

# Steps for Associate/Assistant Deans

Completing ALL Faculty Update/Modify tasks

## 1 Locate Faculty Update/Modify 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) Update/Modify 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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1. **Instructional Faculty/Counselor/Librarian:** Update/Modify Objectives and Sign Off.
2. **Associate/Assistant Dean:** Review and Sign Off.

**IMPORTANT:** This task will **AUTOMATICALLY** move end of day (11:55 p.m.) on 1/30/25 to completion.

Scroll down and click **Next** to move to the **Instructional Faculty Objectives (AY26) (view only)** page.

## Overview

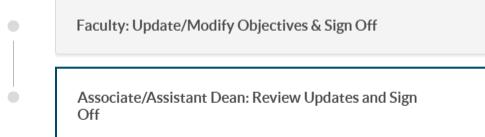
At the midpoint of the academic year, faculty may revise or update their previously established Instructional Faculty Objectives to reflect progress, shifts in priorities, or new information. Use this task to record any updates or modifications to objectives in the Service, Professional Development/Scholarship/Research/Creative Endeavors, Teaching/Clinical, and Administrative/Other Duties categories. If no updates are necessary, no further action is required.

- **If you have updates:**  
Use this task to add or revise your objectives. Please ensure that all updates are submitted by January 23, 2026, at 11:55 p.m.
- **If you have no updates:**  
No action is required. You do not need to complete the task.
- **Important Deadline:**  
After January 23, 2026, the task will automatically advance to your Associate/Assistant Dean for review on January 24, 2026. Any updates must be submitted before the deadline to be included in the review.

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

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

### Review Overview



**Next**

## 3 Instructional Faculty/Counselor/Librarian Objectives (AY26)

This page is for **VIEWING ONLY!** You can view all the objectives that were set at the beginning of the academic year for the faculty member. No changes can be made on this page.

### Instructional Faculty Objectives (AY26)

If you are completing the [AY26 Instructional Faculty Updates](#), this is a **VIEW ONLY** page with historical information provided by the faculty member at the beginning of the academic year. Any updates or modifications will be made on the next page. Click **NEXT**.

If you are completing the [AY26 Instructional Faculty Objectives Planning](#), please continue reading the below directions.

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.

 (Manager) Review: Instructional Faculty Objectives (AY26) Time : 9/16/2025 12:01 PM  
Okay. Might be good to also put some measurement to the BW event.

 (Self) Review: Instructional Faculty Objectives (AY26) Time : 8/29/2025 10:14 AM  
Participate in two community service events with the student organizations I advise (Psi Beta / Psychology Club) per semester. Lead the students in learning how to coordinate these events and recruit student participants. One of the events will be coordinated with Psi Chi at Baldwin Wallace University to encourage collaboration between Associate and Bachelor's institutions' psychology honor societies.

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

 (Manager) Review: Instructional Faculty Objectives (AY26) Time : 9/16/2025 12:01 PM  
Sounds like a great strategy.

 (Self) Review: Instructional Faculty Objectives (AY26) Time : 8/29/2025 10:14 AM  
I will recruit eligible Psi Beta members at the start of the 16-week and 14-week sessions in both Fall & Spring. This will include: running data reports, educating eligible students about Psi Beta, inviting them to join, creating the new roster, planning the induction ceremony, and hosting the event.

**Save for Later**

Previous

**Next**

After reviewing original objectives, scroll down and click **Next** to move to the **Faculty Update/Modify Objectives (AY26)** page.

## 4 Instructional Faculty/Counselor/Librarian Update/Modify Objectives (AY26)

This section allows faculty to provide any **updates or modifications** to their Faculty Objectives that were established at the beginning of the academic year.

- Faculty with updates or modifications will have provided those changes on this page.
- Review changes. If you go into a task with no changes, you do not have to sign off. You can exit the task.

**IMPORTANT:** You will receive information via email on who has **completed the tasks** from your team so that you don't have to go through all the tasks randomly.

### Instructional Faculty Update/Modify Objectives AY26

Please review the faculty member's midyear updates or modifications to their Instructional Faculty Objectives.

As you complete your review, please:

- Confirm that any updates or revisions are clear, appropriate, and aligned with instructional priorities.
- Sign off and Submit the review when you are finished.

Deadline:

All reviews must be completed by January 30, 2026, at 11:55 p.m.

\*After this time, the task will automatically close and no further changes can be made.

Enter any updates or modifications to your Service objective(s).



(Self) Review : Instructional Faculty Objectives Update (AY26) Time : 12/5/2025 1:46 PM

I would like to make some changes to my service objective.

Enter any updates or modifications to your Professional Development/Scholarship/Research/Creative Endeavors objective(s).

Enter any updates or modifications to your Teaching/Clinical objective(s).

Enter any updates or modifications to your Administrative/Other Duties objective(s).

[Save for Later](#)

[Previous](#)

[Next](#)

Scroll down and click **Next** to move to the **Sign Off** (Faculty-Associate/Assistant Dean) page.

## 5 Sign Off

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

1. 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.)
2. 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.

### Sign Off (Faculty-Associate/Assistant Dean)

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  
[Redacted] Date : 8/5/2025

Associate/Assistant Dean  
First and last name  **Sign**

Comment  
 

**Save for Later** **Previous** **Next** **Submit**

## 6 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

1. Selecting **Performance Reviews**
2. **My Assigned Reviews tab** is automatically selected.
3. Under **Status: Check the box for Completed**.
4. 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.)
5. **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).