

# Faculty Tips:



## Peer Review Chairs Sharing the Faculty Review Form with the Candidate

Chalk and Wire (<https://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:

- Retrieve the Faculty Review Form templates for use with your peer review committee.
- Upload the secure Faculty Review Form to the collaborative workspace for all reviewers in the chain.
- Share the completed Faculty Review Form with the candidate.

### How to Complete and Share the Faculty Review Form and Peer Review Form

#### Peer Review Chair Leads Peer Review Committee in Producing Faculty Review Form/Peer Review Form

- Part of the role of the Peer Review Chair is to upload and produce confidential content to be shared with other reviewers. As a content creator, you will use a collaborative workspace portfolio to upload and share materials you create (e.g. Faculty Review Form).
- 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. You may also click **Sign on with your Upstate ID** to use your USC Upstate email username and password, though I find that, due to multifactor authentication, I sometimes need to click the link a couple times to make it go through to the site. Finally, you may enter through the CAIFS Professional Development Blackboard Course.

- Click the **Menu** button in the upper-left corner.



Figure 1 Chalk and Wire Dashboard Page

- Click the **Work** button.

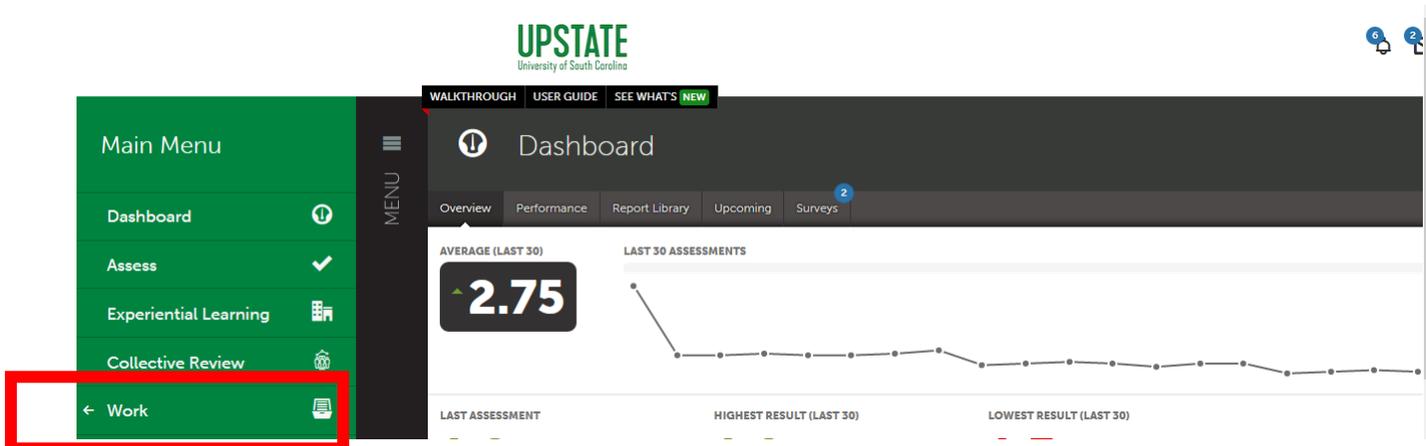


Figure 2 Main Menu with Work Option

- Click **Collaboration**.

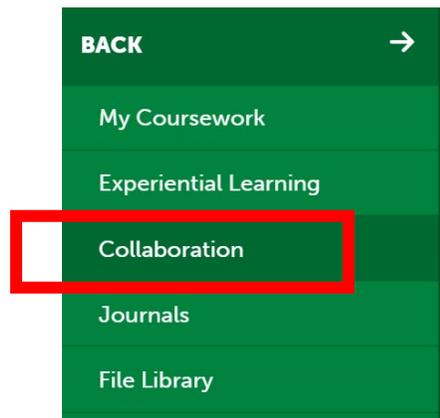


Figure 3 Collaboration Option in Work Menu

- Inside Collaboration, select your academic unit's candidate review workspace.

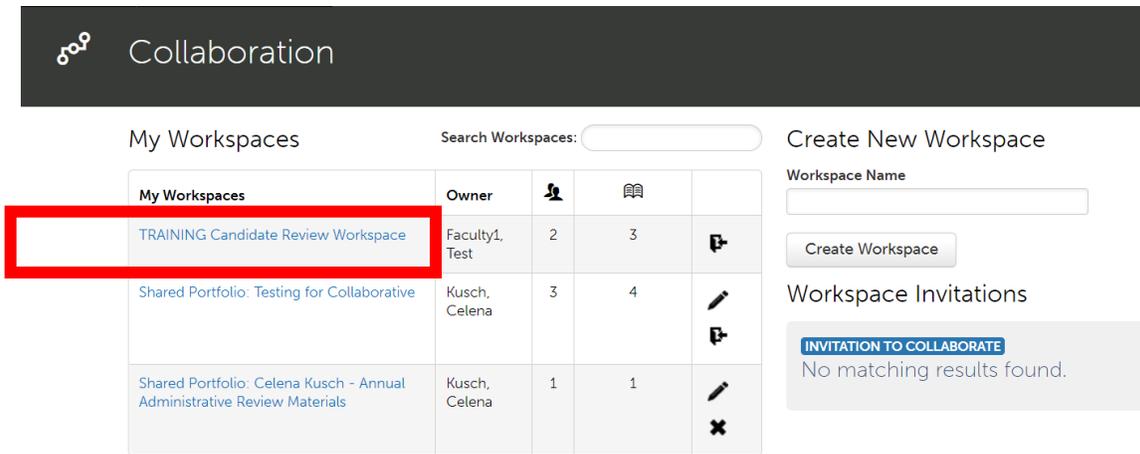


Figure 4 Candidate Review Workspace under My Workspaces

- Inside the workspace, **click on the portfolio title** for the candidate you wish to review (e.g. TRAINING P&T below). Note: Click **Return to Collaboration** at the top of the page if you have candidates in the workspace of another academic unit as well. Workspace members include the chair, dean, P&T committee chair, provost, and chancellor as appropriate for the academic unit.

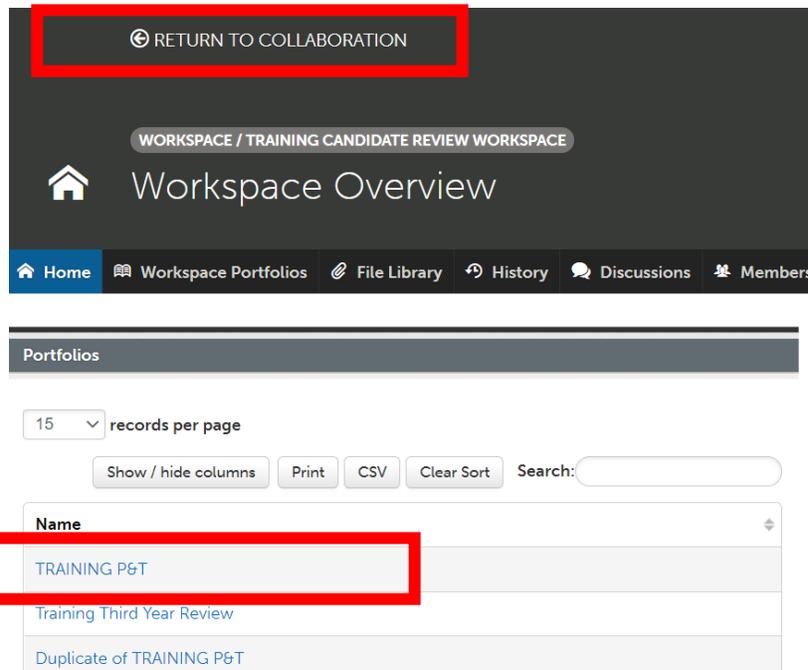


Figure 5 Portfolios in a Collaborative Workspace

- Inside the portfolio, click on **Faculty Review Form, Peer Review Form, and Promotion and Tenure Committee Summary Form**.

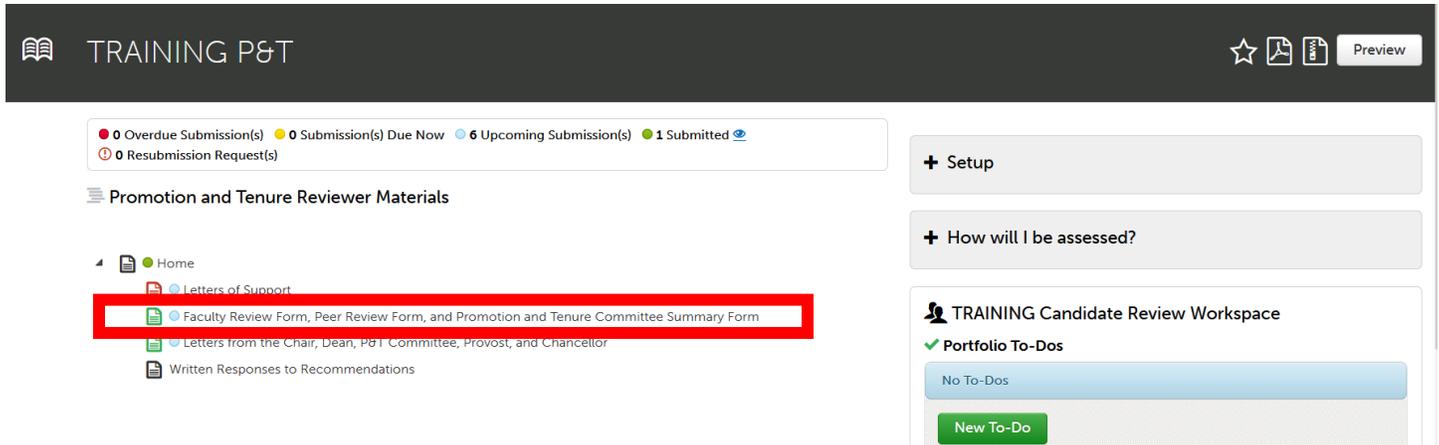


Figure 6 Faculty Review Form page within a Promotion and Tenure Reviewer Materials Portfolio

- You will see a notice at the top of the page, then the **Instructions & Resources** for uploading the completed Faculty Review Form. Click the arrow next to Instructions & Resources to access the templates and a video tutorial about filling out the Faculty Review Form.

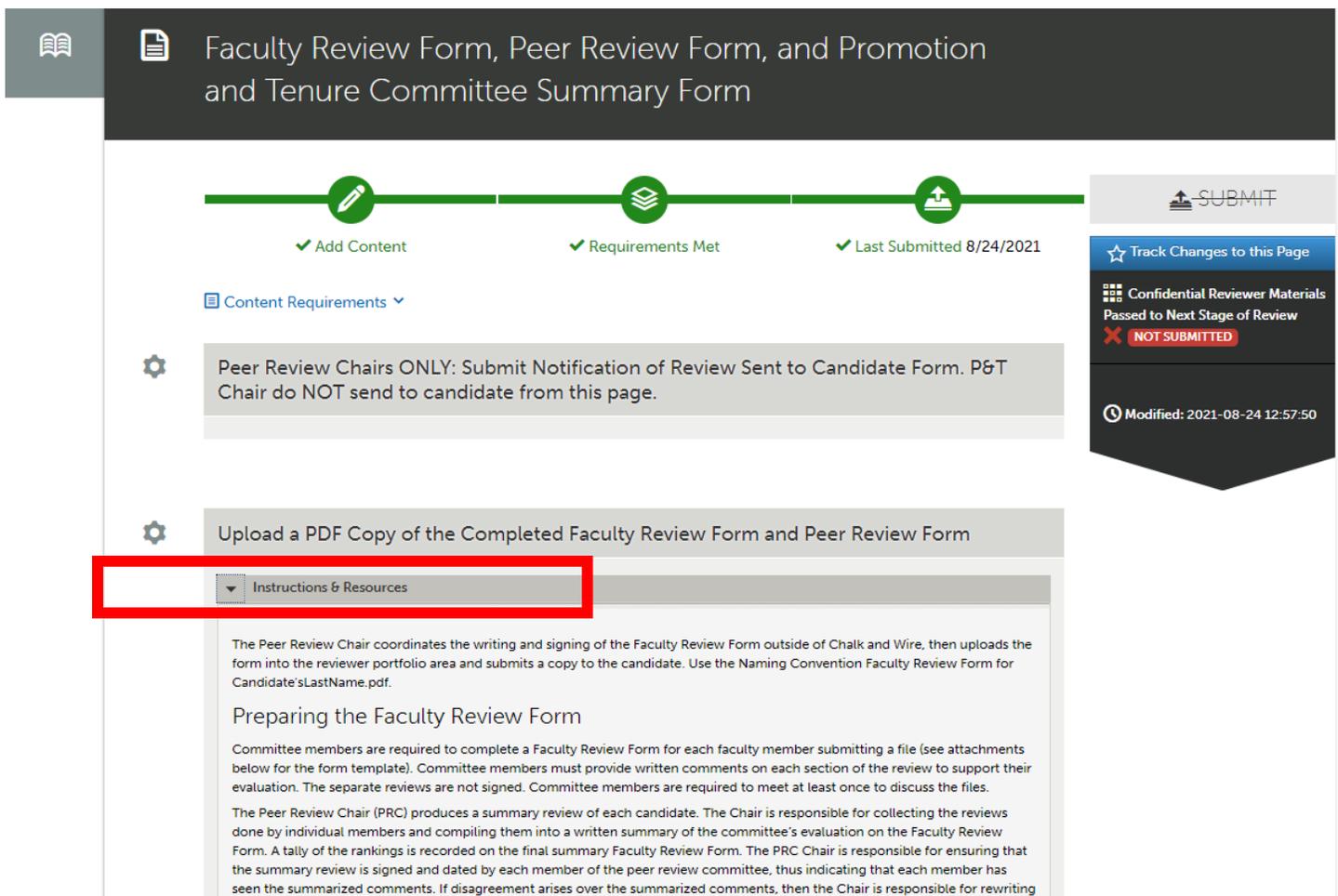


Figure 7 Faculty Review Form, Peer Review Form, and Promotion and Tenure Committee Summary Form Instructions & Resources

- Note: Individual committee members will still [complete their private, anonymous Faculty Review Forms to give to you](#). You will seal up these anonymous forms in an envelope and bring them to Ryan Boggs for archiving. After compiling the committee's collective comments on the Faculty Review Form and Peer Review Form and securing signatures either electronically or physically from the committee members, upload the completed file. To do so, click **Add Content**, then **Add File**.

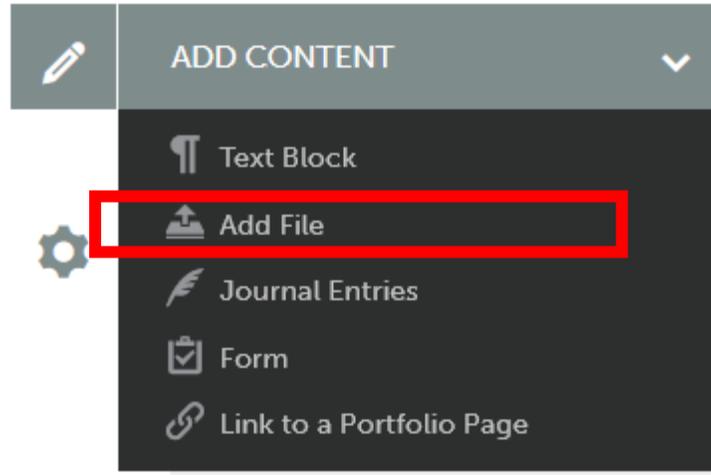


Figure 8 Add Content Menu with Add File Option

- Click **Insert Content Here** under the appropriate heading. Here, I have collapsed the Instructions & Resources to show only the headings on the page.

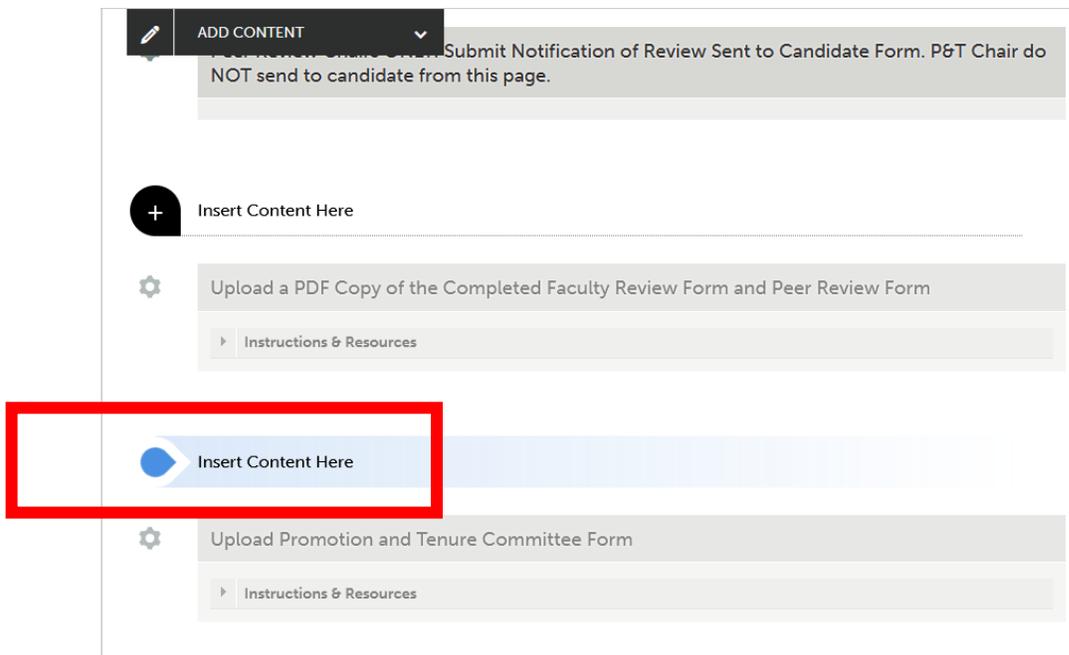


Figure 9 Insert Content Here options for Faculty Review Form and Peer Review Form

- **Choose the File** or files from your computer, then click **Insert File** to upload into the portfolio.

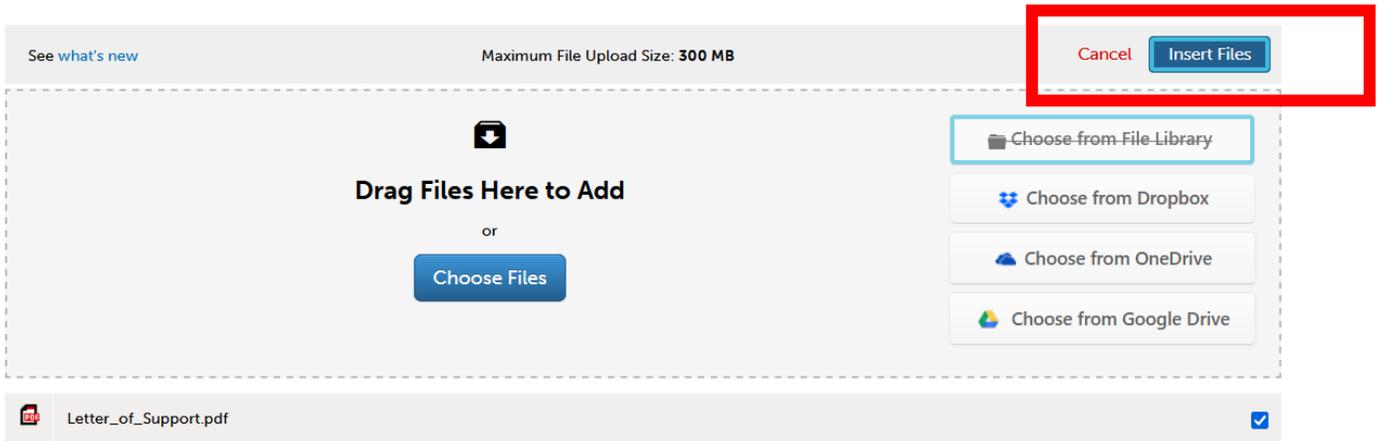


Figure 10 Uploaded Files ready to click Insert Files in upper-right corner to add to the portfolio

### Sharing the Faculty Review Form and Peer Review Form with the Candidate

- After uploading the completed Faculty Review Form and Peer Review Form materials, click the **Submit** button in the upper-right to share these materials with your candidate. It is important to follow these instructions exactly to avoid sharing inappropriate content with your candidate.

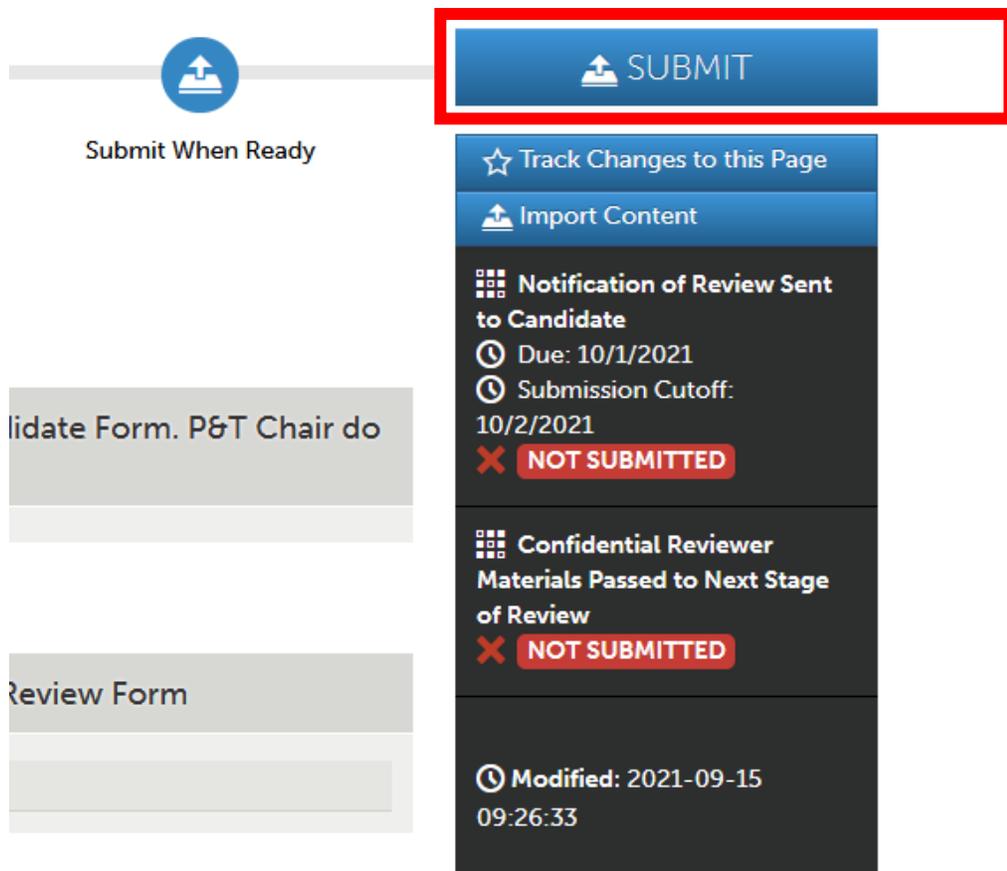
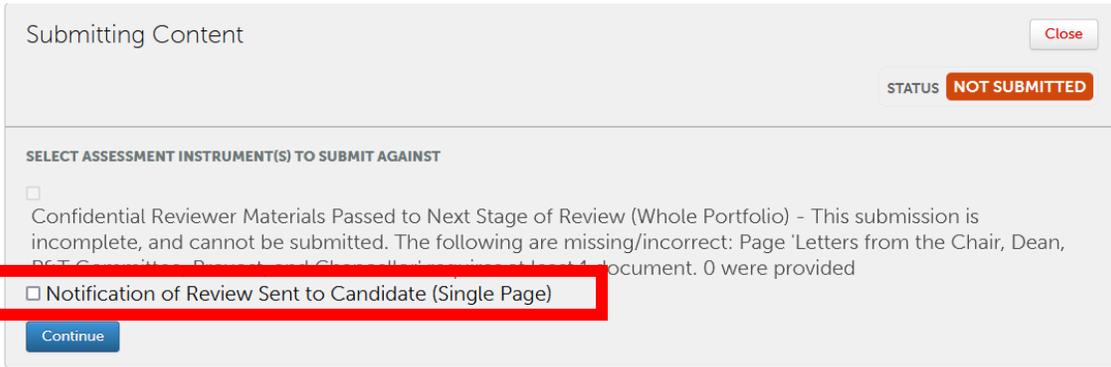


Figure 11 Submit button for sharing Faculty Review Form and Peer Review Form with the Candidate

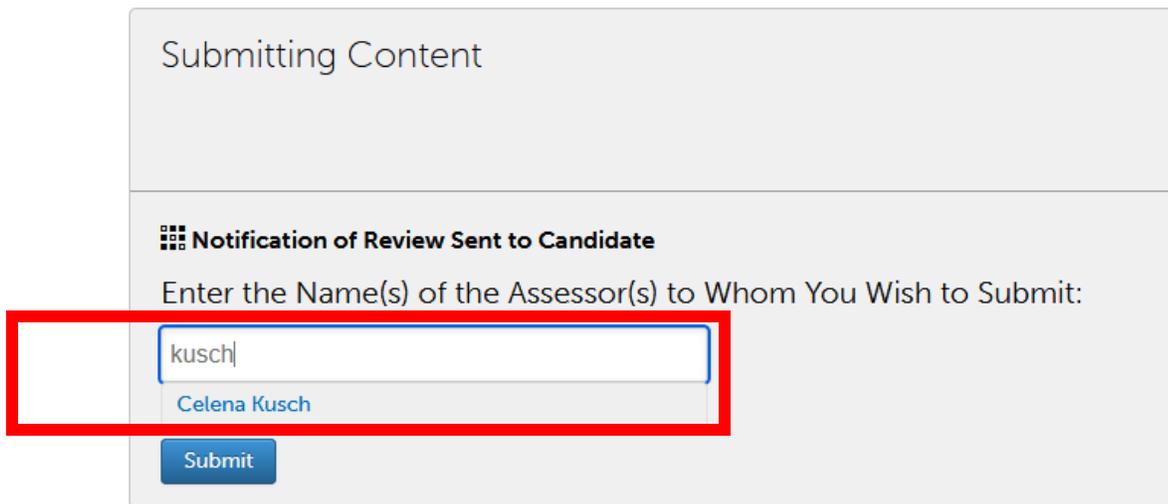
- Click on **Notification of Review Sent to Candidate**. Only click on Notification of Review Sent to Candidate (Single Page). Single page ensures that this is the only document your candidate receives. Note: This is a multistage process involving ~20 people per candidate on this campus alone. You will not complete all the available steps, just the one described here.



The screenshot shows a web form titled "Submitting Content" with a "Close" button in the top right. Below the title, the status is indicated as "STATUS NOT SUBMITTED". The main section is titled "SELECT ASSESSMENT INSTRUMENT(S) TO SUBMIT AGAINST". It contains two options, each with a checkbox. The first option is "Confidential Reviewer Materials Passed to Next Stage of Review (Whole Portfolio) - This submission is incomplete, and cannot be submitted. The following are missing/incorrect: Page 'Letters from the Chair, Dean, P&T Committee, President and Chancellor' is missing at least 1 document. 0 were provided". The second option, "Notification of Review Sent to Candidate (Single Page)", is selected and highlighted with a red rectangular box. A "Continue" button is located at the bottom left of the form.

Figure 12 Notification of Review Sent to Candidate (Single Page) Option Selected

- Enter the name of your candidate in the box. Start by entering their last name, since many people go by different first names than their official HR records state. As you start to type, you will see their name appear in a drop-down menu. Click the full name to select it.



The screenshot shows the "Submitting Content" form with the "Notification of Review Sent to Candidate" section selected, indicated by a grid icon. Below the section title, the instruction reads "Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:". A search box contains the text "kusch" and is highlighted with a red rectangular box. A dropdown menu below the search box displays the name "Celena Kusch". A "Submit" button is located at the bottom left of the form.

Figure 13 Enter Name of Assessor. Full names appear as you start to type the last name of your candidate.

- After entering the name of the candidate, click **Submit** once.

Submitting Content

**Notification of Review Sent to Candidate**

Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:

Celena Kusch

Figure 14 Sample candidate listed as assessor on a Faculty Review Form ready to submit

- You will see a record of your submission. This example shows that I sent the Faculty Review Form to a sample candidate. Your candidate will receive a notification giving them 5 working days to reply with an optional written response. If they provide one, you will upload that into the Written Response area of the Collaborative Workspace. Otherwise, you are done.

Submitting Content

STATUS **SUBMITTED**

Content Submitted

Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.

Assessor	Assessment Instrument	Page	Submitted
Kusch, Celena ✉	Notification of Review Sent to Candidate	Faculty Review Form, Peer Review Form, and Promotion and Tenure Committee Summary Form	2021-09-15

Figure 15 Record of successfully submitting Faculty Review Form to the candidate

### Quick Tips:

- You will meet as a committee to discuss your personal, handwritten notes about the portfolio and to summarize individual comments and recommendations from each committee member's Faculty Review Form. You will use a Faculty Review Form document template (provided in the reviewer workspace portfolio) that your committee may sign electronically or physically.
- Be sure that your Web browser is updated and has enabled cookies and pop-ups to ensure that the portfolio functions properly. Google Chrome is the preferred browser.