

Faculty Tips:



Peer Review Chairs Sharing and Reviewing Portfolios

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:

- View the candidate's portfolio for promotion and/or tenure.
- View secure letters of support and external reviewer letters.

How to Review the Promotion and Tenure ePortfolio

Peer Review Committee Receives Final Portfolio

- You will receive a "You Have Work to Assess" notification when your peer review chair releases the candidate's portfolio to share with you. You will receive the same message for their initial submission and their revised submission (if applicable).
- 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 enter through the CAIFS-PROFESSIONAL-DEVELOPMENT Blackboard Course. Click the Menu button in the upper-left corner.



Figure 1 Chalk and Wire Dashboard Page

For help with Chalk and Wire ePortfolios, contact Celena Kusch, 864.503.5850 or ckusch@uscupstate.edu.

- Click the **Assess** button.

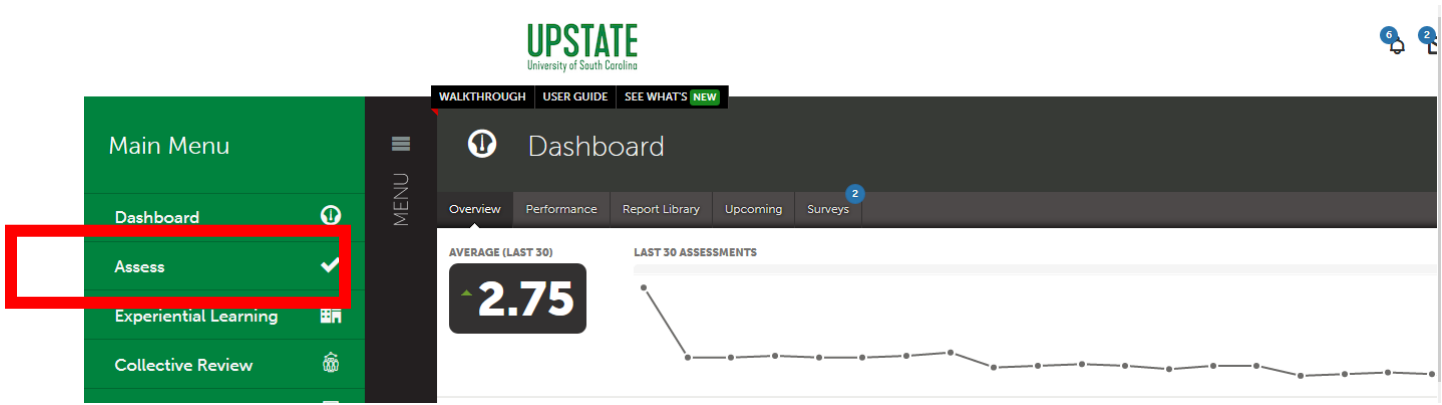


Figure 2 Main Menu with Assess Option

- You will receive two assessment instruments per candidate. Click the form instrument labeled **Peer Review Committee Receives Final Portfolio**. Then click **Work**. ****Note: Do not click Delete because that will remove your access to the portfolio from the system.**

All Pending Assessments, Past 6 months.

Student	Instrument	Submitted	Assessed	Status
Faculty1, Test	Faculty Review Form Notification	2021-08-21 09:34 NORMAL		
Faculty1, Test	Faculty Review Form Notification	2021-08-21 10:05 NORMAL		
Faculty1, Test	Peer Review Committee Receives Final Portfolio	2021-08-21 11:04 NORMAL		
Faculty1, Test	Peer Review Committee Receives Final Portfolio	2021-08-24 12:53 NORMAL		
Faculty1, Test	Notification of Review Sent to Candidate	2021-08-24 12:59 NORMAL		

Figure 3 Peer Review Chair Shares P&T Portfolio with Committee drop-down menu

- **TIP:** Ensure that your pending and completed assessments show at least the past 4 months, by clicking the gear icon in the upper right and choosing Assessment Options.



Figure 4 How to view past four months of pending or completed assessments.

- After clicking work, you will be in the candidate's portfolio. Use the table of contents on the left to move from page to page within the portfolio.

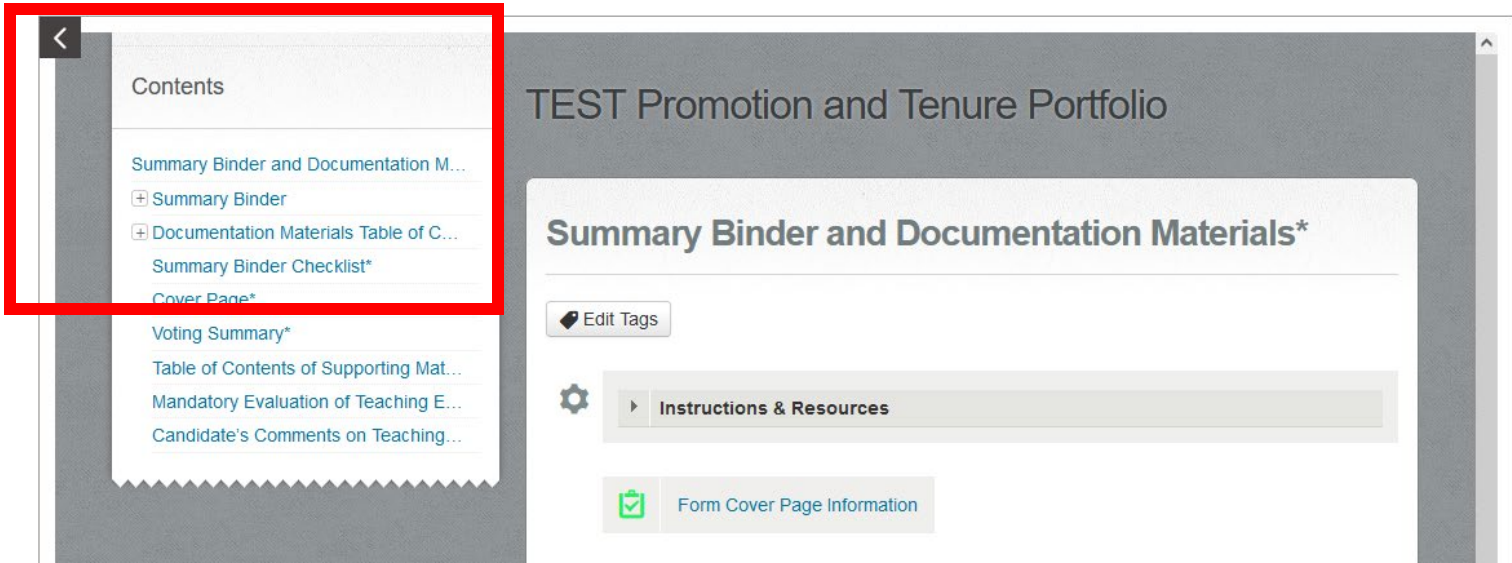


Figure 5 Portfolio showing Table of Contents in Work view from the Pending Assessments

- Click the + sign in the table of contents to view items within a subfolder of the portfolio. Or click any item title to go directly to that item. Below, the + next to Summary Binder has been clicked.

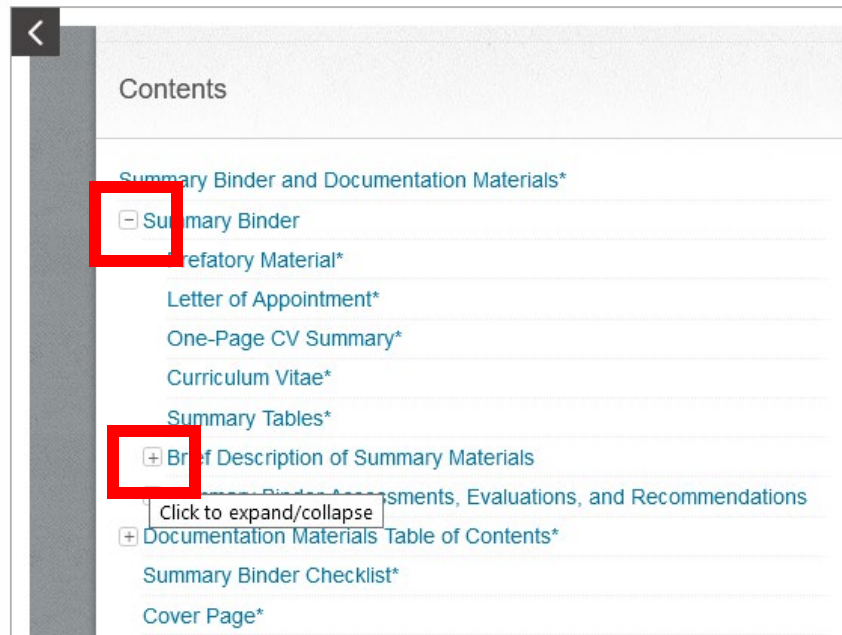


Figure 6 Table of Contents with subfolders expanded by clicking +

- Click on any item labeled **Form** to view the contents of a form. Scroll down or left/right to view the whole form.

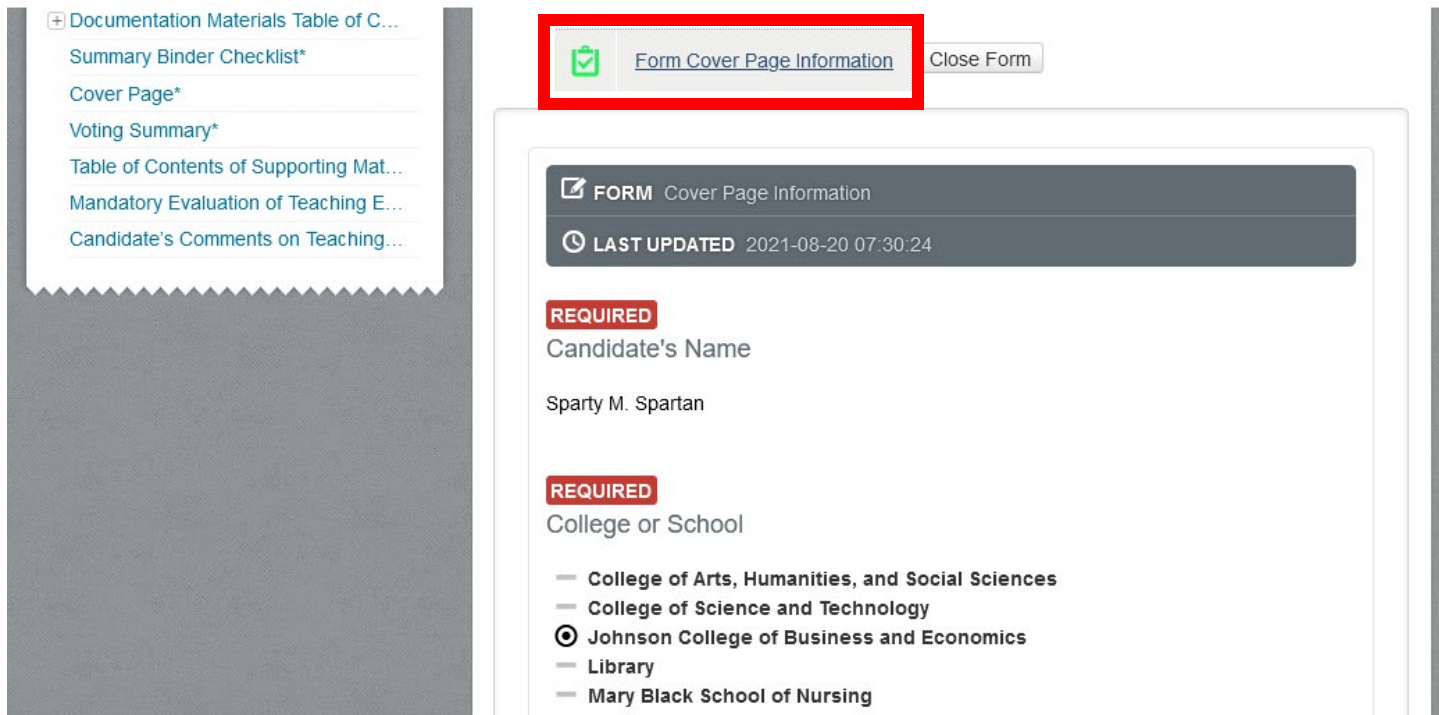


Figure 7 Open Form displayed in portfolio

- You may click **View** to open any file attachment in the browser.

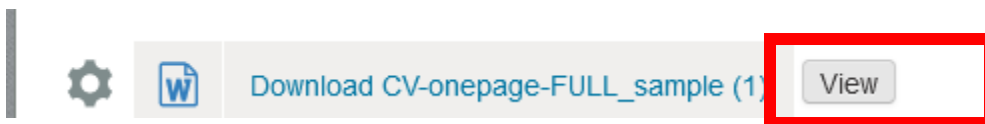


Figure 8 View option for showing a file attachment in the portfolio

- The attachment opens in the box application within your browser window. Scroll up/down or left/right as needed to see the whole document.

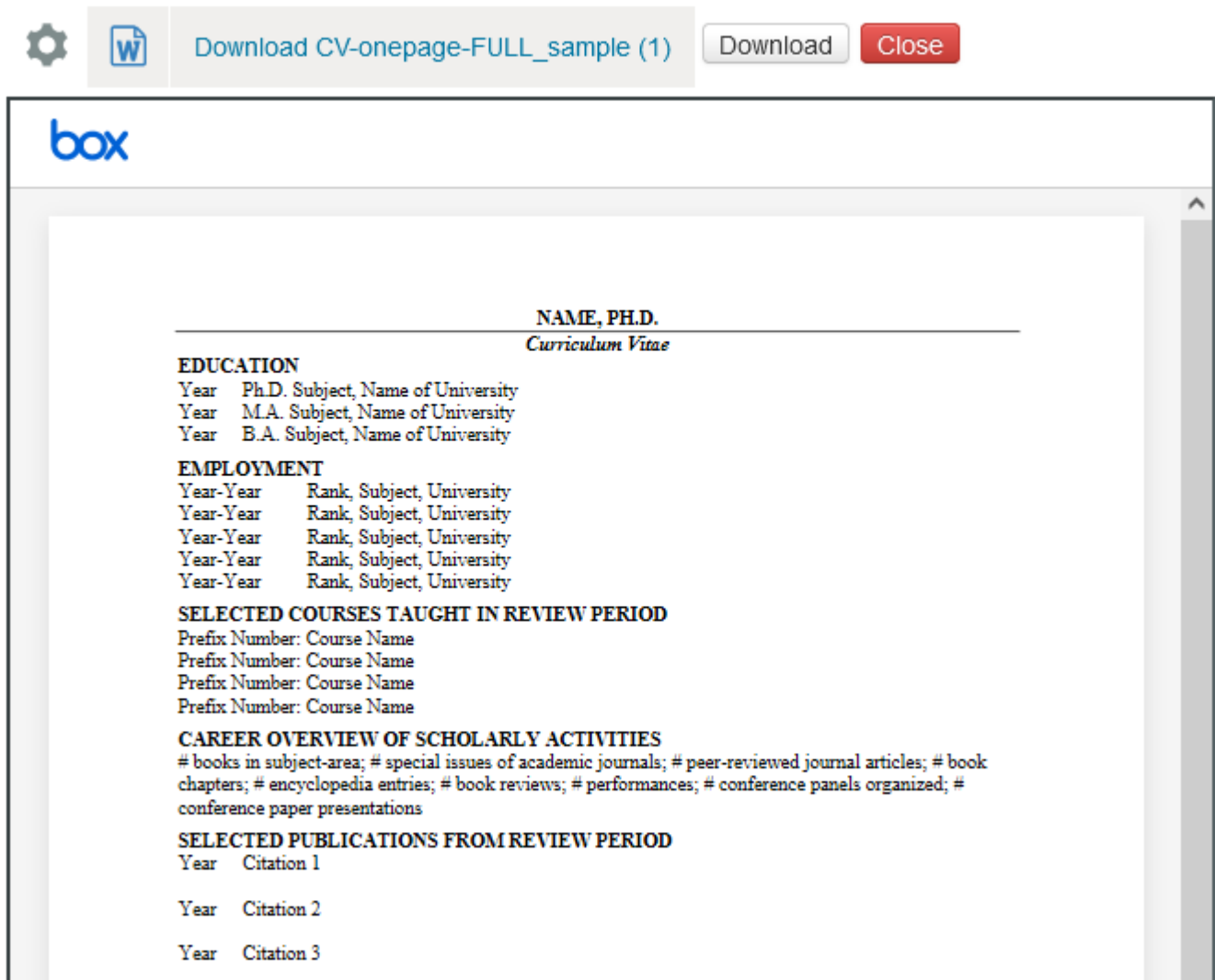


Figure 9 File attachment displaying in browser using the box application

- You will receive one assessment instrument labeled **Peer Review Committee Receives Final Portfolio** showing your candidate's complete P&T file. You will receive a second one showing just one page with all Letters of Support for your Candidate.
- Your committee will meet to discuss any suggestions for revision prior to the start of the deliberation stage of the P&T process (see Master Calendar on the Promotion and Tenure Committee webpage for details).
- You will repeat this process after receiving the candidate's revised version of the portfolio. Your committee will complete the Faculty Review Form and Peer Review Forms outside of Chalk and Wire.

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.
- 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.
- 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.