

Faculty Performance Year-End FAQs

- **Can I edit after submitting my year-end review?**
 - Your associate/assistant dean can reopen the task and send back to you for edits, but this must be completed in time for the associate/assistant dean to review and submit by May 3rd. After this time, the year-end review cannot be edited.
- **Who do I contact for COMPASS help?**
 - Michelle Kuskin, Michelle.Kuskin@Tri-C.edu, Manager, Talent Management Systems
- **COMPASS attachment uploads: is there a maximum file size and amount you can upload?**
 - Yes, the maximum file size is 1 MB. You can upload up to three attachments. Please refer to the [How to Upload Attachments to a COMPASS](#) Task resource document.
- **Where can I find faculty evaluation resource documents?**
 - Faculty Central [Tri-C Faculty Central Information: Cleveland, Ohio](#) under [Tri-C Faculty Evaluations: Cleveland, Ohio](#)
- **Who do I contact for Explorance Blue help?**
 - Our Tri-C Explorance Blue Database Administrators: helpcoursefeedback@tri-c.edu
- **Can I upload any other documents outside of the aggregate student report?**
 - Yes, you can upload any documents you would like.
- **What if an objective changed?**
 - All objectives would have to had been edited by January 23, 2026.
- **Who receives the faculty year-end evaluation?**
 - Instructional faculty: Associate Dean
 - Non-Instructional faculty: Assistant Dean
 - School/Academic Success Dean (optional step)
- **Instructional Faculty: Do I need to include my student feedback from Explorance Blue?**
 - Yes, all instructional faculty are required to submit student feedback as it is a critical measure of instructional effectiveness and represents 25% of the teaching component of the overall annual faculty evaluation.

Faculty aggregate student feedback reports from Fall 2025 are *required* to be included as part of the 2025–26 faculty year-end evaluations. Additionally, aggregate reports from Spring 2026 and Fall 2026 will be required in the next 2026–27 evaluation cycle. Strong response rates are essential to ensure results are representative, meaningful, and fair.

- Please review information on [How to Upload Explorance Blue Instructor Aggregate Report](#) into Compass for Year-End Evaluation.



- **Non-instructional: Do I need to incorporate student feedback in my performance evaluation?**
 - If available, counselors and librarians should utilize student feedback via surveys to support their overall annual faculty evaluation.

- **What happens if I receive a negative comment(s) from my student feedback forms?**
 - Negative comments are a normal part of teaching and are reviewed within a broader, holistic evaluation process. Student feedback is one component of the overall review and are considered alongside other evidence, such as peer observations and course materials. Reviewers focus on patterns and trends over time rather than isolated remarks.

Negative comments alone do not automatically result in adverse consequences. The process is intended to be fair, contextual, and supportive of professional growth.

- **Can I review my self-review with my Associate or Assistant Dean prior to submitting it?**
 - Yes, you can meet with your Associate or Assistant Dean to review your self-review before submitting to help refine or answer questions. However, please be sure not to submit the final self-review until you are ready, because once you submit it, you cannot edit it.
- **Am I still required to sign off on my year-end review if I do not agree with the performance rating?**
 - Yes, you are required to sign off on your year-end review; however, signing off on your review does not indicate that you agree with the rating received but is rather the final step in the review process. If you disagree with your rating, please talk with your Associate or Assistant Dean.
- **What happens if I receive a 'Does Not Meet Expectations' rating in my year-end review?**
 - If a tenured faculty member receives a 'does not meet expectations' evaluation within the same evaluative category for a minimum of two of the past three consecutive years on the faculty member's annual performance evaluation, a post-tenure review shall be conducted in accordance with the College procedures.

Any faculty member who receives this rating is encouraged to work proactively with their respective dean to develop a plan for improvement. This may include coaching, mentoring, professional development opportunities, or other appropriate support. The goal of this process is developmental - to provide clear expectations, structured support, and a pathway toward improvement and future success.

There is also an appeals process that can be followed if desired. For more information, refer to the [Policy on Faculty Evaluation](#).