

From: [Sandi Edwards](#)
To: [Don Lopez](#); [Barbara Blanchard](#); [Dale van Dam](#); [Renee Craig-Marius](#); [Kelly Fowler](#); [Claudia Habib](#)
Cc: [Carole Goldsmith](#); [Sandra Caldwell](#); [Lori Bennett](#); [Julianna Mosier](#); [Sareang Nhim](#)
Subject: Academic Evaluations - Maintenance
Date: Thursday, December 14, 2017 4:54:12 PM

Good afternoon,

As you are aware, the HR department just finished entering into Colleague the last 18 months' worth of evaluations for all academic administrators, and full and part-time faculty.

Moving forward, we would like to ask the President's office scan and email copies of the cover sheets for all academic administrators and full-time faculty once the College President has signed. We would also like to ask the Division offices to do the same for all adjunct once the employee has signed the evaluation or the evaluation is complete.

The scanned copies may be sent to Sareang Nhim, Human Resources Technician, at sareang.nhim@sccd.edu. She will enter the data into Colleague so your reports remain accurate and up to date. We would like to make this effective immediately since most Fall 2017 evaluations were not complete during the time we worked on keying in the historical data.

Please let me know if you have any questions.

Thank you,

Sandi