

Faculty Tips:



Checking Your Post-Tenure Reviews

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 Post-Tenure Review Letter from the Provost.
- Provide the post-tenure review committee 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>. Click “Sign in with your Upstate ID” to sign in using your USC Upstate email username and password.

View Post-Tenure Review Committee Chair Notifies Candidate of Faculty Review Form

- You may enter Chalk and Wire through an email notification or log in directly to the site and enter at the Dashboard. To get to your Faculty Review Form, click on **Menu**.



Figure 1 Menu Button on Dashboard

- Click **Assess**.

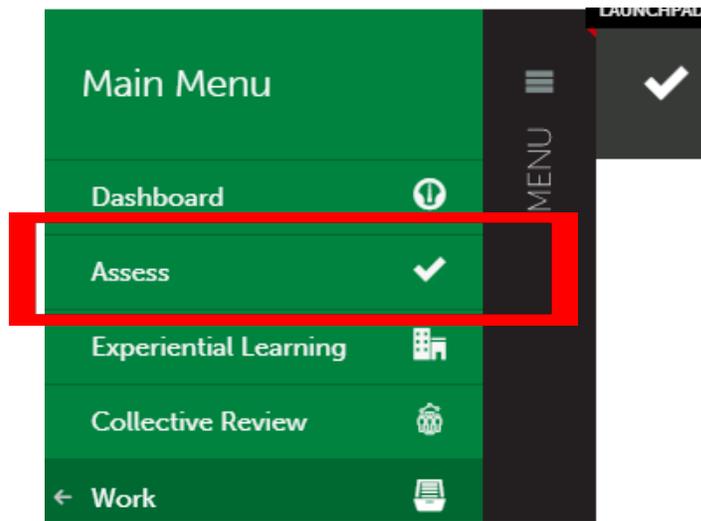


Figure 2 Menu Showing Assess Option

- 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 page title is 'Assessment'. Below the title, it says 'All Pending Assessments, Past 5 years.' There is a summary bar for '2 Pending Assessments'. Below this is a table with columns: Student, Instrument, Submitted, Assessed, and Status. The first row shows a student named 'Kusch, Celena' with instrument 'TRAINING_Chair or', submitted on '2020-09-02 18:30' with status 'NORMAL', and assessed on '2020-09-02 18:31' with status 'DRAFT'. On the right side, there are 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 rectangular box.

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

Assessment

All Pending Assessments, Past 5 years.

4 Pending Assessments

All records per page Show / hide columns Print CSV

Student	Instrument	Submitted	Assessment
Bland, Jennifer	Adjunct Faculty Self-Evaluation	2022-01-24 08:02 MANUAL	
Faculty1, Test	Notification of Review Sent to Candidate	2022-01-26 21:31 NORMAL	
Kusch, Celena	Post-Tenure Review Committee Chair Receives Portfolio	2022-01-26 20:52 NORMAL	

View Assessment Instrument

View Table Of Contents

View Summary

View Details

Download Portfolio As PDF

Work

Withdraw

Assess

Transfer

Delete

Figure 4 Drop-Down Menu for Post-Tenure Review Committee Chair Notification of Review Sent to Candidate

- Review the Faculty Review Form document on 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 on the left if it does not immediately appear (button looks like four arrows).

Faculty1, Test → TABLE OF CONTENTS

Ready Save and Close

UNIVERSITY POST-TENURE REVIEW COMMITTEE FACULTY REVIEW FORM AND CANDIDATE'S OPTIONAL WRITTEN RESPONSE

Edit Tags

Instructions & Resources

Faculty Review Form Only Fillable PDF with 3 (1) View

PENDING

1 of 1 See All Criteria

Are you waiving your right to submit an optional written response?

1.0 0.0

Comment...

NEXT

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

- Click on View next to the uploaded Faculty Review Form from the Post-Tenure Review Committee file to reveal the response from the Post-Tenure Review Committee. The file will open on screen in “box.” Note: Your post-tenure review committee chair will have named this document something other than the name shown below.



Figure 6 Post-Tenure Review Committee 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 post-tenure review committee 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.

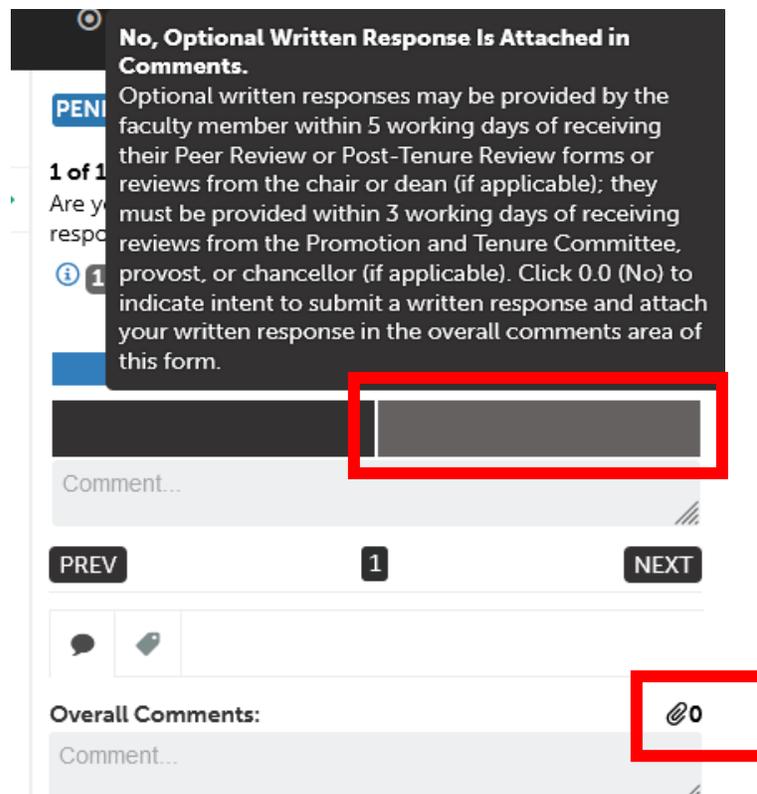


Figure 7 Notification of Optional Written Response Question

- 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 Blackboard assessment interface. At the top, there are three buttons: 'Ready' (with a circular arrow icon), 'Save as Draft' (grey), and 'Save' (green with a checkmark). Below these, a 'DRAFT' label is highlighted with a red rectangular box. The main content area displays '1 of 1' and 'See All Criteria'. The question is 'Are you waiving your right to submit an optional written response?'. Below the question, there are two score indicators: '1.0' with a green checkmark and '0.0'. Under each score is a blue bar with a white arrow pointing down. Below the bars are two colored boxes: a green one on the left and a black one on the right. A 'Comment...' text area is visible below the boxes. At the bottom, there are 'PREV', '1', and 'NEXT' buttons, along with a chat icon and a paperclip icon.

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

- If you **are** providing an optional 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 the Post-Tenure Review 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.
- You will see two message flash briefly on the screen, and you will be asked if you wish to send the scores to Blackboard (you do not; this is not part of a course). The **Draft** label (shown in Figure 8) will change to **Complete**.
- 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.

[View Provost's Post-Tenure Review Letter](#)

The process for viewing the provost's letter follows the same steps as viewing the Faculty Review Form with two exceptions:

1. Your form under Menu, Assess, Pending Assessments will be labeled **Notification of Post-Tenure Review Sent to Candidate**.
2. You will have only one option in the assessment form, **Received**. Instructions on the form will refer you to the appropriate section of the Faculty Manual for a description of the next steps in the process.

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.