Steps for Full-Time Librarians
Completing Librarian Annual Performance Evaluation task

1 Locate Librarian 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 Librarian 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:

- **Librarian:** Provide Summary, Self-Rate, & Submit.

- **Assistant Dean:** Review, Meet & Discuss with Librarian, Sign Off & Submit.

- **Dean:** Review & Sign Off (Optional)

- **Librarian**: 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 impact of your wor

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 per

Performance Categories
- Service
- Professional Development / Scholarship / Research / Creative Endeavors
- Academic Student Support / Teaching
- 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

Librarian
- Provide summary for each applicable category.
- Select a rating for each category.
- Refer to "How to Upload Attachments to a COMPASS Task" on Faculty Central, if you have documents to attach to the task.
- Submit the task.

Assistant Dean
- Review the evaluation
- Meet with librarian to discuss
- Select ratings for each category and enter comments
- Sign off and submit the task

Dean (Optional)
- Review and sign off.

Librarian
- 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
Librarian Objectives (AY26) page.

Review Overview
Librarian: Provide Summary, Self-Rate, & Submit
Assistant Dean: Review, Meet with Librarian & Discuss, Sign Off & Submit
Dean: Review & Sign off (OPTIONAL)
Librarian: Review & Sign Off

Next

3 Librarian Objectives (AY26) – View Only Page

This page is a **VIEW ONLY** page displaying the objectives submitted by the Librarian 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 **Librarian Update/Modify Objectives (AY26).**

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

(Self) Review : Librarian Objectives (AY26) Time : 9/22/2025 12:52 PM

Save for Later   Previous   Next

4 Librarian Update/Modify Objectives (AY26) – View Only Page

This page is a **VIEW ONLY** page containing any updates or modifications submitted during the January Librarian Update/Modify Objectives (AY26) process. Librarians 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 **Librarian Service Evaluation (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).

Enter any updates or modifications to your Academic Student Support/Teaching objective(s).

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

Save for Later		Previous	Next

5 Librarians - Service, Professional Dev/Scholarship/Research/Creative Endeavors, Academic Student Support/Teaching, 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.

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

Example of Service Evaluation:

Librarian Service Evaluation (AY26)

Service includes student success, committees, direct student service, community service, departmental/program, curriculum and assessment, college service, counseling, instructional technology and pedagogy, and participation in required events or mandatory days. Service credits 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 Librarians for guidance on rating criteria.

Describe your Service contributions and their impact. Provide examples.

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Please rate your overall performance in Librarian 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 Librarian: Provide Summary, Self-Rate, & 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 Librarian: Provide Summary, Self-Rate, & Submit for ____ !

[Exit]   [Return to Review]

- An email is sent to your Associate/Assistant Dean letting them know your Librarian 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 **Librarian: 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 Librarian for their signature.

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

In the open field under Librarian, **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: <mark>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.</mark> Refer to **step 6** for the submitting process.

Sign Off (Librarian/Assistant 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.

Librarian

[First and last name]   [Sign]

Assistant Dean
        Date : 3/3/2026

Dean
        Date : 3/3/2026

Comment

[B I U S Iₓ | 1= := | +|= +|= | ABC]

[Save for Later]   [Previous]   [Next]   [Submit]

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. **Librarian Annual Performance Evaluation (AY26)**)
- A PDF will download for you to open

If you need further assistance, email **humanresources@tri-c.edu**.