

Faculty Tips:



Checking Your Review Forms during the P&T Process

Anthology, formerly known as [Chalk and Wire](#) 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.

Purpose and Applications

You can use the ePortfolio system to:

- View and download a printable PDF of your Faculty Review Form and Peer Review Form.
- Provide your peer review chair with an Optional Written Response, if desired.

How to Respond to Your Annual Administrative Review Notification

Log in to Anthology (formerly Chalk and Wire)

- Log in to <https://uscupstate.chalkandwire.com> using your email address and personal Anthology password. You may click “Sign in with your Upstate ID” to sign in using your USC Upstate email username and password.
- Or enter through the CAIFS Professional Development Blackboard course under Anthology/Chalk and Wire Link for Faculty Review.

View Promotion and Tenure Chair Notifies Candidate of Committee Vote Form

- Depending on how you log in, you may be on the Dashboard, on Notifications, or on another page. To get to your Promotion and Tenure Chair Notifies Candidate of Committee Vote Form, click on **Menu**.



Figure 1 Menu Button on Dashboard

- Click **Assess**.

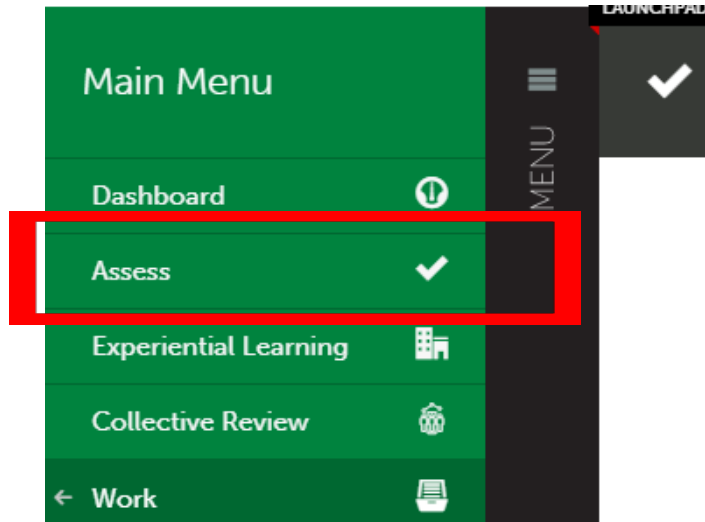


Figure 2 Menu Showing Assess Option

- You should be in the **Pending Assessments** area. If not, click the Pending Assessments button on the right.

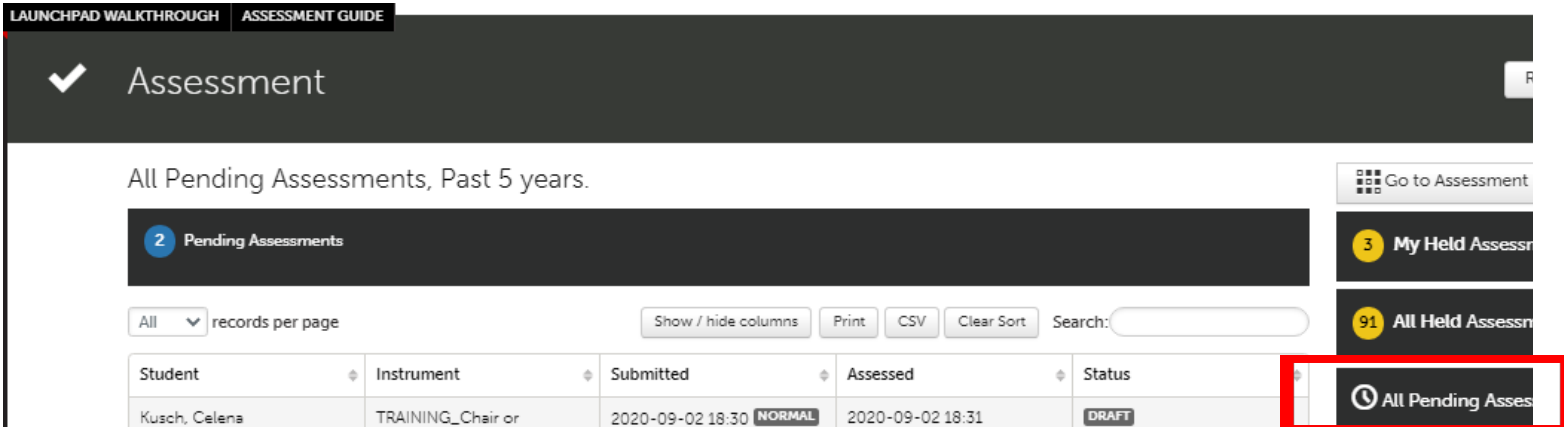


Figure 3 Assessment Screen showing All Pending Assessments, Past 5 Years

- Click anywhere on the line showing your Notification of Review Sent to Candidate form on your pending assessments page, and you will see a drop-down menu.
- To respond to the review form, click **Assess**. If you have looked at the form before but did not complete your response, you will click **Complete** instead.

All Pending Assessments, Past 6 months.

The screenshot shows a table with the following data:

Student	Instrument	Submitted
Faculty1, Test	Promotion and Tenure Chair Notifies the Candidate of Committee Vote	2021-09-27 18:39 NORMAL

The dropdown menu contains the following options:

- View Assessment Instrument
- View Table Of Contents
- View Summary
- View Details
- Download Portfolio As PDF
- Download As PDF With Files
- Work
- Assess** (highlighted in red)

Figure 4 Drop-Down Menu for Promotion and Tenure Chair Notifies Candidate of Committee Vote Form

- Review the Letters from the Chair, Dean, P&T Committee, Provost and Chancellor information on the left side of the [assessment interface](#), then [Assess and Comment](#) on the form. Toggle the **Instrument View button** to reveal the Letters from the Chair, etc. on the left if it does not immediately appear (button looks like four arrows).

The screenshot shows the assessment interface with the following elements:

- Header: Promotion and Tenure Chair Notifies the Candidate of Committee Vote
- Navigation: Faculty1, Test, TABLE OF CONTENTS
- Left Panel: Letters from the Chair, Dean, P&T Committee, Provost, and Chancellor. Includes an 'Edit Tags' button and an 'Instructions & Resources' section.
- Right Panel: A 'PENDING' notification question: "Are you waiving your right to request reconsideration of your P&T File? 1.0 indicates waiving, 0.0 indicates requesting reconsideration (attach letter of request in comments)." Includes a 'See All Criteria' link.

Figure 5 Toggle View of the Letters from the Chair, Dean, P&T Committee, etc. and Review Notification Questions

- Click on View next to the uploaded letter from the Promotion and Tenure Committee file to reveal the response from the P&T Committee. The file will open in “box.” Note: Your promotion and tenure committee chair will have named this document something other than the name shown below.

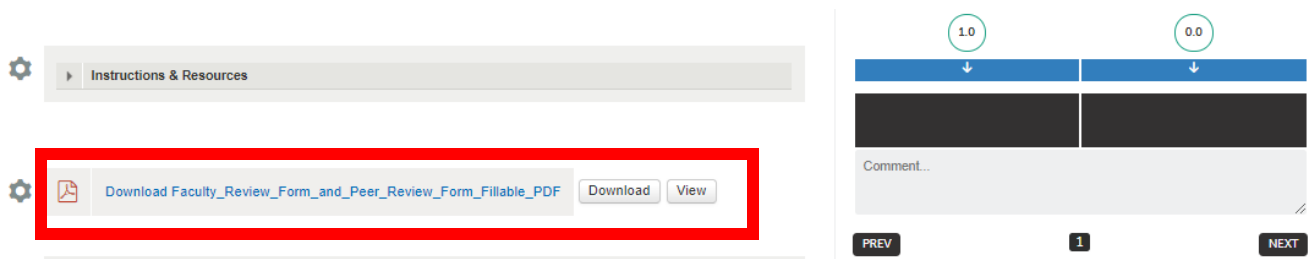


Figure 6 Promotion and Tenure Committee Review Attachment with Download and View options in the Promotion and Tenure Chair Notifies Candidate of Committee Vote Form

- Click Download next to the file to save a copy of your completed letter from the P&T Committee for your files.
- Next, on the right of your screen, notify the peer review chair if you plan to waive your right to request reconsideration of your file by clicking the black box corresponding to your answer. Hover over any black box to review additional instructions or information. Below I am hovering over the 0.0 (No) box. Your box will turn teal after clicking it.

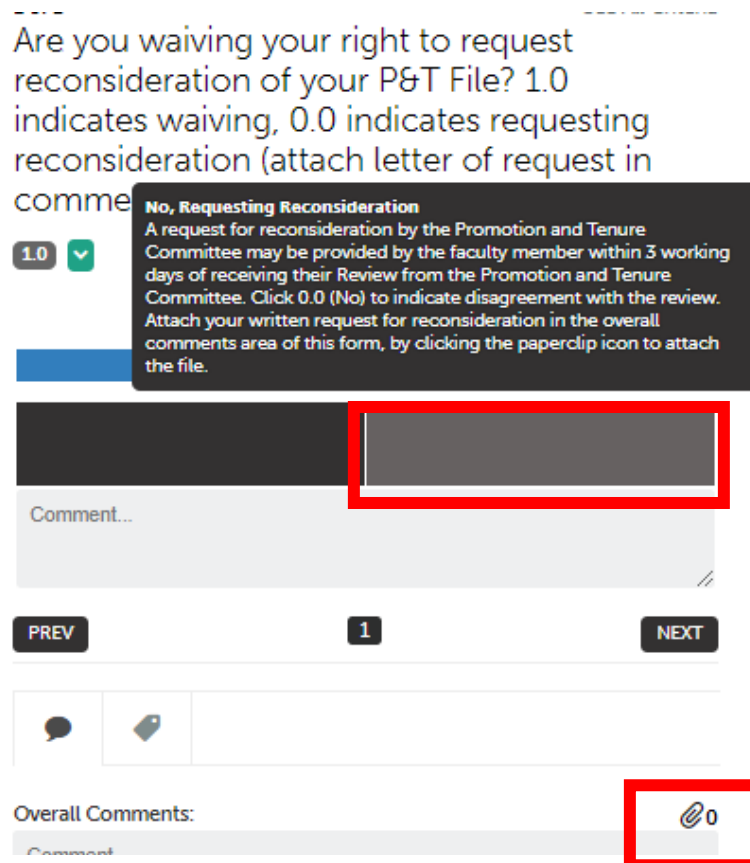


Figure 7 Notification of Review Request for Reconsideration Question

- If you are **not** providing a written response, you will click the black box under **1.0 (Yes)**. Then, [the green Save button](#) will appear in the upper right of your screen, and you can click **Save**.

Figure 8 Sample Selection for Waiving the Request for Reconsideration, with Save Button in Upper Right

- If you **are** requesting reconsideration of your file by the Promotion and Tenure Committee, you will need to leave this form and return once you have prepared your letter. You have 3 days to provide a written response to the Promotion and Tenure Committee chair. After returning to this form, select the black box under **0.0 (No)**, and click the **paperclip icon** (See Figure 7) to attach your written response to this form. Attaching your written response here will deliver it to your peer review chair.
- When finished, [click the green Save button](#) in the upper-right of your screen to submit your responses.
- After you complete your response, you may always return to this form under **Menu, Assess, Completed Assessments**. You may click **Work** in the drop-down menu for this assessment in order to see the page with your Faculty Review Form file.

Quick Tips:

- Be sure that your Web browser has enabled cookies and pop-ups to ensure that the portfolio functions properly. Google Chrome is the preferred browser.