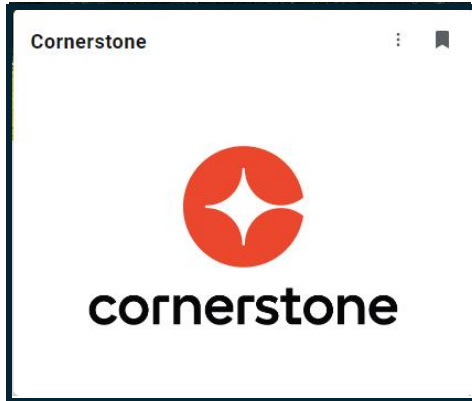


# Step 1: Faculty Member Self-Evaluation

Access Cornerstone with Card in ULINK



Launch the evaluation from the Pending Performance Tasks block; this step can be submitted anytime prior to the due date indicated



The task will open to the **Overview** Page

Faculty Evaluation

Overview

Teaching Activities

Research Activities

Service Activities

Administration Activiti...

Summary

Teaching Feedback

Research Feedback

Service Feedback

Administration Feedba...

Evaluations

Dean's Rating

Acknowledgment

Options

- Attachments
- Complete Offline
- Upload Review
- Print Review

Up to 3 attachments can be added

These are the forms, or pages, in the evaluation. Those that must be completed in each step are indicated with a grey check. When the form is completed the circle around the check will be red

Review Step Progression

Faculty Member Review  
Due: 10/23/2024

Department Head

The screenshot shows the "Faculty Evaluation Overview" page. On the left is a vertical navigation menu with a list of activity categories, each with a circular progress indicator. The "Overview" page contains introductory text, a "Review Step Progression" bar, and a list of steps. Step 1, "Faculty Member Self-Review", is highlighted with a red box and a red checkmark. A blue callout box points to the "Options" menu, which includes "Attachments", "Complete Offline", "Upload Review", and "Print Review". A blue arrow points to the "Attachments" option with the text "Up to 3 attachments can be added". Another blue callout box points to the "Faculty Member Review" step with the text "These are the forms, or pages, in the evaluation. Those that must be completed in each step are indicated with a grey check. When the form is completed the circle around the check will be red".

The courses taught for the period specified will be populated on the **Teaching Activities** form. The Course name, semester taught, Course number, section, and enrollment will be indicated.

Mgmt of Behavior&Organizations SP'23 MGMT 320 Sec. 005 Enrollment 72 Credit Hours 3 Lecture 3 Lab 0

Study of management fundamentals and concepts by lecture and case method with emphasis on organizational behavior. Includes processes, structure, development of, and behavior in organizations.

Progress :  0%

Start Date : 1/11/2023

Due Date : 5/5/2023

more...

Comments :

**B** *I* U ~~S~~  $x_2$   $x^2$   $I_x$   $\frac{1}{2}$   $\frac{3}{4}$   $\frac{1}{2}$   $\frac{3}{4}$   $\frac{1}{2}$   $\frac{3}{4}$   $\frac{1}{2}$   $\frac{3}{4}$  Font Size **A** **A**

ABC

Document significant successes or innovations achieved during the semester along with any other relevant information in the comment boxes. Overall comments for Teaching Activities can be made in boxes B, C, and D.

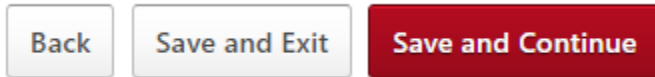
Select “Save and Continue” to proceed to the next form or “Save and Exit” to continue later.

Enter information regarding **Research Activities** for the period specified in the appropriate comment box.

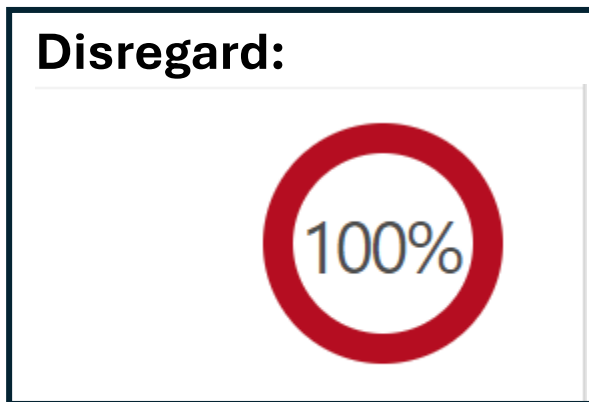
Select “Save and Continue” to proceed to the next form or “Save and Exit” to continue later.

Enter information regarding **Service Activities** for the period specified in the appropriate comment box.

Select “Save and Continue” to proceed to the next form or “Save and Exit” to continue later.



The **Administration Activities** area is to be completed by those who have an Administrative Role within the Academic Department that is approved by the Provost. All others should leave this area blank.



Process indicator on top right of forms. It may show 100% but you are not done until the task is submitted.

Summary		
	Department Head Review/Discussion/Sign-off	Dean Review and Sign-Off
Teaching Activities	-	-
Teaching Feedback	-	-
Research Activities	-	-
Research Feedback	-	-

The **Summary** form is merely a placeholder on this step. It will be populated with ratings in subsequent steps.



Submit the task

The task will be routed to your Department Head or Director and then to your Academic Dean. When the task is completed by the Dean it will be returned to you for your Acknowledgement in Step 4.