

# Steps for Full-Time Instructional Faculty

## Completing Instructional Faculty Annual Performance Evaluation task

### 1 Locate Instructional Faculty Annual Performance Evaluation Task

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



Find the **Complete Instructional Faculty Annual Performance Evaluation (AY26)** task on your **COMPASS Welcome page** under the **Action Items** section.

Click on the **Link** to enter the task.



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

- **Instructional Faculty:** Provide Summary, Self-Rate, Attach Aggregate Report, & Submit.
- **Associate Dean:** Review, Meet & Discuss with Faculty, Sign Off & Submit.
- **Dean:** Review & Sign Off (Optional)
- **Instructional Faculty:** Review & Sign Off

#### Overview

Welcome to the AY26 Annual Performance Evaluation process.

This annual evaluation for Academic Year 2025–2026 provides you with the opportunity to reflect on your accomplishments and highlight the impacts of your work during the past academic year.

**What to Expect**

The task includes:

- View only pages displaying the objectives you established at the beginning of the academic year.
- Any updates or modifications submitted during the January revision period.
- If no changes were made in January, the page would be blank.

You will also complete summary sections for each applicable category. Each category includes a rating scale for you to select the rating that best reflects your performance.

**Performance Categories**

- Service
- Professional Development / Scholarship / Research / Creative Endeavors
- Teaching / Clinical
- Administrative / Other Duties

**Rating Scale**

- Exceeds Performance Expectations
- Meets Performance Expectations
- Does Not Meet Performance Expectations
- Not Applicable

\*Refer to Evaluation Rubric on Faculty Central

**Process Steps**

**Faculty**

- Provide summary for each applicable category.
- Attach your Fall 2025 Aggregate Report. Only three attachments can be uploaded to task no larger than 1MB each. (Refer to the [How to Upload Attachments](#) document on Faculty Central).
- Submit the task.

**Associate Dean**

- Review the evaluation.
- Meet with faculty to discuss.
- Sign off and submit the task.

**Dean (Optional)**

- Review and sign off

**Faculty**

- Review and complete final sign off.

[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.

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

**Review Overview**

- Faculty: Provide Summary, Self-Rate, Attach Aggregate Report, & Submit.
- Associate Dean: Review, Meet & Discuss with Faculty, Sign Off and Submit
- Dean: Review & Sign off (OPTIONAL)
- Faculty: Review & Sign Off

 **Next**

### 3 Instructional Faculty Objectives (AY26) – View Only Page

This page is a **VIEW ONLY** page displaying the objectives submitted by the instructional faculty member at the beginning of the academic year. Please use this information as a reference when completing your category summaries.

If applicable, reference both this page and the original objectives when preparing your category summaries.

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

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

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

 (Self) Review : Instructional Faculty Update/Modify Objectives (AY26) Time : 1/21/2026 5:15 PM

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**

## 4 Instructional Faculty Update/Modify Objectives (AY26) – View Only Page

This page is a **VIEW ONLY** page containing any updates or modifications submitted during the January Instructional Faculty Update/Modify Objectives (AY26) process. Faculty who did not submit updates during that period will see a blank page.

If applicable, reference both this page and the original objectives when preparing your category summaries.

After reviewing this section, scroll down and click **Next** to move to the **Instructional Faculty Service Evaluation (AY26)**.

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

(Self) Review : Instructional Faculty Update/Modify Objectives (AY26) Time : 1/11/2026 3:34 AM

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

(Self) Review : Instructional Faculty Update/Modify Objectives (AY26) Time : 1/11/2026 3:34 AM

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

(Self) Review : Instructional Faculty Update/Modify Objectives (AY26) Time : 1/11/2026 3:34 AM

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

Save for Later Previous Next

## 5 Instructional Faculty - Service, Professional Dev/Scholarship/Research/Creative Endeavors, Teaching/Clinical, Administrative/Other Duties Evaluation (AY26)

- All categories will have the same layout; however, you must complete each category on its own page.
- Provide a summary of your contributions and their impact for each category, including specific examples, on the corresponding page.
- Select a rating for each category. If a category does not apply to you, enter **N/A** in the comments and select **Not Applicable** from the rating scale.
- Upload your Fall 2025 aggregate report(s) from Explorance Blue by selecting **Options** (upper right corner of the task), choosing **Attachments**, and uploading your file(s). See the instructional aid on **Faculty Central** titled *How To Upload Attachments To A COMPASS TASK*.

Supporting documents to assist with this process are available on **Faculty Central**. Refer to the **Evaluation Rubric for Instructional Faculty** for guidance on rating criteria.

## Example of Service Evaluation:

### Instructional Faculty Service Evaluation (AY26)

Service includes contributions to the college and community, engagement with the school, department, or campus, and participation in required events or mandatory days. Faculty Service credit will serve as source documentation.

Provide a summary of your Service contributions and their impact, and select a rating.

Supporting documents to assist with this process are available on [Faculty Central](#). Refer to the Evaluation Rubric for Instructional Faculty for guidance on rating criteria.

Describe your Service contributions and their impact. Provide examples.



Please rate your overall performance for Service.

Select 

- ✓ Select
- Exceeds Performance Expectations
- Meets Performance Expectations
- Does Not Meet Performance Expectations
- Not Applicable

Save for Later

Previous

Next 

## 6 Ready to Submit

- ✚ On the last page, 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 your Faculty: Provide Summary, Self-Rate, Attach Aggregate Report, & Submit.?

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 Faculty: Provide Summary, Self-Rate, Attach Aggregate Report, & Submit. for [redacted]

 **Exit** Return to Review

- ✚ An email is sent to your Associate/Assistant Dean letting them know your Instructional Faculty Annual Performance Evaluation (AY26) task is ready for review and sign off.

**NOTE:** After Associate/Assistant Dean signs off, the task will be sent to the Dean for review. This is optional. If the Dean does not sign off, the task will automatically move to the **Instructional Faculty: Review and Sign off** step on May 8. You will receive an email notification when the task is available for your review and sign off. Once you sign off, the task is complete.

## 7 Sign Off (Annual Performance Evaluation)

You will sign off as the last step in the process. Once the Dean step, which is Optional is completed, the step will return to the Instructional faculty for their signature.

**Sign Off** section allows you to electronically sign the Instructional Faculty Annual Performance Evaluation (AY26) task.

In the open field under Instructional Faculty, **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** in Comment field.

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.

**IMPORTANT:** You must navigate through each section to **Submit**. You will see a green check mark after each section that you have viewed. Once all sections are viewed, you can submit. Refer to **step 6** for the submitting process.

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

Please acknowledge that you've reviewed the components of this performance task by providing your electronic signature.  
You have the option to add comments with your signature.  
Your final step is to click the **Submit** button at the bottom of the screen.

Instructional Faculty

Associate Dean

Dean  
Pending Signature

Comment

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### A PDF of your objectives can be found by hovering over Performance tab in COMPASS

- Selecting **Performance Reviews**
- Click on **My Personal Reviews** tab
- Click on Review Title (ex. **Instructional Faculty Annual Performance Evaluation (AY26)**)
- 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).