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 button.

4. This will launch the Goal Planning for 2019 page. This page will reflect your goals for 2019. No action is required. Click 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 to proceed to the next step.

6. The Teaching Evaluation page will reflect comments made by your Department Head and Dean. Click to proceed.

You’ll follow the same steps for the Research, Service, Administration, and Summary pages.
7. The last step will be the signatures page. Check the Acknowledgement box then click the Sign button, followed by the Submit button.

8. 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.