

Using PASS to submit Part-Time Faculty Assessment

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 forms can be found on given site below. Please note the cover sheet and synopsis have been included into the form.

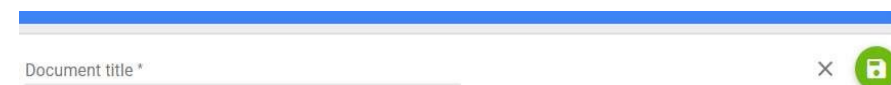
<https://www.pcc.edu/hr/employment/performance-assessment/performance-assessment-faculty/>

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>



A screenshot of a web form showing a text input field labeled "Document title *". To the right of the field is a green circular icon with a white document symbol and a lock, indicating a save function.

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 Program Dean's signature. Type the name or email of the Program Dean.

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

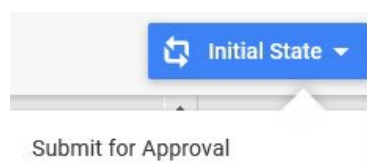
Step 3: Attachment

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



A screenshot of a web form showing a dropdown menu with a blue background and a white arrow pointing down. The text "Initial State" is visible. Below the dropdown, the text "Submit for Approval" is visible.