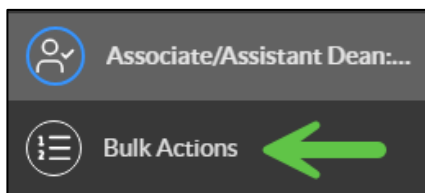
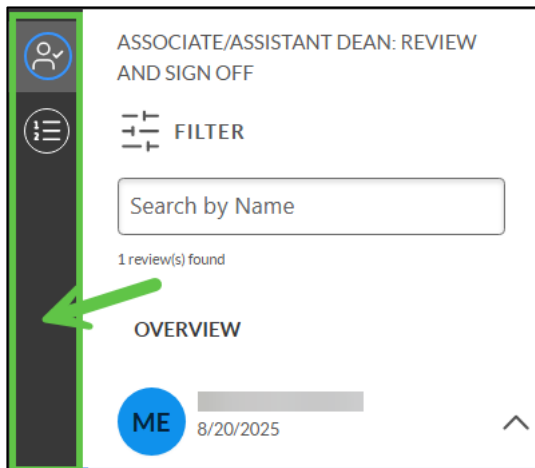


# Reopening a Step

Instructions on Reopening a Step (associate/assistant dean and faculty)

## Reopen Task Back to Faculty

- A task can be reopened back to one or more faculty to make adjustments.
- **Hover** your mouse over the black vertical bar (left side) and the bar will automatically expand.
- Click on **Bulk Actions**.
- Click **Anywhere in the white area** on the page to move the black bar back.



### Bulk Actions:

1. **Assigned Step:** Click on **Drop Down Arrow** and select step to reopen.
2. Click the **Check Box** for one or more employees. (Only select more than one if the reason is the same – otherwise stick to one reopen at a time.)
3. Click on **Reopen Step** button. A Reopen Step window opens.

### Bulk Actions

Reopen Sign Off Submit

Select Review Steps you would like to reopen in bulk. Please note that only 1 step type can be reopened at a time.

Assigned step

1

Completed step

Search

Faculty: Create

All completed steps

Search by name

Search

1 of 1 Selected Show Selected Reviewees

<input checked="" type="checkbox"/>	↑↓ Name	↑↓ User ID	↑↓ Step Assigned	↑↓ Step Assigned To	↑↓ Reopened	Reopened Due Date	Comments
<div>2<input checked="" type="checkbox"/></div>			Faculty: Create Objectives, Meet, Discuss with Assoc/Asst Dean Objectives & Serv Credits, & Sign Off		No		

3

Reopen Step

- Associate/Assistant Dean is to select a due date for the reopen step to be completed and returned. Click on **Calendar** icon.
- In the Comment for Reviewer box, **Type Reason** for reopening the step. Faculty will be able to view the comment when they reopen their task.
- Click **Reopen Step**.
- A message displays that you successfully reopened step. Click **Close**.

Reopen Step

×

Are you sure you want to reopen Faculty: Create Objectives, Meet, Discuss with Assoc/Asst Dean Objectives & Serv Credits, & Sign Off step for 1 reviewee?

The current step will be closed and will not be available to you until the Faculty: Create Objectives, Meet, Discuss with Assoc/Asst Dean Objectives & Serv Credits, & Sign Off step is submitted. Please select the new due date for Faculty: Create Objectives, Meet, Discuss with Assoc/Asst Dean Objectives & Serv Credits, & Sign Off step.

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

mm/dd/yyyy

4

Comment for reviewer

5

Type reason for reopening the task.

6

Cancel

Reopen step

0 / 1000

A green circular icon with a white checkmark is centered at the top. Below it, the text "You successfully reopened Faculty: Create Objectives, Meet, Discuss with Assoc/Asst Dean Objectives & Serv Credits, & Sign Off step for 1 reviewee!" is displayed in a bold, black, sans-serif font. At the bottom left, there is a green circle containing the number "7". To the right of the number is a rectangular button with a green border and a light gray background, containing the word "Close" in a black, sans-serif font.

## View Reopened Steps:

- **Assigned Step:** Select **Step** it was reopened to from drop down.
- **Completed Step:** Select **Reopened Steps** from drop down. Information will appear to let you know which faculty have been reopened and the reason/comments provided. If no information appears, then nothing is reopened at this time.

**Bulk Actions**  
Reopen Sign Off Submit

Select Review Steps you would like to reopen in bulk. Please note that only 1 step type can be reopened at a time.

Assigned step

Completed step

Faculty: Create

Reopened steps

Search

Search by name

Search

0 of 1 Selected Show Selected Reviewees

	↕ Name	↕ User ID	↕ Step Assigned	↕ Step Assigned To	↕ Reopened	↕ Reopened Due Date	Comments
			Faculty: Create Objectives, Meet, Discuss with Assoc/Asst Dean Objectives & Serv Credits, & Sign Off		Yes	7/31/2025	Edit Service category objective to add more content.

Reopen Step

**Note:** During bulk action processing, the manager cannot navigate away from the Bulk Actions page.

**Emails:** An email will automatically be sent from the system to the faculty member when their review has been reopened back to them. When the faculty member resubmits, an email will automatically be sent to the associate/assistant dean from the system titled, *"Performance Review Assigned to Manager"* along with faculty's name. This will let associate/assistant dean know they have a task to review.



Click on the **Person** icon (left-hand column) to go back to the faculty review(s).

**IMPORTANT:** If you Reopen a task back to an employee, **the task will disappear from the faculty reviews** (left-hand column). It will be returned after the faculty member resubmits their task. If you have several faculty, their reviews will be there as long as their task has not been reopened.

MANAGER: REVIEW GOALS, AND SIGN OFF

FILTER

Search by Name

0 review(s) found

A placeholder icon for a document or review, indicating no results were found.

No reviewees found

Please try again using different filters

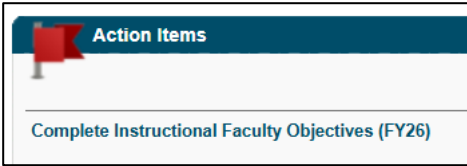
Clear All Filters

If you want to leave the task and come back later, click **Save for Later** (located at the bottom left of page).

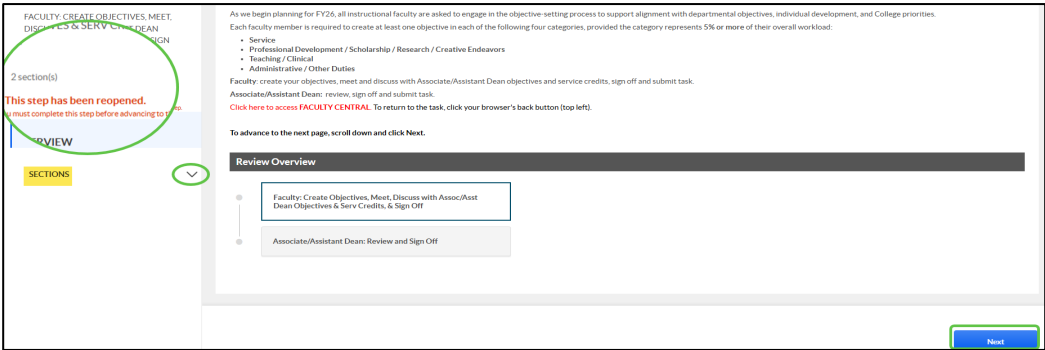


# Faculty Receives Task Back for Edits

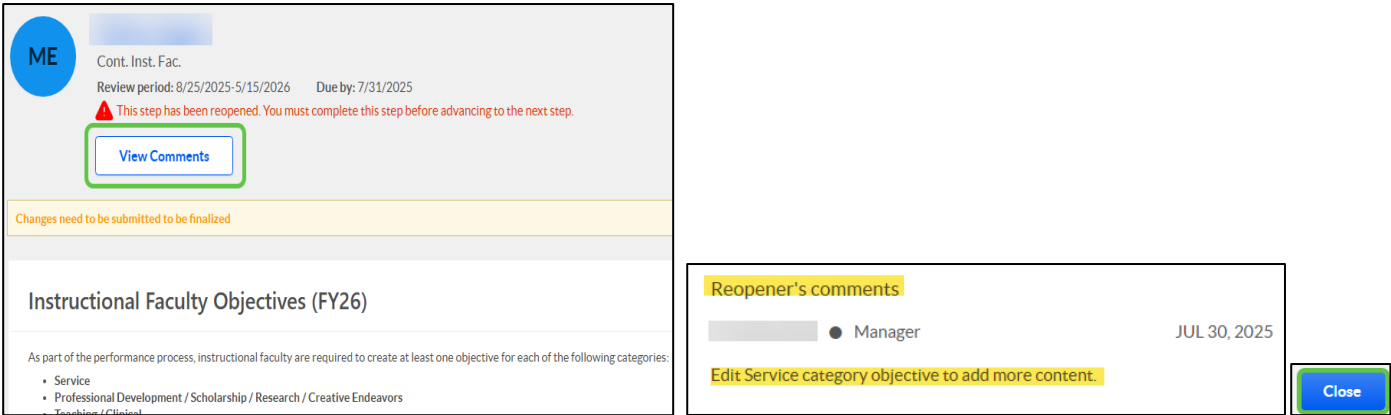
After associate/assistant dean reopens step back to faculty, a system email will be sent to the faculty member, and the task will be found under the **Action Items** section on the faculty's COMPASS Welcome page. Click on the **link** to open the task.



It will be stated in **RED** (**\*This step has been reopened.**) Click **Next** or click on **Arrow** next to Sections.



Click **View Comments** which will display a flyout with comments from associate/assistant dean. Click **Close** to proceed with Edits.



Make necessary **Edits in the Comments field**. When you are done, click **Submit**.

DISCUSS WITH ASSOC/ASST DEAN OBJECTIVES & SERV CREDITS, & SIGN OFF

2 section(s)

**\* This step has been reopened.**  
You must complete this step before advancing to the next step.

OVERVIEW

SECTIONS

- Instructional Faculty Obj... ✓
- Sign Off (Faculty Objectives) ✓

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

Comments: \*

Coordinate and lead two student-focused workshops on career readiness during the Fall 2025 semester, in collaboration with the Career Services Office, to support student development and enhance departmental engagement by December 15, 2025]

Make edits to your objectives.

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

Comments: \*

Complete a peer-reviewed article on inclusive teaching practices and submit it to the *Journal of Higher Education Pedagogy* by March 1, 2026, to contribute to scholarship in instructional effectiveness and equity.

Previous Next **Submit**

A message is displayed asking if you are sure you want to submit. Click **Submit review**.

**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 message will display letting you know you have successfully submitted the task. Click **EXIT**.

✓

**You have successfully submitted the Faculty: Create Objectives, Meet, Discuss with Assoc/Asst Dean Objectives & Serv Credits, & Sign Off for**

!

Exit **Return to Review**

**\*Associate/Assistant Dean will be notified by email that the task was resubmitted back to them.**

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