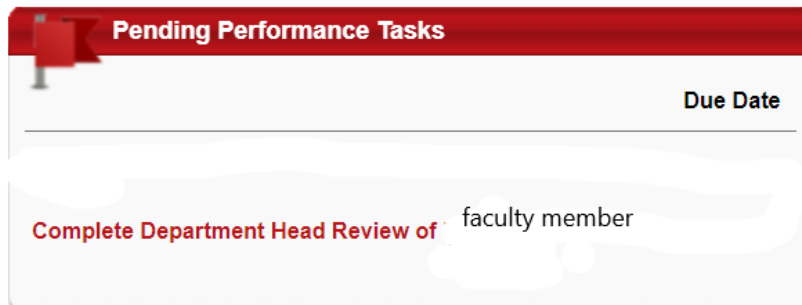


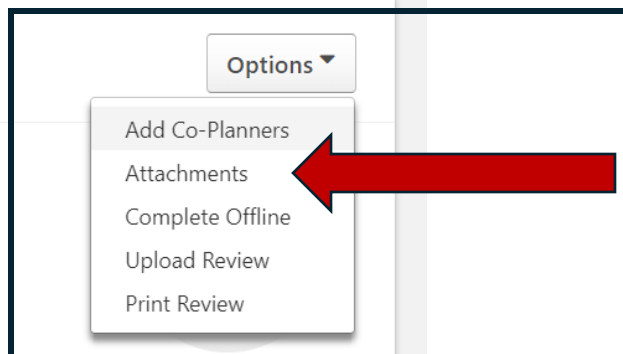
Step 2: Department Head Evaluation of Faculty Member

Launch the task from the Pending Performance Tasks block; this step can be submitted anytime prior to the due date indicated. Select the task of the faculty member to evaluate.



***Note:** If a faculty member is on approved extended leave or sabbatical and unable to complete Step 1 of the evaluation task, please notify talentmanagement@louisiana.edu . The task will be advanced administratively to Step 2 to allow the evaluation process to continue.

If attachments were added they can be viewed by clicking “Options” on the top right of any form in the evaluation. A maximum of 3 documents can be attached to an evaluation.



Review the comments made by the faculty member on the **Teaching Activities** form.

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



Enter comments regarding the faculty member’s performance in Teaching Activities for the rated year on the **Teaching Feedback** Form. The percentage of the total workload devoted to Teaching should be considered when completing this form.

Review the comments made by the faculty member on the **Research Activities** form.

Enter comments regarding the faculty member’s performance in Research Activities for the rated year on the **Research Feedback** Form. The percentage of the total workload devoted to Research should be considered when completing this form.

Review the comments made by the faculty member on the **Service Activities** form.

Enter comments regarding the faculty member’s performance in Service Activities for the rated year on the **Service Feedback** Form. The percentage of the total workload devoted to Service should be considered when completing this form.

Disregard:

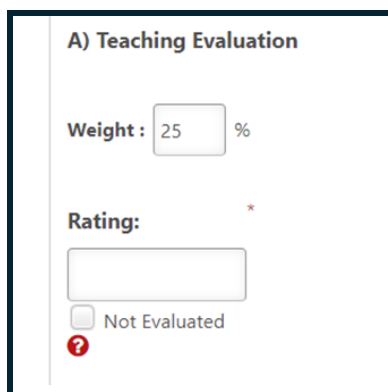


The process indicator on the top right has no bearing on the actual completion status.

The **Administration Activities** form should only be completed by faculty members who hold an administrative role within the Academic Department with formal release time.

Enter comments regarding the faculty member's performance in Administration Activities for the rated year, if applicable, on the **Administration Feedback** Form. The percentage of the total workload devoted to Administration should be considered when completing this form.

On the **Evaluations** form, enter the weight and rating for each area: teaching, research, service, and administration (if applicable). Provide comments, or justification for the rating in the comment box. The combined weight of the rated areas must equal 100%.




The weight of each area defaults to 25%. This should be changed to reflect the faculty member's actual workload.

If the rated faculty member has no formal Administration duties, the weight should be “0” and the “Not Evaluated” box should be checked

D) Administration Evaluation (if applicable)

Weight : %

Rating:

Not Evaluated 

Entering the weights and ratings on the **Evaluation** form enables the system to calculate an overall rating for the faculty member which is displayed on the **Summary** form.

No Math Required!

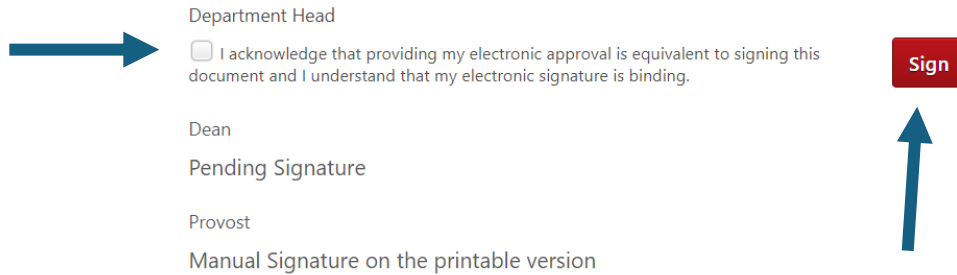
Evaluations	3.9 / 5.0 Meets Expectations (100%)
Dean's Rating	-
Overall	3.9 / 5.0 Meets Expectations

Select “Next” to continue

Prior to electronically signing the evaluation, it is recommended that the Department Head meet with the rated faculty member to discuss the observations, feedback, and ratings provided by the Department Head. Questions and concerns should be addressed at this meeting.



The rating task is electronically signed on the **Acknowledgement** form.



Department Head

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

Dean

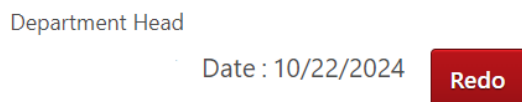
Pending Signature

Provost

Manual Signature on the printable version

Sign

The Department Head's name and date signed will appear after the task is signed.



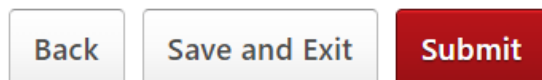
Department Head

Date : 10/22/2024

Redo

Any step of a task can be rolled back to a previous step by the Cornerstone Administrator in Human Resources (talenetmanagement@louisiana.edu). Select "Redo" on the Acknowledgement form if the form is re-signed on a different date than the original e-signature.

Select "Save and Exit" if you wish to revisit the task prior to submitting it. Select "Submit" if you have completed the Department Head Evaluation step.



Back Save and Exit Submit

The Task will be routed to the Academic Dean.