**RESPONSE/REBUTTAL INSTRUCTIONS**

**Response/Rebuttal Statement.** A candidate has the right to submit a response or rebuttal statement in writing and/or request a meeting to discuss a reappointment, tenure, and/or promotion (RTP) recommendation within ten (10) days following receipt of the recommendation. (Although a meeting may be requested by the candidate, it is up to each level of review to decide if a meeting will be granted—a meeting is not required.)

**Candidate's Responsibility.** It is the RTP candidate's responsibility to make arrangements with their department to forward RTP letters of recommendation to them off campus if they plan to be away from campus when recommendations are scheduled to be placed in campus mail boxes. Candidates may request a PDF copy of the recommendation be e-mailed to them.

**Response/Rebuttal Form and Statement.** The candidate completes the top portion of the Response/Rebuttal Form and attaches it to the rebuttal/response statement. The candidate’s response/rebuttal statement:

- Should be addressed to the reviewing body that made the recommendation.
- Must be signed by the candidate.
- Should address issues raised in the letter of recommendation received. **The response/rebuttal cannot contain any attachments.** New material can only be submitted through the late-add process within the published deadline dates. (See handout "Late Add Instructions for Submitting Material to WPAF After the Deadline Date.")
- Should indicate that copies were sent to the Associate Vice President for Faculty Advancement and previous levels of review (if any).
- Must be received by the response/rebuttal deadline date indicated in the letter of recommendation or within ten (10) calendar days from the date of the letter. (If the response/rebuttal statement is received after the deadline date, it will be forwarded to the next level of review for consideration.)

**Delivering Response/Rebuttal Form and Statement from Candidates**

Response/rebuttals for the:

- Department level (department peer review committee or department chair) should be delivered to the designated staff person in the department office (the required number of copies varies).
- College level (college peer review committee or dean) should be submitted to the college RTP representative in the dean’s office (the required number of copies varies).
- University level (University Promotions and Tenure Review Panel) should be submitted to the Office of Faculty Advancement, MH-3310 (an original and 8 copies are required).

**Administrative Support Staff:**

**Procedures for Processing Response/Rebuttal Statements and Forms.** A separate Response/Rebuttal Form must be attached to each response/rebuttal statement.

- If a form was not submitted by the candidate, complete the top part of the response/rebuttal form and attach it to the front of the response/rebuttal statement from the candidate before submitting it to the reviewing body.
- After the reviewer(s) reconsider their original recommendation based upon the candidate's response/rebuttal statement, they should:
  - Complete the bottom part of the form including a signature and date of action.
  - Add copy notations and mail copies to (1) the candidate, (2) Associate Vice President for Faculty Advancement, and (3) the previous levels of review (if any).
  - Place copies of the response/rebuttal statement and the completed Response/Rebuttal Form in each PDS before forwarding the WPAFs to the next level of review.

If a reviewing body changes its original recommendation based upon the response/rebuttal statement, it may prepare a new letter of recommendation or may indicate the new recommendation directly on the Response/Rebuttal Form. In each instance, the PDS cover sheet should be revised to reflect the new recommendation. The word “revised” should also be inserted by the new date of recommendation. Because of time limitations, no response or rebuttal is permitted to the changed recommendation.

**Response/Rebuttals from Others.** The CBA/Policy File does not allow for response/rebuttals from individuals other than the candidate, such as faculty or staff members, students, department peer review committee members, department chairs, the community, etc. Therefore, response/rebuttals from such individuals will not be added to the WPAF or considered by reviewing bodies.

*Office of Faculty Advancement – Revised 01/2016*