Faculty Evaluation
Self-Evaluation

Step 1
Login to Cornerstone

In ULINK click on "Employee" tab then click on "Cornerstone" in the Human Resources block
Access Your Faculty Evaluation

Pending Performance Tasks will be in the Lower Left Block of Your Cornerstone Welcome Page

Click Here to Access your Review
Click “Options” on the Top Right of Page to:

- Add Attachments to the Review (Maximum of 3)
- Complete the Review Offline (Opens an Excel Spreadsheet)
- Print or Save Review as PDF
Teaching Activities

This section will be populated with each course you’ve taught in the prior calendar year. In the comment fields below each course, document significant successes or innovations achieved during the semester and any other pertinent information.

Click Save and Continue To Move to Next Page
Research Activities

Enter information Regarding Research Activities in the Appropriate Comment Box

Click Save and Continue To Move to Next Page
Service Activities

Enter information Regarding Service Activities in the Appropriate Comment Box

Click Save and Continue To Move to Next Page
This area is to be completed by those who have and Administrative Role within the Academic Department that is approved by the Provost.
If Applicable, Enter information in the Comment Box where appropriate.
Summary

Use the Comment Box on the Summary page to enter Information, Observations or Comments that may be appropriate for the Overall Evaluation.
100% indicated at Top Right but You’re Not Done!
The “Submit” button will appear when all of the Pages for this Step have been Viewed

Click Here

Then Click Here

Submit Review

You will not be able to modify once you have submitted. Are you sure that you want to submit now?
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
Step 1 Complete

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

The Review Moves to the Department Head Queue