Faculty Tips: Annual Administrative Review ePortfolio

FACULTY DEVELOPMENT

Anthology Portfolio, formerly Chalk and Wire (http://uscupstate.chalkandwire.com), is an eportfolio application, embedded in Blackboard that is available for programs and organizations to develop eportfolios for students or faculty and implement assessment processes or collective review for programs, courses, or institutional processes. Contact the Center for Academic Innovation and Faculty Support to design and implement an eportfolio system for your needs.

Purpose and Applications

You can use the Anthology Portfolio Annual Review ePortfolio to:
- Complete your Annual Administrative Review.
- Establish an enduring location for the development of portfolios that build on your current eportfolio submissions.
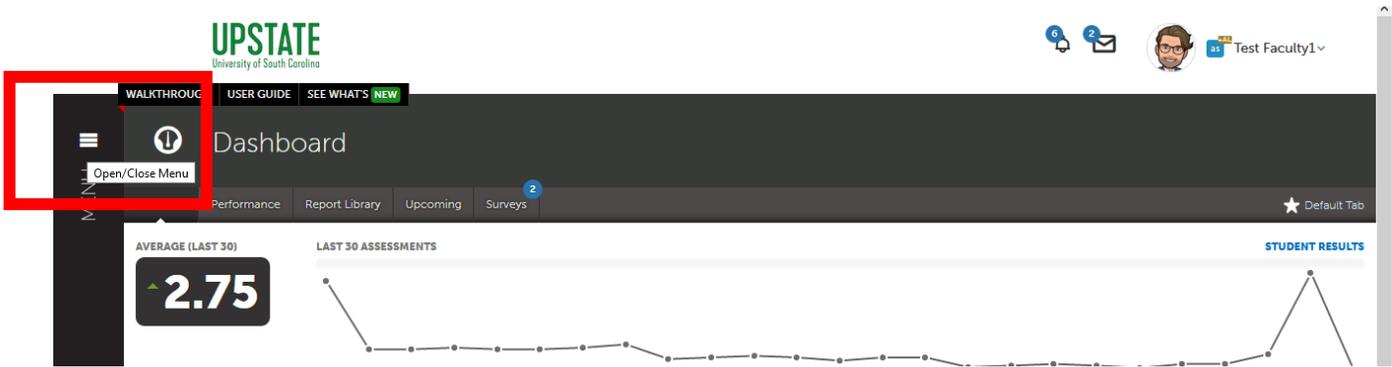
Contents

How to Complete Your Annual Administrative Review ePortfolio

Create Your Annual Review Portfolio

- Login directly to the USC Upstate page at https://uscupstate.chalkandwire.com. Click Sign in with Your Upstate ID to login using your USC Upstate email username and password.
- You will enter at the **Dashboard**.

For help with Anthology ePortfolios, contact Celena Kusch, 864.503.5850 or kuschc@uscupstate.edu.

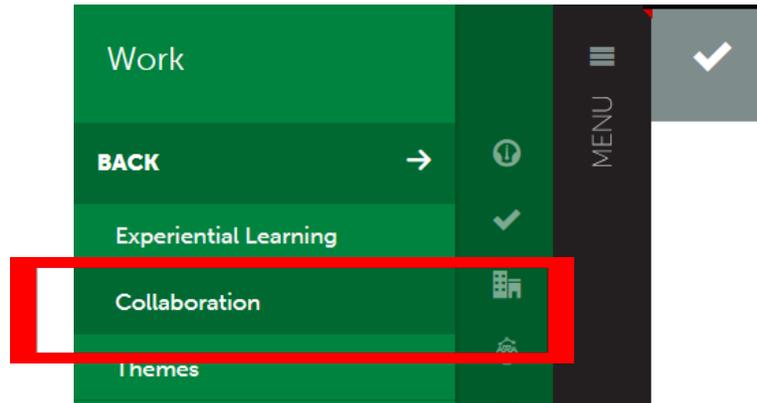- Click on the **Menu** on the far left (three lines, labeled menu).

- Click **Work**.
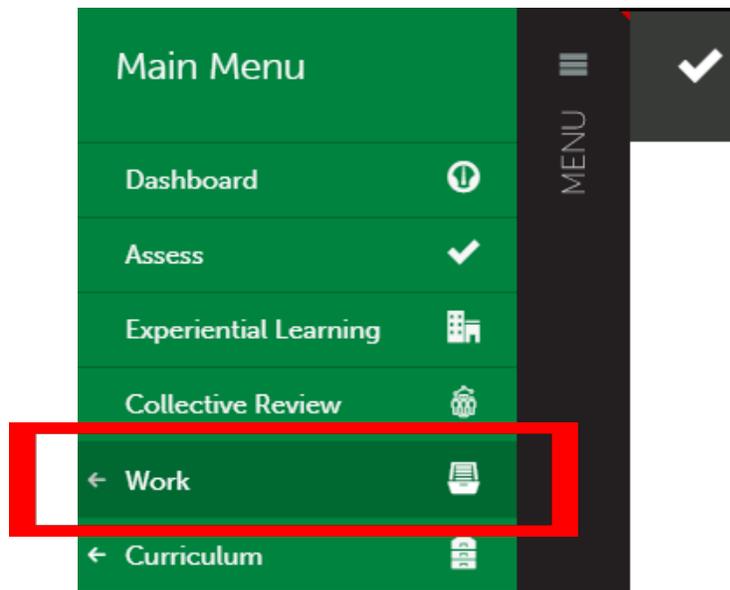
For help with Anthology ePortfolios, contact Celena Kusch, 864.503.5850 or kuschc@uscupstate.edu.

- Click **Collaboration**.

- You may need to click **Accept** to join your workspace if any invitations are waiting for you.

- Click on the title of your workspace labeled YOUR NAME Review Workspace.

For help with Anthology ePortfolios, contact Celena Kusch, 864.503.5850 or kuschc@uscupstate.edu.

- Inside the workspace, click **Create New Portfolio**.
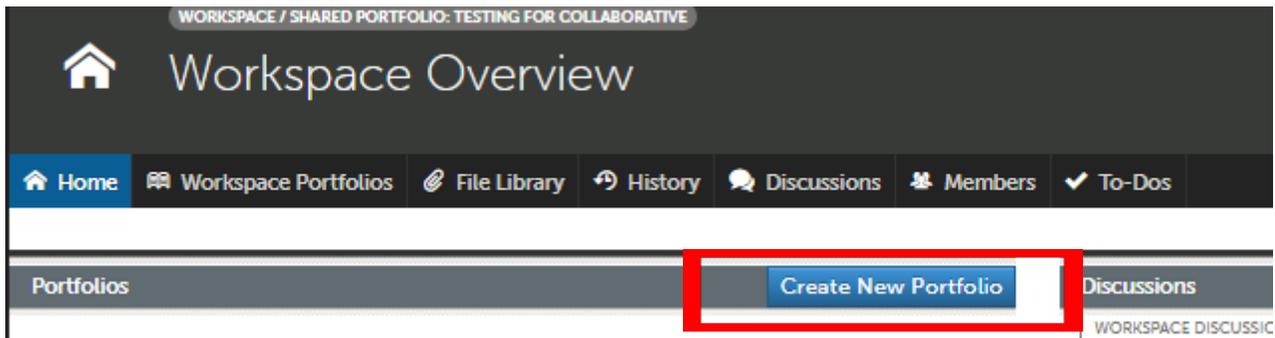
- Name your portfolio "YOURNAME Annual Administrative Review 20YY," and confirm that the Table of Contents drop-down menu lists Annual Administrative Review as your portfolio template. Click Can't find your table of contents if the Table of Contents box shows a different template name.

About the ePortfolio Screen

- Inside the portfolio, you will see your **Table of Contents** items in the column on the left. These correspond to tabs in a binder.

- On the right, you will see a **Setup** button, where you can change your portfolio colors, add a profile picture, and generally customize the look of your portfolio as desired.

- The **How Will I Be Assessed** button shows you the question that your unit administrator will need to answer in order to approve your request for exemption or confirm receipt of your portfolio. You will be assessed using your Unit Criteria, which are published on the Promotion and Tenure webpage.

For help with Anthology ePortfolios, contact Celena Kusch, 864.503.5850 or kuschc@uscupstate.edu.

- Up above, the **Preview** and **Download** buttons allow you to do just that. Click the **star icon** to make a direct link to this portfolio on your Dashboard when you enter Chalk and Wire.

Adding Materials to Your Annual Administrative Review Portfolio

- Enter your new review portfolio. If you have left the portfolio page and returned to the dashboard for whatever reason, click **Menu**, then **Work**, then **Collaboration**, then **YOUR NAME Review Workspace**. Click on the title of your newly created portfolio, labeled **YOUR NAME Annual Administrative Review 20YY**.

- Click on the page labeled **Annual Administrative Review CV and Narrative**.

- Click the arrow next to **Instructions and Resources** for a detailed guide to the requirements for that page and any available templates. Prepare your updated CV and brief narrative statement according to the instructions in the Faculty Manual (copied into the portfolio instructions).

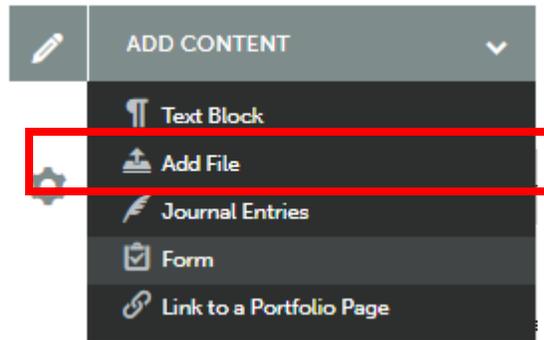- To upload your CV and narrative, click the black **Add Content** button just above the page Overview.

- Click **Add File.**

- Click **Insert Content Here** where you wish the file to appear on the page.

- Drag files from your desktop, click **Choose Files** to upload from your computer folder, or click **Choose from File Library** if you have recently completed a portfolio this year and wish to reuse a file from a recent review. PDFs are preferred.
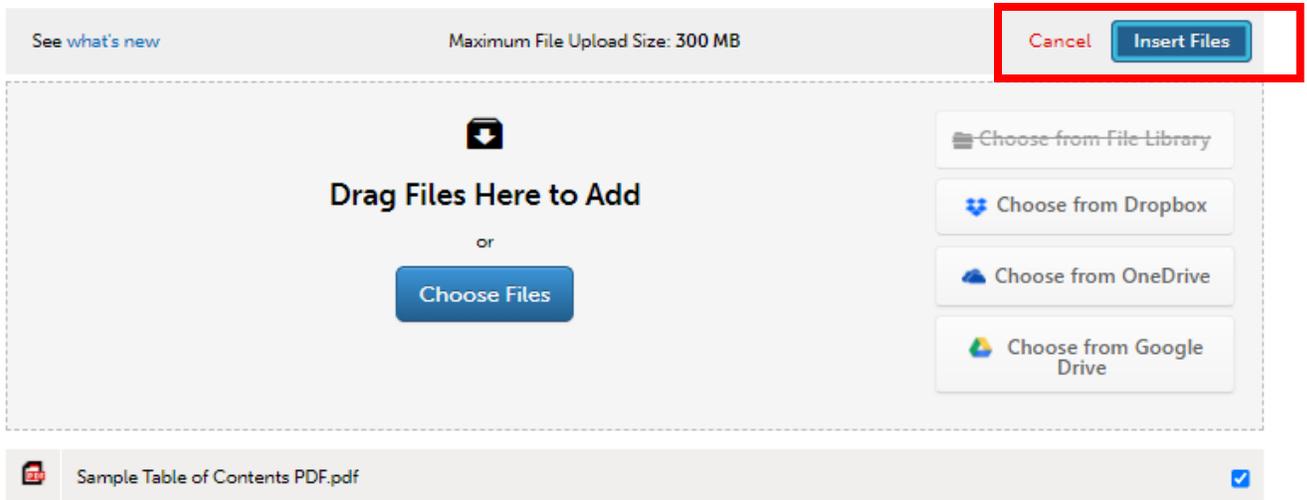
- Click the blue **Insert Files** in the upper-right of the choose files box when your selection is complete. Find [more details about adding content](). If you do not click Insert Files, your files will not be attached, and you will not be able to submit your portfolio.

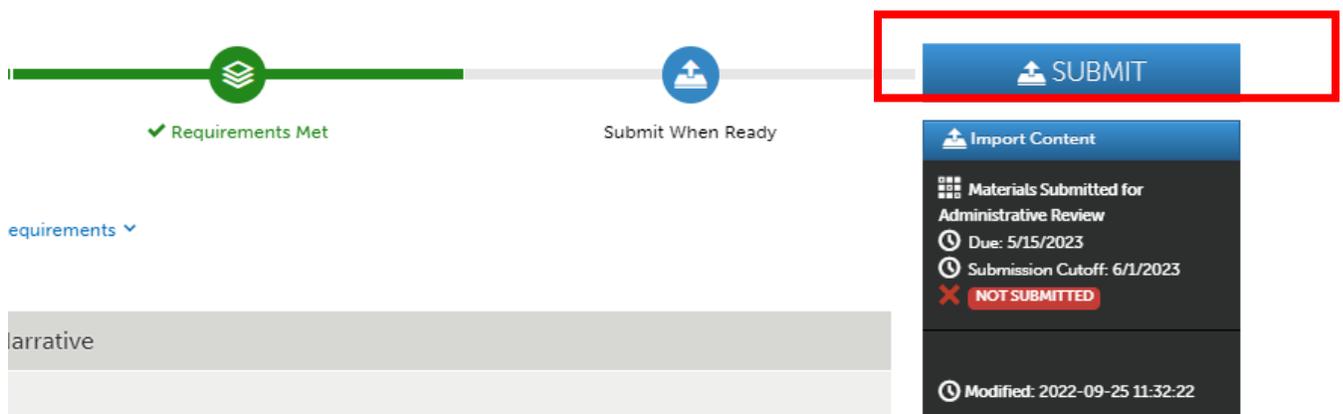- Do **not** click Next Page. Everything you need now is on the first page of the portfolio.

Submitting Your Annual Review Materials to Your Unit Administrator

- Click the **Submit** button in the upper-right section of the page. **Note: The Submit button will not appear if you have not completed all Content Requirements.

For help with Anthology ePortfolios, contact Celena Kusch, 864.503.5850 or kuschc@uscupstate.edu.

- You will see the option for Materials Submitted for Administrative Review.

- Enter the last name of the **unit administrator who completes your review** (e.g. chair, associate dean, or dean) in the "Type here" box. Select their full name when it appears in the selection list below the box.

- You will see their name appear with a checkmark in front of it after you click it from the drop-down list. *Note: This name will be the name of the unit administrator who reviews you.

- Click **Submit.**

- You will see a Content Submitted confirmation immediately after you click Submit.

- Wait to receive notification from Anthology Portfolio that your unit administrator has confirmed receipt. Occasionally, you may receive a request for resubmission if materials are missing or incomplete. Follow up on any such requests.

- Wait to receive an Administrative Review Notification signaling that your unit administrator has completed your Faculty Review Form. These forms are due on July 1 for all faculty except those in their first year, and you will have 10 days to respond to your notification. Then complete the confirmation form as described under Responding to Notifications below.

Responding to Notifications:

- Your unit administrator may request resubmission of forms that are missing required information.

- You will be asked to confirm receipt of the Faculty Review Form, indicate whether or not you would like an interview, and signal your intent to submit an optional written response to the Faculty Review Form. Once you receive a notification, you will go to Menu, then Assess, then Access Pending Assessments.

- You can review the Faculty Review Form in the assessment interface, then Assess and Comment on the form. You must **respond to all three questions** in order to reveal the green Save button. Then click the green **Save** button to submit your responses. In the case of an error on the Faculty Review Form, you may click Request Resubmission and then click Save.

- See details about Checking Your Faculty Review Form.