

Kronos Help Guide Faculty Annual Review & Professional Development Plan

The workflow for this process is as follows:

- Faculty member (self-review) ➡
- Division Director (adds comments) ➡
- Faculty member (review and sign) ➡
- Division Director (sign) ➡
- Dean of Academic Innovation & Instructional Technology (add comments and sign) ➡
- Dean of Instruction (add comments and sign) ➡
- VPAASS (add comments and sign) ➡
- President (add comments and sign) ➡
- Finalized for HR employee file

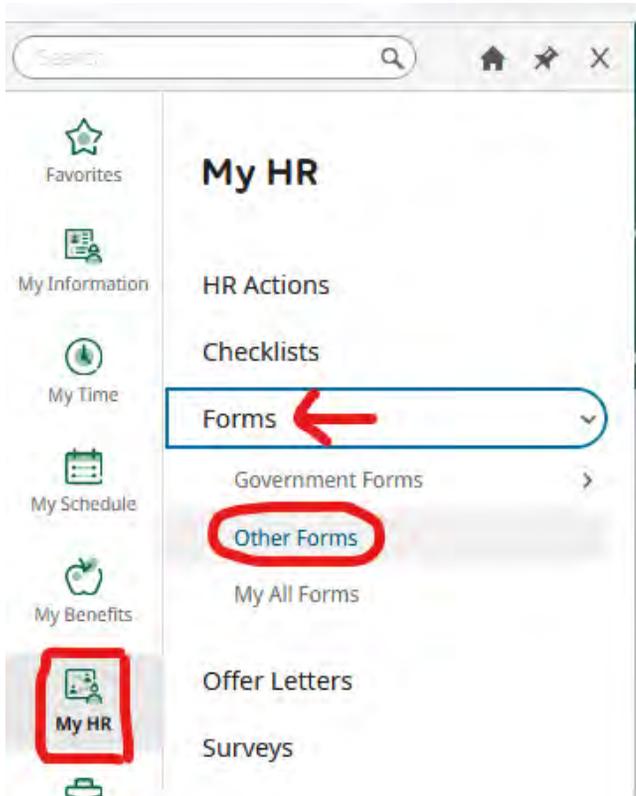
To more easily navigate this help guide, skip to the pages relevant to you:

Position Title Page

<i>Faculty Member</i>	2, 10
<i>Division Director</i>	6, 13
<i>Dean of Academic Innovation & Instructional Technology</i>	16
<i>Dean of Instruction</i>	19
<i>VPAASS</i>	22
<i>President</i>	25

1. Faculty Member

To begin the process, the faculty member navigates to My HR > Forms > Other Forms



On the "Available" tab, find the document titled, *Faculty Annual Review & Professional Development Plan* for the correct fiscal year. Select "Add" to add a new form.

My HR > Forms > Other Forms

← Other Forms

Available Open Submitted

Exit Survey View Open

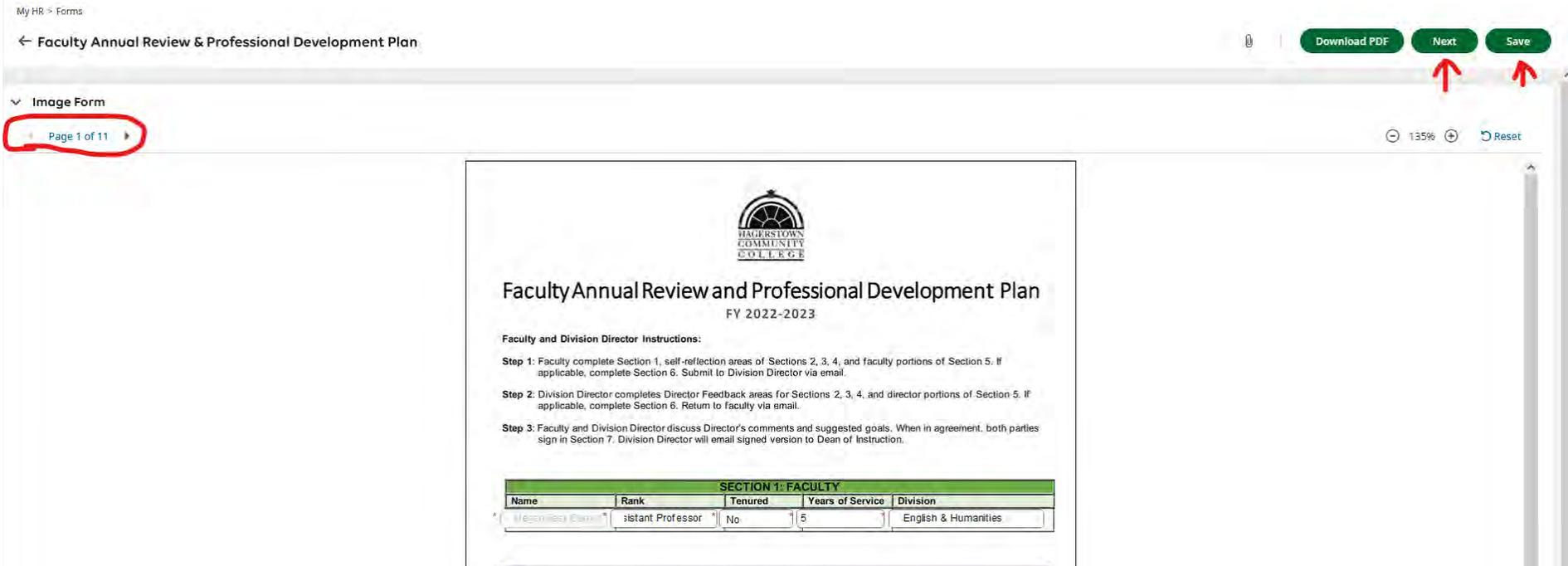
FSA Enrollment 2023 View Open

Faculty Annual Review & Professional Development Plan View Open +add

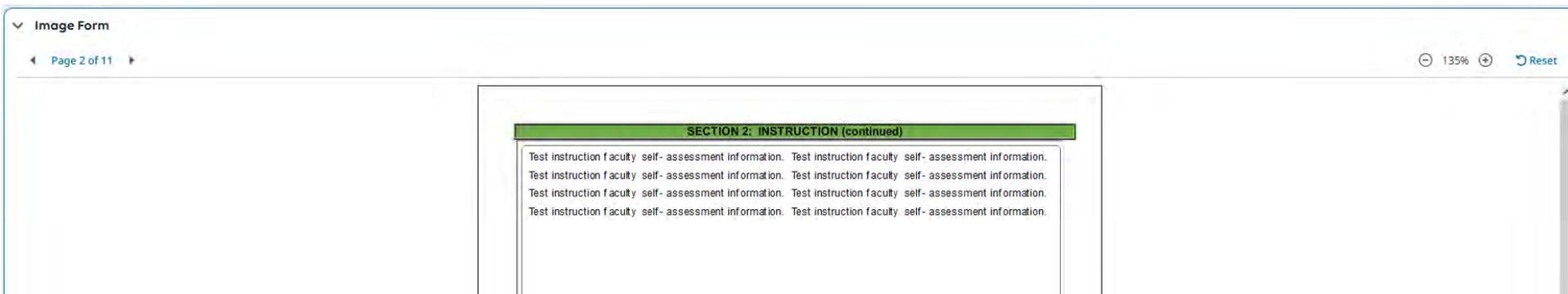
HCC Code of Trust View Open +add
Review form on the left side of the page. Select SIGN icon. SUBMIT once completed.

Faculty member should complete Section 1 on page one, and then complete all self-assessment fields on the subsequent pages. **Please DO NOT SIGN the form at this point in the process.** Submit the unsigned form to your supervisor for them to add comments. Faculty will sign off after the supervisor returns the document with their feedback added.

- To save your work and return to it later at any point in the process, click the green save button in the top right of the screen.
- To navigate between pages, use the arrows at the top left of the form or the next button on the top right of the screen.



Example of self-assessment on page 2:



When finished with the self-assessment, the faculty member navigates to page 11 and submits the form in the top right of the screen. **DO NOT SIGN THE FORM AT THIS POINT IN THE PROCESS.**



Image Form

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135% Reset

SECTION 7: SIGNATURES		
Participant	Signature	Date
Faculty	Sign	
Division Director	Sign	
Dean of Distance Learning	Sign	
Dean of Instruction	Sign	



Submitting this form sends it along to the Division Director to add their feedback.

Save and submit the form?

You are about to save and submit this form for further verification.



Cancel Save & submit

2. Division Director

The Division Director will receive a “To-Do” notification. Click “Modify” in the bottom right to begin the supervisor assessment.

Approve/Reject Custom Form

FY 2025 Faculty Annual Review & Professional Development Plan

 **Megan Test Curryyy** (00000000) 

[View Details](#) | [View Workflow](#)

Manager 1	test_Megan Curry	Executive Officer/Cabinet Member	test_Megan Curry	Departments	Learning Support Center
Jobs (HR)	Academic Testing Center Assistant				

Created 03/06/2025 12:36 pm



Modify

Reject

Review the information submitted by the faculty member for clarity/completeness. If more information is necessary, navigate back to your to-do item and click the reject button.

Approve/Reject Custom Form

FY 2025 Faculty Annual Review & Professional Development Plan

MC Megan Test Curryyy (00000000) 

[View Details](#) | [View Workflow](#)

Manager 1	test_Megan Curry	Executive Officer/Cabinet Member	test_Megan Curry	Departments	Learning Support Center
Jobs (HR)	Academic Testing Center Assistant				
Created	03/06/2025 12:36 pm				

 [Modify](#) [Reject](#)

Reject custom form request?

You are about to reject this custom form request.

Note *

Please provide a list of goals on page 9

[Cancel](#) [Reject](#)

Type a reason for rejecting the form, and then click reject to send it back to the faculty member for review and edit.

If the form is complete, proceed to add supervisor comments and feedback in the appropriate fields (supervisor comments should start with “Division Director Feedback on Instruction” on page 3). Use the arrows (top left) or the next button (top right) to navigate between pages.

HR > Forms

← Faculty Annual Review & Professional Development Plan

MC Megan Test Curryyy (00000000)

Image Form

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Division Director Feedback on Instruction

Once all supervisor comments and feedback have been added, navigate through the form to page 11. **DO NOT SIGN** the form at this point in the process. The form will be returned for signature after the faculty member reviews and signs.

To send back to the faculty member for their review and signature (they will sign *after* meeting to discuss), **press “MODIFY”** in the top right of the screen.

HR > Forms

← Faculty Annual Review & Professional Development Plan

MC Megan Test Curryyy (00000000)

Image Form

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SECTION 7: SIGNATURES

Participant	Signature	Sign	Date
Faculty		Sign	
Division Director		Sign	
Dean of Distance Learning		Sign	
Dean of Instruction		Sign	
VPAASS		Sign	
President		Sign	

Modify form?

You are about to modify this form.

Cancel

Modify

3. Faculty Member

When the Division Director sends the form back to the faculty member for review and signature, a new item will appear in the faculty member's "To-Do" items. Click on "Modify" from the to-do item.

The screenshot shows a user interface for a 'To-Do' list. At the top right, there are icons for a dropdown menu and a three-dot menu. Below this, the title of the task is 'Approve/Reject Custom Form' with a subtitle 'Faculty Annual Review & Professional Development Plan'. The user's name and ID are listed as 'Megan Test Curryyy (00000000)'. On the right side, there are two links: 'View Details' and 'View Workflow'. The main content area shows a single task with the status 'Created' and a timestamp '01/29/2024 02:39 pm'. At the bottom right of the task card, there is a green 'Modify' button, which is circled in red.

Review the comments and make any necessary updates based on supervisor feedback. Navigate to page 11 to SIGN the form. Click "sign".

SECTION 7: SIGNATURES		
Participant	Signature	Date
Faculty	<input type="text"/>	Sign
Division Director		Sign
Dean of Distance Learning		Sign
Dean of Instruction		Sign
VPAASS		Sign
President		Sign

Key in password to sign electronically. Then select "I Agree".

Terms and Conditions

By clicking the "I Agree" button, you acknowledge that you have read, understand and agree to the terms and conditions of this form

Password *

Please type your (Megan Curryyy) password to confirm.

Your signature will generate on the form. To submit to the Division Director, select "Modify" in the top right.

Download PDF Modify

Image Form

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SECTION 7: SIGNATURES		
Participant	Signature	Date
Faculty	Megan Test Curry, 01/29/2024	
Division Director	Sign	
Dean of Distance Learning	Sign	

4. Division Director

Go into the “To-Do” item and select “Modify” to navigate back into the form.

Approve/Reject Custom Form

FY 2025 Faculty Annual Review & Professional Development Plan

MC Megan Test Curryyy (00000000) 

[View Details](#) [View Workflow](#)

Manager 1

test_Megan Curry

Executive Officer/Cabinet Member

test_Megan Curry

Departments

Learning Support Center

Jobs (HR)

Academic Testing Center Assistant

Created

03/06/2025 12:51 pm

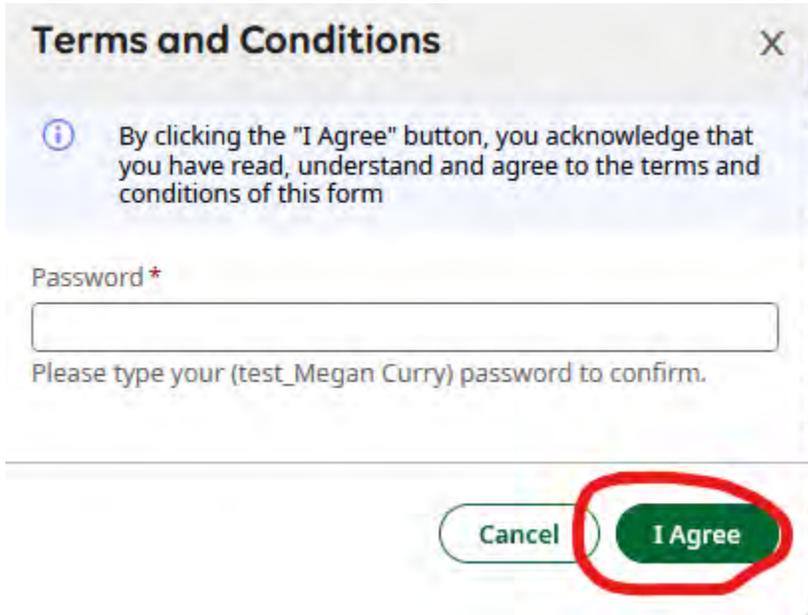


Review, and when ready to sign, go to page 11. Click on the “Sign” button on the Division Director line.

SECTION 7: SIGNATURES		
Participant	Signature	Date
Faculty	Megan Test Curryyy, 01/29/2024	
Division Director	Sign	
Dean of Distance Learning	Sign	
Dean of Instruction	Sign	
VPAASS	Sign	
President	Sign	

SECTION 8: VPAASS'S COMMENTS

To sign, type in your password and click, "I Agree".



Terms and Conditions [X]

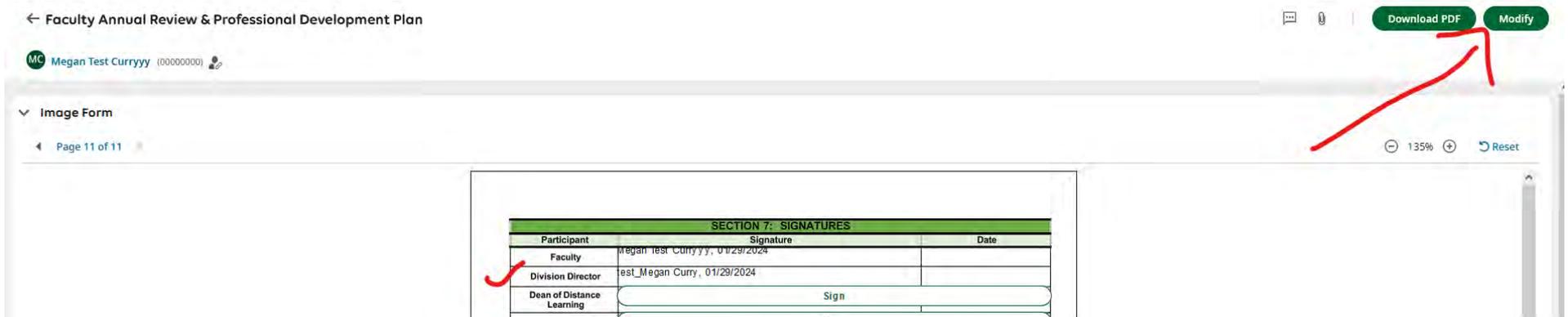
i By clicking the "I Agree" button, you acknowledge that you have read, understand and agree to the terms and conditions of this form

Password *

Please type your (test_Megan Curry) password to confirm.

Cancel I Agree

Your signature will appear on the form. To move the workflow to the Dean of Academic Innovation & Instructional Technology, click "Modify" in the top right.



← Faculty Annual Review & Professional Development Plan

MC Megan Test Curryyy (00000000)

Image Form

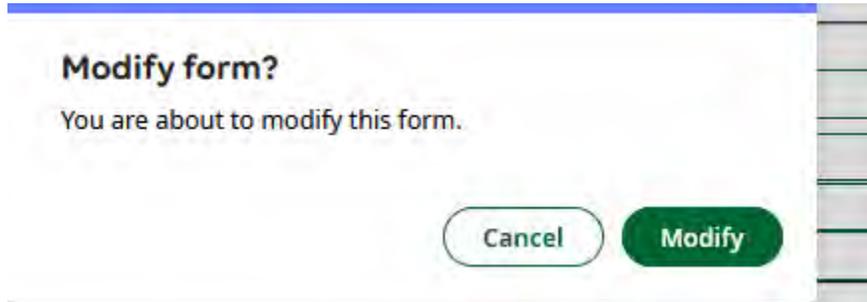
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Download PDF Modify

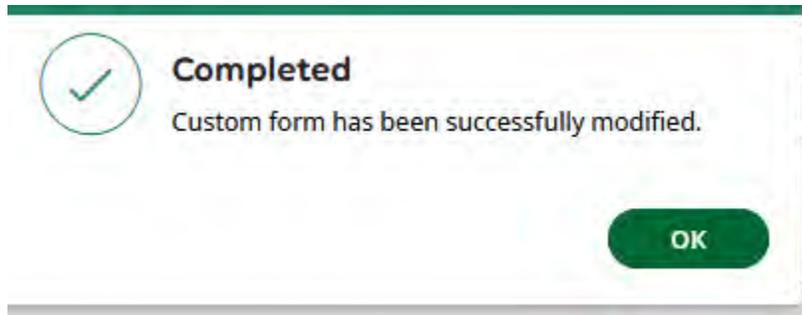
135% Reset

SECTION 7: SIGNATURES		
Participant	Signature	Date
Faculty	Megan Test Curryyy, 01/29/2024	
Division Director	test_Megan Curry, 01/29/2024	
Dean of Distance Learning	Sign	

Select "Modify" again when prompted.



The form will be sent to the Dean of Academic Innovation & Instructional Technology.



5. Dean of Academic Innovation & Instructional Technology

When the form is ready, there will be an item waiting in the “To-Do” items. Click on the notification bell, locate the Faculty Annual Review & Professional Development Plan, and select modify to add feedback.

Approve/Reject Custom Form
FY 2025 Faculty Annual Review & Professional Development Plan

MC Megan Test Curryyy (00000000)

View Details View Workflow

Manager 1 test_Megan Curry Executive Officer/Cabinet Member test_Megan Curry Department(s) Learning Support Center

Jobs (HR) Academic Testing Center Assistant

Created 03/06/2025 12:51 pm

Modify Reject

Dean of Academic Innovation & Instructional Technology feedback begins on page 7. To navigate through the form, use the arrows on the top left or the “Next” button on the top right.

Note: If you need to reject the form back to the Division Director (e.g., something is incomplete), you can do so from the to-do item. Click reject (instead of modify), type in a reason for returning the form, and then click reject one more time to send the form backward in the workflow.

Faculty Annual Review & Professional Development Plan

MC Megan Test Curryyy (00000000)

Image Form

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Division Director Feedback on Instruction

Type feedback and comments into the applicable text box(es).

To sign the form and move the workflow forward to the Dean of Instruction, navigate to page 11. Click on “sign” on the Dean of Academic Innovation & Instructional Technology signature line.

SECTION 7: SIGNATURES		
Participant	Signature	Date
Faculty	Megan Test Curryyy, 03/06/2025	
Division Director	test_Megan Curry, 03/06/2025	
Dean of Academic Innovation & Instructional Technology	<input type="text" value="Sign"/>	
Dean of Instruction	Sign	
VPAASS	Sign	
President	Sign	

To sign, type in your password and click, “I Agree”.

Terms and Conditions

i By clicking the "I Agree" button, you acknowledge that you have read, understand and agree to the terms and conditions of this form

Password *

Please type your (test_Megan Curry) password to confirm.

To move forward to the Dean of Instruction, click “Modify” in the top right of the screen.

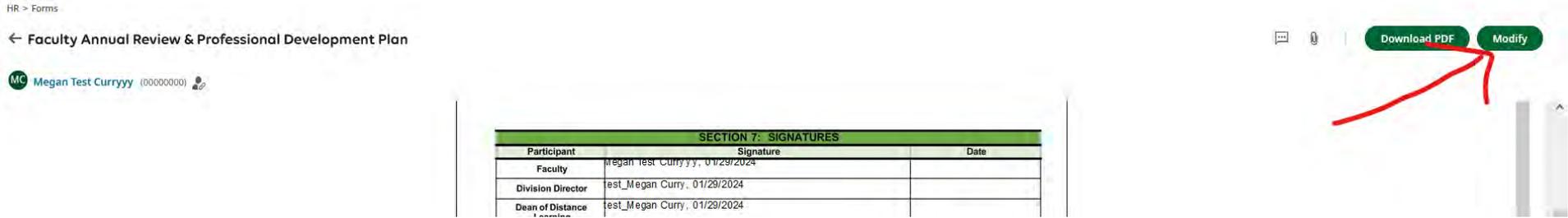
HR > Forms

← Faculty Annual Review & Professional Development Plan

MC Megan Test Curryyy (00000000)

SECTION 7: SIGNATURES		
Participant	Signature	Date
Faculty	Megan Test Curryyy, 01/29/2024	
Division Director	test_Megan Curry, 01/29/2024	
Dean of Distance	test_Megan Curry, 01/29/2024	

Download PDF Modify

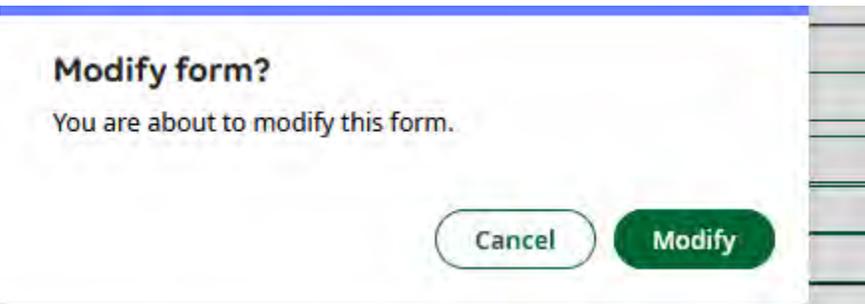


Select “Modify” again when prompted.

Modify form?

You are about to modify this form.

Cancel Modify

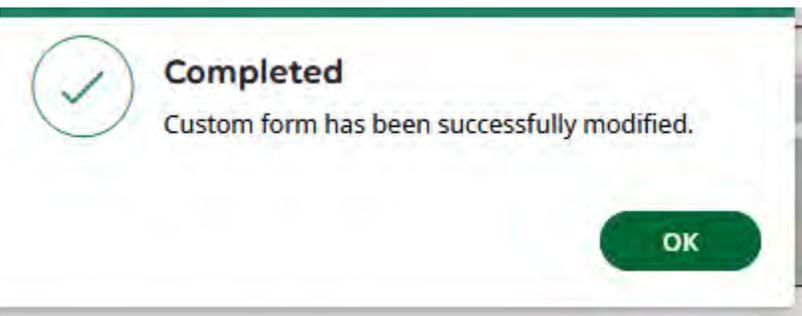


The form will be sent to the Dean of Instruction.

Completed

Custom form has been successfully modified.

OK



6. Dean of Instruction

When the form is ready, there will be an item waiting in the “To-Do” items. Click on the notification bell, locate the Faculty Annual Review & Professional Development Plan, and select modify to add feedback.

Approve/Reject Custom Form
FY 2025 Faculty Annual Review & Professional Development Plan

MC Megan Test Curryyy (00000000)

View Details View Workflow

Manager 1 test_Megan Curry Executive Officer/Cabinet Member test_Megan Curry Department(s) Learning Support Center

Jobs (HR) Academic Testing Center Assistant

Created 03/06/2025 12:51 pm

Modify Reject

Dean of Instruction feedback begins on page 3. To navigate through the form, use the arrows on the top left or the “Next” button on the top right.

Note: If you need to reject the form back to the Dean of Academic Innovation & Instructional Technology (e.g., something is incomplete), you can do so from the to-do item. Click reject (instead of modify), type in a reason for returning the form, and then click reject one more time to send the form backward in the workflow.

Faculty Annual Review & Professional Development Plan

MC Megan Test Curryyy (00000000)

Image Form

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Division Director Feedback on Instruction

Type feedback and comments into the applicable text boxes.

To sign the form and move the workflow forward to the VPAASS, navigate to page 11. Click on “sign” on the Dean of Instruction signature line.

SECTION 7: SIGNATURES		
Participant	Signature	Date
Faculty	Megan Test Curryyy, 03/08/2025	
Division Director	test_Megan Curry, 03/06/2025	
Dean of Academic Innovation & Instructional Technology	Sign	
Dean of Instruction	Sign	
VPAASS	Sign	
President	Sign	

To sign, type in your password and click, “I Agree”.

Terms and Conditions X

i By clicking the "I Agree" button, you acknowledge that you have read, understand and agree to the terms and conditions of this form

Password *

Please type your (test_Megan Curry) password to confirm.

Cancel I Agree

To move forward to the VPAASS, click “Modify” in the top right of the screen.

HR > Forms

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MC Megan Test Curryyy (00000000)

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SECTION 7: SIGNATURES		
Participant	Signature	Date
Faculty	Megan Test Curryyy, 01/29/2024	
Division Director	est_Megan Curry, 01/29/2024	
Dean of Distance Learning	est_Megan Curry, 01/29/2024	
Dean of Instruction	est_Megan Curry, 01/30/2024	
VPAASS	Sign	
President	Sign	

Select “Modify” again when prompted.

Modify form?

You are about to modify this form.

Cancel Modify

The form will be sent to the VPAASS.

Completed

Custom form has been successfully modified.

OK

7. Vice President of Academic Affairs & Student Services

When the form is ready, there will be an item waiting in the “To-Do” items. Click on the notification bell, locate the Faculty Annual Review & Professional Development Plan, and select modify to add feedback.

Approve/Reject Custom Form
FY 2025 Faculty Annual Review & Professional Development Plan

MC Megan Test Curryyy (00000000)

View Details View Workflow

Manager 1 test_Megan Curry Executive Officer/Cabinet Member test_Megan Curry Department(s) Learning Support Center

Jobs (HR) Academic Testing Center Assistant

Created 03/06/2025 12:51 pm



VPAASS feedback begins on page 10. To navigate through the form, use the arrows on the top left or the “Next” button on the top right.

Note: If you need to reject the form back to the Dean of Instruction (e.g., something is incomplete), you can do so from the to-do item. Click reject (instead of modify), type in a reason for returning the form, and then click reject one more time to send the form backward in the workflow.

Faculty Annual Review & Professional Development Plan

MC Megan Test Curryyy (00000000)

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Division Director Feedback on Instruction

Type feedback and comments into the applicable text box. There is an additional box on page 11, under the signature lines, for additional comments not related to tenure.

To sign the form and move the workflow forward to the President, navigate to page 11. Click on “sign” on the VPAASS signature line.



SECTION 7: SIGNATURES		
Participant	Signature	Date
Faculty	Megan Test Curryyy, 03/06/2025	
Division Director	test_Megan Curry, 03/06/2025	
Dean of Academic Innovation & Instructional Technology	Sign	
Dean of Instruction	Sign	
VPAASS	Sign	
President	Sign	

To sign, type in your password and click, “I Agree”.

Terms and Conditions

i By clicking the “I Agree” button, you acknowledge that you have read, understand and agree to the terms and conditions of this form

Password *

Please type your (test_Megan Curry) password to confirm.

To move forward to the President, click “Modify” in the top right of the screen.

HR > Forms

← Faculty Annual Review & Professional Development Plan

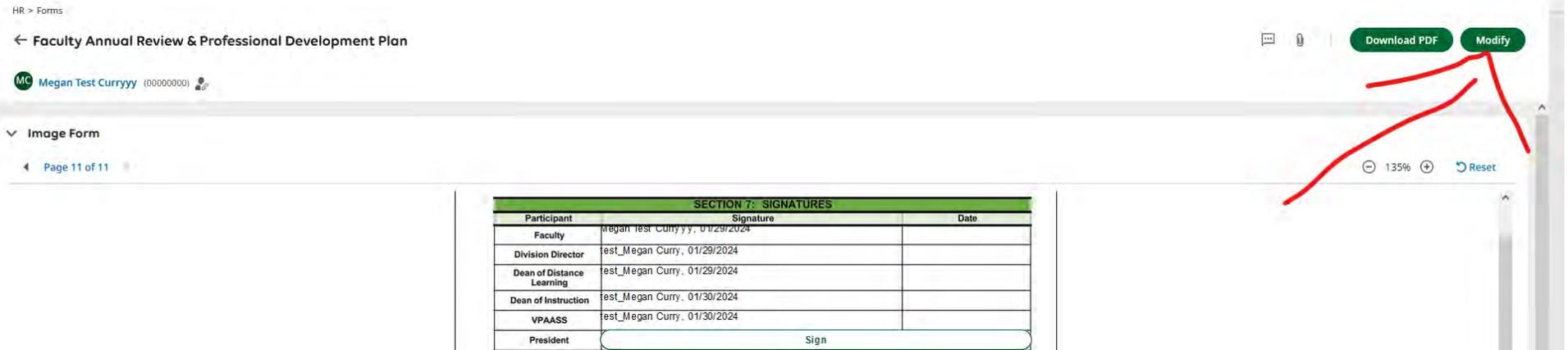
MC Megan Test Curryyy (00000000)

Image Form

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SECTION 7: SIGNATURES		
Participant	Signature	Date
Faculty	Megan Test Curryyy, 01/29/2024	
Division Director	test_Megan Curry, 01/29/2024	
Dean of Distance Learning	test_Megan Curry, 01/29/2024	
Dean of Instruction	test_Megan Curry, 01/30/2024	
VPAASS	test_Megan Curry, 01/30/2024	
President		Sign

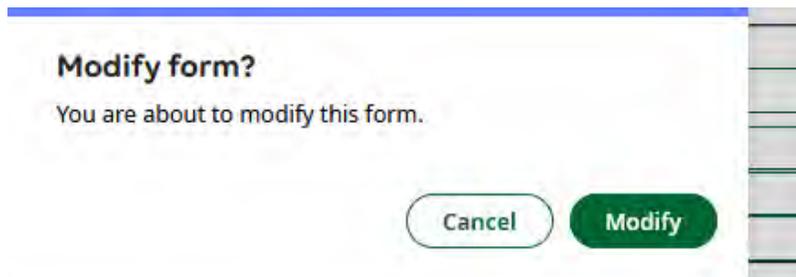


Select “Modify” again when prompted.

Modify form?

You are about to modify this form.

Cancel Modify

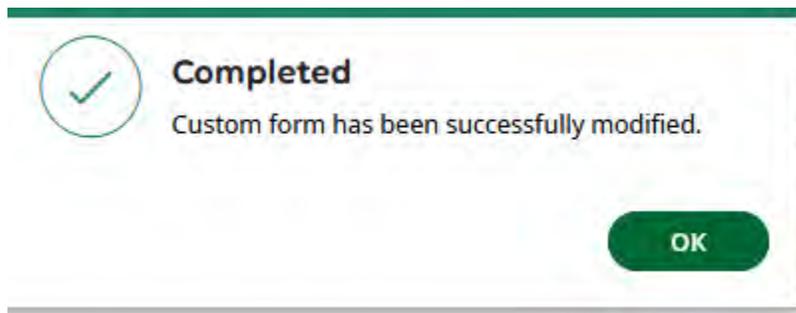


The form will be sent to the President.

Completed

Custom form has been successfully modified.

OK



8. President

When the form is ready, there will be an item waiting in the “To-Do” items. Click on the notification bell, locate the Faculty Annual Review & Professional Development Plan, and select modify to add feedback.

Approve/Reject Custom Form
Faculty Annual Review & Professional Development Plan

MC Megan Test Curryyy (00000000)

View Details | View Workflow

Manager 1	test_Megan Curry	Executive Officer/Cabinet Member	test_Megan Curry	Departments	Eng. & Eng. Technology
Jobs (HR)	Academic Testing Center Assistant				
Created	01/29/2024 03:07 pm				

Modify

President’s feedback is on page 11. To navigate through the form, use the arrows on the top left or the “Next” button on the top right.

Faculty Annual Review & Professional Development Plan

Download PDF | Next | Modify

MC Megan Test Curryyy (00000000)

Image Form

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135% | Reset

Division Director Feedback on Instruction

Type feedback and comments into the applicable text box under the signature lines.

To sign the form and send the finalized review to the employee's file, click on "sign" on the President's signature line (also on page 11).

SECTION 7: SIGNATURES		
Participant	Signature	Date
Faculty	Megan Test Curryyy, 03/06/2025	
Division Director	test_Megan Curry, 03/06/2025	
Dean of Academic Innovation & Instructional Technology	Sign	
Dean of Instruction	Sign	
VPAASS	Sign	
President	Sign	



To sign, type in your password and click, "I Agree".

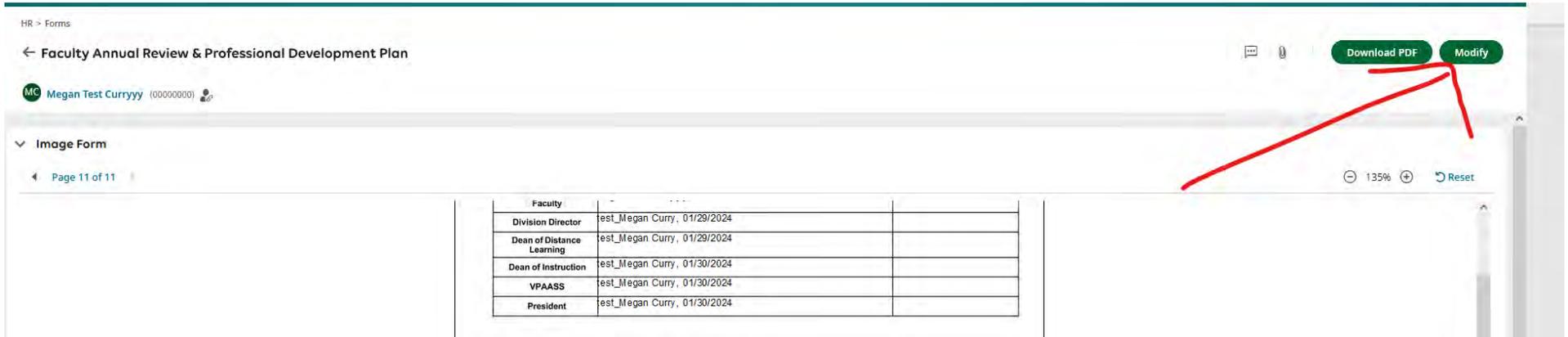
Terms and Conditions

By clicking the "I Agree" button, you acknowledge that you have read, understand and agree to the terms and conditions of this form

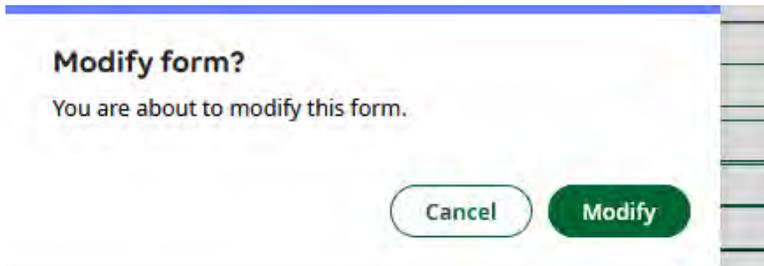
Password *

Please type your (test_Megan Curry) password to confirm.

To finalize for the employee file, click “Modify” in the top right of the screen.



Select “Modify” again when prompted.



The form will be finalized and sent to the employee file.

