

From: Martinez, Jackline
Sent: Tuesday, September 30, 2025 9:30 AM
To: Wurtz, Keith A. <kwurtz@craftonhills.edu>
Cc: Horan, Kevin <khoran@craftonhills.edu>
Subject: Management Evaluations due January 2026

Hello,

The following Managers on your team are due for evaluations on or by January 31, 2026:

LAST AND FIRST NAME	POSITION DESC	SITE	EVALUATOR NAME	MANAGEMENT EVALUATION DUE	EVAL TYPE
	DIVISION DEAN	CHC	WURTZ, KEITH	1/31/2026	1ST YEAR
	DIVISION DEAN	CHC	WURTZ, KEITH	1/31/2026	2ND YEAR
	DIVISION DEAN	CHC	WURTZ, KEITH	1/31/2026	TRIENNIAL

Management Evaluations are to be completed in NeoEd.

Please refer to the link below for resources, guides and videos on how to navigate the system. If you have any questions, please reach out to me.

[Management Evaluation Resources](#)

Below are a process guidelines to consider:

- 1st year managers will need to be evaluated by *only* their direct supervisors but does includes the survey.
- 2nd year managers who hold a Director position or above will need to include a committee summary to be submitted to the manager (committee formation and roles are included in the referenced AP found in the link above).
- The committee’s responsibility involves summarizing the results of the survey to provide to the evaluating manager.
- Managers who will be considered for non-renewal should have an evaluation done this cycle, regardless of their length of contract. If any manager needs an off-cycle evaluation, please request for one to be initiated in NEOED by contacting me.

Evaluation Timeline:

October 1 st	Manager meets with employee to initiate process
November 1 st	Committee Formed
December 31 st	Committee Due
January 31 st	DUE DATE

Please reach out to me if you have any questions.

Thank you,



Jackline Martinez

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