**Email Templates for Interfolio**

**Sample #1: Case(s) Ready for Review**

TO: Reviewing Body (this will auto-populate)

FROM: Department Coordinator (this will auto-populate)

SUBJECT: Case(s) Ready for Review

Dear (REVIEWING BODY),

Please login to Interfolio, to view the cases in your queue. Your evaluation report or AP 109 is due to the candidate by (DATE). Please remember to use the latest version of the AP 109, which is available for download under “Evaluation Forms” on Academic Personnel’s RPT webpage: <https://academic-personnel.calpoly.edu/content/policies/rpt>

**Sample #2: Evaluation Notification to Candidate**

TO: Candidate (this will auto-populate)

FROM: Department Coordinator (this will auto-populate)

SUBJECT: Evaluation from \_\_\_\_\_\_\_\_\_\_ (REVIEWING BODY) - Candidate Name

Dear (CANDIDATE NAME),

Please login to Interfolio, open your packet, and select “Committee Files” to find the evaluation from the (REVIEWING BODY). If you need help finding the evaluation or uploading your rebuttal, please use this help document: <https://content-calpoly-edu.s3.amazonaws.com/academic-personnel/1/PDF/SubmittingRebuttalUsingInterfolio.pdf>

You have the right to submit a rebuttal statement to this evaluation within 10 calendar days, which is (DATE) by 9:00 pm PST. If you do not wish to submit a rebuttal statement to this evaluation, you may waive the 10-day rebuttal period by replying to this email stating such. If you upload a rebuttal via Interfolio, please notify me after you have done so by replying to this email.

**Sample #3: Response/Rebuttal Notification to Reviewing Body**

TO: Reviewing Body (this will auto-populate)

FROM: Department Coordinator (this will auto-populate)

SUBJECT: Response/Rebuttal for (REVIEWING BODY) from (CANDIDATE NAME)

Dear (REVIEWING BODY RECEIVING REBUTTAL),

(CANDIDATE NAME) has submitted a rebuttal to your evaluation. Please login to Interfolio, open their case, under “Evaluation Reports and Rebuttal Statements” find and review the rebuttal addressed to your reviewing body.

If you have any changes to your evaluation, you may revise your evaluation and provide to me for upload. If there is no change to your evaluation, please notify me by replying to this email.