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|  | 2024-2025  Lecturer Evaluation  Rebuttal/Meeting Form |

Article 15.5 of the Unit 3 CFA/CSU Collective Bargaining Agreement (11/12/14-6/30/2021 version) and Section VIII of University Policy Statement 210.070 provide faculty with the right to respond at each review stage before the Working Personnel Action File is forwarded to the subsequent level of review.

Faculty may elect to submit a rebuttal statement or response to an evaluation and/or to request a meeting with the evaluator(s) within **ten (10) calendar days** of receiving the evaluation. Copies of any written responses will be shared with all previous levels of review, and any future evaluators, and will become incorporated into the Personnel Action File.

Resources:

* [Rebuttal Period Process Tutorial](https://csuf.screenstepslive.com/s/23468/a/1357393-participating-in-the-evaluation-rebuttal-period#submitting-the-response)

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| **Complete all of the fields in the table below. If you wish to submit a written response, provide it in the section below. After completion, upload this form in Interfolio as the “Response” document to the evaluation shared with you by the evaluator(s).** |

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| **Today’s Date** | Click or tap to enter a date. |
| **Name** |  |
| **Department** |  |
| **For which rebuttal period/evaluator(s) is this being submitted (DPRC, Chair or Dean)?** | Choose an item. |
| **Do you wish to submit a written response to your evaluation (YES or NO)?** | Choose an item. |
| **Do you wish to schedule a meeting with the evaluator(s) (YES or NO)?** | Choose an item. |

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| **Written Response (if applicable):** |