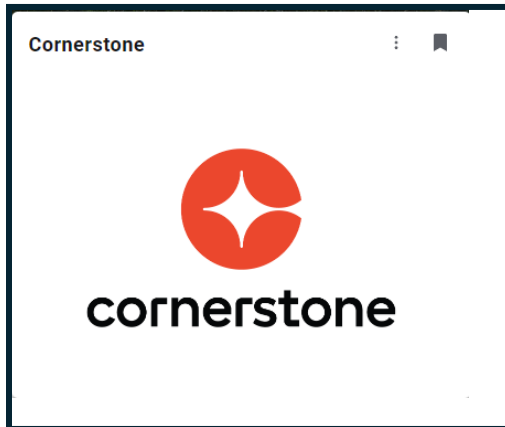
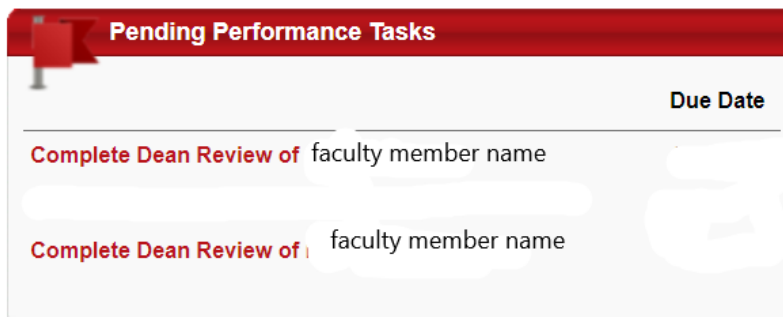


# Step 3: Dean Evaluation of Faculty Member

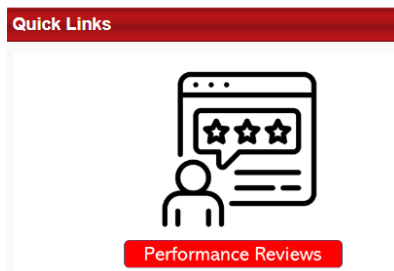
Access Cornerstone with Card in ULINK



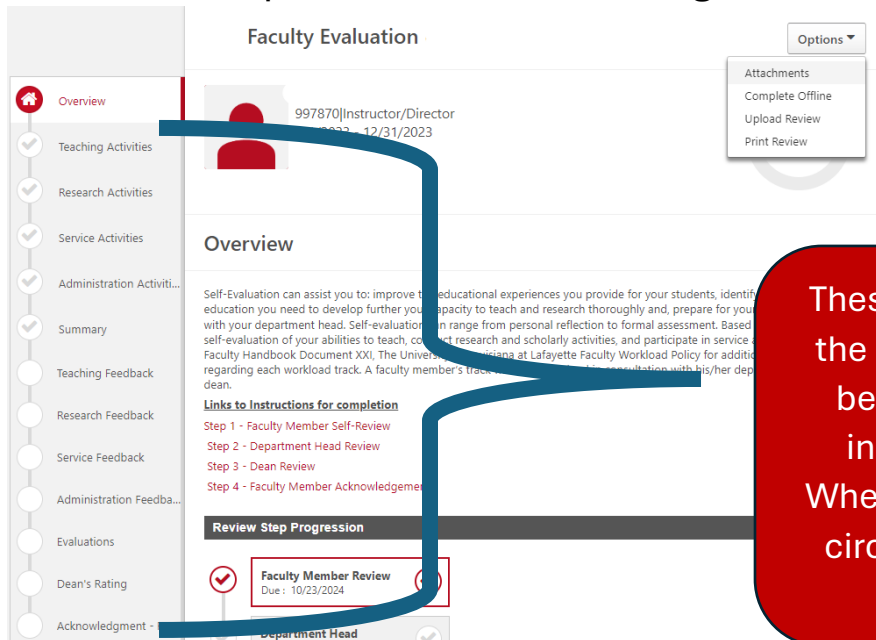
Select the faculty member to review from the Pending Performance Tasks block of the Cornerstone Welcome Page; this step can be submitted anytime prior to the due date indicated.



This box contains a maximum of 10 tasks. Click on the Performance Reviews icon in the Quick Links box to view those that exceed the maximum.



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



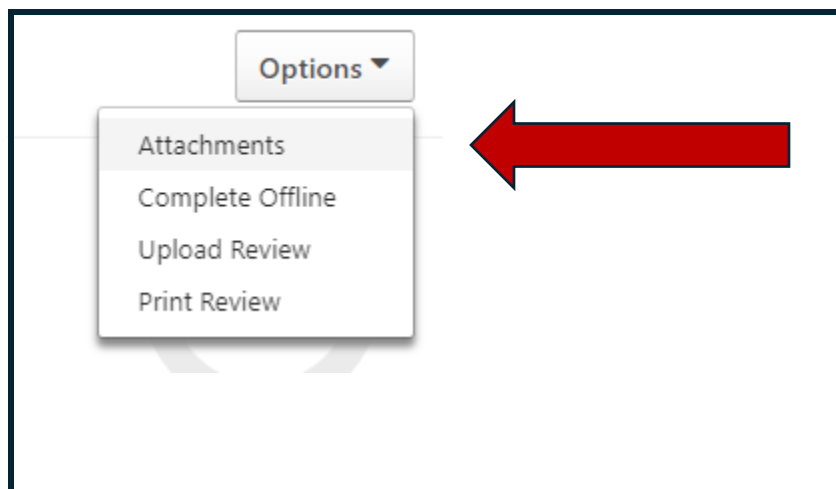
Access any attachments added to the task here

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

Select “Get Started” on the bottom right of the screen

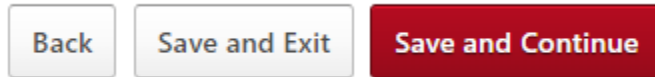


If attachments were added they can be viewed by clicking “Options” on the top right of any form in the evaluation. A maximum of 3 documents can be attached to an evaluation.



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.



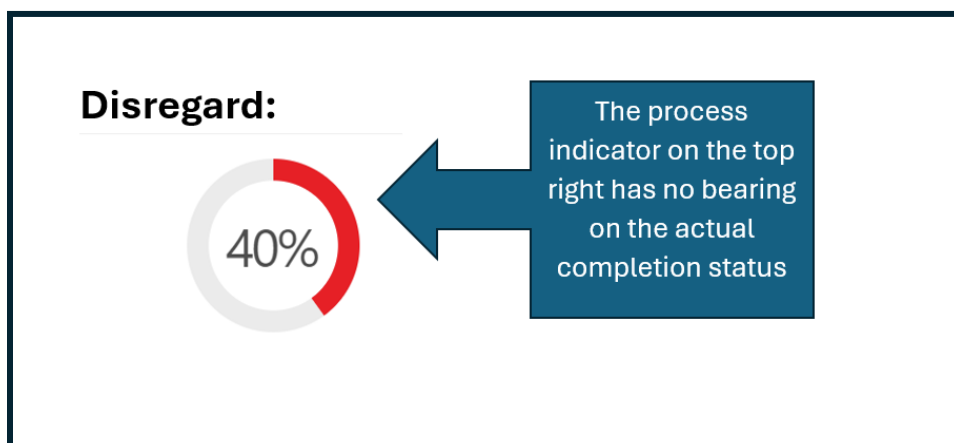
Review the comments made by the Department Head on the **Teaching Feedback** form.

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

Review the comments made by the Department Head on the **Research Feedback** form.

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

Review comments made by the Department Head on the **Service Feedback** form.



Review the comments made by the faculty member on the **Administration Activities** form. This is only completed by faculty members who hold an administrative role within the department with formal release time.

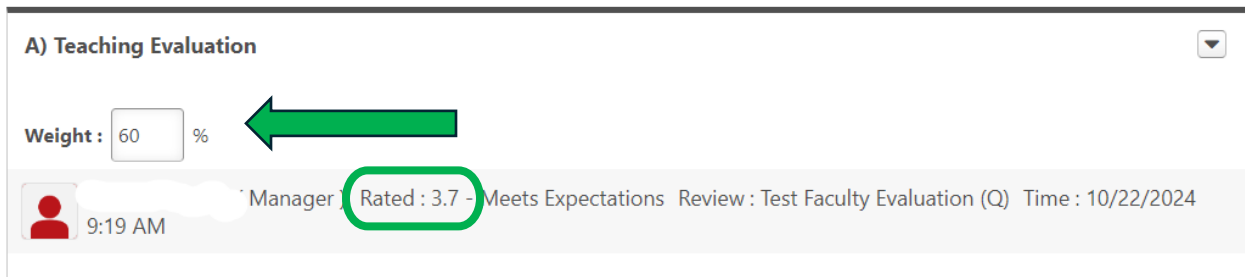
Review comments made by the Department Head on the **Administration Feedback** form.

The **Evaluations** form displays the weight assigned to each category (teaching, research....) and the rating given by the Department Head for each area of the faculty member's performance.

A) Teaching Evaluation

Weight : 60 %

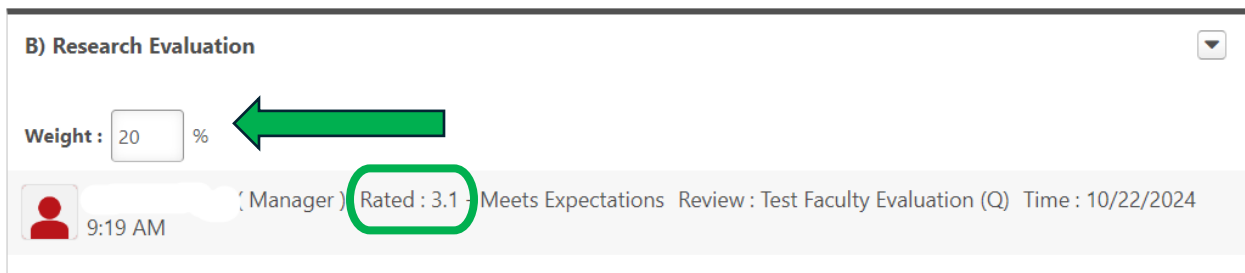
9:19 AM [Manager] Rated : 3.7 - Meets Expectations Review : Test Faculty Evaluation (Q) Time : 10/22/2024



B) Research Evaluation

Weight : 20 %

9:19 AM [Manager] Rated : 3.1 - Meets Expectations Review : Test Faculty Evaluation (Q) Time : 10/22/2024



In accordance with University policy, the Academic Dean may adjust a faculty member's Overall Rating up to 0.5 points, either higher or lower.

Select the **Summary** Page to view the Overall Rating of the faculty member's performance based on the weight and Department Head's rating of each category (Teaching, Research...).

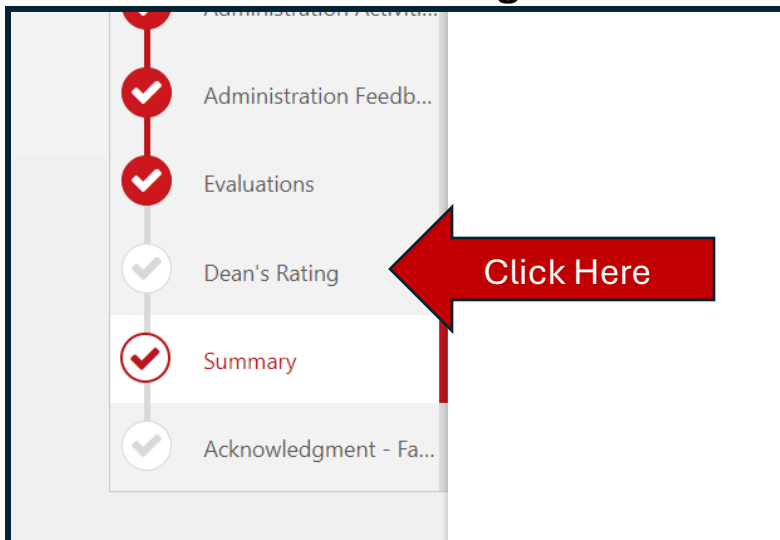


In this example, the Overall Rating is calculated as 3.9. According to University policy, the Dean may adjust this rating up to a maximum of 4.4 or down to a minimum of 3.4, or to any value in between, based on the faculty member's duties and observed performance during the rated year.

Evaluations	Administration Activities (if applicable)	N/A
Dean's Rating	Administration Feedback	N/A
Summary	Evaluations	<b>3.9 / 5.0</b> Meets Expectations (100%)
Acknowledgment - Fa...	Dean's Rating	-
	Overall	<b>3.9 / 5.0</b> Meets Expectations

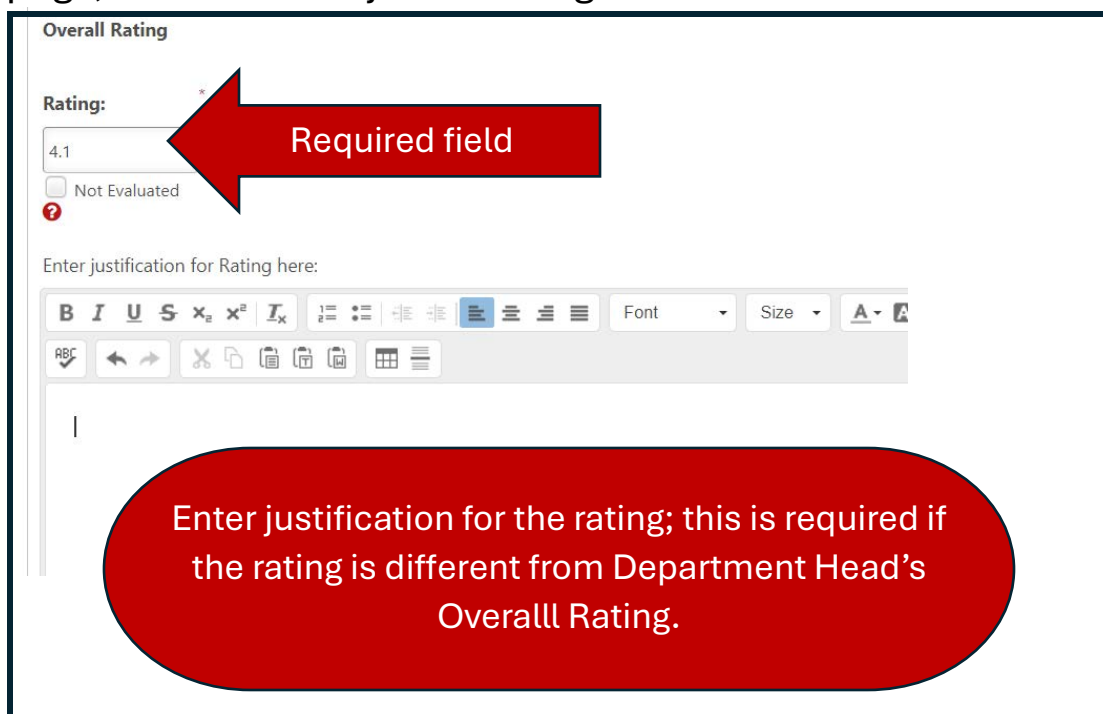
When adjusting an Overall Rating, please consider the weight of the category (teaching, research...) that impacts the Overall rating.

Return to the **Dean's Rating** form to record the rating.



A vertical navigation menu with several items, each preceded by a red checkmark icon. The items are: Administration Feedb..., Evaluations, Dean's Rating, Summary, and Acknowledgment - Fa... A red arrow points from the right towards the 'Dean's Rating' item, with the text 'Click Here' written inside the arrow.

Enter an overall rating that aligns with the rating on the Summary page, or enter an adjusted rating

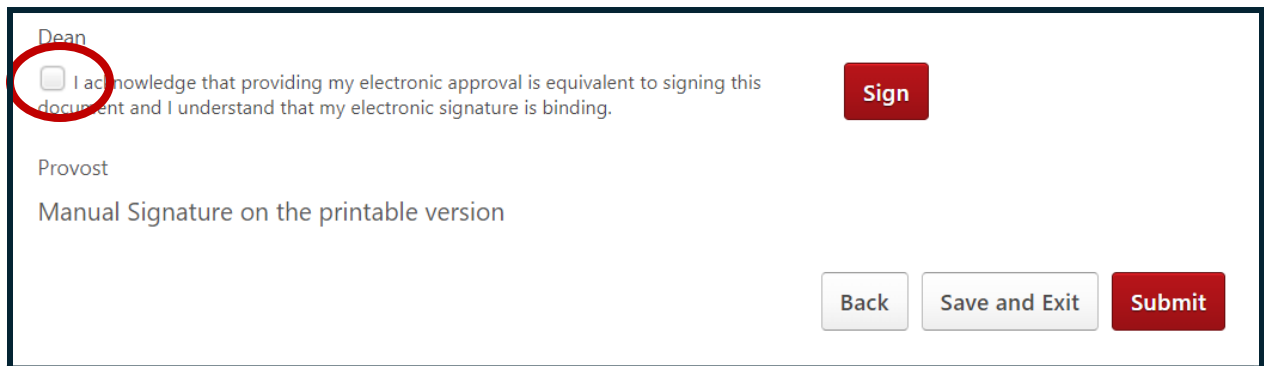


The 'Overall Rating' form contains a 'Rating:' field with the value '4.1'. A red arrow points from the right towards this field, with the text 'Required field' written inside the arrow. Below the rating field is a checkbox labeled 'Not Evaluated' with a red question mark icon to its left. Underneath is a text area with the prompt 'Enter justification for Rating here:' and a rich text editor toolbar. A red oval callout at the bottom of the form contains the text: 'Enter justification for the rating; this is required if the rating is different from Department Head's Overall Rating.'

The Summary page will indicate the Department Head and Dean's Overall Rating.

Overall	<b>3.9 / 5.0</b> Meets Expectations	<b>4.1 / 5.0</b> Exceeds Expectations
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The Evaluation will be electronically signed on the **Acknowledgement** form.



The screenshot shows a form with the following elements:

- A label "Dean" above a checkbox.
- The checkbox is checked and circled in red.
- The text: "I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding."
- A red "Sign" button to the right of the text.
- A label "Provost" above the text "Manual Signature on the printable version".
- At the bottom right, three buttons: "Back", "Save and Exit", and "Submit".

Check the box then select "Sign." The evaluation can be submitted at this time and will be routed to the Faculty Member for his/her acknowledgement.