taught in the prior calendar year. Here you can view the comments below each course made by the faculty member, detailing significant successes or innovations achieved during the semester and any other pertinent information. Click **Save and Continue** to proceed to the next page.

7. The **Teaching Evaluation** page will open. This page allows you to view the percent of the faculty member's total Workload that is _Instructional_ (indicated by 1st level Supervisor), comments they've made, and the overall rating for this section (on a scale of 1 to 5). You may add your own comments and recommendations here. An overall rating for teaching activities should be entered. Click **Save and Continue** to proceed to the next page.

8. The **Research Activities** page will open. Here you can view their documentation of research endeavors from last year. Once reviewed, click **Save and Continue** to proceed to the next page.

9. The **Research Evaluation** page will open. Here you can view the percent of the faculty member's total Workload that is _Research_ (indicated by 1st level Supervisor), comments they've made, and the overall rating for this section (on a scale of 1 to 5). You may add comments and recommendations here. Your rating for this section should be entered before clicking **Save and Continue** to proceed to the next page.

10. The **Service Activities** page will open. Here you can view their documentation of service activities from last year. Once reviewed, click **Save and Continue** to proceed to the next page.

11. The **Service Evaluation** page will open. Here you can view the percent of the faculty member's total Workload that is _Service_ (indicated by 1st level Supervisor), comments they've made, and the overall rating for this section (on a scale of 1 to 5). You may add your own comments and recommendations here. An overall rating for service activities should be entered. Click **Save and Continue** to proceed to the next page

12. The **Administration Activities** page will open. Here you can view their documentation of administration activities, if any, from last year. Once reviewed, click **Save and Continue** to proceed to the next page.

13. The **Administration Evaluation** page will open Here you can view the percent of the faculty member's total Workload that is _Administration_ (indicated by 1st level Supervisor), comments they've made, and the overall rating for this section (on a scale of 1 to 5). You may add your own comments and recommendations here. An overall rating for administration activities should be entered if applicable. Click **Save and Continue** to proceed to the next page

14. The **Summary** page will open, where you can view the overall Faculty rating (from 1 to 5) for total work performance over the past year, which is assigned by the 1st Level Supervisor. You may document additional comments and feedback in the allotted text field if appropriate. At the bottom of summary page, you must enter an overall performance rating. You may also attach supporting documentation by clicking the options dropdown menu at the top right of the page.

15. The last step will be the signature page. Check the Acknowledgement box **then** click the **Sign** button, followed by the **Submit** button. Click **Submit** once more in the pop-up block to complete your review as Dean. The review will be forwarded to the Department Head for the _Discussion and Acknowledgement_ step.