

Steps for Associate/Assistant Deans

Completing ALL Faculty Objectives tasks (Instructional/Counselor/Librarian)

1 Locate Faculty Objectives Task (Instructional/Counselor/Librarian)

From **My Tri-C Space**, locate and click the **COMPASS** card to open **COMPASS**.

Employee Success Center



LinkedIn Learning

From the **COMPASS Welcome** page, in the **Action Items** section, locate the **Complete Instructional Faculty/ Counselor/ Librarian Objectives (AY27)** task.

Action Items

Item

Complete Instructional Faculty Objectives (AY27) for Direct Report(s)

2 The Overview page consists of two steps:

Instructional

Faculty/Counselor/Librarian: Create objectives, meet with the Associate/Assistant Dean to discuss objectives and service credits, and sign off.

Associate/Assistant Dean: Review objectives and sign off.

Important: Meet with faculty to discuss objectives and service credits before objectives are entered into COMPASS.

Scroll down and click **Next** to move to the Instructional Faculty Objectives (AY27) page.

Overview

As we begin planning for AY2026-2027, full-time instructional faculty are asked to engage in the objective-setting process to support alignment with department. Each faculty member is required to create at least one objective in each of the following four categories, provided the category represents **5% or more** of their

- Service
- Professional Development / Scholarship / Research / Creative Endeavors
- Teaching / Clinical
- Administrative / Other Duties

Faculty: create your objectives, meet and discuss with Associate/Assistant Dean objectives and service credits, sign off and submit task.

Associate/Assistant Dean: review, sign off and submit task.

Character Count Limit: To stay safely within the **3,000-character count limit**, it is best to aim for approximately **2,700 characters**. Do not use HTML. Draft your and help prevent you from exceeding the character limit.

[Click here to access FACULTY CENTRAL](#). To return to the task, click your browser's back button (top left).

Below are live links. Click to access:

[Instructional Faculty Evaluation Rubric](#)

[How to Upload Attachments to A COMPASS Task](#)

[How to View Attachments After a COMPASS Task is Completed](#)

To advance to the next page, scroll down and click **Next**.

Review Overview

• Faculty: Create Objectives, Meet, Discuss with Assoc/Asst Dean Objectives & Serv Credits, & Sign Off

• Associate/Assistant Dean: Review and Sign Off

Next

3 Instructional Faculty/Counselor/Librarian Objectives (AY27)

Instructional Faculty/Counselor/Librarian:
Provide at least **one** objective for each of the following categories:

- Service
- Professional Development / Scholarship / Research / Creative Endeavors
- Teaching / Clinical or Academic Student Support / Teaching
- Administrative / Other Duties

Each objective must correspond to an area that represents **5% or more** of annual work time. If a category does not meet the 5% threshold, **“Not Applicable”** will appear in the Comments field.

The faculty member’s name, review title, completion time, and objective(s) are displayed for review.

Review all **objectives**.

If edits are needed, refer to the **Reopen a Step Instructions for Associate/Assistant Deans** to return the task to the faculty member.

After reviewing all objectives, scroll down and click **Next** to move to the Sign Off page.

Instructional Faculty Objectives (AY27)

As part of the performance process, instructional faculty are required to create at least one objective for each of the following categories:

- Service
- Professional Development / Scholarship / Research / Creative Endeavors
- Teaching / Clinical
- Administrative / Other Duties

Each objective must correspond to an area that comprises 5% or more of your annual work time. If a category does not meet this threshold, please indicate “Not Applicable”
When drafting your objectives, ensure they are specific, actionable, and aligned with your role and responsibilities. Objectives should reflect meaningful contributions and supp

Identify an objective that supports your contributions in the Service category.

Comments: *
[User] (Self) Review: Instructional Faculty Objectives (AY27) Time: 8/14/2026 11:58 AM

[Rich text editor toolbar]

Identify an objective that supports your contributions in the Professional Development/Scholarship/Research/Creative Endeavors category.

Comments: *
[User] (Self) Review: Instructional Faculty Objectives (AY27) Time: 8/14/2026 11:58 AM

[Rich text editor toolbar]

Identify an objective that supports your contributions in the Teaching/Clinical category.

Comments: *
[User] (Self) Review: Instructional Faculty Objectives (AY27) Time: 8/14/2026 11:58 AM

[Rich text editor toolbar]

Identify an objective that supports your contributions in the Administrative/Other Duties category.

Comments: *
[User] (Self) Review: Instructional Faculty Objectives (AY27) Time: 8/14/2026 11:58 AM

[Rich text editor toolbar]

Save for Later

Previous

Next

4 Sign Off

The **Sign Off** section is used to electronically sign the performance task.

In the Associate/Assistant Dean field, **enter your name** and click **Sign**. Your name and the current date are displayed. If needed, click Redo to sign again.

Comments are optional.

If additional time is needed, click **Save for Later** in the bottom-left corner of the page to save progress and return to the task at a later time.

If ready to submit, proceed to **Step 5: Submit**.

Sign Off (Faculty-Associate/Assistant Dean)

Please acknowledge that you’ve reviewed the components of this performance task by providing your electronic signature.
You have the option to add comments with your signature.

Your final step is to click the **Submit** button at the bottom of the screen.

Instructional Faculty
Jane Jones Date: 8/14/2026

Associate/Assistant Dean

First and last name [Sign]

Comment

[Rich text editor toolbar]

Save for Later

← If need to return later

Previous

Next

Submit

5 Ready to Submit

Scroll to the bottom of the page and click Submit.	Sign Off (Faculty-Associate/Assistant Dean) Please acknowledge that you've reviewed the components of this performance task by providing your electronic signature. You have the option to add comments with your signature. Your final step is to click the Submit button at the bottom of the screen. Instructional Faculty Jane Jones Date: 8/14/2026 Associate/Assistant Dean First and last name Sign Comment Save for Later Previous Next Submit
A confirmation message appears asking whether to submit the review. Click Cancel to return to the task or click Submit Review to complete the submission.	Are you sure you want to submit review for [REDACTED]? You will not be able to modify once you have submitted. Are you sure you want to submit now? Cancel Submit review
A final confirmation message appears indicating the review was submitted successfully. Click Exit.	☒ You have successfully submitted the Associate/Assistant Dean: Review and Sign Off for [REDACTED]! Exit Return to Review

An email is sent to the faculty member letting them know their performance task has been completed.

Performance Review Summaries can be found by hovering over Performance tab

- Selecting **Performance Reviews**
- **My Assigned Reviews** tab is automatically selected.
- Under **Status**: **Check the box for Completed**.
- All completed reviews will be displayed. **Click on Title** of the review that you want to open. (**NOTE**: some of the columns have up/down arrows next to the title name. **Click title name** to move the data back or forwards. This can be very helpful with the **Start Date** column.

- **Click on name of person** in the review. You can review their task by sections (left hand column) or open up a PDF by going to **Options** in the upper right corner. **Click the drop-down arrow** and **select Print Review**. A PDF will download for you to open.

If you need further assistance, email humanresources@tri-c.edu.