

# Faculty Tips:



## Reviewing Pre-Tenure Portfolios

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.

### Purpose and Applications

You can use the Chalk and Wire Promotion and Tenure ePortfolio to:

- Access electronic materials sent from candidates
- Send confidential letters of support to your peer review committee members
- Complete review forms and notify candidates, chairs, deans, and the provost of completed forms.
- Use the Chalk and Wire system to prompt you to complete all parts of the process.

### How to Review the Final Pre-Tenure ePortfolio

In general, you will go to two places:

- **Menu, Assess** then click the form and click **Assess** to complete forms.
- **Menu, Work, Collaboration** then click the workspace and the individual candidate review materials portfolio to get uploaded materials for reviewers, including confidential letters and the Faculty Review Form.

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## Peer Review Chair Receives Work to Assess

- You will receive a “You Have Work to Assess” notification when the candidate submits their portfolio.
- Click through the link in the email or log in to <https://uscupstate.chalkandwire.com> using your email address and personal Chalk and Wire password. Click the Menu button in the upper-left corner.



Figure 1 Chalk and Wire Dashboard Page

- Click the **Assess** button.

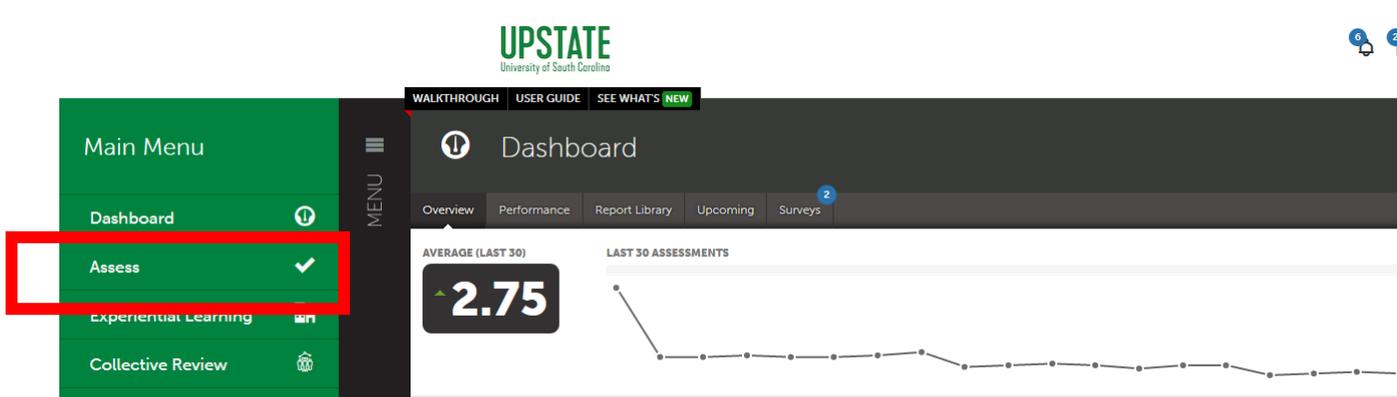


Figure 2 Main Menu with Assess Option

- You will receive two assessment instruments per candidate.

## Peer Review Chair Receives Pre- or Post-Tenure Portfolio Form

- The first assessment you will see under Pending Assessments is the **Peer Review Chair Receives Pre- or Post-Tenure Portfolio** form.
- Click **Download Portfolio as PDF** to save a copy of the portfolio for viewing offline. Please remember to delete these files at the end of the review period.

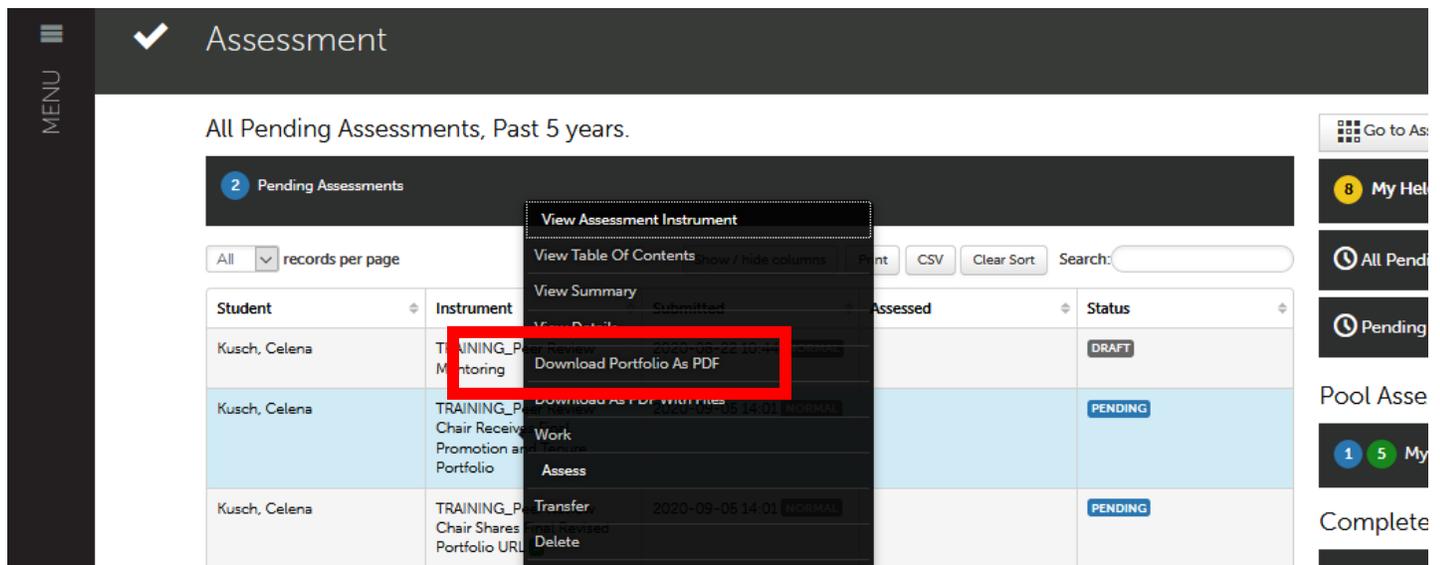


Figure 3 Peer Review Chair Receives Pre- or Post-Tenure Portfolio Menu

- Click on **Peer Review Chair Receives Pre- or Post-Tenure Portfolio**. Click **Assess** to view the portfolio. **\*\*Note: Do not click Delete because that will remove the portfolio from the system.**

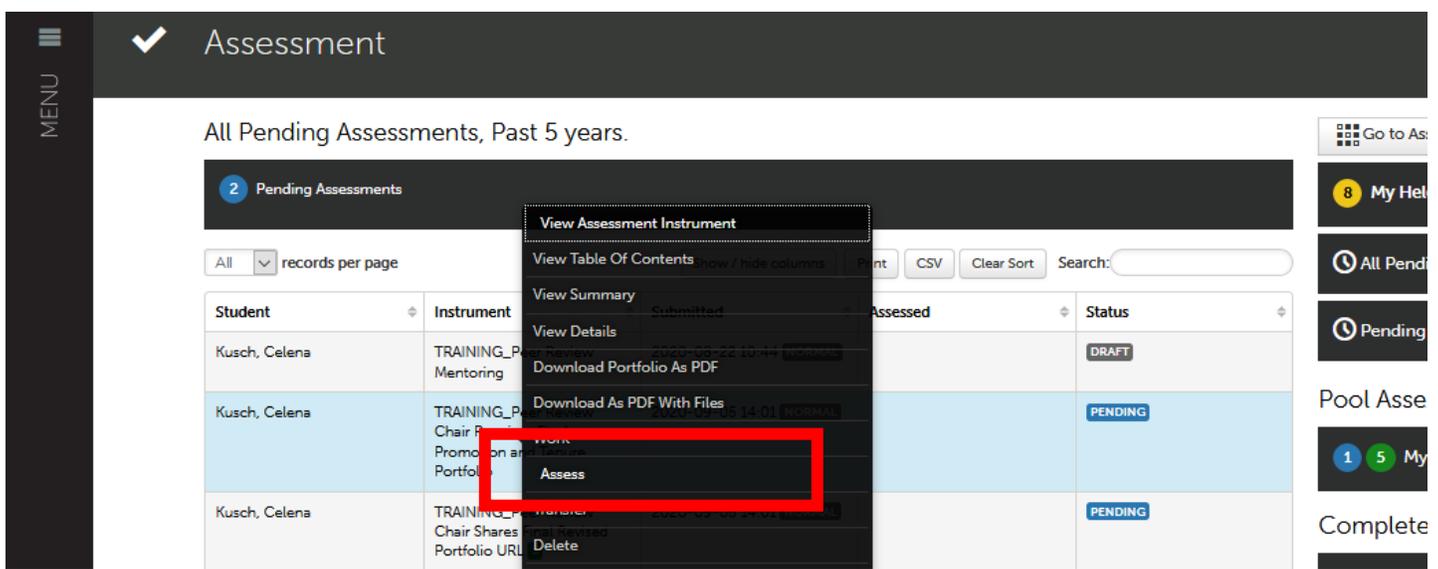


Figure 4 Peer Review Chair Receives Pre- or Post-Tenure Portfolio Menu

- Next, you will see the portfolio displayed on the left side of the screen, and your assessment form on the right. If you do not see the portfolio, click the four-arrows icon in the center of the top bar of the form to reduce the size of the assessment form and reveal the portfolio.

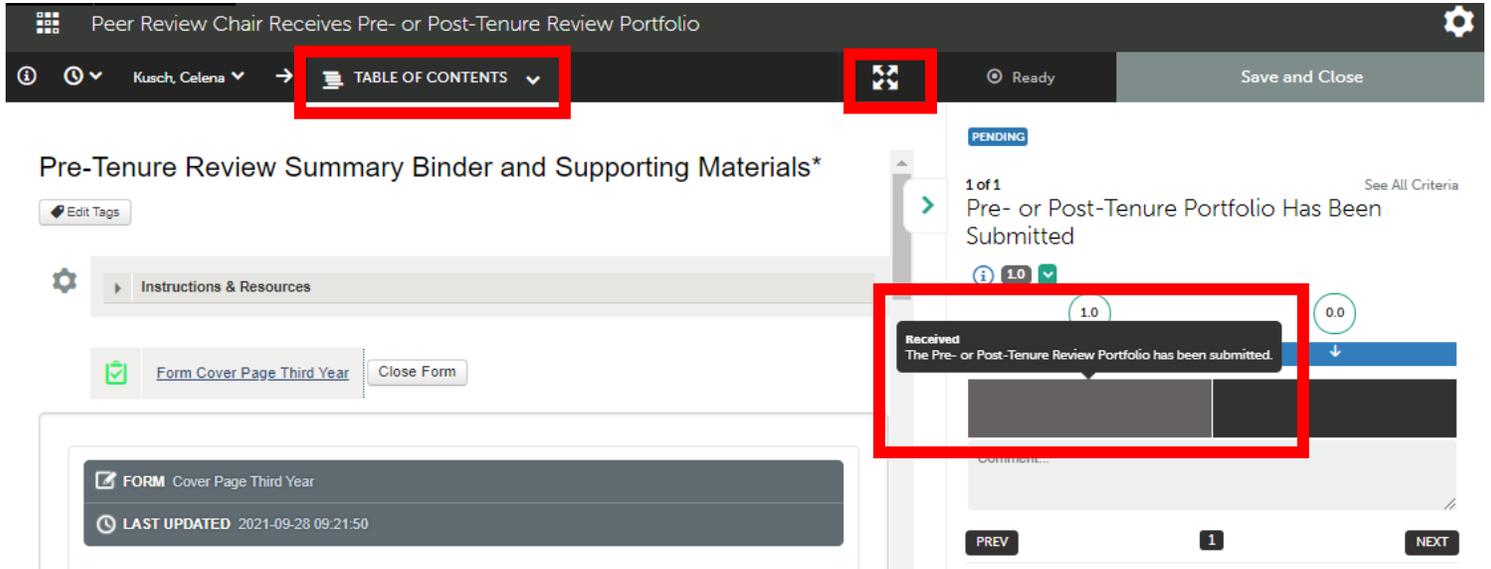


Figure 5 Portfolio and Assessment Form Displayed Side-by-Side

- Scroll through the portfolio using the **Table of Contents** at the top of the form.

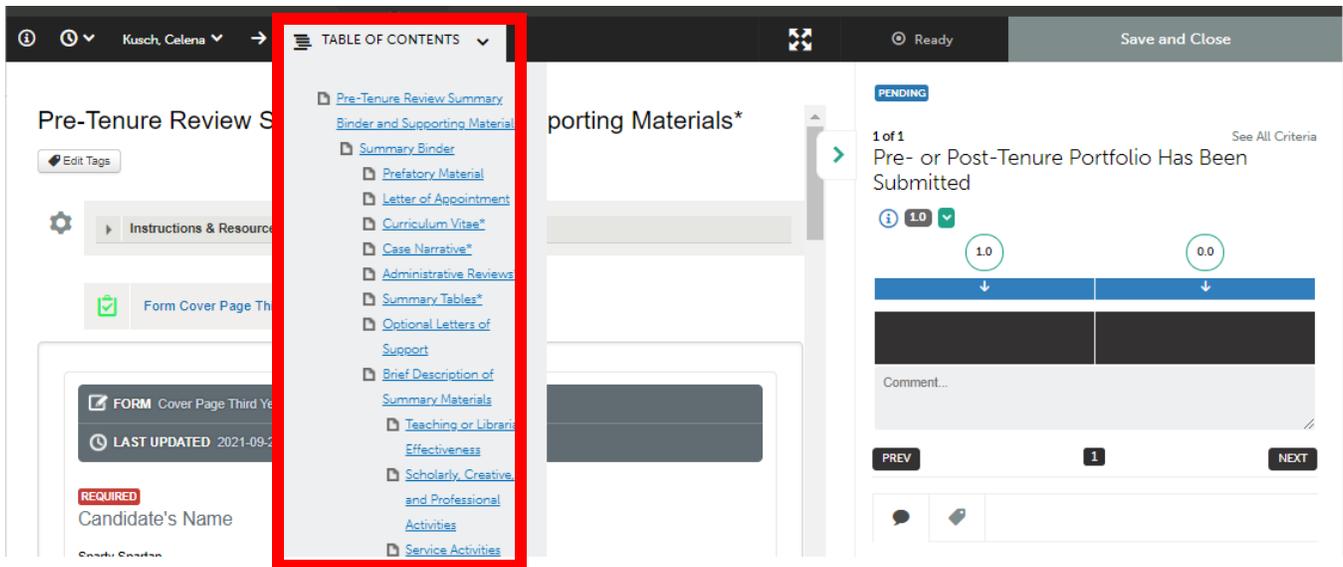


Figure 6 Portfolio Table of Contents Expanded in Peer Review Chair Receives Final Promotion and Tenure Portfolio Assessment Form

- NOTE: If you leave now without completing the assessment, then return to the portfolio later, you will use the **Complete** button to return to the assessment page.

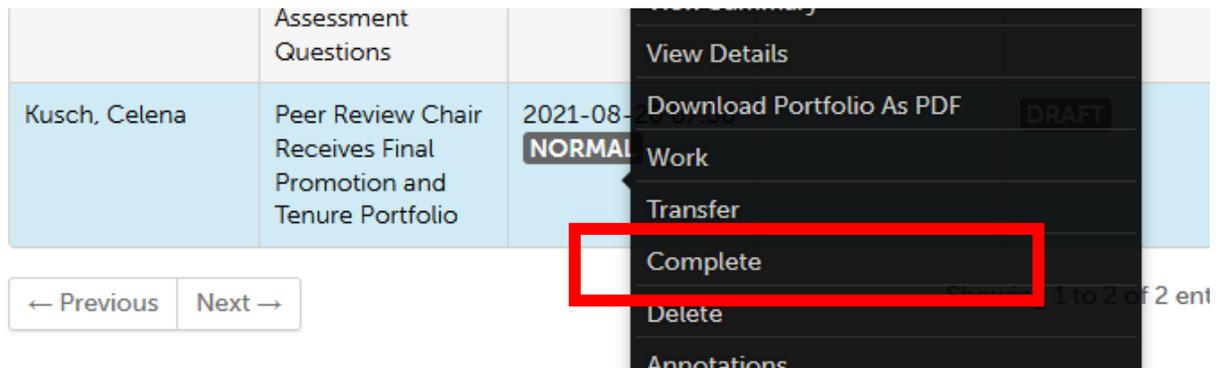


Figure 7 Drop-down menu for portfolios after the item is in the "DRAFT" or "INCOMPLETE" state

- Review the key areas of the portfolio using the Table of Contents. If anything is missing, notify the candidate right away, and do not send along the portfolio to your committee members until the issues are addressed. Click on the **0.0** box to indicate that some required items are missing and should be addressed. After making your selection, a green **Save** button will appear in the upper-right corner. Click **Save** to send your comments to the candidate.

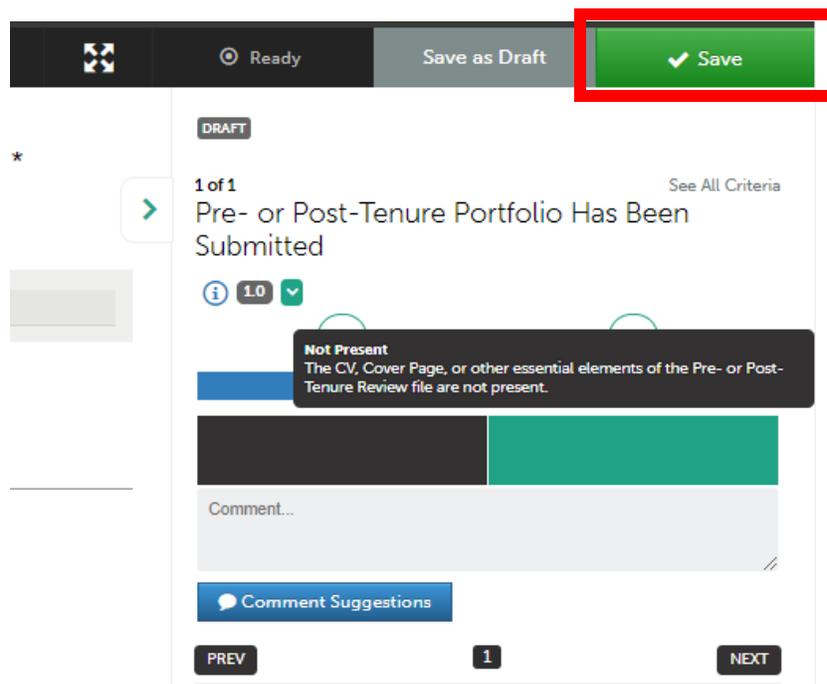


Figure 8 Peer Review Chair Receives Pre- or Post-Tenure Portfolio form with 0.0 option selected and green Save button in upper-right ready to submit to candidate

- Click on the dark gray box under **1.0** (see Fig. 4 and Fig. 5) to indicate the file is in order. Then click the green **Save** button in the upper-right. Or simply leave the file in pending assessments to review later.

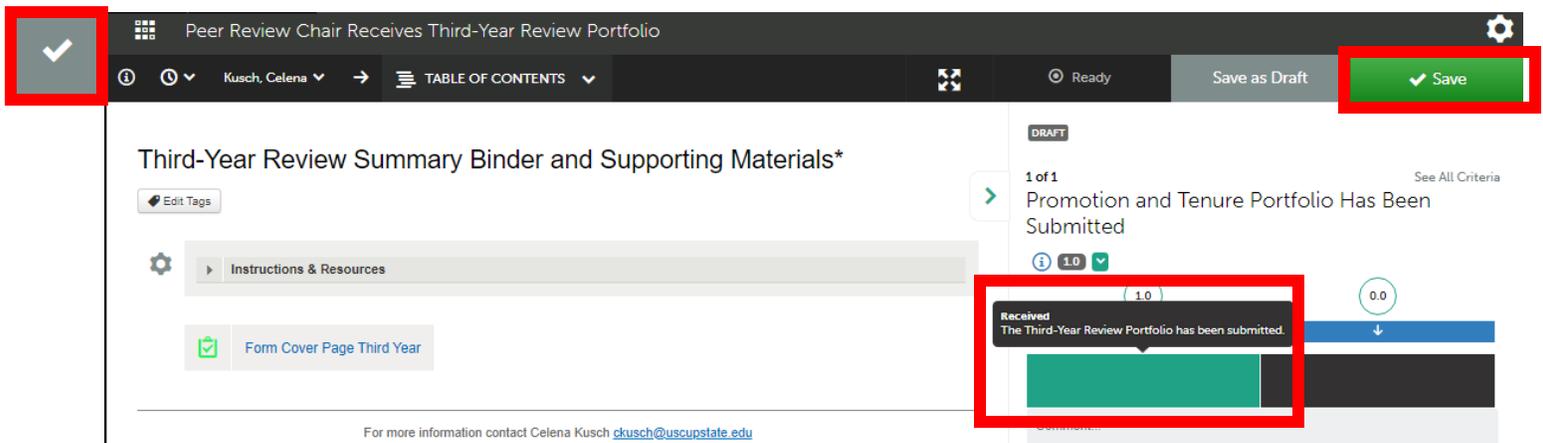


Figure 9 Received Button Selected in Peer Review Chair Receives Third-Year Review Portfolio Assessment Form

### Peer Review Chair Shares Pre-Tenure Portfolio with Committee

- After reviewing the portfolio as described above, click the white checkmark in the gray box on the left to return to the second assessment (See Figure 9). Or click **Menu** then **Assess** to return to all **Pending Assessments**.
- Click the form labeled **YOURUNIT Peer Review Chair Shares Pre- or Post-Tenure Portfolio with Committee**. This example shows EDUC as the academic unit. Then click **Assess**.

sch, Celena	Peer Review Chair Receives Pre- or Post-Tenure Review Portfolio	2021-09-28 09:21 NORMAL	Download Portfolio As PDF Download As PDF With Files Work Withdraw <b>Assess</b> Transfer
sch, Celena	EDUC Peer Review Chair Shares Pre- or Post-Tenure Portfolio	2021-09-28 09:21 NORMAL	
ulty1, Test	Promotion and Tenure Chair Notifies the Candidate of Committee	2021-09-27 1:39 NORMAL	

Figure 10 Peer Review Chair Shares P&T Portfolio with Committee drop-down menu

- Again, you will see the portfolio on the left and the form on the right. Use the four arrows icon to reduce the size of the form and reveal the portfolio if necessary. Click the box under the **1.0** to indicate that you have notified your committee of any confidential letters you have uploaded into the Collaborative Workspace (uncommon). Click **Save**. NOTE: Please complete this form as soon as possible to pass the portfolio on to your committee. They will not receive the portfolio until you complete this form.

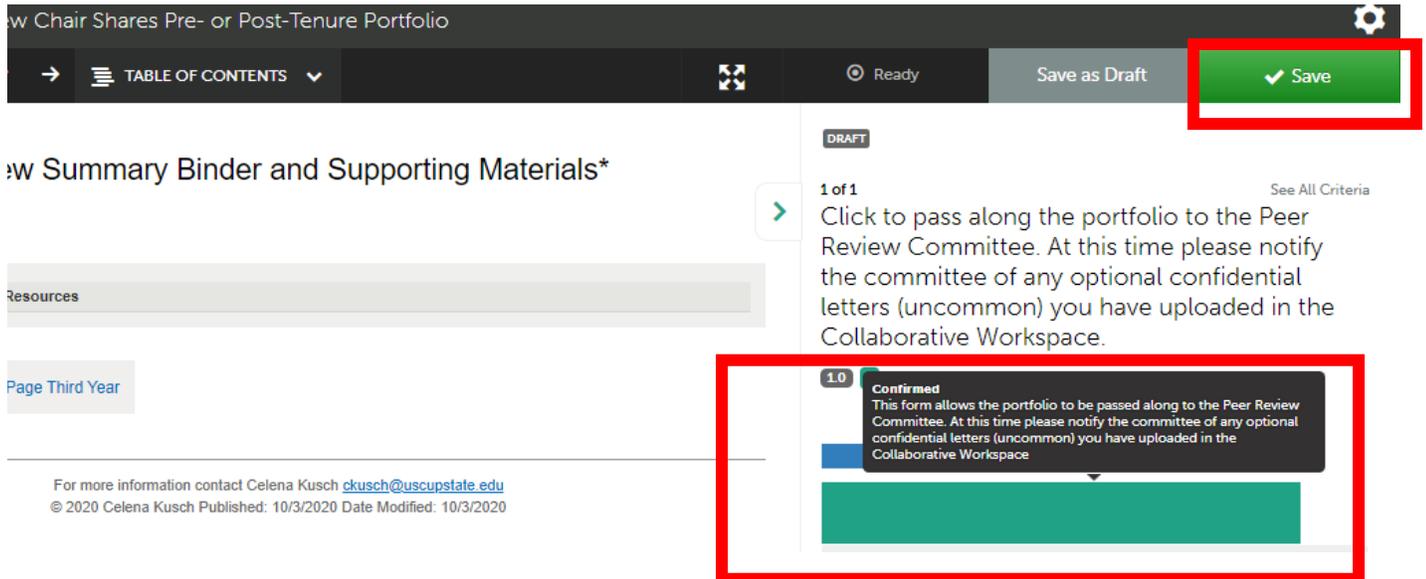


Figure 11 Peer Review Chair Shares Pre- or Post-Tenure Review Portfolio Form

- You will see several messages flash on the screen when you click Save. The button above showing “DRAFT” will also change to “COMPLETE.” Ignore the optional LMS grade. You are not sending the candidate’s scores to Blackboard.

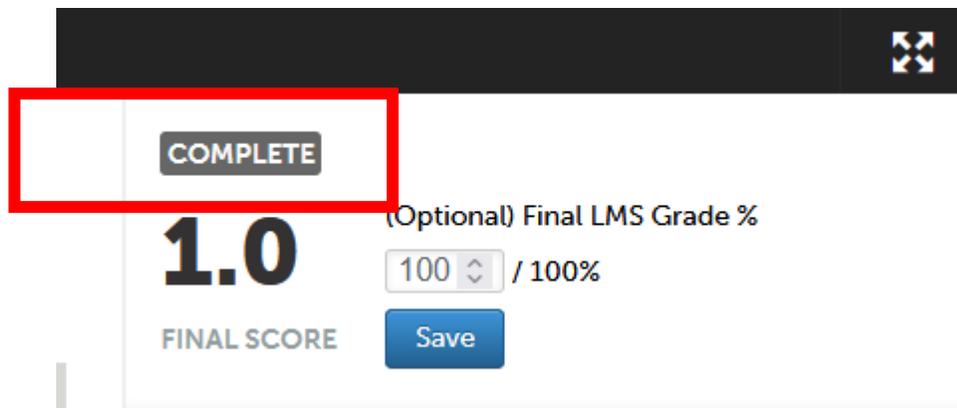


Figure 12 Complete Message showing after clicking Save on an assessment form.

## Sharing Confidential Letters of Support (Optional and Rare)

If you have any confidential letters of support, follow the same [instructions as for sharing confidential letters in the P&T process](#).

## Quick Troubleshooting Tips about Returning to Portfolios and Forms

- Once you have completed an assessment, it disappears from the **Menu, Assess, Pending Assessments** (default) space. Instead, you can find it under **Completed Assessments**. Then, click your assessment, click **Work**, and view the portfolio as usual. **\*\*NOTE:** Feel free to click “Make This My Home Page” if you anticipate returning her time and time again.

Assessment

Return Make This My Home Page

Completed Assessments, Past 12 months 5 days.

3 Completed Assessments 11 Held Assessments

All records per page Show / hide columns Print CSV Clear Sort Search:

Student	Instrument	Submitted	Assessed	Status
Kusch, Celena	TRAINING_Peer Review Committee Receives Final Portfolio	2020-09-02 18:29 NORMAL	2020-09-15 16:43	HELD
Kusch, Celena	Peer Review Chair Receives Final Promotion and Tenure Portfolio	2020-09-06 13:25 NORMAL	2020-09-14 03:21	COMPLETE
Kusch, Celena	Peer Review Chair Receives Final Promotion and Tenure Portfolio	2020-09-06 13:25 NORMAL	2020-09-14 03:26	COMPLETE
Kusch, Celena	TRAINING_Peer Review Chair Shares Final Revised Portfolio URL	2020-09-06 13:25 NORMAL	2020-09-14 03:33	HELD
Kusch, Celena	TRAINING_Peer Review Committee Receives Final Portfolio	2020-09-02 18:29 NORMAL	2020-09-14 03:48	HELD

Go to Assessment Instruments

11 My Held Assessments

98 All Held Assessments

All Pending Assessments

Pending Assignments

Pool Assessment

0 My Assessment Pools

Completed

Completed Assessments

Completed Assignments

Figure 13 Completed Assessments

- If you leave an assessment before clicking Save or select Save as Draft instead of Save, your assessment form will appear as **Draft** or **Incomplete**. To finish, your assessment, you'll click **Complete** instead of Assess, then follow the instructions for the usual assessment.

Assessment

Return Make T

All Pending Assessments, Past 5 years.

2 Pending Assessments

All records per page View Assessment Instrument View Table Of Contents View Summary View Details Download Portfolio As PDF Download As PDF With Files Work Complete Delete Annotations

Student	Instrument	Subm	Status
Kusch, Celena	TRAINING_Written Response Received/Waived	2020	DRAFT
Kusch, Celena	Faculty Review Form and Peer Review Form	2020	PENDING
Kusch, Celena	Peer Review Committee Receives Final Portfolio	2020	PENDING

Go to Assessment Instruments

11 My Held Assessments

98 All Held Assessments

All Pending Assessments

Pending Assignments

Pool Assessment

Figure 14 Complete Option on an Assessment Saved as Draft

- Tip: Always wait for the green **Save** button to appear to allow you to complete your forms.

## Faculty Review Form and the Committee Meeting

- Once all materials are shared with the Peer Review Committee, prepare to complete the Faculty Review Form. Take personal notes separately on paper or in a private computer files, attending to the [Statement of Ethical Responsibility in the Faculty Manual](#).
- Each peer review committee member should prepare to complete the summary Faculty Review Form. According to the Faculty Manual, “Committee members must provide written comments on each section of the review to support their evaluation. The separate reviews are not signed. Committee members are required to meet in person at least once to discuss the files.” For the third-year review, the manual further states, “The Chair also ensures that individual review sheets are destroyed.” For third-year review, you do **not** need to collect anonymized individual forms to turn over to Ryan Boggs, and you do **not** need to collect individual ballots (as there is no voting form).
- According to the Faculty Manual, “The Chair is responsible for collecting the reviews done by individual members and compiling them into a written summary of the committee’s evaluation on the Faculty Review Form. A tally of the rankings is recorded on the final summary Faculty Review Form.” These summaries and tallies will be recorded in the **Faculty Review Form**.
- Follow the same instructions for [Sharing the Faculty Review Form with the Candidate](#) as used in the P&T process, with the exception that you will **not** have the Peer Review Form pages with justifications of votes for tenure or promotion. You will use the **Notification of Review Sent to Candidate** option in the Collaborative Workspace for your candidate.

## Sharing the Faculty Review Form with the Chair, Dean, Provost, and Office of Academic Affairs

After the faculty member responds to your Faculty Review Form, you may be ready to submit the completed review to the chair, dean, provost, and Academic Affairs HR Coordinator.

- If the faculty member has indicated Yes for confirming receipt and No for intent to upload optional written response, you may complete the final step immediately. If the faculty member has indicated Yes for intent to upload an optional written response, please wait until you receive notification that the faculty member has uploaded the file or for 10 days, whichever comes first, then proceed to the next step.

- Return to the Collaborative Workspace portfolio, navigate to the **Faculty Review Form and Candidate's Written Response** page, then click **Submit** in the upper-right corner.

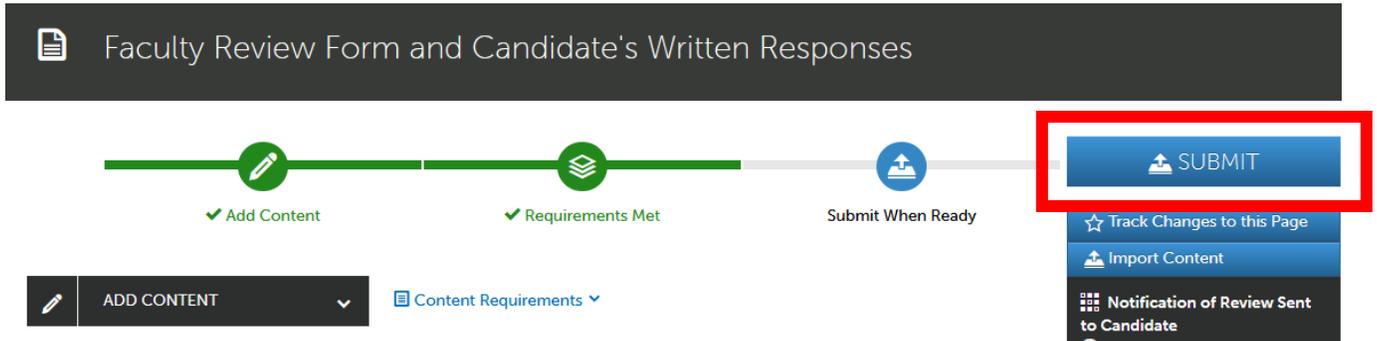


Figure 15 Faculty Review Form and Candidate's Written Response Ready to Submit

- This time click **Faculty Review Form Notification (Single Page)**. Click **Continue**.

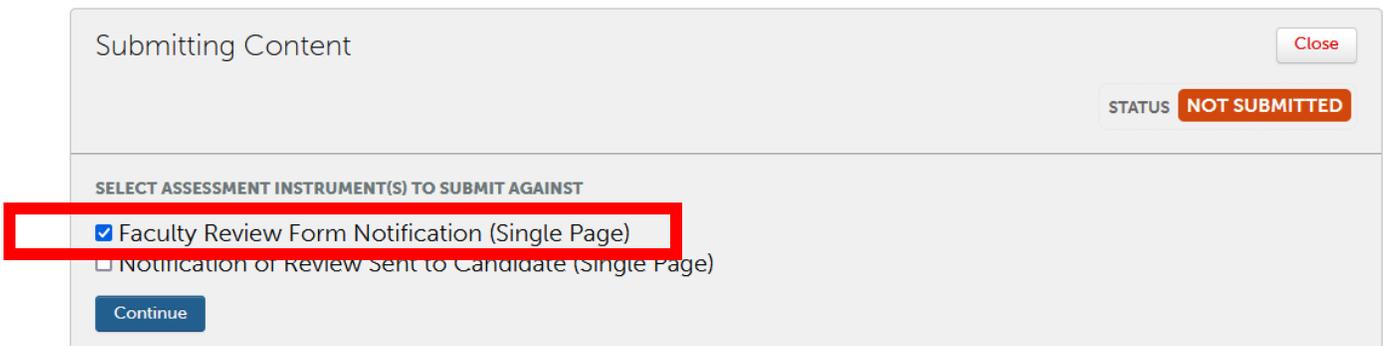


Figure 16 Faculty Review Form Notification Selected and Ready to Continue

- Enter the last name of your chair (if applicable), dean, provost, and Academic Affairs HR Coordinator, Ryan Boggs, in the "Type here" box. Select their full name as they appear in the selection list below the box. Then, you will see their names displayed with a checkmark in front of it. Click **Submit**.

### Quick Tips

- Throughout the process, continue to take personal, handwritten notes to make note of important achievements, questions, and suggestions for the mentoring stage. Confidential, personal notes should be maintained outside of Chalk and Wire.
- 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.
- If you cannot see forms, please try to clear your cookie cache.
- Whenever possible steps in the pre-tenure review process mirror those in the P&T process. Reviewing your earlier notes or reviewing the P&T process videos should help you navigate this process as well.