# Email Templates for Interfolio

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| BLUE CELLS = copy and paste into Interfolio | | **RED TEXT** = update text once copied into Interfolio |
| Sample #1: Case Ready for Review | | |
| To: | Reviewing Body (this will auto-populate) | |
| From: | Department Coordinator (this will auto-populate) | |
| Subject: | Case Ready for Review | |
| Message: | 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 on Academic Personnel’s Forms webpage: <https://academic-personnel.calpoly.edu/content/forms> | |
| Sample #2: Evaluation Notification to Candidate | | |
| To: | Candidate (this will auto-populate) | |
| From: | Department Coordinator (this will auto-populate) | |
| Subject: | Evaluation from **REVIEWING BODY** | |
| Message: | Please login to Interfolio, open your packet, and select “Shared Committee Files” to find the evaluation from the **REVIEWING BODY**.  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.  If you need help finding the evaluation or uploading your rebuttal, please use this help document: <https://product-help.interfolio.com/en_US/candidate/view-and-respond-to-files-shared-with-you-by-a-committee-rebuttal> | |
| 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 from **CANDIDATE NAME** to **REVIEWING BODY** | |
| Message: | **CANDIDATE NAME** has submitted a rebuttal to your evaluation. Please login to Interfolio, open their case, then look 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.** | |
| Sample #4: No Changes to Original Evaluation | | |
| To: | Candidate (this will auto-populate) | |
| From: | Department Coordinator (this will auto-populate) | |
| Subject: | Notification from **REVIEWING BODY** | |
| Message: | The **REVIEWING BODY** has received and reviewed your rebuttal and they will not be changing their evaluation. Therefore, your rebuttal will accompany the original evaluation to the next level of review. | |
| Sample #5: Revised Evaluation Notification to Candidate | | |
| To: | Candidate (this will auto-populate) | |
| From: | Department Coordinator (this will auto-populate) | |
| Subject: | Revised Evaluation from **REVIEWING BODY** | |
| Message: | In response to your rebuttal, the **REVIEWING BODY** has revised their evaluation. Please login to Interfolio, open your packet, and select “Shared Committee Files” to find the revised **REVIEWING BODY** evaluation. The original evaluation will be removed.  At each level of review only one evaluation and one rebuttal will move forward. **Below are your options and please confirm which option you are choosing by responding to this email:**   1. Keep your original rebuttal, thus waiving your new rebuttal period. If you do not wish to submit a revised rebuttal statement to this evaluation, you may waive the 10-day rebuttal period by replying to this email stating such. 2. Submit a new rebuttal to this revised evaluation within 10 calendar days, which is **DATE** by 9:00 pm PST. If you upload a new rebuttal via Interfolio, your original rebuttal statement will be removed. If you need help finding the evaluation or uploading your rebuttal, please use this help document: <https://product-help.interfolio.com/en_US/candidate/view-and-respond-to-files-shared-with-you-by-a-committee-rebuttal> 3. Remove your original rebuttal statement, thus no rebuttal would move forward with the revised evaluation. | |
| Sample #6: Second Response/Rebuttal Notification to Reviewing Body | | |
| To: | Reviewing Body (this will auto-populate) | |
| From: | Department Coordinator (this will auto-populate) | |
| Subject: | Response/Rebuttal from **CANDIDATE NAME** to **REVIEWING BODY** | |
| Message: | **CANDIDATE NAME** has submitted a second rebuttal to your evaluation. Please login to Interfolio, open their case, then look 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 inform the candidate of your non-action, and then notify me by replying to this email. | |