## Adding the Reviewing Body to the Rebuttal Period Workflow Step in Interfolio

<table>
<thead>
<tr>
<th>Instruction</th>
<th>Screenshot/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1)</strong> Login to Interfolio</td>
<td><img src="image1.png" alt="Login to Interfolio" /></td>
</tr>
<tr>
<td><strong>2)</strong> Select the case you need to modify and click the candidate’s name to open it.</td>
<td><img src="image2.png" alt="Select candidate" /></td>
</tr>
<tr>
<td><strong>3)</strong> Select “Case Options” and “Edit Case” in the upper right-hand corner.</td>
<td><img src="image3.png" alt="Case Options and Edit Case" /></td>
</tr>
<tr>
<td><strong>4)</strong> Select “Case Review Steps”.</td>
<td><img src="image4.png" alt="Case Review Steps" /></td>
</tr>
</tbody>
</table>
5) On the next page, select the pencil (edit icon) next to the “Rebuttal Period for ____” workflow step.

Examples:
- For the Department Peer Review Committee this step is called “Rebuttal Period for Department PRC Evaluation”.
- For the Department Chair this step is called “Rebuttal Period for DC Evaluation”.

Case Review Steps

- **WPAF Collection Period**
  - CLA Analyst (0)
  - No Instructions  No Required Documents
  - CLA-DEPT Coordinator (2)
  - No Instructions  No Required Documents

- **Department**
  - Due Date: Nov 30, 2018
  - CLA-DEPT Department PRC (3)
  - No Instructions  No Required Documents
  - CLA-DEPT Department Chair (1)
  - No Instructions  No Required Documents

- **Rebuttal Period for Department PRC Evaluation (Current Step)**
  - Due Date: Dec 10, 2018
  - CLA-DEPT Coordinator (2)
  - No Instructions  No Required Documents

- **Department Chair**
  - Due Date: Jan 25, 2019
  - CLA-DEPT Department Chair (1)
  - No Instructions  No Required Documents
Select “+ Add Committee”.  

**Note:** You will notice that your “COLLEGE-DEPT Coordinator” committee is already assigned to the “Rebuttal Period for ____” step. In order for the reviewing body to be able to the rebuttal that was submitted, you need to add the respective committee to the “Rebuttal Period for ____” step.

7) Add the committee (e.g., DPRC or Department Head/Chair) for the level of review the rebuttal was submitted in response to, by selecting “Standing Committee”. From the drop-down menu select the committee that the rebuttal was submitted in response to:

- COLLEGE-DEPT Department PRC (e.g., CLA-ART Department PRC or CSM-MATH Department PRC)
- COLLEGE-DEPT Department Chair (e.g., CLA-ART Department Chair or CSM-MATH Department Chair)

8) Then select “+ Add”.

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**Edit Step**

**Name**

Rebuttal Period for Department PRC Evaluation

**Due Date**

Dec 10, 2018

Save

**Add Committee**

**Who is reviewing the case at this step?**

- Standing Committee
- Ad Hoc Committee
- Individual User

**Standing committee name**

CLA-DEPT Department Chair in College of Liberal Arts

Add
How to Email Reviewing Body about the Rebuttal within Interfolio

1) After you add the correct reviewing body committee to the “Rebuttal Period for ______” step (current step), you should email the committee and let them know that a rebuttal has been submitted.

2) Select “Case Details” and “Email”.

3) Use the “Sample #3: Response/Rebuttal Notification to Reviewing Body” email template that can be found on the Academic Personnel website: https://academic-personnel.calpoly.edu/interfolio

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.
4) Copy and paste the subject and message fields, then select “Send.”