

Navigating PageUp: Faculty Performance Planning & Goal Setting - Faculty Member



How to access PageUp

Once HR launches the forms, you will have access by selecting the link in your email or by going [here](#) to our webpage on MyLSUHSC.

Faculty Member Quick Reference Guide

1. From the Home page, go to My Performance Reviews and select “Faculty Performance Evaluation.” See *Example 1*.

2. The form will open to the Start page. Select “Next” to move through the form, or select a section to begin there. See *Example 2*.

How to Complete Performance Planning Form

Complete each section of your planning form: Faculty Job Performance, Institutional Core Values, Goals, CV, and Additional Documentation. See below for instructions on completing each section.

3. **Faculty Job Performance:** For each category, enter supporting information in the “Measure” box. You can adjust the weight and upload attachments for each category. See *Example 3*. When finished, select “Next.”

4. **Institutional Core Values:** All faculty members will be evaluated on the Institutional Core Values. These values cannot be changed. You may upload supporting attachments. See *Example 4*. When finished, select “Next.”

5. **Goals:** Adding goals is **optional**. To add a goal, select “Add Goal” and enter a title. When finished, select “Next.” You can align the goal with the Strategic Plan, add a status and target date, and upload attachments. When finished, select “Next.”

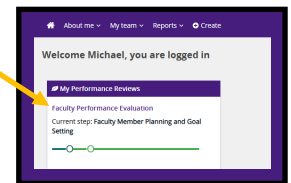
6. **CV & Additional Documents:** You are **required** to attach your current CV. You may also upload additional supporting documents. See *Example 5*. When finished, select “Next.”

How to Submit Performance Planning Form to Manager

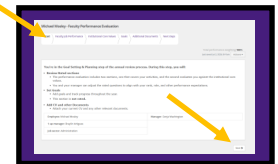
7. Once all sections are complete, select “Go to Next Step” under Next Steps. The form will be sent to your manager for review. See *Example 6*.

8. Your manager may make edits or changes. You will meet to discuss and acknowledge the planning form. See *Example 7*. The form then moves to Performance Year status. Acknowledgement is required, but does not mean agreement.

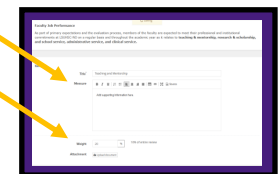
Please submit all questions to talentdevelopment@lsuhsc.edu.



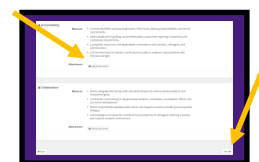
Example 1



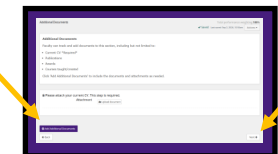
Example 2



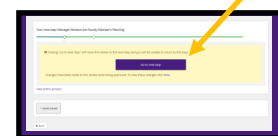
Example 3



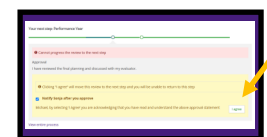
Example 4



Example 5



Example 6



Example 7

Navigating PageUp: Faculty Performance Planning & Goal Setting - Supervisor Review



How to access PageUp

Once the faculty member has completed their planning form, you will receive an email with a link to the form. You can access the form by selecting the link in your email or by going [here](#) to our webpage on MyLSUHSC.

Manager Review Quick Reference Guide

1. From the Home page, go to Team Performance Reviews and select “Faculty Performance Evaluation.” It will be at the Manager Reviews the Faculty Member's Planning step. *See Example 1.*
2. The form will open to the Start page. Select “Next” to move through the form, or select a section to begin there. *See Example 2.*

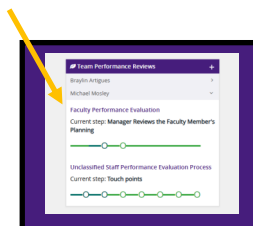
How to Review Performance Planning Form

Managers will review the form to ensure all sections, weights, and required attachments are complete. Managers may make edits or adjustments as needed before finalizing the planning form.

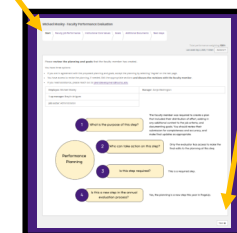
3. **Faculty Job Performance:** For each category, review supporting information in the “Measure” box. You can adjust the weight and upload attachments for each category. *See Example 3.* When finished, select “Next.”
4. **Institutional Core Values:** Review the faculty member’s Core Values section. The Core Values can’t be changed, but you may review or add supporting attachments. *See Example 4.* When finished, select “Next.”
5. **Goals:** Review the faculty member’s goals. Goals are optional. Managers can make updates or add attachments as needed. *See Example 5.* When finished, select “Next.”
6. **CV & Additional Documents:** Confirm that the faculty member has attached their current CV and any required supporting documents. *See Example 6.* When finished, select “Next.”

How to Complete Performance Planning Form

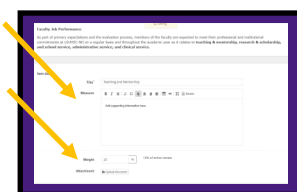
7. Managers will review the planning form with the faculty member and discuss any edits. Select “I Agree” to confirm the meeting. The form will then be sent to the faculty member for acknowledgment. *See Example 7.*
8. Once the faculty member has acknowledged the planning form, the form will be placed into the Performance Year step. **Please submit all questions to talentdevelopment@lsuhsc.edu.**



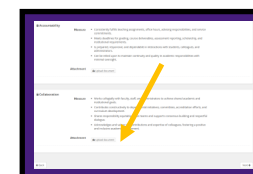
Example 1



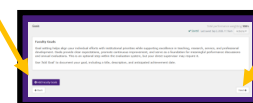
Example 2



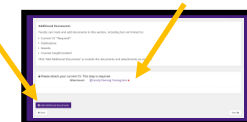
Example 3



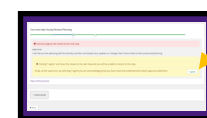
Example 4



Example 5



Example 6



Example 7