

# Steps for Associate/Assistant Deans

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

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

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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:

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- **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.

## 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 (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 that 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.

### Instructional Faculty Objectives (FY26)

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.



( Self ) Review : Instructional Faculty Objectives (FY26) Time : 8/1/2025 11:15 AM

Serve as a contributing member of the Academic Integrity Committee by attending at least 50% of scheduled meetings, assisting in the review of a minimum of five policy cases, and supporting one faculty-focused outreach initiative during the 2025–2026 academic year.

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



( Self ) Review : Instructional Faculty Objectives (FY26) Time : 8/1/2025 11:15 AM

Complete a peer-reviewed journal article on inclusive teaching practices in STEM, and submit it to *The Journal of College Science Teaching* by May 2026, dedicating at least four hours per month to research, writing, and revision during the academic year.

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



( Self ) Review : Instructional Faculty Objectives (FY26) Time : 8/1/2025 11:15 AM

Redesign the introductory biology course syllabus to incorporate active learning strategies and revised assessment methods, and implement the updated course in the Spring 2026 semester. Collect and analyze mid-semester student feedback to make targeted adjustments by week 10.

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



( Self ) Review : Instructional Faculty Objectives (FY26) Time : 8/1/2025 11:15 AM

Coordinate the departmental peer observation process by creating a shared schedule, distributing observation guidelines, and ensuring completion of at least 10 peer reviews by the end of the Fall 2025 semester.

Save for Later

Previous

Next

## 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.

The screenshot shows a web form titled "Sign Off (Faculty-Associate/Assistant Dean)". It contains the following elements:

- Instructions: "Please acknowledge that you have reviewed the components of this performance task by providing your electronic signature. You have the option to add final comments with your signature. Your final step is to click the **Submit button** at the bottom of the screen."
- Faculty field: A text input field with a date "Date : 8/5/2025" displayed next to it.
- Associate/Assistant Dean field: A text input field labeled "First and last name" with a green border, and a blue "Sign" button next to it.
- Comment field: A rich text editor with a toolbar (bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, undo, redo) and a large text area.
- Bottom navigation: A "Save for Later" button with a green border on the left, and "Previous", "Next", and "Submit" buttons on the right. The "Submit" button is highlighted with a green border.

## 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**.

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 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 [redacted] !



Exit

Return to Review



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

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### 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.

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If you need further assistance, email [humanresources@tri-c.edu](mailto:humanresources@tri-c.edu).