

Steps for Full-Time Instructional Faculty

Completing Instructional Faculty Objectives task

1 Locate Instructional Faculty Objectives Task

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 Objectives (AY27)** task.



2 The Overview page consists of two steps:

Instructional Faculty: Create objectives, meet with the Associate Dean to discuss objectives and service credits, and sign off.

Associate Dean: Review and sign off. Comments are optional.

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 yours will give you some cushion 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 Objectives (AY27)

Instructional Faculty: Enter 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 represents **5% or more** of annual work time.

If a category does not meet the 5% threshold, enter “**Not Applicable**” in the Comments field.

In each **Comments field**, enter an objective that is specific, actionable, and aligned with role and responsibilities. Objectives should reflect meaningful contributions and support individual growth and departmental priorities.

After entering all objectives, scroll down and click **Next** to move to the **Sign Off (Faculty Objectives)** 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**” in the Comments field. When drafting your objectives, ensure they are specific, actionable, and aligned with your role and responsibilities. Objectives should reflect meaningful contributions and support both individual growth and departmental priorities.

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

Comments *

Type objective(s) or Not Applicable

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

Comments *

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

Comments *

Save for Later

Previous

Next

4 Sign Off (Instructional Faculty)

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

In the **Faculty** 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
First and last name **Sign**

Associate/Assistant Dean
Pending Signature

Comment

Save for 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 First and last name Sign Associate/Assistant Dean Pending Signature Comment B I U S L 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 your Faculty: Create Objectives, Meet, Discuss with Assoc/Asst Dean Objectives & Serv Credits, & Sign Off? 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 Faculty: Create Objectives, Meet, Discuss with Assoc/Asst Dean Objectives & Serv Credits, & Sign Off! Exit Return to Review

An email is sent to your Associate Dean letting them know your Faculty Objectives (AY27) task is ready for review and sign off.

NOTE: After Associate Dean signs off, you will receive an email stating your Faculty Objectives (AY27) task is **completed**.

A PDF of your objectives can be found by hovering over Performance tab in COMPASS

- Select **Performance Reviews**.
- Click the **My Personal Reviews** tab.
- Click the review title (for example, **Instructional Faculty Objectives (AY27)**).
- A PDF of the review downloads. Open the PDF to view the completed review.

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