Sharing Interfolio Evaluations

Sharing Documents to initiate the Rebuttal Period

1) As part of the evaluation process each faculty member has the right to rebut to any evaluation document produced by the committee currently evaluating the submitted portfolio material
   a) This decision must be indicated by the faculty member using the FAR RTP Rebuttal form or the FAR Lecturer Rebuttal Form and that form, along with any rebuttal statements must be uploaded to Interfolio using the process below
2) It is the responsibility of the Committee Chair to ensure that each faculty member in under review receives a copy of the appropriate documentation by published in the FAR Annual RTP Timetables
   a) **For RTP Full Performance Reviews,** Committee Chairs in Interfolio responsible for initiating the rebuttal period are:
      i) The Department Chair
      ii) The College Dean

   b) **For Lecturer Evaluations**, Committee Chairs in Interfolio responsible for initiating the rebuttal period are:
      i) The Department Peer Review Committee (DPRC) Chair
      ii) The Department Chair
      iii) The College Dean (optional)
3) The Rebuttal Period lasts for *__10 CALENDAR DAYS__* after a copy of the appropriate documentation is provided to the faculty member under review
   a) **If the faculty member does not submit a rebuttal within the timeframe given they are NOT allowed to do so through an outside email NOR are extensions to be given.**

Sharing Documents with the Candidate

1) Once the required evaluation/recommendation statement(s) have been uploaded to the appropriate places in the "Required Items" box, on the "Case Details" page of each assigned case, it is time to share it with the candidate

2) Message template:

Dear Professor [insert name],

Your rebuttal period for the [insert name of documentation being shared] has been initiated. Above this message is a button that will allow you to see the document that has been shared with you. You will need to log into Interfolio, open to your most recently submitted review packet, and within that review packet click the tab labeled "Shared Committee Files".

You will be able to see and read all the documents shared with you under "Shared Committee Files". Please indicate whether or not you would like to submit a rebuttal using the RTP Rebuttal Form **[or Lecturer Rebuttal Form]** provided by FAR, as your "Response" to the files shared with you. If you wish to submit a rebuttal statement, please follow the instructions for doing so on the rebuttal form.

You have until **[insert date]** to file a "response" to the files shared with you under "Shared Committee Files". Once this deadline has passed on **[insert date]**, the rebuttal window will be closed. Rebuttal statements **NOT** filed using this method through Interfolio or after the deadline listed will not be accepted.

Sincerely,

[insert name]

Process:
   a) Step 1:
      i) Either go to the **"Case Materials"** page for each case
         (1) click "share"
         (2) Select "with the candidate" from the dropdown menu
      ii) OR Stay on the **"Case Details"** page for each case
         (1) click the "case options" button
         (2) select "email candidate" from the drop down menu
   b) Step 2: Fill in the required Subject and Message portions
      i) The message is completely personal, you can use the template above or create your own
      ii) The message must include the following:
         (1) What's being shared
         (2) A link to the FAR RTP Rebuttal or FAR Lecturer Rebuttal form
         (3) The deadline to submit a copy of the rebuttal form and/or rebuttal statement
            (a) **THIS IS A HARD DEADLINE**, once this deadline has passed the window to rebut has closed and emailed copies of the rebuttal statements will not be accepted
   c) Step 3: Scroll down to "Share Files" and click "+Add"

d) Step 4: Add the necessary files that need to be shared
e) Step 5: Enable a file response
f) Step 6: Select a deadline 10 calendar days from when you are sending the email
    i) If the 10th calendar day falls on a weekend, select the Monday after
g) Step 7: Select "rebuttal/meeting response" as the section for the Response to go into
h) Step 8: Click "send"
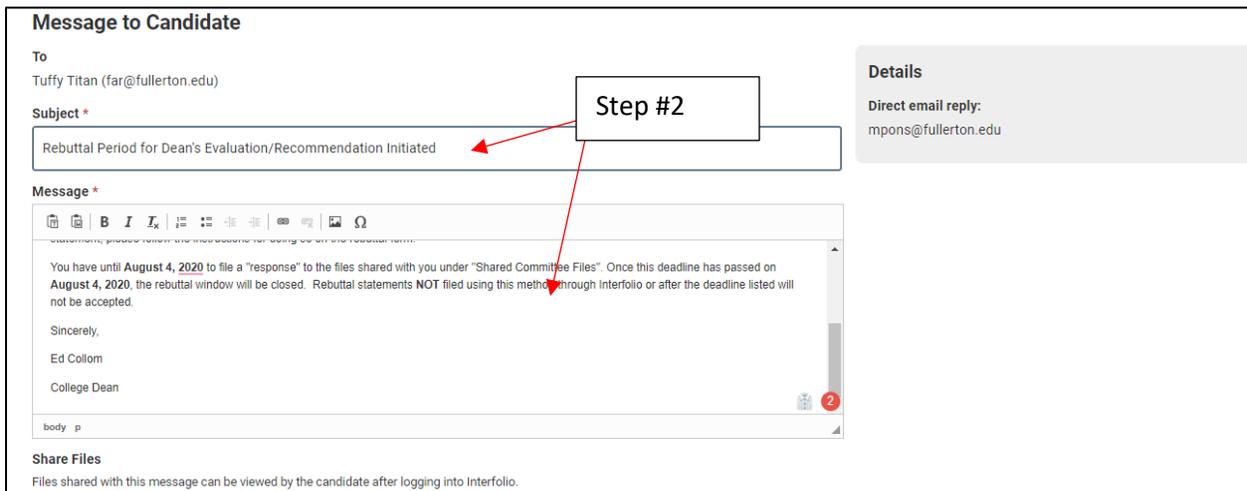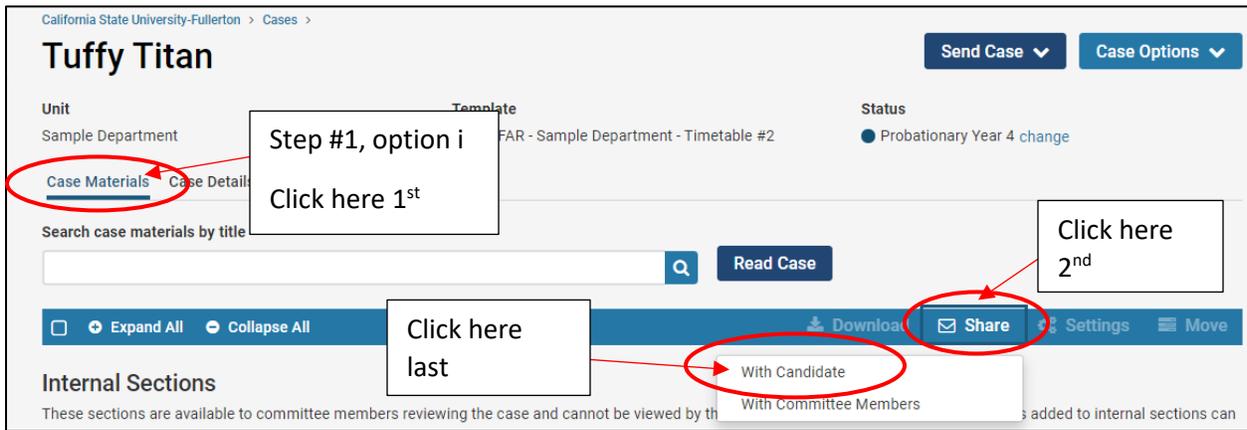
Share Files

Files shared with this message can be viewed by the recipient(s) after logging into Interfolio.

+ Add ← Step #3

Share Files

Files shared with this message can be viewed by the candidate after logging into Interfolio.

Dean Eval & Recommendation_Tuffy Titan   ✖

Step #4, click the blue + to attach documents to the message

🔍 Search Materials

➕ RTP Checklist_Tuffy Titan
➕ Department Chair RTP Evaluation_Tuffy Titan
➕ Department Chair RTP Recommendation_Tuffy Titan
➕ Dean Evaluation of Titan

Details

Direct email reply:

mpons@fullerton.edu

File Response:

☑ Enable

Step #5

When you share a file for the recipient to review, you can check this box to allow them to submit a file in response. Check this option to allow the recipient of this message to submit a file in response.

Message Reason

e.g. rebuttal, reminder

Deadline ❓

Step #6

Aug 4, 2020 📅 ❓

Step #7

Section for Response *

Rebuttal/Meeting Response ⌄

Message to Candidate

To

Tuffy Titan (far@fullerton.edu)

Subject *

Rebuttal Period for Dean's Evaluation/Recommendation Initiated

Message *

You will be able to see and read all the documents shared with you under "Shared Committee Files". Please indicate whether or not you would like to submit a rebuttal using the RTP Rebuttal Form provided by FAR, as your "Response" to the files shared with you. If you wish to submit a rebuttal statement, please follow the instructions for doing so on the rebuttal form.

You have until **August 4, 2020** to file a "response" to the files shared with you under "Shared Committee Files". Once this deadline has passed on **August 4, 2020**, the rebuttal window will be closed. Rebuttal statements **NOT** filed using this method through Interfolio or after the deadline listed will not be accepted.

Sincerely,

Ed Collom

College Dean

body p

Share Files

Files shared with this message can be viewed by the candidate after logging into Interfolio.

Dean Eval & Recommendation_Tuffy Titan ✕

Details

Direct email reply:
mpons@fullerton.edu

File Response:
☑ Enable
When you share a file for the recipient to review, you can check this box to allow them to submit a file in response. Check this option to allow the recipient of this message to submit a file in response.

Message Reason
e.g. rebuttal, reminder

Deadline ❓
Aug 4, 2020 📅 ❓

Section for Response *
Rebuttal/Meeting Response ⌄

👁 Preview

Step 8

✉ Send   Cancel

Sharing Copies of Evaluation/Recommendation Statements with Other Committees in the Evaluation Process

As part of the Evaluation Process, one of your responsibilities as a member of a review committee, is to provide copies of your evaluation statements to the other committees involved in the review process.

This responsibility becomes very important for committees that evaluate submitted portfolio materials later in the process, like the College Dean. And it can be done through the Interfolio platform.

To share a document with other Committees through Interfolio:

1) Step 1: Login to Interfolio and open a case from either the home page dashboard or from search results on the Cases page
2) Step 2: Stay on **"Case Materials"**, click "Share", then select "With Committee members"
3) Step 3: Remove your name from the "To" section of the message
4) Step 4: Click "Committee"
5) Step 5: Select the correct committee
    a. Repeat Step #5 for all necessary committees
6) Step 6: Click "Add Members"
    a. Repeat Step #6 for all necessary committees
7) Step 7: Fill in Subject field
8) Step 8: Fill in Message field
    a. This message is personal, compose whatever message you feel is necessary
9) Step 9: Scroll down to "Share Files" and click "+Add"
10) Step 10: Select the correct document(s) by clicking the blue +
11) Step 11: Click "send

California State University-Fullerton > Cases >

Tuffy Titan

Send Case ∨   Case Options ∨

Unit
Sample Department

Template
020 - FAR - Sample Department - Timetable #2

Status
● Probationary Year 4 change

Step #2,Click Here 1st

Case Materials   Case Details

Step #2, Click Here 2nd

Search case materials by title

🔍   Read Case

☐ ⊕ Expand All ⊖ Collapse All

⬇ Download   ✉ Share   ⚙ Settings   ☰ Move

Step #2, Click Here 3rd

Internal Sections

These sections are available to   ...ewing the case and   ...e that some materials added to

With Candidate
With Committee Members

Message to Committee

To

Ed Collom (edcollom@fullerton.edu) ✕

Step #3

Add Another: User | Committee

Step #4, click here

Subject *

Message Subject

Message to Committee

To

Add Another: User | Committee

Search for Or Select a Committee

FAR
Provost
Sample Dean
Sample Department Chair
Sample Department DPC

Step #5. Select the proper committee(s)

To

Add Another: User | Committee

Sample Department DPC ⌄

Step #6, click here for each committee selected

Add Members

Subject *

Message to Committee

Subject * ← Step #7

Message Subject

Message * ← Step #8

| 🗐 🗐 | **B** *I* *I*ₓ | 1≡ ≔ ≔ ≔ | 🔗 🔗 | 🖼 Ω |

Share Files

Files shared with this message can be viewed by the recipient(s) after logging into Interfolio.

Share Files

Files shared with this message can be viewed by the recipient(s) after logging into Interfolio.

+ Add ← Step #9

Share Files
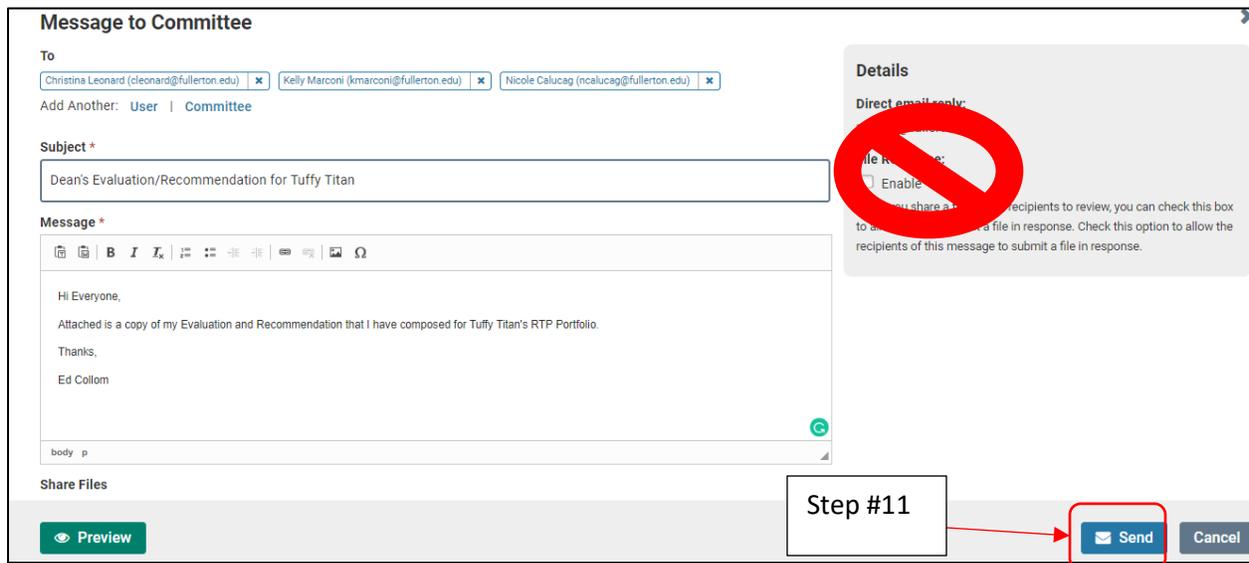
Files shared with this message can be viewed by the recipient(s) after logging into Interfolio.

| Dean Evaluation of Titan | ✕ |

| 🔍 Search Materials   **Select All** | ✕ |

- DPC Evaluation_Tully
- ➕ DPC Recommendatio
- ➕ Dean Eval & Recomm

Step #10, click the blue + to add document(s) to the message as an attachment
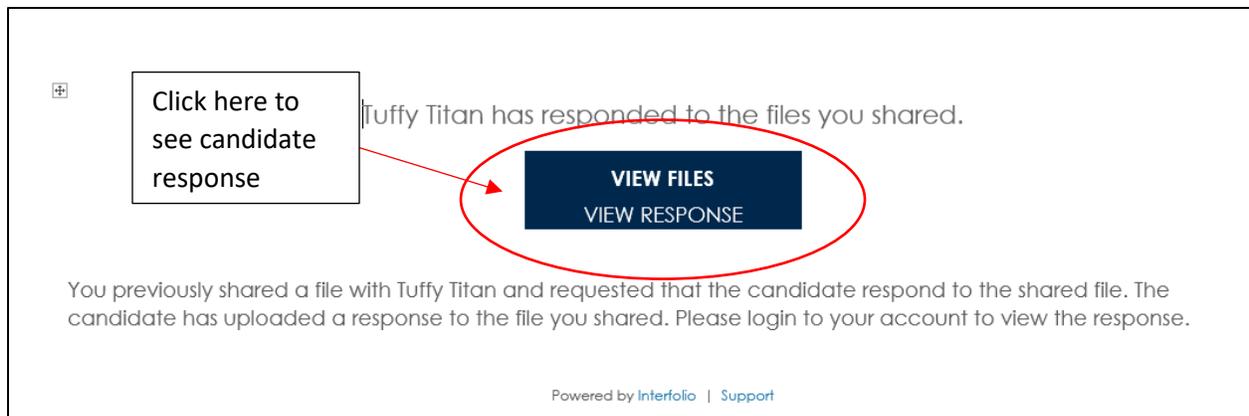
Sharing Copies of any Rebuttals filed with committees who reviewed previously

If a rebuttal statement is filed by the candidate, then it is the responsibility of the Committee Chair to share a copy of that rebuttal statement with the other Committees who previously reviewed the submitted WPAF.

This responsibility becomes very important for committees that evaluate submitted portfolio materials later in the process, like the College Dean. And it can be done through the Interfolio platform.

a) **For RTP Full Performance Reviews,** Committee Chairs in Interfolio responsible for sharing the rebuttal responses filed are:
   i) The Department Chair
   ii) The College Dean

b) **For Lecturer Evaluations**, Committee Chairs in Interfolio responsible for sharing the rebuttal responses filed are:
   i) The Department Chair
   ii) The College Dean

When a response is submitted by the Candidate, the Committee Chair who shared the documents with the Candidate will receive an email that looks like this:

Click here to see candidate response

Tuffy Titan has responded to the files you shared.

VIEW FILES
VIEW RESPONSE

You previously shared a file with Tuffy Titan and requested that the candidate respond to the shared file. The candidate has uploaded a response to the file you shared. Please login to your account to view the response.

Powered by Interfolio | Support

1) When you get the email
    a. Click on the link to view the file submitted in response
    b. OR Login to Interfolio, open up the case, and click on the document title in the Rebuttal/Meeting Response section

Process:

1) Step 1: Login to Interfolio and open a case from either the home page dashboard or from search results on the Cases page
2) Step 2: Stay on **"Case Materials"**, click "Share", then select "With Committee members"
3) Step 3: Remove your name from the "To" section of the message
4) Step 4: Click "Committee"
5) Step 5: Select the correct committee
    a. Repeat Step #5 for all necessary committees
6) Step 6: Click "Add Members"
    a. Repeat Step #6 for all necessary committees
7) Step 7: Fill in Subject field
8) Step 8: Fill in Message field
    a. This message is personal, compose whatever message you feel is necessary
9) Step 9: Scroll down to "Share Files" and click "+Add"
10) Step 10: Select the correct document(s) by clicking the blue +
11) Step 11: Click "send

California State University-Fullerton > Cases >

Tuffy Titan

Send Case ▾   Case Options ▾

Unit
Sample Department

Step #2,Click Here 1st

emplate
020 - FAR - Sample Department - Timetable #2

Status
● Probationary Year 4 change

Step #2, Click Here 2nd

Case Materials   Case Details

Search case materials by title

[   ] 🔍   Read Case

☐ ⊕ Expand All   ⊖ Collapse All   ⬇ Download   ✉ Share   ⚙ Settings   ☰ Move

Step #2, Click Here 3rd

Internal Sections
These sections are available to ... ewing the case and ...   With Candidate   With Committee Members   that some materials added to

---

Message to Committee

To

Step #3

[Ed Collom (edcollom@fullerton.edu) ✖]

Add Another: User | **Committee**

Step #4, click here

Subject *

[Message Subject]

Message to Committee

To
Add Another: User | Committee

[Search for Or Select a Committee]

FAR
Provost
Sample Dean
~~Sample Department Chair~~

Step #5. Select the proper committee(s)

Sample Department DPC

📋 📋 **B** *I* *I̲ₓ* 1≡ :≡ ⊣≡ ⊢≡ 🔗 🔗 🖼 Ω

11

To

Add Another: User | Committee

Sample Department DPC   ⌄

Step #6, click here for all committees selected

Add Members

Message to Committee

Subject *

Step #7

Message Subject

Message *

Step #8

Share Files

Files shared with this message can be viewed by the recipient(s) after logging into Interfolio.

Share Files

Files shared with this message can be viewed by the recipient(s) after logging into Interfolio.

+ Add

Step #9

Share Files

Files shared with this message can be viewed by the recipient(s) after logging into Interfolio.

Dean Rebuttal   ✖

🔍 Search Materials   ✖

Step #10, click the blue + to add document(s) to the message as attachments

➕ Dean Eval & Recor...

➕ DPC Rebuttal

➕ Chair Rebuttal

➕ DPC and Chair Rebuttal (7.6.2020)

➕ Chair Rebuttal (7/14/2020)

Message to Committee   ✖

To

Christina Leonard (cleonard@fullerton.edu) ✖ | Kelly Marconi (kmarconi@fullerton.edu) ✖ | Nicole Calucag (ncalucag@fullerton.edu) ✖

Add Another: User | Committee

Subject *

Rebuttal Filed by Tuffy Titan

Message *

📋 📋 | **B** *I* 𝐼ₓ | ≟ ≣ ≡ ≡ | ∞ ⇔ | 🖼 Ω

Hi All,

Tuffy Titan has filed a rebuttal statement to my evaluation/recommendation. I have attached a copy here for you to view.

Yours truly,

Ed Collom

body p

Details

Direct

Res...
Enable

Share Files

Files shared with this message can be viewed by the recipient(s) after logging into Interfolio.

Dean Rebuttal   ✖

👁 Preview

Step #11

🔲 Send   Cancel