

Faculty Acknowledgement (Performance Review):

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*.

You can access your review acknowledgement by clicking **Complete Faculty Member Review**

3. Scroll down to the bottom of the page, and click the **Get Started** button.
4. This will launch the **Goal Planning for 2019** page. This page will reflect your goals for 2019. No action is required. Click **Save and Continue** once complete.
5. This will launch the **Teaching Activities** page, which populates with the documentation from your self-review. No action is required. Simply click **Save and Continue** to proceed to the next step.
6. The **Teaching Evaluation** page will reflect comments made by your Department Head and Dean. Click **Save and Continue** to proceed.

You'll follow the same steps for the **Research, Service, Administration, and Summary** pages.

- The last step will be the signatures page. Check the Acknowledgement box **then** click the Sign button, followed by the **Submit** button.

THE UNIVERSITY OF ALABAMA

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

Sign

Evaluating Supervisor
Date:7/12/2018

Second Level Supervisor
Date:7/12/2018

Back Save and Exit Submit

- Click **Submit** once more in the pop-up block to complete your review for this evaluation period.

NOTE: If you would like to submit your evaluation to the Provost for review, attach a letter addressed to the Dean detailing the reason you are requesting further review by selecting "Attachments" from the **Options** drop down menu on the upper right corner of the Acknowledgment page. A hard copy of this letter should be sent to the Dean.