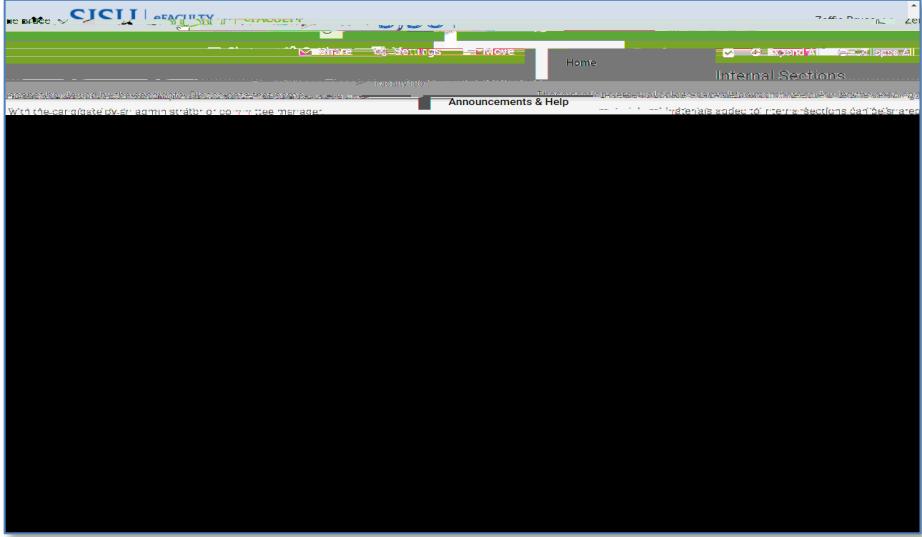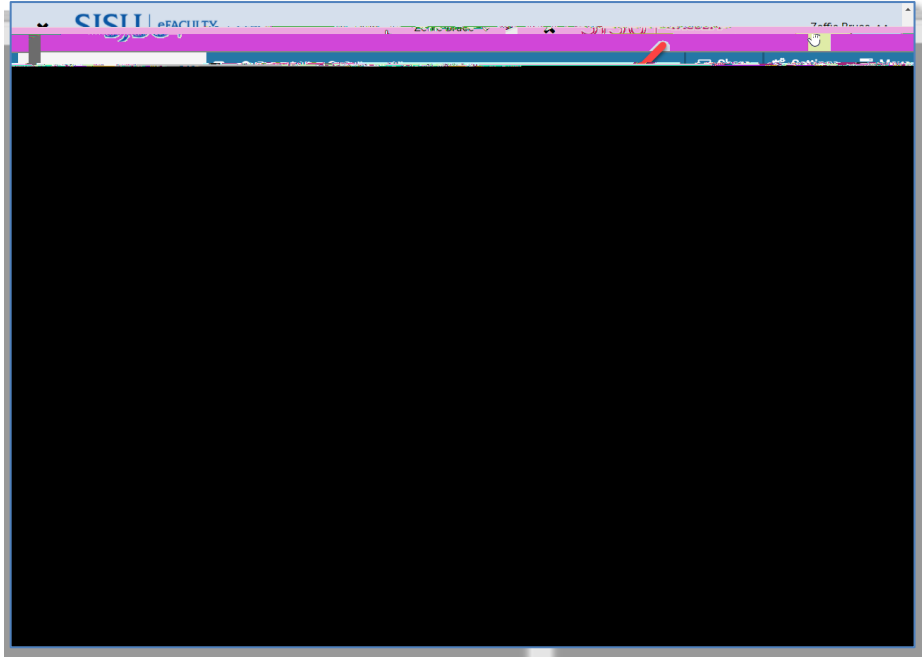# eFaculty QuickTip:

Sending Evaluations for Optional Response

Resource guide to help departments and colleges send their evaluations to the faculty and enable the required 10-calendar-day period for them to submit an optional response or rebuttal to the evaluation.

Step 1. On the Case Materials page, Scroll down to Internal Sections Select the appropriate committee* caret (if the form is not visible, select the caret again, and the form should appear). Under Committee Forms, select the evaluation form check box. *If sending from the department level, and there are both department committee and chair evaluations, select the evaluations from both areas.*	
Step 2. Find the dark blue bar near the top of the screen and select "Share." Then select, "With Candidate."	

Step 4. Prepare the Message
Provide a message to the candidate. Please go to the box below for a message template.*

In the grey box on the right, select **Enable** using the check box. Type for each area as indicated:

Message Reason:
Department [or College] Annual [or Cumulative] Evaluation - Optional Response

Deadline:
Select 10 calendar days out or enter the mini-review calendar date (preferred). [This is a real cut-off date. Make sure it is at least 10 days, even if past the deadline, and match the message date to it.]

Section for Response:
Choose the level from which you are sending:
a. Department Committee (do not send from committee if there will be a chair review).
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