

## CANDIDATE'S QUICK REFERENCE GUIDE

Review, Promotion & Tenure



### How Do I Respond To/Rebut My Evaluation?

Click the **Shared Committee Files** tab, locate the evaluation to which you would like to respond/rebut, and click **Send Response**.



Enter a Title referencing the evaluation to which you are responding.

(i.e., RebuttalToDept RTPCommittee Evaluation)

Click **Browse To Upload** or use "Drag & Drop" to upload your response or rebuttal.

Click **Send**.

