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To: [Lori Bennett](#)
Cc: [Julianna Mosier](#)
Subject: Academic Evaluation Report (Full-Time)
Date: Friday, November 17, 2017 11:26:22 AM
Attachments: [Academic Evaluation Report \(Full-Time\) CCC 11.16.17.xlsx](#)

Good morning,

We have started tracking evaluations in Colleague so the system can provide you with reports. To be consistent with the next evaluation date, all Fall evaluations are marked as due on 09/01/XX and all Spring are marked as due on 02/01/XX. However, when an evaluation is actually submitted, the date it was signed by the employee is the date logged into the system (regardless of when it was actually submitted to HR or filed in their personnel file).

In an effort to help colleges and managers know which evaluations are due/overdue, we have added a column that marks an evaluation as overdue if not completed by the "next evaluation date". Please note that all Fall 2017 evaluations will show as overdue as we entered 09/01/17 as the due date.

These evaluations are technically due at the end of the Fall semester.

Another note: If the employee has never been evaluated, we entered a "PSD" (New Position) code in the system which matches the hiring date. This date will populate in the "Last Eval Date" column.

This does **NOT** mean the employee was evaluated on this date.

The attached report is located on the Report Manager (<http://reports.scccd.edu/reports/browse/>) under Evaluations. Managers can run their own reports by entering their Colleague ID number. We are still working on data entry for adjunct faculty; therefore, this report is not yet accurate. I will notify you once it is ready for use.

I hope you find this information helpful in tracking all academic evaluations and their due dates.

Please let me know if you have any questions.

Sandi