

From: Nepomuceno, Leah A. <lnepomuceno@sbccd.edu>

Sent: Thursday, September 11, 2025 9:31 AM

To: Zerbel, Sharon L. <szerber@sbccd.cc.ca.us>; Wurtz, Keith A. <kwurtz@craftonhills.edu>

Subject: Fall 2025 Faculty Evaluations

Hi Sharon and Keith,

My name is Leah and I am a new HR Analyst with the District. As we approach the faculty evaluation period for Fall 2025 (due by December 15, 2025), kindly refer to the spreadsheet which shows what the Office of Human Resources has due for faculty (past due evaluations are also included in this spreadsheet). I have uploaded the file in the shared folder under: CHC Fall Faculty Evaluation 2025 and attached it here for easy reference.

c. This conference will occur no later than **the last day of the respective semester**, per the approved academic calendar, for any formal evaluation. The evaluating manager and the bargaining unit member will cooperate in the scheduling of the final conference, which both parties shall attend.

Please review the spreadsheet and cross-reference it with your campus data to ensure the timely submission of all faculty evaluations. If you identify any discrepancies, please notify me as soon as possible.

Upon completing the evaluations, kindly consolidate each faculty member's PDF file into one document. Please name the combined file according to the specified format and then upload it to the shared drive which we both have access to. **File Name:** Last Name, First Name 2025FA Evaluation

Please don't hesitate to reach out should you have any questions or concerns.

Best,
Leah



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