

# 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 Notification of Review Sent to Candidate Form

- Depending on how you log in, you may be on the Dashboard, on Notifications, or on another page. To get to your Notification of Review Sent to Candidate Form, click on **Menu**.



Figure 1 Menu Button on Dashboard

- Click **Assess**.

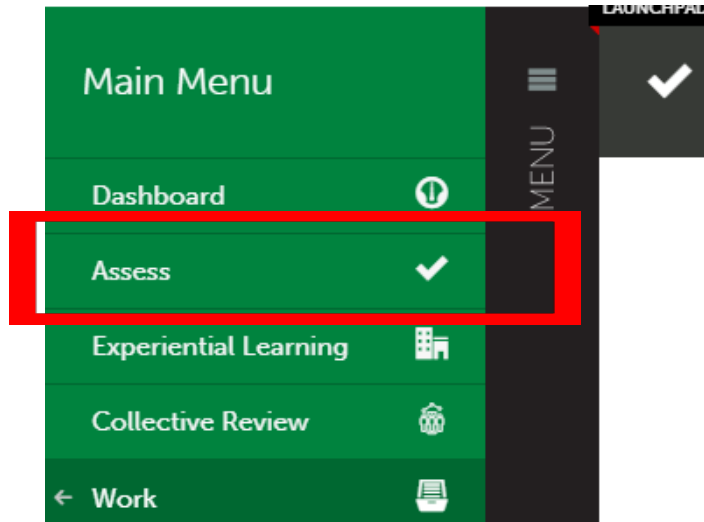


Figure 2 Menu Showing Assess Option

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

A screenshot of the 'Assessment' screen. The top navigation bar is dark with 'LAUNCHPAD WALKTHROUGH' and 'ASSESSMENT GUIDE' tabs. Below the navigation bar is a header with a checkmark icon and the word 'Assessment'. The main content area is titled 'All Pending Assessments, Past 5 years.' and features a dark bar with '2 Pending Assessments'. Below this is a table with columns: Student, Instrument, Submitted, Assessed, and Status. The first row shows 'Kusch, Celena' for the student, 'TRAINING\_Chair or' for the instrument, '2020-09-02 18:30' for the submitted date, 'NORMAL' for the assessed date, and 'DRAFT' for the status. To the right of the table is a sidebar with several buttons: 'Go to Assessment', '3 My Held Assessments', '91 All Held Assessments', and 'All Pending Assessments'. The 'All Pending Assessments' button is highlighted with a red box.

Student	Instrument	Submitted	Assessed	Status
Kusch, Celena	TRAINING_Chair or	2020-09-02 18:30	2020-09-02 18:31	DRAFT

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.

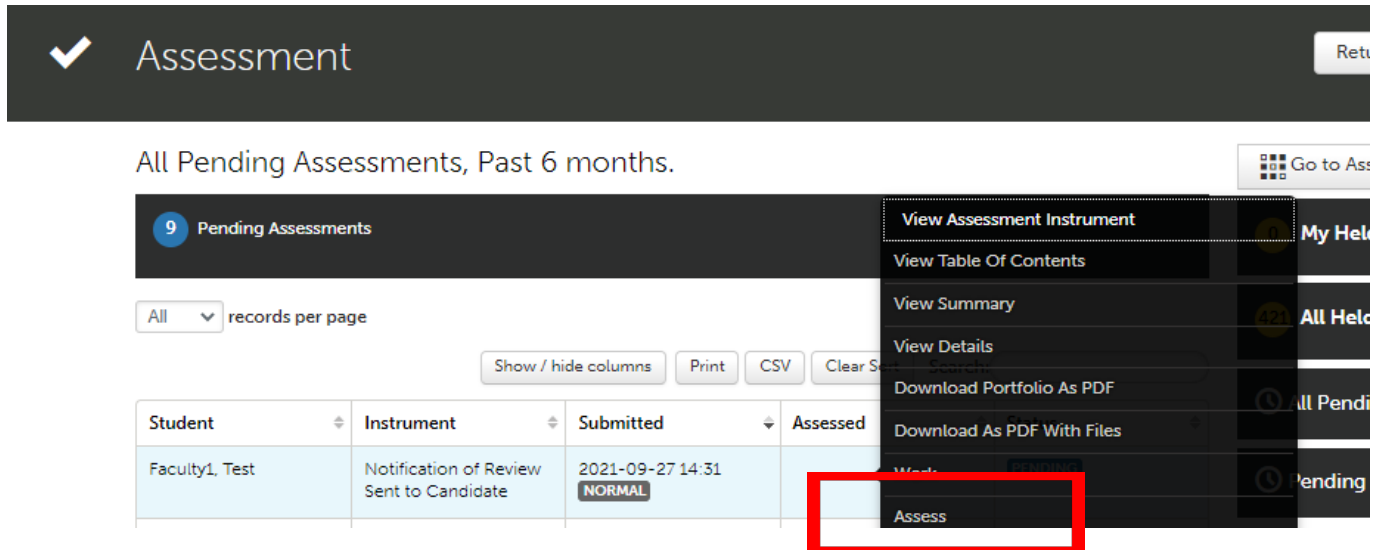


Figure 4 Drop-Down Menu for Notification of Review Sent to Candidate Form

- Review the Faculty Review Form in the left side of the [assessment interface](#), then [Assess and Comment](#) on the form. Toggle the **Instrument View** button to reveal the Faculty Review Form and Peer Review Form on the left if it does not immediately appear (button looks like four arrows).

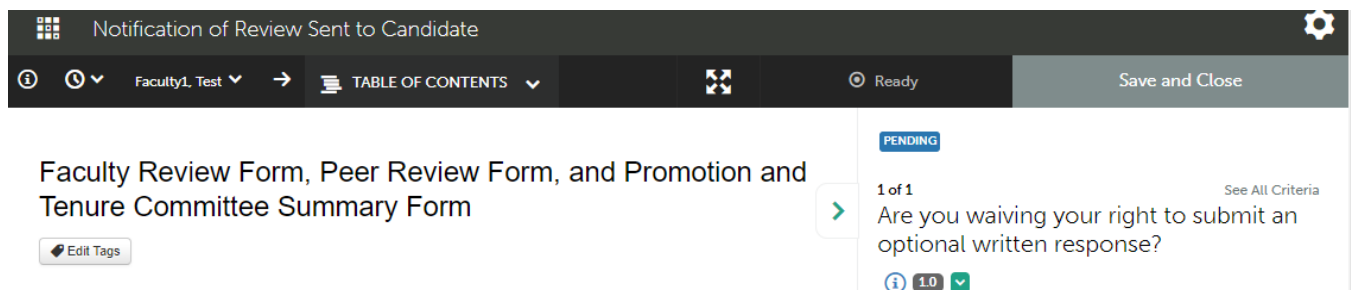


Figure 5 Toggle View of the Faculty Review Form and Administrative Review Notification Questions

- Click on View next to the uploaded Faculty Review Form file to reveal your Faculty Review Form and Peer Review Forms. It will open in “box.” Note: Your peer review chair may have named this document something other than the name shown below.

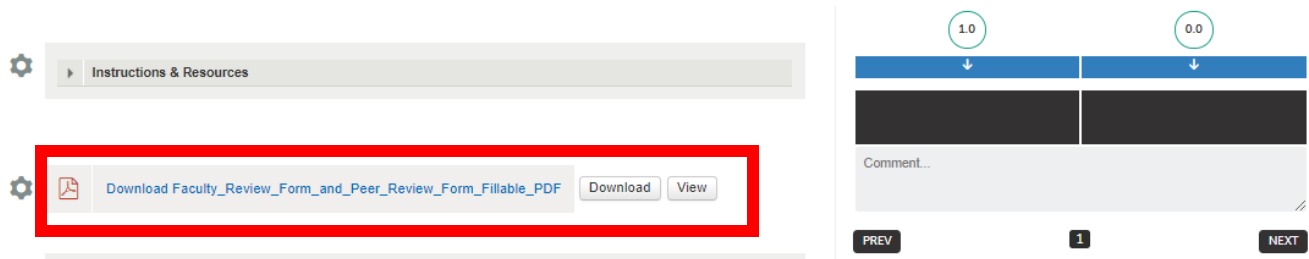


Figure 6 Faculty Review Form Attachment with Download and View options in the Notification of Review Sent to Candidate Form

- Click Download next to the file to save a copy of your completed Faculty Review Form for your files.
- Next, on the right of your screen, notify the peer review chair if you plan to waive your right to an optional written response 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.

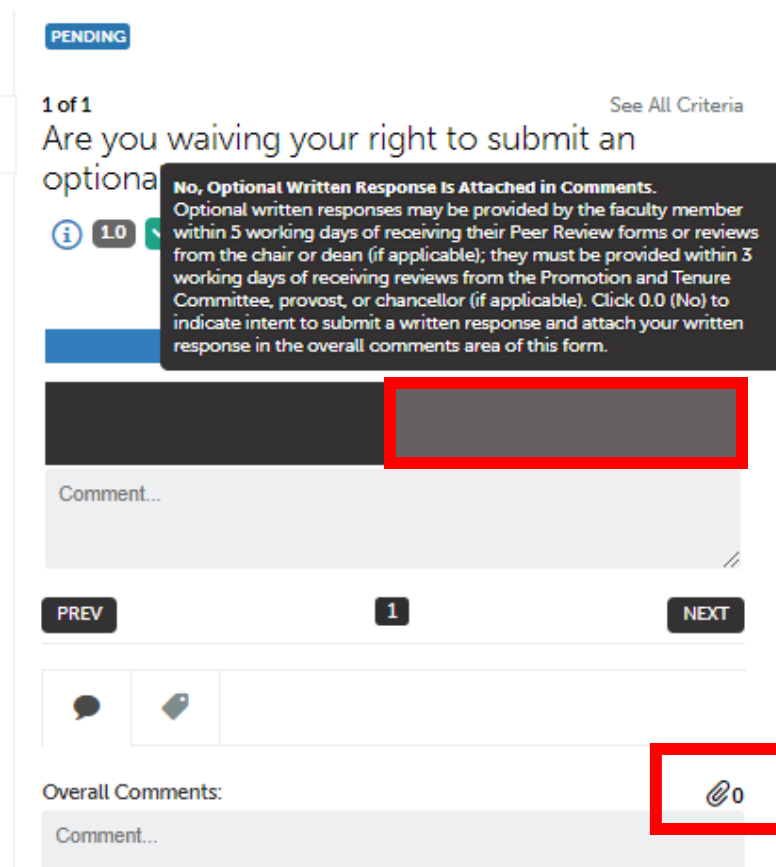


Figure 7 Notification of Review Optional Written Response Question

- 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**.

The screenshot shows a survey interface. At the top, there are three buttons: 'Ready' (black), 'Save as Draft' (grey), and 'Save' (green). Below this is a 'DRAFT' label. The question is '1 of 1 Are you waiving your right to submit an optional written response?' with a 'See All Criteria' link. Below the question is a scale with '1.0' and '0.0' options. The '1.0' option is selected, indicated by a green box and a downward arrow. Below the scale are two input boxes: a green one for '1.0' and a black one for '0.0'. At the bottom, there is a 'Comment...' text area.

Figure 8 Sample Selection for Waiving the Optional Written Response, with Save Button in Upper Right

- If you **are** providing a written response, you will need to leave this form and return once you have prepared your letter. You have 5 days to provide a written response to your peer review chair, department chair, or dean, and you have 3 days to respond to the Promotion and Tenure Committee chair, provost, or chancellor. 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.