

## CANDIDATE'S QUICK REFERENCE GUIDE

### Review, Promotion & Tenure



## How Do I Respond To/Rebut My Evaluation?

Click the **Shared Committee Files** tab, locate the evaluation to which you would like to respond/rebut, and click **Send Response**.

The screenshot shows the Interfolio interface. At the top, there are tabs for 'Overview', 'Packet', and 'Shared Committee Files'. Below the tabs, there is a table with columns for 'Unit', 'Type', and 'Candidate Instructions'. The 'Unit' is 'California State University-Long Beach', the 'Type' is 'Review', and there is a 'View Instructions' button. Below the table, there is a section titled 'Sent by Liz Harris on March 3, 2018'. Under this section, there is a table with columns for 'Shared Files' and 'Actions'. The 'Shared Files' column contains 'Biology RTP Committee Evaluation', and the 'Actions' column contains 'Copy to Dossier | Download'. Below this table, there is a section titled 'Open for Response' with a sub-heading 'To learn more, read about how to View and Respond to Files Shared with You by a Committee'. Below this, there is a 'Due' section with the text 'Due: Mar 13, 2018'. At the bottom of this section, there is a 'Send Response' button highlighted with a red arrow.

Enter a **Title**, referencing the evaluation to which you are responding.

(i.e., Rebuttal To Dept RTP Committee Evaluation)

Click **Browse To Upload** or use “Drag & Drop” to upload your response or rebuttal.

Click **Send**.

### Response

You can respond with a document for the committee to review.

Title \*

Rebuttal To Dept RTP Committee's Evaluation



Drag & Drop your files anywhere or

**Browse To Upload**

**Send** Cancel