

## **WRITING A REBUTTAL**

### **WHAT IS A REBUTTAL?**

#### **Definitions of rebuttal include:**

**A statement to contradict or oppose by countervailing proof; a statement to expose the falsity of by clear evidence; a statement to make or furnish an answer or counter proof.**

**In other words a rebuttal is your opportunity to tell your side of the story and correct what you believe is a false or inaccurate statement/assumption.**

### **WHEN DO YOU WRITE A REBUTTAL?**

**A rebuttal should be written to any negative or inaccurate evaluation or when any negative, inaccurate or untimely communication is placed in your personnel file.**

### **WRITING THE REBUTTAL**

- 1. Write a draft while it is still fresh in your mind. DO NOT submit your first draft!**
- 2. Wait a day and then write the actual rebuttal.**
- 3. Be brief and concise as possible.**
- 4. Limit your remarks to the specific issues you are challenging.**
- 5. ONLY address the negative comments by the administrator.**
- 6. Be clear and to the point in stating your disagreements.**

### **WHAT TO SAY**

**Restate the negative statement of the administrator and then rebut that statement. Be as specific as you can.**

**Example: "You evaluated me as Unsatisfactory and wrote that I repeatedly reported late for my classes. I do not agree with this statement. I was only late once for my classes this year because my car ran out of gas. On that day, I called the office and informed you that I would be late."**

## **ASK APPROPRIATE QUESTIONS**

### **Examples:**

- 1. What are the administrator's recommendations for improvement?**
- 2. Specifically, what do you have to do in order to improve?**
- 3. What assistance will the administrator be offering you?**
- 4. How long do you have to improve and how do you demonstrate that you have improved?**
- 5. When was the staff informed of the procedure/rule you did not follow? Where is the written documentation that all staff was appropriately informed?**
- 6. What is the specific rule, procedure violated? Where can you find this policy/procedure?**
- 7. Does the administration have documentation that everyone who broke this rule/ violated this procedure was treated the same way as you were treated?**

## **WHAT NOT TO WRITE**

- 1. Do not include comments that are not germane to the specific issue.**
- 2. Do not include personal comments about the administrator.**
- 3. Do not be defensive when you write.**
- 4. Do not name persons that you know violated the rule/procedure you are charged with violating.**

## **BEFORE YOU SUBMIT YOUR REBUTTAL**

- 1. Ask your Building Representative, Association Officer or NCAE UniSERV Director to read your rebuttal.**
- 2. Make sure you date your rebuttal.**
- 3. Make sure you keep a copy of your rebuttal.**
- 4. Ask that the rebuttal be stapled to the offending document.**

