Faculty Evaluation
Email susan.miller@Louisiana.edu if you have been assigned this step for a faculty member who is a Department Head
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 to Review
Disregard Pages Of the Review; Checkmark will darken when page is visited.

Steps (Workflow) Of the Review

Click Here to Start
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 (courses that this Faculty Member was Indicated as Instructor of Record) are populated in this Section with Comments made by the Faculty Member.
### B. Instructional Activity and Innovation: Course Technology or distance learning development, mentoring activities, retention activities, student research, etc.

<table>
<thead>
<tr>
<th>Name</th>
<th>Review: 2019 Annual Faculty Evaluation Form</th>
<th>Time: 1/22/2020 8:02 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty member comments</td>
<td></td>
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</tr>
</tbody>
</table>

### C. Instructional Faculty Development: include seminars, workshops, discussion groups, etc.

<table>
<thead>
<tr>
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<tr>
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### D. Other

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</tr>
</thead>
<tbody>
<tr>
<td>Faculty member comments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Teaching Evaluation

View percent of Workload that the Department Head indicates as Instruction

View comments made by Department Head; add comments if appropriate in Comment Box

Percent of Workload (Instruction)

33

Activity Summary

Comments:

[Department Head (Manager) Review: 2019 Annual Faculty Evaluation Form Time: 1/23/2020 12:39 PM]

Department Head Comments

louisiana.edu
Teaching Evaluation

Enter overall rating for Instruction for this Faculty Member

View rating provided by Department Head

Click on ? To see Rating Scale
Research Activities

View Comments made by Faculty Member Regarding Overall Research Activities

**Faculty member comments**

A. Publications, papers, exhibitions, etc.: Separate publications according to the following recommended headings and distinguish between peer review and non-peer review: books, book chapters, journal articles, web-based journal articles, published multi-media, abstracts and proceedings, and exhibitions. Citation format appropriate to the discipline, e.g., APA, AMA, MLA.

(Self) Review: 2019 Annual Faculty Evaluation Form Time: 1/22/2020 8:02 AM

**Faculty member comments**

B. Presentations invited speeches, performances, etc.: Separate presentations according to the following recommended headings: international, national, regional, and state. Citation format appropriate to the discipline, e.g., APA, AMA, MLA.

(Self) Review: 2019 Annual Faculty Evaluation Form Time: 1/22/2020 8:02 AM
View percent of Workload that the Department Head indicates as Research

View comments made by Department Head; add comments if appropriate in Comment Box
Research Evaluation

Enter overall rating for Research for this Faculty Member

View rating provided by Department Head

Click on ? To see Rating Scale
Service Activities

A. Advising: Enhance educational engagement of student through advising, mentoring, student organization advisor, etc. For example semester, the number of students, innovations, and awards.

(Self) Review: 2019 Annual Faculty Evaluation Form  Time: 1/22/2020 8:03 AM

Faculty member comments

B. Professional: National, regional, and or local professional organization service includes reviewer, session chair, officer and or program coordinator, journal editor or editorial board member, panel participant, or featured speaker at a professional meeting, etc. For example Chair, Membership Committee, American Board of Chairs, and summarize accomplishments.

(Self) Review: 2019 Annual Faculty Evaluation Form  Time: 1/22/2020 8:03 AM

Faculty member comments

C. University, college, department: Participation in university governance through committees, task forces, Faculty Senate, special projects such as accreditation, recruitment, etc.

(Self) Review: 2019 Annual Faculty Evaluation Form  Time: 1/22/2020 8:03 AM

Faculty member comments
View percent of Workload that the Department Head indicates as Service

View comments made by Department Head; add comments if appropriate in Comment Box
Service Evaluation

Enter overall rating for Service for this Faculty Member

View rating provided by Department Head

Click on ? To see Rating Scale
Faculty members with an Administrative Role within the Academic Department that is approved by the Provost will have entered information in the appropriate comment boxes.
View percent of Workload that the Department Head indicates as Administration (if applicable)

View comments made by Department Head; add comments if appropriate in Comment Box
Enter overall rating for Administration (if applicable) for this Faculty Member.

Click on ? To see Rating Scale.

View rating provided by Department Head.
Enter Overall Rating for Faculty Member based on rating for Teaching, Research, Service and Administration (if applicable). Document overall comments when appropriate.
Acknowledgement

Confirm that you acknowledge the changes and sign the document.

Click Here

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

Changes to

Dean Name

Date: 1/23/2020

Scroll Down to Submit
The “Submit” button will appear when all of the Pages for this Step have been Viewed.

Click Here

Then Click Here
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 3 Complete

Faculty Member Self Evaluation
Step 1

Faculty Member Acknowledgement
Step 5

Department Head Review
Step 2

Department Head Discussion & Sign Off
Step 4

Dean Review
Step 3

The Review Moves back to the Department Head Queue