

# Steps for Full-Time Instructional Faculty

## Completing Instructional Faculty Objectives task

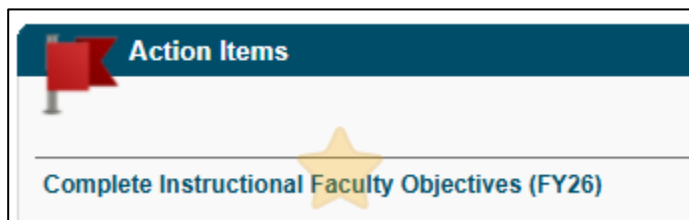
### 1 Locate Instructional Faculty Objectives Task

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



Find the **Complete Instructional Faculty Objectives (FY26)** task on your **COMPASS Welcome page** under the **Action Items** section.

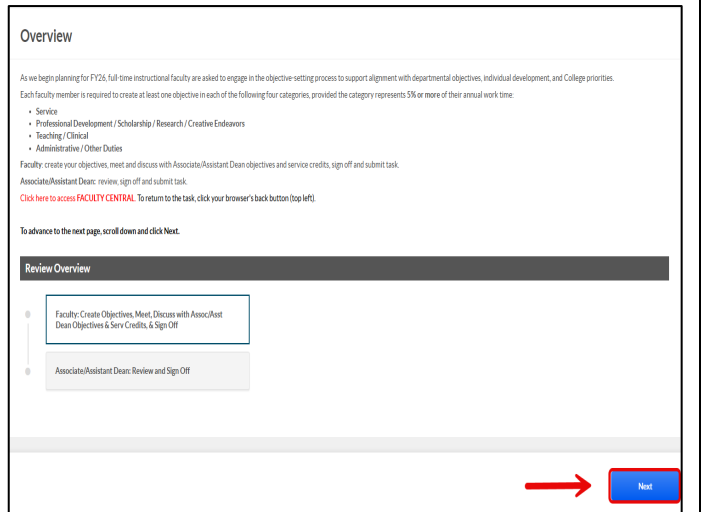
Click on the **Link** to enter the task.



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

- **Instructional Faculty:** Create Objectives, Meet and Discuss with your Associate/Assistant Dean Objectives and Service Credits, and Sign Off.
- **Associate/Assistant Dean:** Review and Sign Off (comments are optional).

Scroll down and click **Next** to move to the **Instructional Faculty Objectives (FY26)** page.



### 3 Instructional Faculty Objectives (FY26)

**Instructional Faculty** provides 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.

In each **Comments field**, draft 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.

After you are done entering your objectives, scroll down and click **Next** to move to the **Sign Off (Faculty Objectives)** 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.

Comments:

Type objective(s) or Not Applicable.

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

Comments:

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

Comments:

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

Comments:

Save for Later Previous Next

### 4 Sign Off (Faculty Objectives)

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

- In the open field under 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.

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

First and last name Sign

Associate/Assistant Dean

Pending Signature

Comment

Save for Later Previous Next Submit

## 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 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?

- ✚ A final message is displayed letting you know you have successfully submitted the review. Click **EXIT**.

✓

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

**[REDACTED] !**



- ✚ An email is sent to your Associate/Assistant Dean letting them know your Faculty Objectives (FY26) task is ready for review and sign off.

**NOTE:** After Associate/Assistant Dean signs off, you will receive an email stating your Faculty Objectives (F26) task is **completed**.

---

### 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 Objectives (FY26)**)
- A PDF will download for you to open

---

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