

Policy Notifying Faculty Members of Receipt of Evaluation Letters
(Approved 6/16/2020)**635.2.2.a. Notification**

A copy of the written evaluation and recommendation shall be placed in the faculty member's campus mailbox and otherwise made available upon request before being forwarded to a subsequent review level. The reviewing agency will email candidates to report delivery of the recommendation to their campus mailboxes and mention that they may request an electronic copy. This email notification will serve as the faculty member's official notice that the 10-day response period has begun.

635.2.2.b. Response

Faculty members have the right to file a written rebuttal statement within 10 calendar days following the date the email notification was sent. The faculty member has the right to also request a meeting that will be held within the same 10 days, to discuss the recommendation, before the recommendations are placed in the PAF and are sent to each of the other recommending agencies.

Based on the written response or the requested meeting with the reviewing agency, the written evaluation and recommendation may be revised by the mutual consent of the faculty member and the recommending agency, provided that such revision shall not extend the timelines. A copy of the response or rebuttal statement shall be placed in the Personnel Action File and shall also be sent to all previous levels of review.