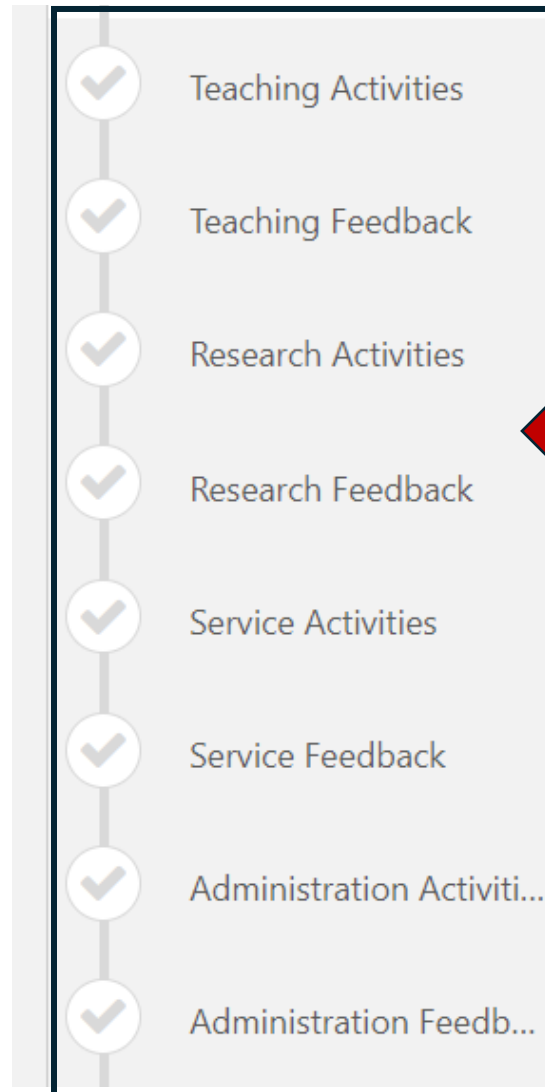# Step 4: Faculty Member Acknowledgement

Open Evaluation from Pending Performance Tasks box on Cornerstone Welcome Page.

Review the comments made on each of these forms in the evaluation:

Teaching Activities

Teaching Feedback

Research Activities

Research Feedback

Service Activities

Service Feedback

Administration Activiti...

Administration Feedb...

You can move from one form to the other by clicking directly on the page.

The circle around the checkmark will be red when you've accessed the form.
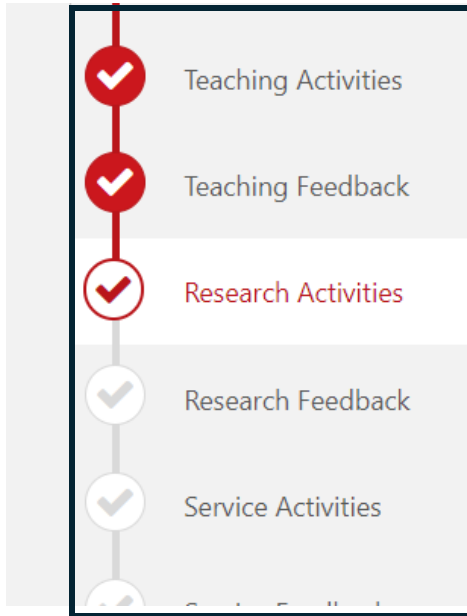
The **Evaluations** form indicates the weight and Department Head's rating for each category (teaching, research….) as well as any comments made regarding the faculty member's performance during the rated year for each category.

Do not change weights in this step as the calculations were completed based on the weight the Department Head entered.

University policy allows the Dean to adjust a faculty member's Overall Rating by up to 0.5 points higher or lower. Refer to the rating on the **Dean's Rating** form, along with any justification provided for adjustments.

91%
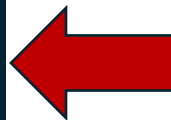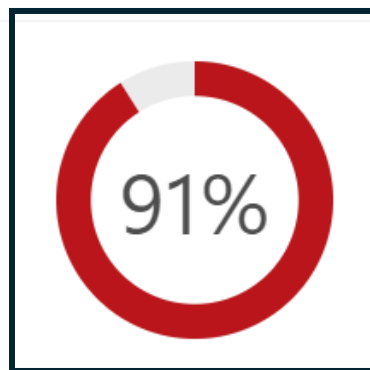
Disregard this indicator.

See the Overall Rating from the Department Head and the Dean on the **Summary** page

	Department Head Review/Discussion/Sign-off	Dean Review and Sign-Off (100 %)
Administration Activities (if applicable)	N/A	N/A
Administration Feedback	N/A	N/A
Evaluations	**3.9** / 5.0 Meets Expectations (100%)	N/A
Dean's Rating	-	**4.1** / 5.0 Exceeds Expectations (100%)
Overall	**3.9** / 5.0 Meets Expectations	**4.1** / 5.0 Exceeds Expectations

The Dean's Rating is the rating of record.

To Dispute the rating

- Compose a written statement of concerns about, or disagreements with, the Evaluation
- Address statement to the Academic Dean
- Send a hard copy of the statement to the Dean
- Attach a copy of the the statement to the Evaluation
  - Click "Options" then select "Attachments"

Statement of disputed rating must be submitted **prior** to the deadline indicated on the Administrative Calendar.

Electronically sign the Evaluation on the **Acknowledgement** form.

Faculty Member

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

Sign

Check the box then click "Sign."

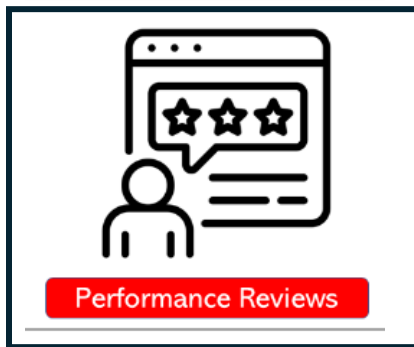The Evaluation is not complete until it is submitted.

Back   **Save and Exit**   **Submit**

✓ Teaching Activities	
✓ Teaching Feedback	
✓ Research Activities	
✓ Research Feedback	
✓ Service Activities	
✓ Service Feedback	
✓ Administration Activiti..	
✓ Administration Feedb...	
✓ Evaluations	
✓ Dean's Rating	
✓ Summary	
✓ Acknowledgment - Fa..	

The option to submit the review will only be available if all the pages have a red circle around the checkmark.

To see previously completed evaluations, select the "Performance Reviews" icon on the Cornerstone Welcome page

Check the "Completed" box