

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.

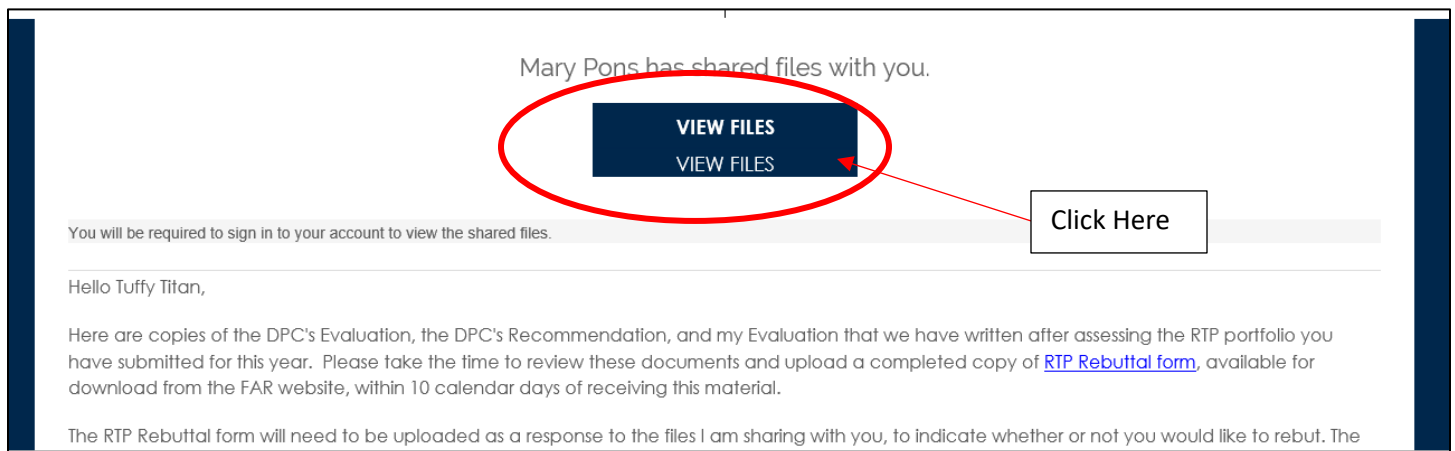
Throughout the Evaluation Process, your review committees will share copies of their Evaluation and/or Recommendation statements based on their assessment of your submitted materials.

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.



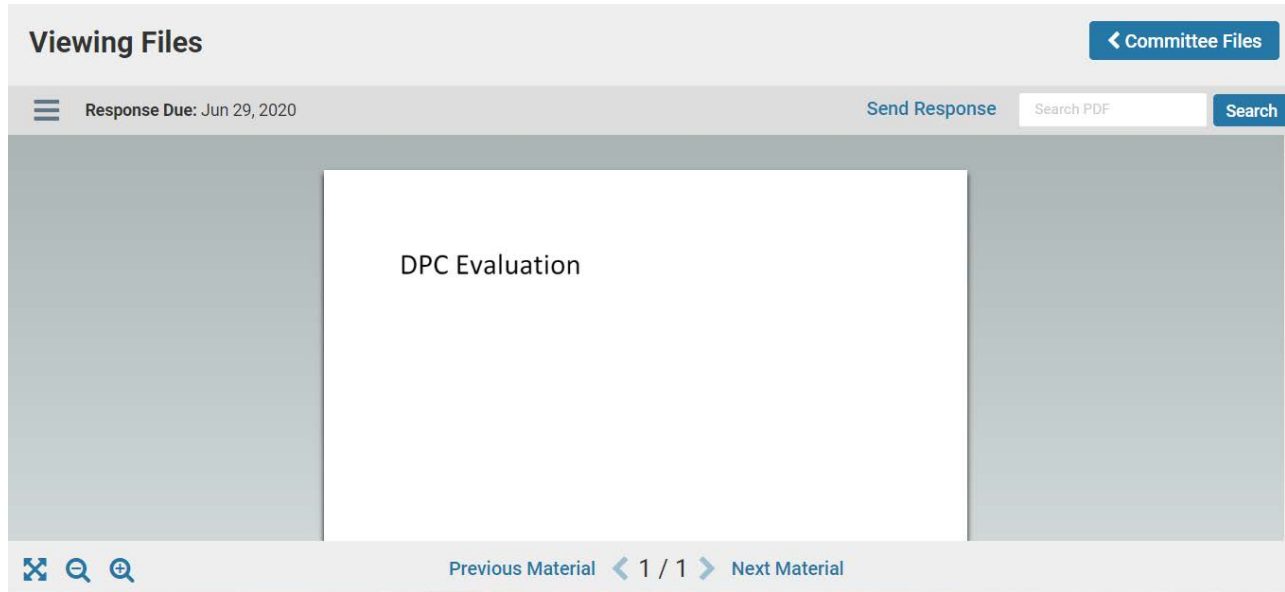
- 3) There are 2 possibilities of where you will be redirected as a result of clicking “View Files”, and it will depend on whether you are:
 - a) Already Logged into Interfolio

*****Continue to Next Page*****

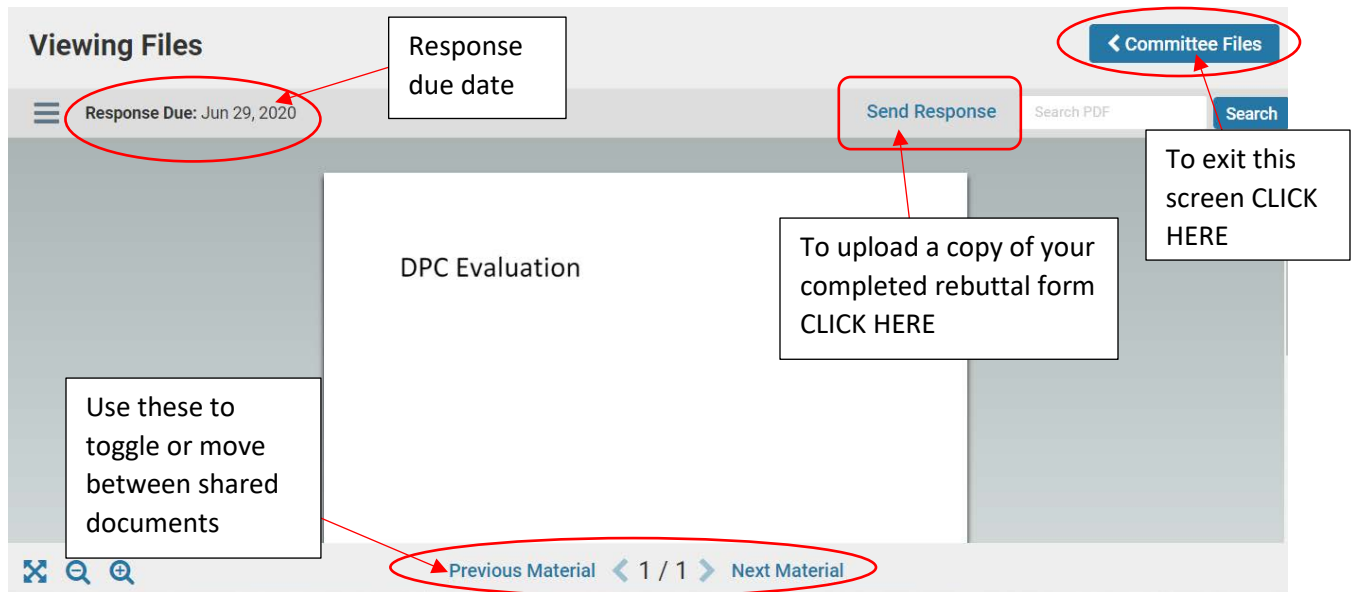
b) Not Logged into Interfolio

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.

Sign In

Sign in with email

Email *

Password *

Sign In

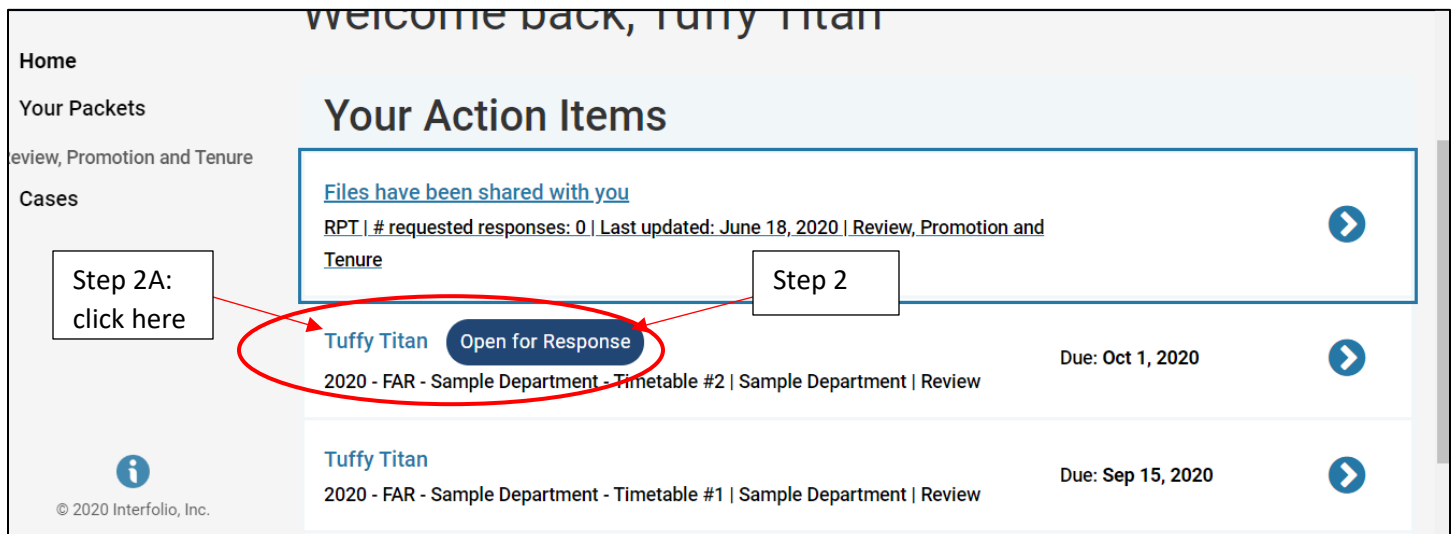
[Forgot your password?](#)

Or sign in with:

Partner Institution

 Google

- 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.



welcome back, Tuffy Titan

Your Action Items

[Files have been shared with you](#)

RPT | # requested responses: 0 | Last updated: June 18, 2020 | Review, Promotion and Tenure

Step 2A: click here

Step 2

Tuffy Titan **Open for Response** Due: Oct 1, 2020

2020 - FAR - Sample Department - Timetable #2 | Sample Department | Review

Tuffy Titan Due: Sep 15, 2020

2020 - FAR - Sample Department - Timetable #1 | Sample Department | Review

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2020 - FAR - Sample Department - Timetable #2

Unit
Sample Department

Type
Review

Overview Packet **Shared Committee Files**

Step 2B: New tab, click here to see what was shared by your committees

Below you will find an overview of the packet requirements outlined by your institution toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

1.0 Table of Contents

Submitted Locked

Timetable #2

Unit
Sample Department

Type
Review

Candidate Instructions
[View Instructions](#)

Overview Packet **Shared Committee Files**

Below you will see files that have been sent to you by committee members.

Actions ▾

▼ Sent by Mary Pons on Jun 18, 2020

Shared Files	Actions
Chair Evaluation_TuffyTison	Copy to Dossier Download
DPC Recommendation	Copy to Dossier Download
DPC Evaluation	Copy to Dossier Download

Click any of these to read contents

Open for Response

To learn more, read about how to [View and Respond to Files Shared with You by a Committee](#)

Due

Due: Jun 29, 2020

[Send Response](#)

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 1 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”

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).**

Today’s Date	8/27/20	Fill in the highlighted fields with your information
Name	Tuffy Titan	
Department	Sample	
For which rebuttal period/evaluator(s) is this being submitted (DPC, Chair, Dean, or FPC)?	Department Chair	
Do you wish to submit a written response to your evaluation (YES or NO)?	NO	
Do you wish to schedule a meeting with the evaluator(s) (YES or NO)?	NO	
Written Response (if applicable):		
N/A		

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**:

*****Continue to Next Page*****

▼ Sent by Mary Pons on Jun 18, 2020

Shared Files	Actions
Chair Evaluation_TuffyTitan	Copy to Dossier
DPC Recommendation	Copy to Dossier
DPC Evaluation	Copy to Dossier

Open for Response
 To learn more, read about how to [View and Respond to Files Shared with You by a Committee](#)

Due
 Due: Jun 29, 2020

Send Response

Step 4, option #1 to submit a response, click here

5) OR here:

Viewing Files < Committee Files

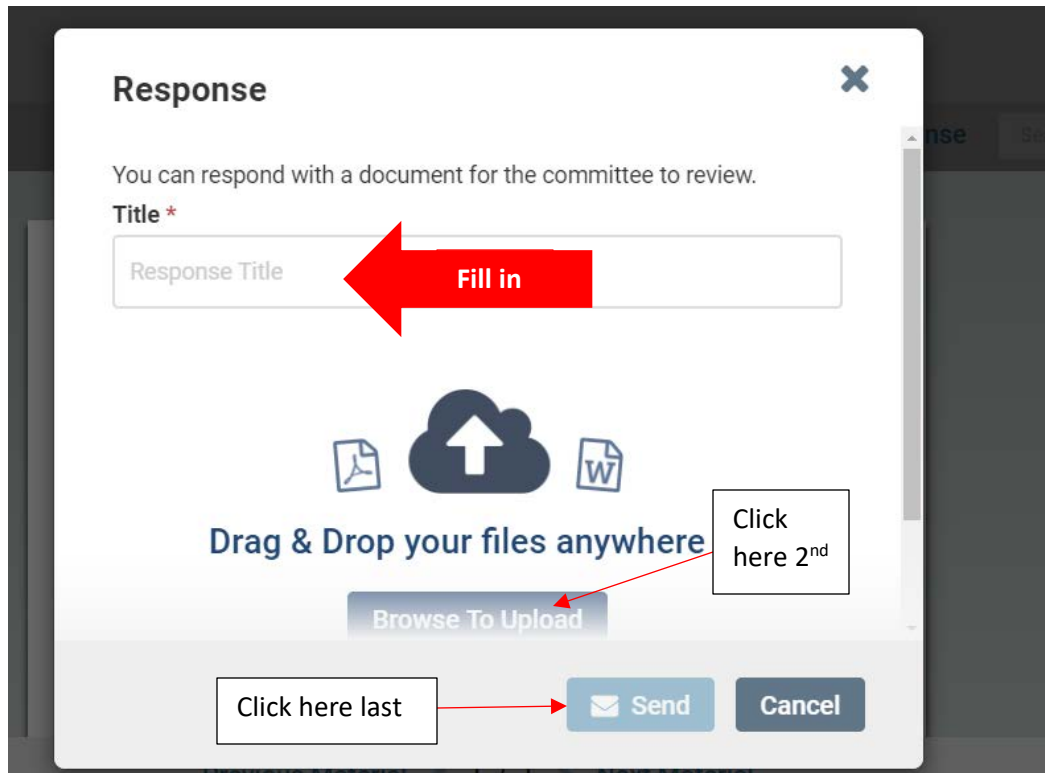
☰ Response Due: Jun 29, 2020 **Send Response** Search PDF Search

DPC Evaluation

OR Step 5, Option #2 to send a response, click 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*****