Using PASS to submit part-time faculty assessments

This process is for routing, reviewing and approving part-time faculty assessments that have already been reviewed with the assessee. Assessments for other types of employment should be submitted using MyCareer@PCC.

Part-time faculty assessment information and forms can be found on this site:
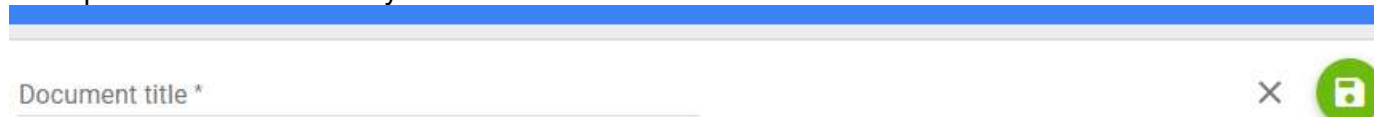https://www.pcc.edu/hr/employment/performance-assessment/performance-assessment-faculty-ap/

Step 1: Access PASS (PCC Approval Software System)

Link to PASS documentation

Step 2: Fill out the PASS fields

Document title: This is the subject for the routing email. Enter the document title with the following format:
Assessment <employee name> <year assessment completed>
Example: Assessment Mickey Mouse 2021

Document title *   ✕   💾

Enter the First Approver: This is the employee's signature. Type the name or email of the part-time faculty being assessed.

If Needed, Enter the Second Approver: This is the assessor's signature. Type the name or email of the person who completed the assessment.

If Needed, Enter the Third Approver: This is the Division Dean's signature. Type the name or email of the Division Dean.

Send final approved document to (required): Enter EmployeeAssessmentHelp@pcc.edu

Step 3: Attachments
Add each document as a separate attachment.

Required Forms:
Cover Sheet
- Manager/FDC assessment which includes a written summary of the: student evaluations
- Classroom visit.
- Documentation of goals or completion of goals including Intercultural Competence Self-Assessment Goal

Optional documentation to be included in the written summary:
- Self-evaluation
- Peer review
- Other

Step 4: Save and Submit

Click the Save icon on the upper right

Then click the down arrow next to Initial State and select Submit for Approval