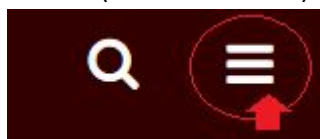


## Faculty Performance Evaluation: Cornerstone Software Suite

Faculty evaluations for 2018 will be conducted online for the first time in the Office of Human Resources' Cornerstone Performance System. Cornerstone is an integrated HR software product that provides automation for Recruitment, Training, and Development of Faculty and staff.

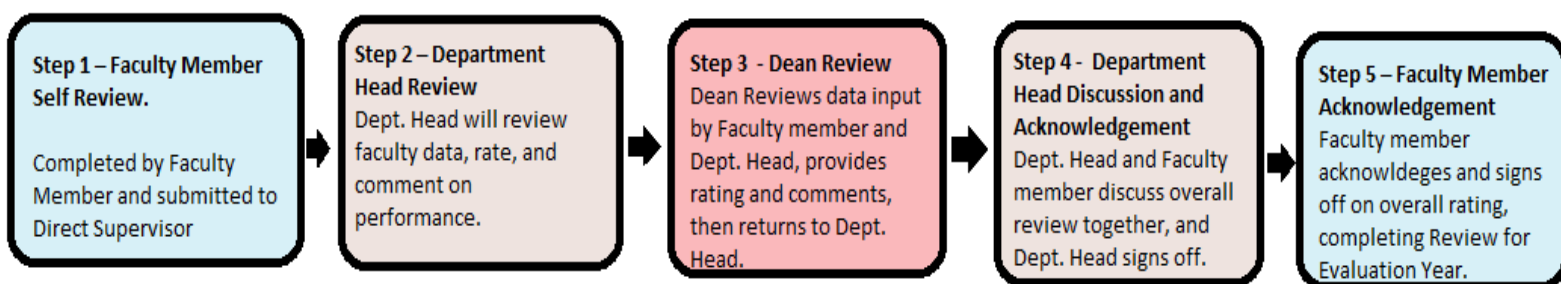
To access the Cornerstone system, login to your uLink account, navigate to the Human Resources block of your employee tab, and click on the Cornerstone link, which will automatically direct you into the system.

Once in Cornerstone, Click the Menu (3 horizontal line) Icon at the top right of your screen:



Click Performance, then select **Performance Reviews** to initiate the review.

The overall Faculty review process is as follows:



### What to expect in the system based on your Faculty Role?

A. <b>Faculty Member (non-supervisor)</b>	B. <b>Department Head</b>	C. <b>Dean</b>
<ul style="list-style-type: none"><li>Complete <b>Step 1</b> for your self-Evaluation.</li><li>Meet with your Department Head for <b>Step 4</b> to review overall evaluation.</li><li>Complete <b>Step 5</b>, your acknowledgement and sign off to complete the process.</li></ul>	<ul style="list-style-type: none"><li>Follow the Steps in <b>Column A</b> for your own Faculty Role * Because your direct supervisor is the Dean, your review will be advanced to bypass <b>Step 2</b>. In <b>Step 4</b> you will meet with your Dean.</li><li>Complete <b>Step 2</b> for review of Faculty members whom you supervise.</li><li>Complete <b>Step 4</b>, Discussion and Acknowledgement with each your faculty members.</li></ul>	<ul style="list-style-type: none"><li>Complete <b>Step 3</b> for your Department heads, and for faculty whom they supervise.</li><li>Complete <b>Step 4</b>, Discussion and Acknowledgement with your Department Heads.</li><li>Your self-assessment/review will be done via the Senior Administrator Review, rather than the Faculty Performance workflows. (Per Training in Nov 2018).</li></ul>