# TEN-DAY REBUTTAL NOTICE

*15.5*

*At all levels of review, before recommendations are forwarded to a subsequent review level, faculty unit employees shall be given a copy of the recommendation and the written reasons therefore. The faculty unit employee may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) days following receipt of the recommendation. A copy of the response or rebuttal statement shall accompany the Working Personnel Action File and also be sent to all previous levels of review. This section shall not require that evaluation timelines be extended.*

**Step 1:**  Date-stamp receipt of recommendation letter in the College office. For example:

Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rebuttal period expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(10-day rebuttal period)

Signature (if requested):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 2:** Upon receipt immediately contact the faculty member and inform her/him that the recommendation letter has been received. College offices use alternate approaches for the actual delivery of the letter (see below); however most offices prefer the faculty to pick up the letter. ***Signature is not required, but may be requested if faculty pick up letter.***

1. Inform the faculty to pick up recommendation letter in your office during open hours (e.g, 8 – 12 or 1 – 5); or
2. Deliver the recommendation letter to the faculty member’s department mailbox; or
3. Mail the recommendation letter (certified mail) to the faculty member’s preferred address; or,
4. If the faculty member is out of the area (e.g., on leave), and with their permission, you may scan the letter and send it to them via email – least preferred approach.

**Step 3**: If a rebuttal or response is received from the candidate, it should be placed into the WPAF. Copies of the rebuttal/response should be sent to all previous levels of review.

**Step 4:** At the end of the 10-day rebuttal period, move the file to the next level of review – no exceptions. Evaluation timelines may not be extended. **The rebuttal period begins when the office notifies the faculty and/or mails the letter, not when the faculty pick it up.**

The 10-day rebuttal period has been calculated for you on the Personnel Action Dates. As an fyi, below is an explanation as to how the period is calculated. The same manner of calculation also applies to the 5-day filing notices for materials inserted into the PAF.

**How to Calculate the ten-day rebuttal period (same calculation applies to the 5-day filing notice for other items that are to be inserted into the PAF):**

When calculating the date, use calendar days, not work days. The rebuttal period expires 10 days from the date the recommendation letter. If the tenth day falls on a Saturday, Sunday, or holiday (when the university is closed for business), use the next work day. (i.e. A letter is dated and mailed or placed into the faculty employee's campus mail box on Friday, September 24, the rebuttal period will expire on Monday, October 4, 2010. Rebuttals must be received and placed into the WPAF prior to 5:00 at the expiration of the 10-day period. At that time, the WPAF should be moved to the next level of review. If the faculty member informs you that they will not be writing a rebuttal, the file can be moved to the next level of review immediately upon receipt and delivery of the recommendation letter.

September, 2010

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