Good afternoon!

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.

I recommend you refer to the collective bargaining units agreements for more information on the evaluation cycles and due dates. I have attached a key for the evaluation cycles to aid in reviewing the report.

These reports will go out on the 1st of each month. However, sometime this week, IS will send out the initial reports as a test. Please note, the full-time faculty and academic administrator evaluation data is in one report and the adjunct data is in another.

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 and/or corrections. Also, if you have adjunct faculty who no longer report to you, please let us know so we can end their assignment(s).

Sandi