New Rebuttal Period Protocol

How to File a Rebuttal Response

PLEASE NOTE: Due to the public health protocols mandated by the State of California in response to COVID-19, the Evaluation Rebuttal Period will now be conducted entirely through the Interfolio Platform. Please follow the processes outlined below to respond as a Faculty Member under review during the rebuttal period. Any Rebuttal responses submitted outside the Interfolio platform will NOT be accepted.

Throughout the Evaluation Process, your review committees will share copies of their Evaluation and/or Recommendation statements based on their assessment of your submitted materials.

As a faculty member under review you have the right to submit a written rebuttal statement and/or request a meeting to discuss these statements:

- The Rebuttal statement should ALWAYS be professional and addressed to the next review committee that will receive your materials
- You are given 10 calendar days, after the receipt of copies of the Evaluation and Recommendation statements, to submit your RTP, PTR, or Lecturer Rebuttal Form through the Interfolio Platform.
  - What type of faculty member you are or evaluation you are undergoing determines which rebuttal form you will need to fill out.

Receipt of the Shared Documents:
1) Your review committees will be sharing copies of their Evaluations and Recommendations with you through the Interfolio platform.

2) When this occurs you will receive an email that looks like the screenshot below from noreply@interfolio.com:
   a) When you receive this email click the “View files” button to see what has been shared with you.

3) There are 2 possibilities of where you will be redirected as a result of clicking “View Files”, and it will depend on whether you are:
   a) Already Logged into Interfolio

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b) Not Logged into Interfolio

Already Logged into Interfolio:
After Clicking “View Files” you will be redirected here

1) The Response due date is listed on the right, this is a **Hard Deadline**
2) Use the “previous material” and “next material” to toggle between the shared documents
3) To send a response click “send response”
   a) More detail on this process below
4) To get out of this screen click “Committee Files” up at the top right

Not Logged into Interfolio:
After clicking “View Files” you will be redirected to the Interfolio Login screen.

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1) Log in
2) Go to the review packet that says “Open for Response” on your Interfolio Home Screen
   a) Click your hyperlinked name to open the packet
   b) Then click the new tab labeled “Shared Committee Files”
      i) Under that tab, you will see all the files that were shared with you by the committee member who sent the email.
      (1) Click on the hyperlinked title of any of the listed shared files to read them.
Step 2B: New tab, click here to see what was shared by your committees.

Click any of these to read contents.

I know this section of shared documents is open for response if this button is here.

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3) After reading the documents shared with you by your Committees
   a) Decide which of the following you would like to do:
      i) Submit a Rebuttal Statement AND Request a Meeting
      ii) Submit a Rebuttal Statement ONLY
      iii) Request a Meeting ONLY
      iv) Decline to submit a Rebuttal Statement or Request a Meeting
   
b) After selecting one of the four options above, download the RTP Rebuttal form, PTR Rebuttal Form, or Lecturer Rebuttal form from the FAR website and fill it out with your decision
      i) Upload the completed rebuttal form to Interfolio as your “Response”

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Article 15.5 of the Unit 3 CFA/CSU Collective Bargaining Agreement (11/12/14-6/30/2021 version) and Section I.O. of University Policy Statement 210.000 (3/5/2019 version) provide faculty with the right to respond at each review stage before the Working Personnel Action File is forwarded to the subsequent level of review. Faculty may elect to submit a rebuttal statement or response to an evaluation and/or to request a meeting with the evaluator(s) within ten (10) calendar days of receiving the evaluation. Copies of any written responses will be shared with all previous levels of review, any future evaluators, and will become incorporated into the Personnel Action File.

Complete all of the fields in the table below. If you wish to submit a written response, provide it in the section below. After completion, upload this form in Interfolio as the “Response” document to the evaluation shared with you by the evaluator(s).

<table>
<thead>
<tr>
<th>Today’s Date</th>
<th>8/27/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Tuffy Titan</td>
</tr>
<tr>
<td>Department</td>
<td>Sample</td>
</tr>
<tr>
<td>Department Chair</td>
<td></td>
</tr>
<tr>
<td>Do you wish to submit a written response to your evaluation (YES or NO)?</td>
<td>NO</td>
</tr>
<tr>
<td>Do you wish to schedule a meeting with the evaluator(s) (YES or NO)?</td>
<td>NO</td>
</tr>
</tbody>
</table>

Written Response (if applicable):

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**Submitting your response:**
After completing the steps above and filling out the RTP Rebuttal Form or Lecturer Rebuttal Form you will need to upload a completed copy of your Rebuttal form as your “response” to the documentation shared with you.

To submit a response to shared documentation:

1) Log in to Interfolio
2) Open to the Packet that is “open for response”
3) Click the “Shared Committee Files” tab
4) Click “send response” either here:  

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***Continue to Next Page***
5) OR here:

6) A new dialog box will pop up as a result of clicking “Send response”
   a) Fill in the required document title (*)
      i) Please use a clear and logical naming convention
   b) Click browse to upload
   c) Upload your completed Rebuttal form
   d) Click “Send”
Things to keep in mind:
1) The deadline listed for the response is a **HARD deadline**, once that passes the window to submit a rebuttal closes and **CANNOT** be reopened
2) You can only upload 1 document as a “response” to shared documentation
   a) Please use the Rebuttal form provided by FAR
   b) All written rebuttal responses will need to be placed in the proper location for them in the Rebuttal form

***End of Tutorial***