











## Sharing the Confidential Letters with the Peer Review Committee

- After uploading the letters and external reviewer materials, click the **Submit** button in the upper-right to share these materials with your peer review committee.

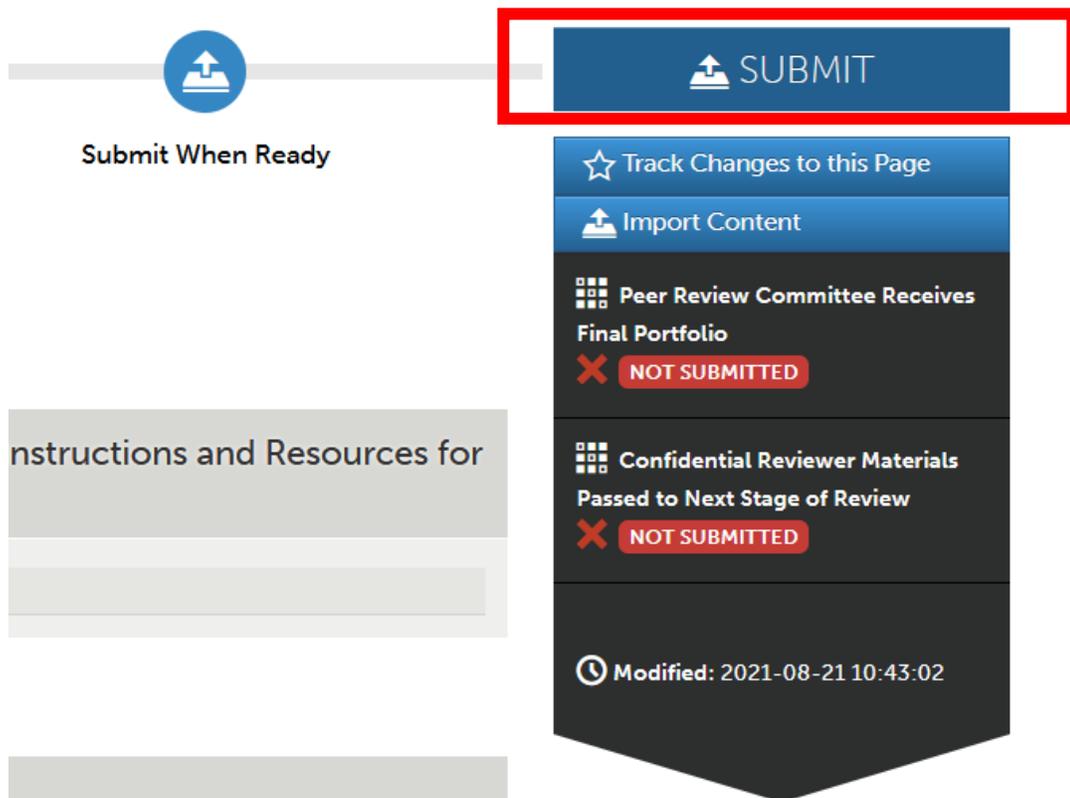


Figure 10 Submit button for sharing letters of support with the Peer Review Committee

- Click on **Peer Review Committee Receives Final Portfolio**. Only click on Peer Review Committee Receives Final Portfolio. This is a multistage process involving ~20 people per candidate on this campus alone. You will not complete all the steps yourself, and you will not complete your steps all in the same day.

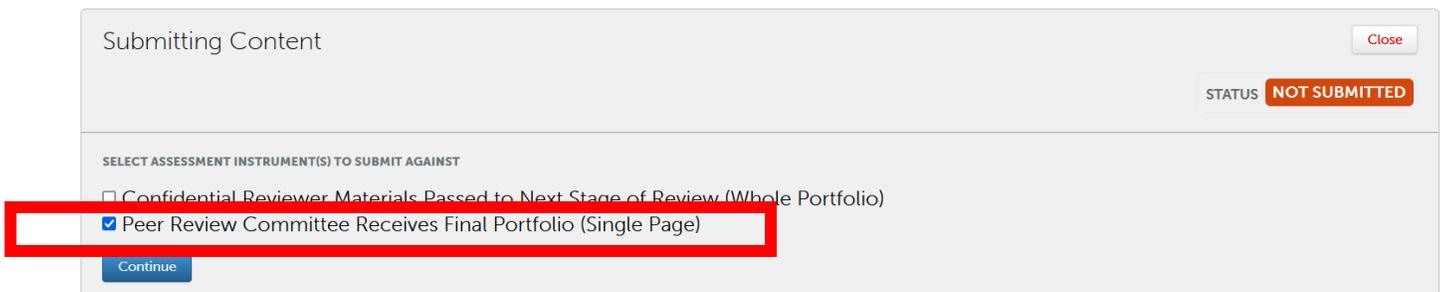
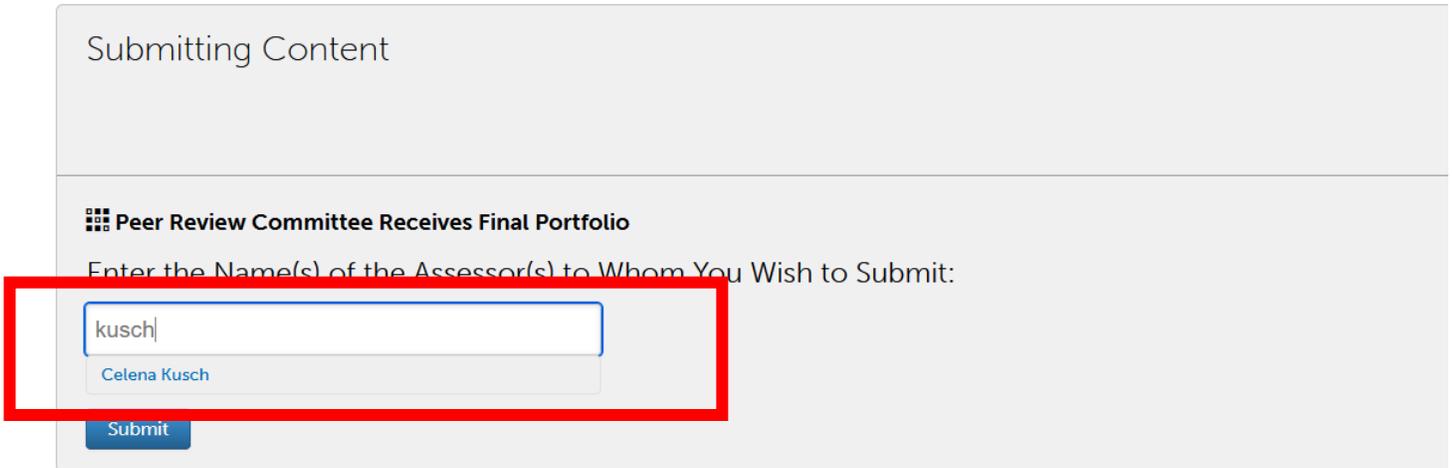


Figure 11 Peer Review Committee Receives Final Portfolio (Single Page) Option Selected

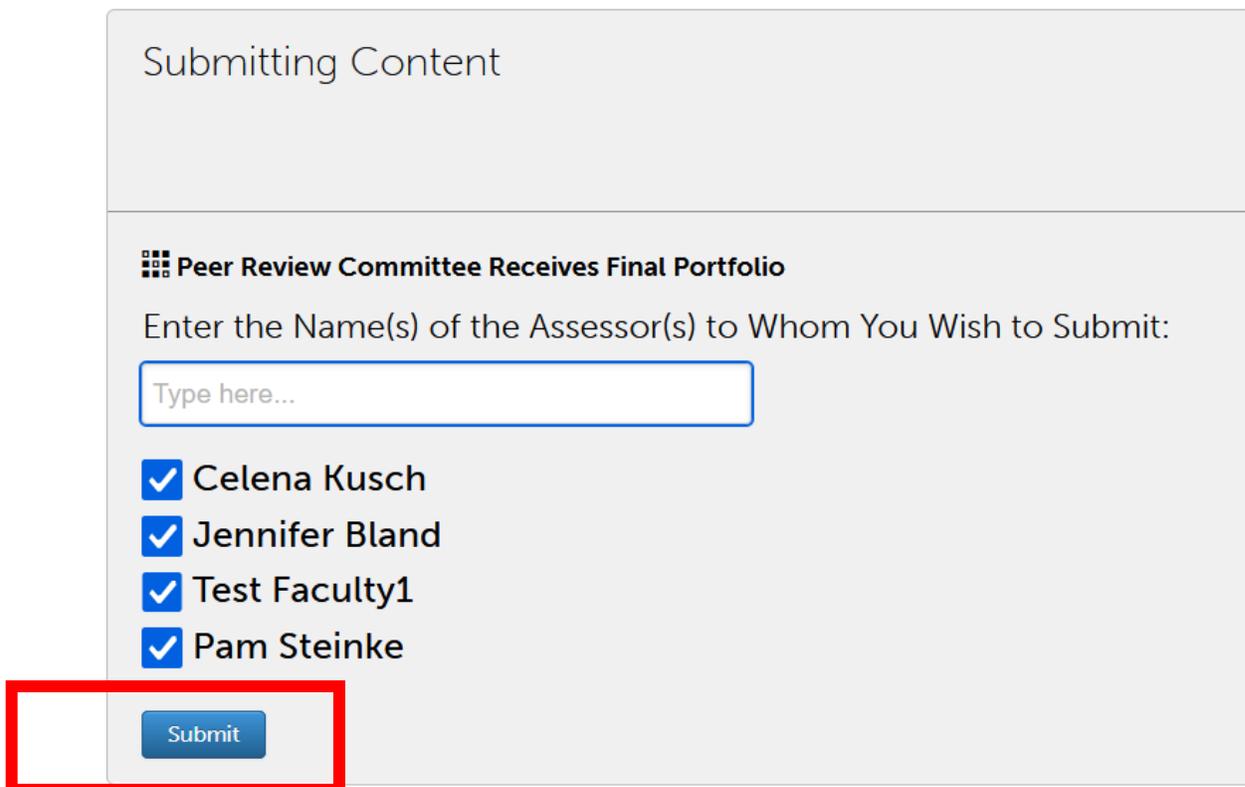
- Enter the names of your peer review committee members into the box. Start by entering their last names, as many people go by different first names than their official HR records state. As you start to type, you will see their names appear in a drop-down menu. Click the full name to select it. You may add all your committee members at once, and click submit one time.



The screenshot shows a web interface titled "Submitting Content". Below the title is a section header "Peer Review Committee Receives Final Portfolio" with a grid icon. The instruction reads "Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:". A text input field contains the text "kusch". Below the input field, a dropdown menu is open, showing the name "Celena Kusch". A blue "Submit" button is located below the dropdown. A red rectangular box highlights the input field and the dropdown menu.

Figure 12 Enter Name of Assessor. Full names appear as you start to type the last name of your committee members.

- Note: include yourself if you wish to view the letters through the Assess area interface alongside the candidate's portfolio. After entering the names of all peer review committee members, click **Submit** once.



The screenshot shows the same "Submitting Content" interface. The text input field now contains "Type here...". Below the input field, a list of four names is displayed, each with a blue checkmark in a square box to its left: "Celena Kusch", "Jennifer Bland", "Test Faculty1", and "Pam Steinke". A blue "Submit" button is located below the list. A red rectangular box highlights the "Submit" button.

Figure 13 Members of a sample peer review committee listed as assessors ready to submit the letters of support

- You will see a record of your submission. This example shows that I sent the letters to two committee members. You are done.

Submitting Content
Close

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	Peer Review Committee Receives Final Portfolio	Letters of Support	<a href="#">2021-08-21</a>
Faculty1. Test	Peer Review Committee Receives Final Portfolio	Letters of Support	<a href="#">2021-08-21</a>

REVIEW SUBMISSION

*Figure 14 Record of successfully submitting letters of support to the members of the peer review committee*

### 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.
- 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. Instructions for uploading the faculty review form will appear in a separate how-to-guide.
- 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.
- If you cannot see forms, please try to clear your cookie cache.
- If you forget your Chalk and Wire password and need to reset it, just let me know. These passwords will not reset every six months, so you can keep the same one indefinitely.
- View the [video tutorial of the full peer review chair process](#). This video talks you through the five different elements of the peer review chair process in this order:
  - Peer Review Chair Receives Final Promotion and Tenure Portfolio,
  - ACADEMICUNIT Peer Review Chair Share Portfolio with Committee,
  - Uploading and Sharing Letters of Support,
  - Uploading and Sharing Faculty Review Form, and
  - Uploading Optional Written Responses.

You may also wish to go directly to a particular area of the video to answer a specific question about part of the process (listed in order of questions you are likely to need answered first):

- Overview of Peer Review Chair Roles and Process, timestamp 0:00
- About notifications Received under Menu, Assess area, timestamp 3:15
- Completing the ACADEMICUNIT Peer Review Shares Portfolio with Committee, timestamp 14:45
- Ensure that You Can See the Portfolio in a Split Screen Under the Assess option, timestamp 11:45
- Navigating the Assess page if you return to the portfolio multiple times, timestamp 13:45
- Dealing with the “Peer Review Chair Receives Final Promotion and Tenure Portfolio” assessment, timestamp 4:05
- Maneuver through the candidate’s portfolio under Assess using the Table of Contents, timestamp 5:10
- A Note about Duplicate Summary Tables for Candidates who Imported from an Earlier Portfolio, timestamp 9:37
- Using the commenting features under Assess to share suggested revisions with the candidate, timestamp 6:08
- Complete the Assessment Instrument with comments to notify the candidate of suggested revisions, timestamp 6:40
- Complete the Peer Review Chair Receives Final Promotion and Tenure Portfolio Assessment Instrument when the candidate resubmits the revised portfolio, timestamp 12:15
- Review of workflow for the final submission from the candidate, timestamp 18:05
- A Note about Returning to the Portfolio under Completed Assessments after Submitting the Response to the Candidate, timestamp 18:45
- About the Collaborative Workspaces for Confidential Reviewer Materials and the Faculty Review Form, timestamp 19:57
- Entering the Reviewer Portfolio for your Candidates, timestamp 21:20
- Uploading the Letters of Support, timestamp 22:14
- Share Confidential Letters of Support with your Committee, timestamp 24:40
- Uploading the Faculty Review Form, timestamp 26:59
- Notifying the Candidate of the Faculty Review Form, timestamp 29:45
- Follow-Up from Your Candidate, and Uploading any Optional Written Response from the Candidate, timestamp 31:25