# Steps for Associate/Assistant Deans

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

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

In My Tri-C Space – locate and click on COMPASS card. This will take you directly into COMPASS.



Find the Complete (Instructional Faculty/Counselor/Librarian) Objectives (FY26) for Direct Report(s) task on your COMPASS Welcome page under the Action Items section.

Click on the **Link** to enter the task (example below).



### 2 The Overview page consists of two steps:

- Instructional Faculty/Counselor/Librarian: Create Objectives, Meet and Discuss with Associate/Assistant Dean Objectives and Service Credits, and Sign Off.
- Associate/Assistant Dean: Review and Sign Off.

**IMPORTANT:** Meet and discuss with your faculty before they enter their objectives into COMPASS.

Scroll down and click **Next** to move to the **Instructional Faculty Objectives (FY26)** page.





#### 3 Instructional Faculty/Counselor/Librarian Objectives (FY26)

**Instructional Faculty/Counselor/Librarian** provides 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

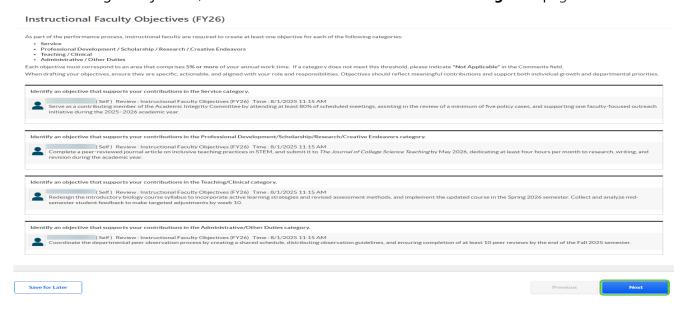
Each objective must correspond to an area the comprises 5% or more of their annual work time.

If a category does not meet this threshold, "Not Applicable" will be in the comments field.

Faculty's name/review title/time completed will display followed by **objective(s)** to be reviewed.

If you need to **Reopen the task** back to faculty to make edits, follow the **Reopen a Step Instructions** for **Associate/Assistant Deans.** 

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



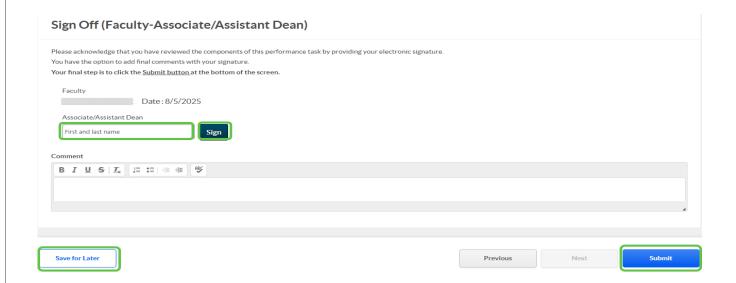
## 4 Sign Off

**Sign Off** section allows you to electronically sign the performance task.

• In the open field under Associate/Assistant Dean **enter your name** and **click Sign**. Your name and a date will appear. (If necessary, you can re-sign by clicking the Redo button.

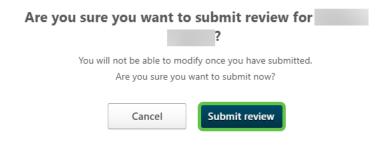
Comments are Optional.

If you are **not ready** to submit, click the **Save for Later** button (bottom left of page). This allows you to save your work and return to the task at another time.



#### 5 Ready to Submit

- Scroll to bottom of page and click Submit button.
- A message is displayed asking if you are sure you want to submit.
- **♣** To return to task, click **Cancel.** If done, click **Submit review**.



4 A final message is displayed letting you know you have successfully submitted the review. Click EXIT.



# You have successfully submitted the Associate/Assistant Dean: Review and Sign Off for !



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 <a href="mailto:humanresources@tri-c.edu">humanresources@tri-c.edu</a>.