## Waiving Rebuttal in Faculty 180

Enter system and click "Evaluations" in the left-side menu.	Evaluations
In your evaluations area, look under the "Perform	
Evaluations" heading for the line that includes this text:	Title ^
	Candidate Submits Rebuttal to Department Chair/Director Recommendation
Click "Evaluate" under "Actions" at the far-right,	
then click the same button again on the next page.	Actions ^
	Evaluate
In the pop-up window, select the "Waive Rebuttal" option	Submit/Waive Rebuttal Submit Rebuttal Waive Rebuttal
then hit "Save."	Save
You'll be returned to main window, where you click "Submit Selected Evaluations."	Submit Selected Evaluations