

Performance Development Guide – Faculty and Professional Staff

The performance development process is completed annually by professional staff members, faculty with administrative responsibilities, and their managers.

Beginning in 2024, faculty members with administrative responsibilities (faculty) will participate in the performance development process. These faculty members include deans, assistant/associate deans, department heads, assistant/associate department heads, and program directors.

If the dean or department head is the manager for the faculty member with administrative responsibilities, they should complete the review as the manager. If someone else manages the faculty member in their administrative role, the dean or department head should assign that manager as a co-planner on the review and that person should complete the review as the manager.

Steps in the Process

The performance development process is comprised of the following steps:

1. The faculty or professional staff member completes their step, documenting strengths and accomplishments, areas for learning and growth, and ideas about how their manager can support their learning and growth.
2. The manager responds to the faculty or professional staff member's entries and offers their own ideas.
3. The manager and faculty or professional staff member meet to discuss. This conversation should focus on promoting a positive, strengths-based conversation between the individual and the manager
4. The faculty or professional staff member electronically signs.
5. The manager electronically signs; this closes out the process.

Accessing the Performance Development Process

To access the performance development task:

1. Use [this link](#) to access Career Pathway (enter your Drexel credentials when requested).
2. Select the performance development task for the faculty member under the “your tasks” box.
3. Select “get started” at the bottom of the overview page.
4. Follow the instructions on the accomplishments, strengths, learning, and growth page.
5. When you have finished entering your responses to all the prompts, select the submit button at the bottom of the page. This will release the task for the manager to enter their responses.

Electronically Signing the Administrative review Task

Once the manager completes their step in the process, they should meet with the faculty or professional staff member to discuss accomplishments, strengths, learning, and growth opportunities, and then both will electronically sign the review. Faculty or professional staff members will sign first.

To sign the review:

1. Use [this link](#) to access Career Pathway (enter your Drexel credentials when requested).
2. Select the performance development task under the “your tasks” box.
3. Select “get started” at the bottom of the overview page.
4. Review the accomplishments, strengths, learning, and growth page. Both the faculty or professional staff member's and the manager's comments will be visible. Select save and continue.

5. The last page is the signature page. Type your name in the box and select the sign button ***and then the submit button***. This will complete the performance development process.

Accessing Past Performance Tasks

When the performance development task has been signed by the manager, it is considered complete. Any performance development tasks that have been completed in Career Pathway will be available to the faculty or professional staff member and the manager for future reference.

To access a past performance development task:

1. Use [this link](#) to access Career Pathway (enter your Drexel credentials when requested).
2. Hover over the performance tab and select “performance reviews”.
3. Select the “my personal reviews” tab.
4. Click on the performance development task title; this will open a .PDF.