Faculty Tips:

Post-Tenure Review Committee Chair 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 Chalk and Wire/Anthology Portfolio to:

- View Post-Tenure ePortfolios from candidates.

- Complete review forms and notify the candidate of their completed forms.

- Use the Chalk and Wire system to prompt all committee members and candidates to complete all parts of the process.

How to Review the Promotion and Tenure ePortfolio

Post-Tenure Review Committee Chair Shares P&T Portfolio with Committee

- You will receive a "You Have Work to Assess" notification when the candidate submits their portfolio. 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. Click the Menu button in the upper-left corner.

For help with Chalk and Wire ePortfolios, contact Celena Kusch, 864.503.5850   1
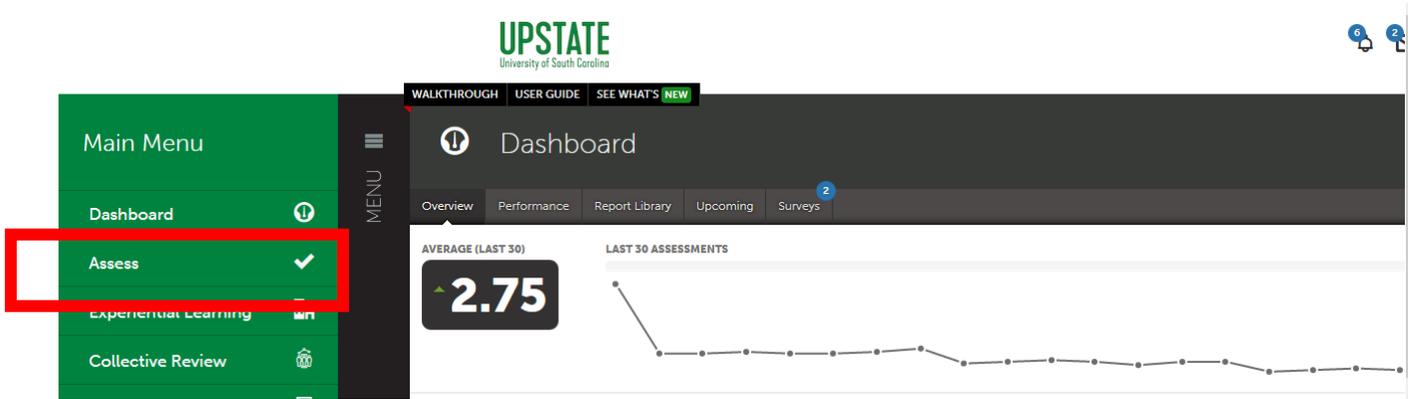or kuschc@uscupstate.edu.

- Click the **Assess** button.

Figure 2 Main Menu with Assess Option

- You will receive one assessment instrument per candidate. Click the form labeled **Post-Tenure Review Committee Chair Receives Portfolio**. Then click **Assess.**

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

- 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. Scroll through the portfolio using the **Table of Contents** at the top of the form to confirm that all materials appear to have been submitted and there are no obvious omissions that might require an immediate resubmission.
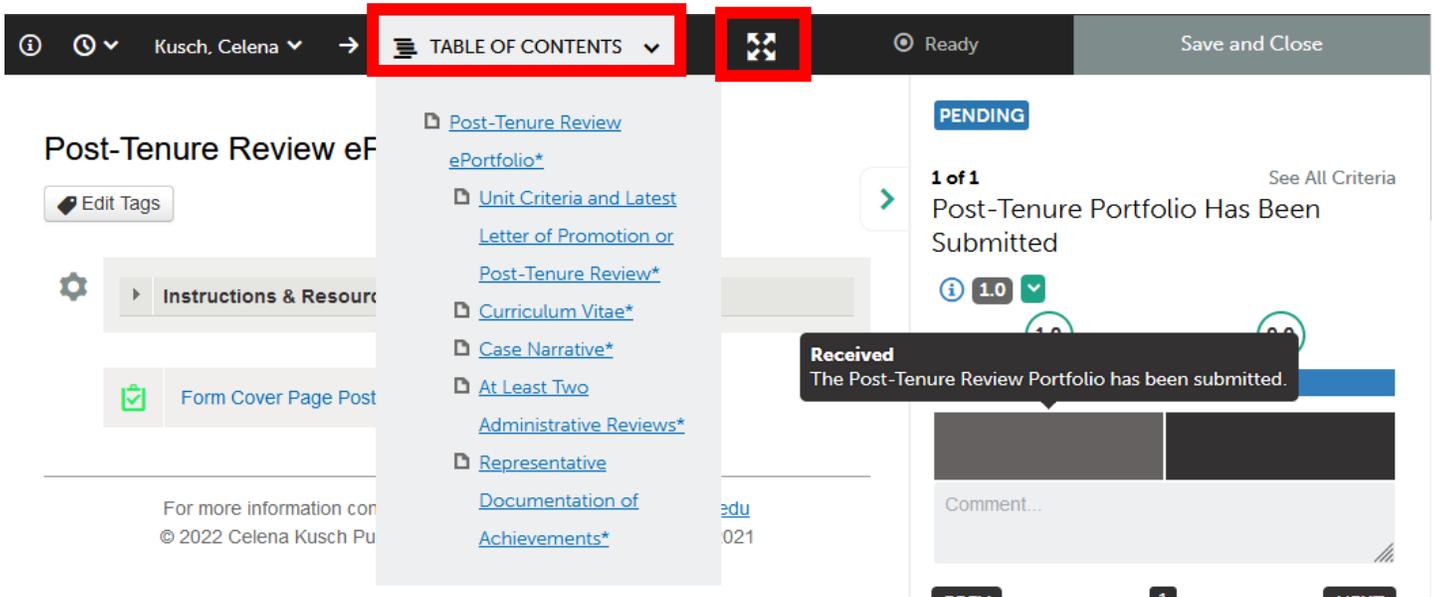

Figure 4 Portfolio Table of Contents Expanded in Peer Review Chair Receives Final Promotion and Tenure Portfolio Assessment Form

- After spot-checking the portfolio for completeness, click anywhere in the black box under **1.0** to indicate that the portfolio has been submitted and is ready to pass to the committee or 0.0 to indicate that you have identified a major omission or problem with the portfolio and will be asking the candidate to resend (extremely rare). After making your selection, the black box will turn teal, and a green **Save** button will appear in the upper-right corner. Click **Save** to send the portfolios to the committee.
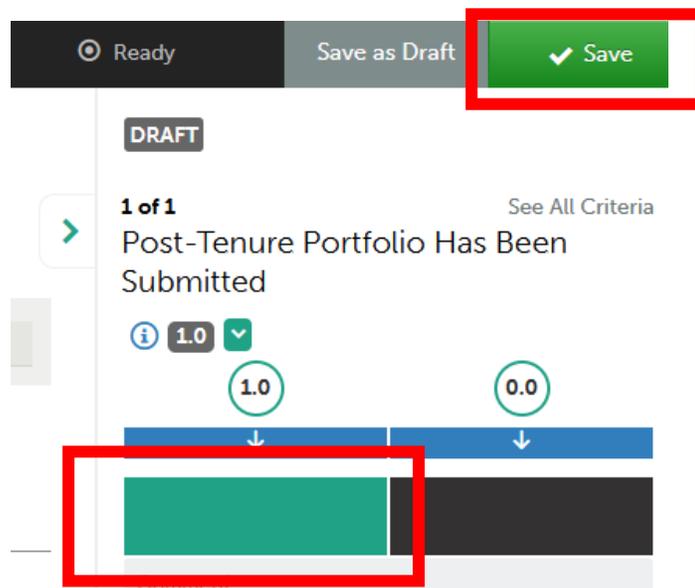

Figure 5 Completed form for sharing portfolio with committee, with green Save button in upper-right corner.

- 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.
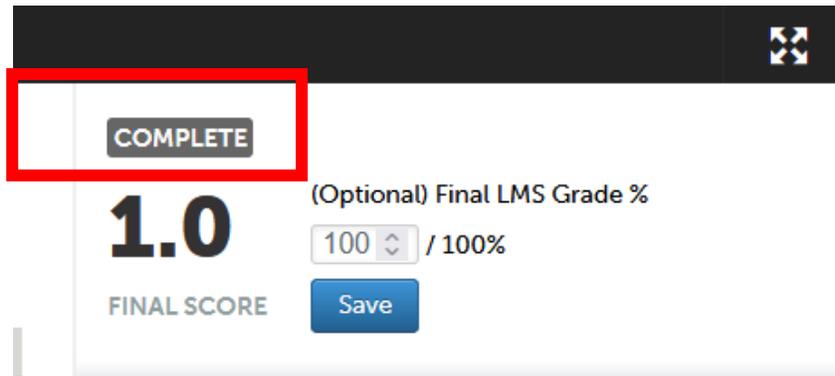

Figure 6 Complete Message showing after clicking Save on an assessment form.

Reviewing the Portfolio

- After you indicate that the portfolio has been submitted, you and your committee will receive a copy of the portfolio with the Vote Tally Assessment Instrument. This will appear in Pending Assessments, under **Menu**, then **Assess**.

- Click on **Post-Tenure Review Committee Vote Tally**. Click **Work** to read through the portfolio. **Note: Do *not* click **Delete** because that will remove the portfolio from the system.

Figure 7 Post-Tenure Committee Vote Tally Pending Assessment with Work Option to View Portfolio

- Do **not** click **Assess** at this time. After reviewing the portfolio and taking any private, confidential notes outside of Chalk and Wire/Anthology Portfolio, you will convene as a committee to deliberate. During that meeting, you will return to the Pending Assessments page and click Assess to register your vote.

- After clicking **Work**, you will see a full view of the portfolio, with the Table of Contents on the left. Move through pages of the portfolio by clicking on items in the Table of Contents. **Work** provides you with the preferred view because you will not need to download any files onto your own computer to view them. Should you choose to download files due to internet access issues, please ensure the confidentiality of the process by removing any downloaded materials from your computer as soon as possible.
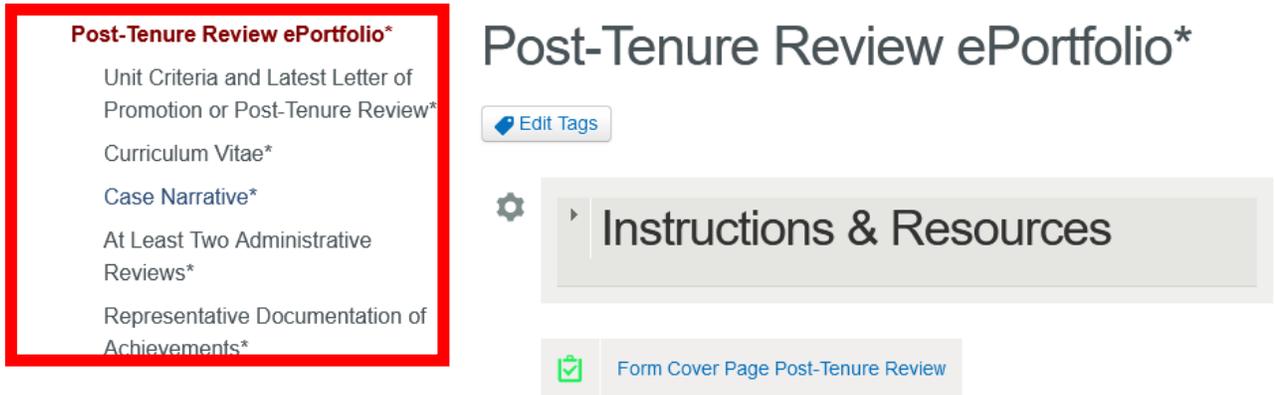

Figure 8 Work View of the Post-Tenure Review Portfolio with table of contents on the left

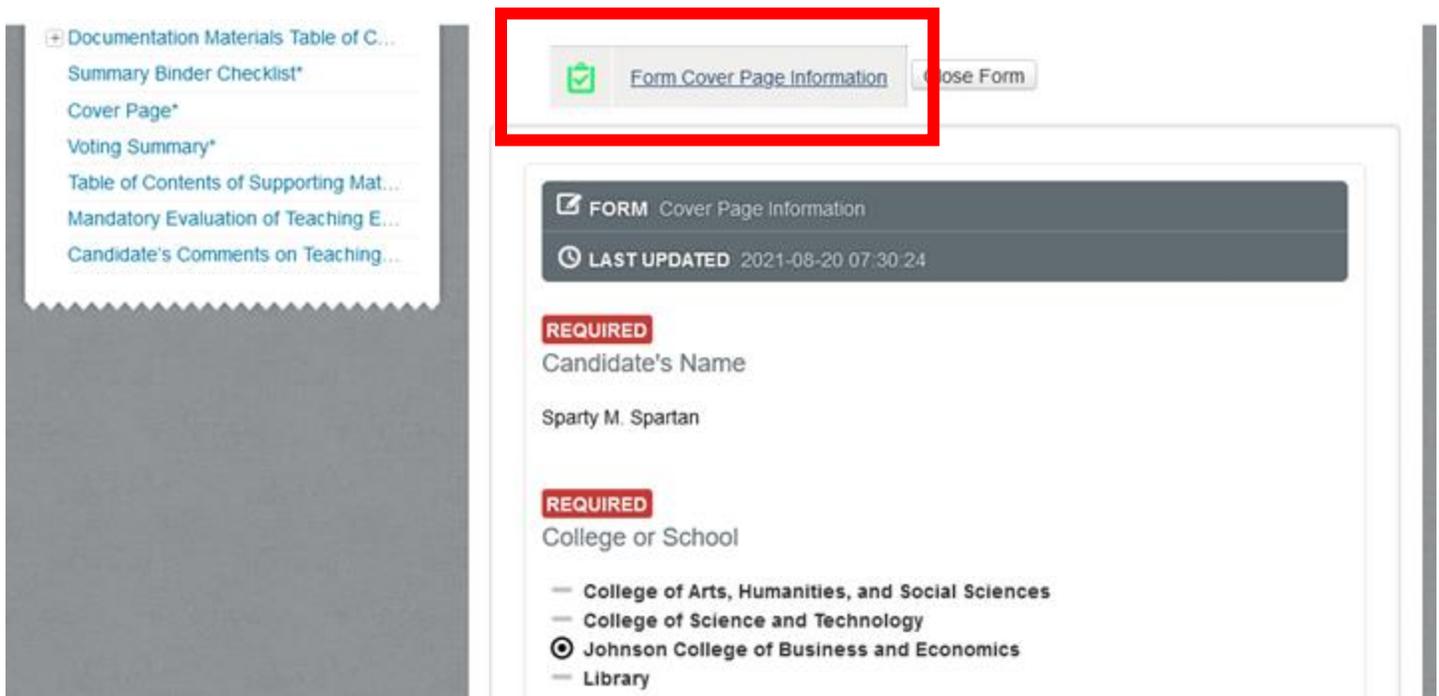- Click the label on any form to open the full form for view.

Figure 6 Open Form displayed in portfolio

- Click View next to any file to open the full document in the "box" viewing application. There should be no reason to download attachments while using this portfolio view.

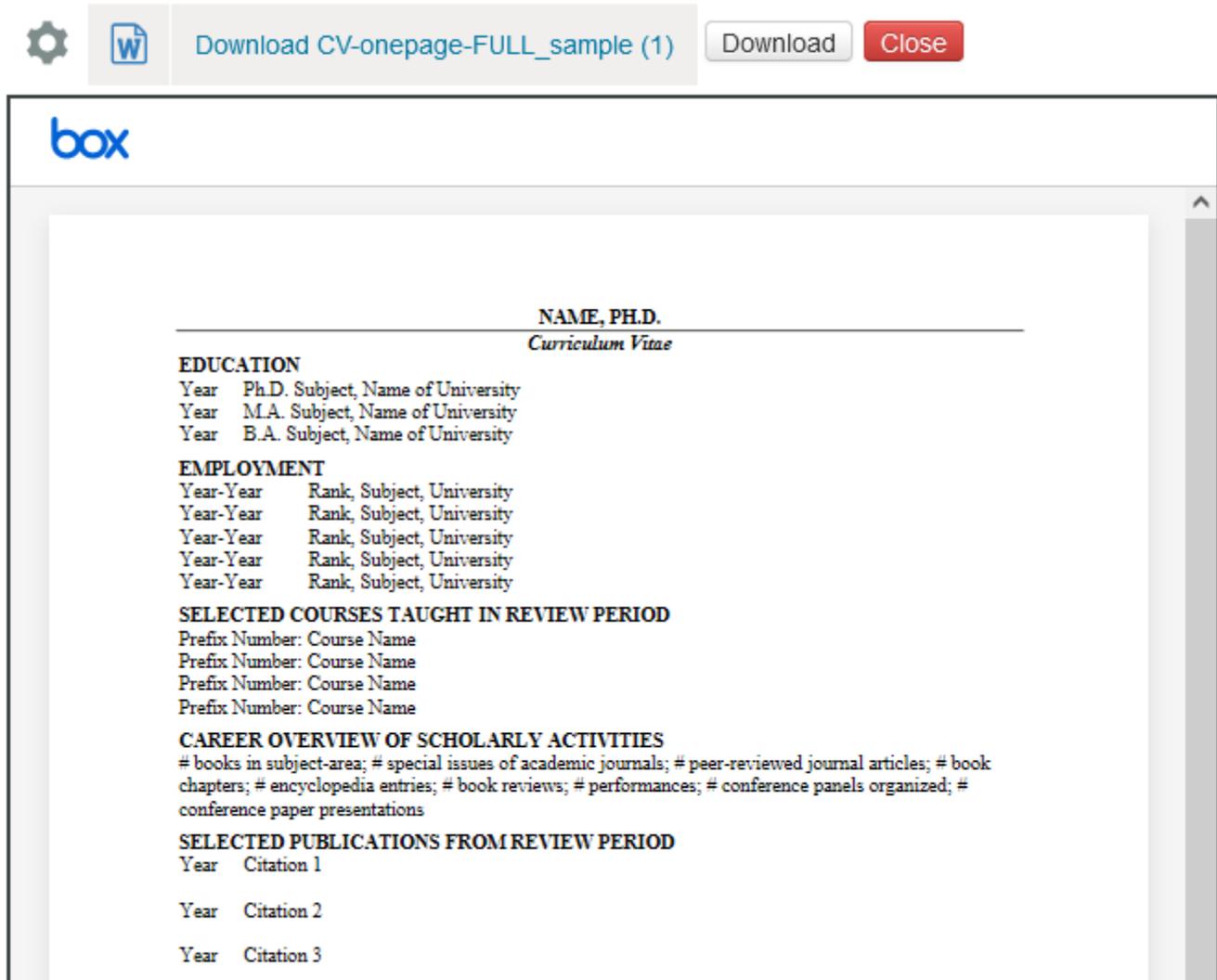Figure 7 View option for showing a file attachment in the portfolio

Figure 8 File attachment displaying in browser using the box application

Conducting the Vote Tally

- After reviewing the portfolio, the committee will meet to deliberate. During this meeting, all committee members will enter their vote (favorable, unfavorable, or abstain) through the **Post-Tenure Review Committee Vote Tally** assessment instrument.

- Navigate to Chalk and Wire/Anthology Portfolio using the links above or through the CAIFS Professional Development Blackboard Course. Click **Menu**, then **Assess**. You should be viewing **Pending Assessments.**

- Click anywhere on the line for your chosen candidate with the instrument **Post-Tenure Review Committee Vote Tally** to reveal the drop-down menu. From that menu, click **Assess**.
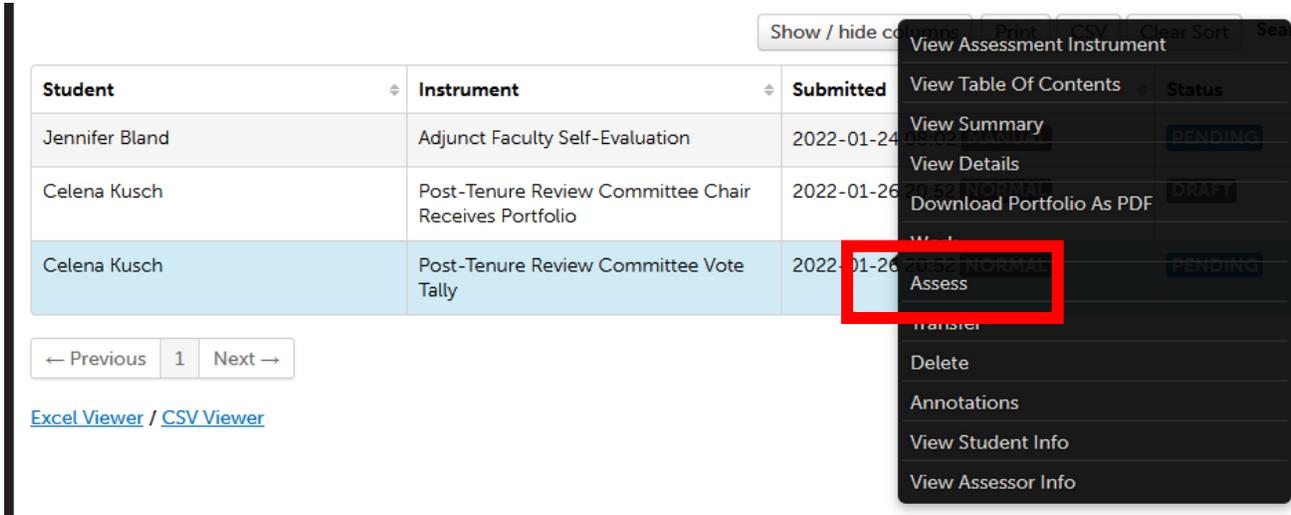

Figure 9 Pending Assessment for Post-Tenure Review Committee Vote Tally with Assess option highlighted

- You will see the assessment instrument for Tally of Votes for Favorable/Unfavorable Post-Tenure Review on the right side of the screen. Click the **box under 1.0** to indicate a vote for favorable, 0.0 to indicate unfavorable, and n/a to indicate abstention.
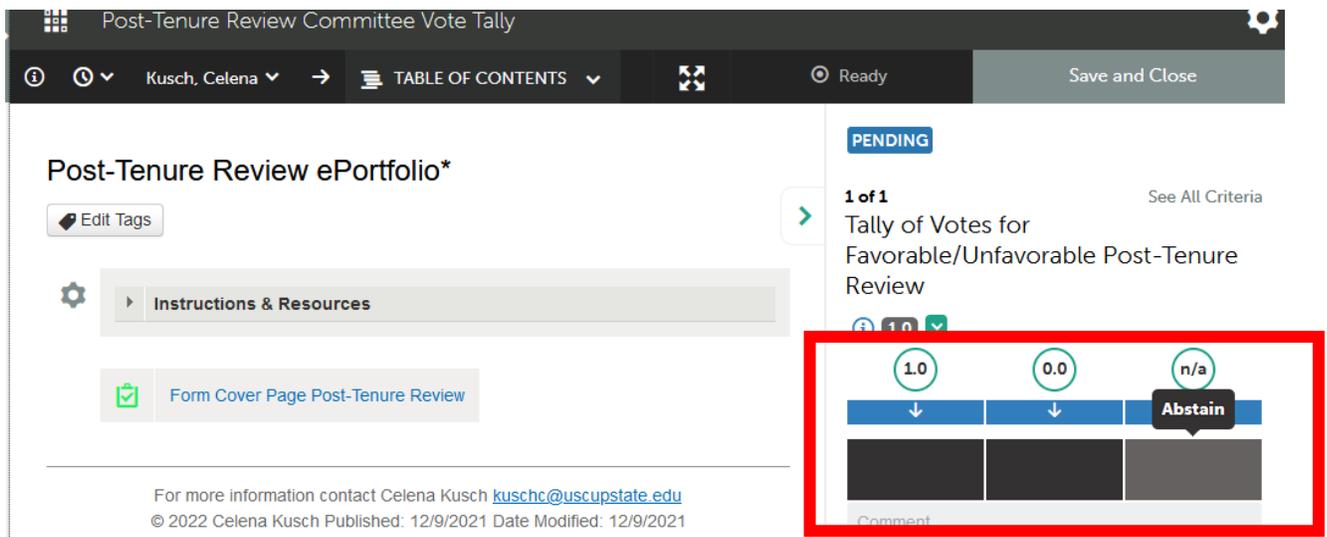

Figure 10 Post-Tenure Review Committee Vote Tally Form

- After making your selection, your chosen box will turn teal (see favorable box in the example below). The green Save button will appear in the upper-right corner. Click **Save** to submit your vote.
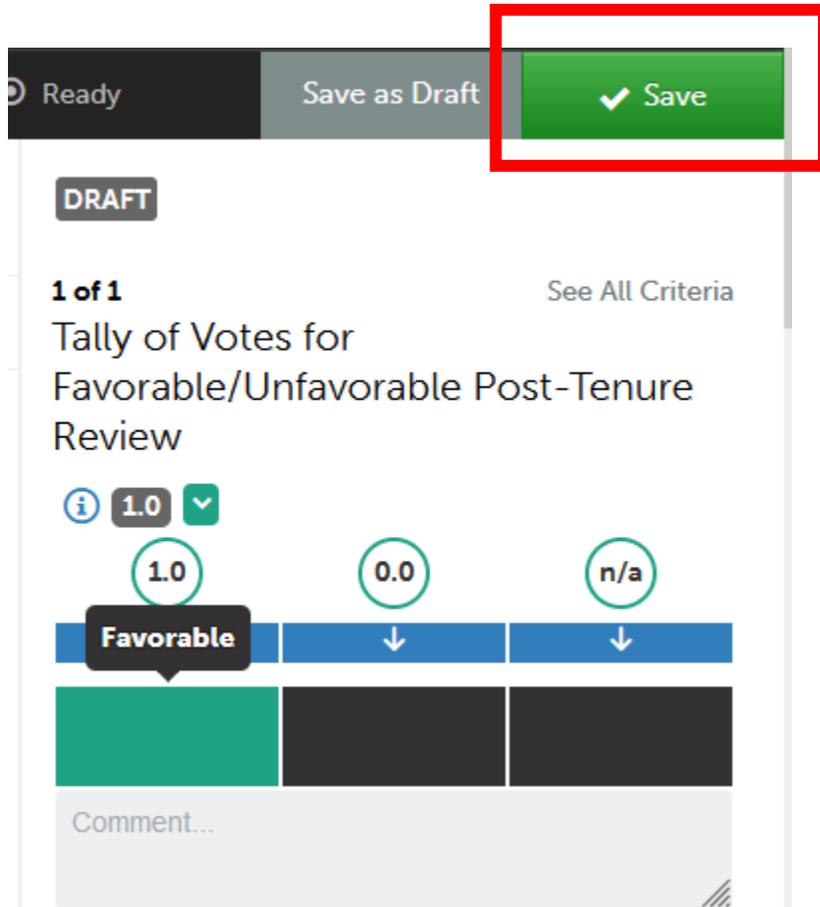

Figure 11 Favorable Vote in Post-Tenure Review Committee Vote Tally ready to save and submit

- After you click save, several messages will flash across the screen and the area labeled "Draft" above will change to "Complete." Ignore the message about the LMS scores; you are not reporting these scores to Blackboard.
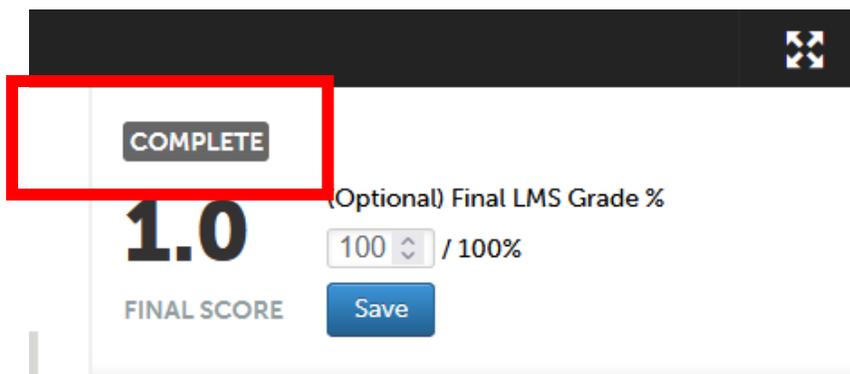

Figure 12 Completed Vote Tally Screen

Commonly Asked Questions

- Why can't I find the Assess option under Pending Assessments? If you return to the portfolio without completing the assessment, you will not see Assess; instead, you will use the **Complete** button to return to the assessment page.
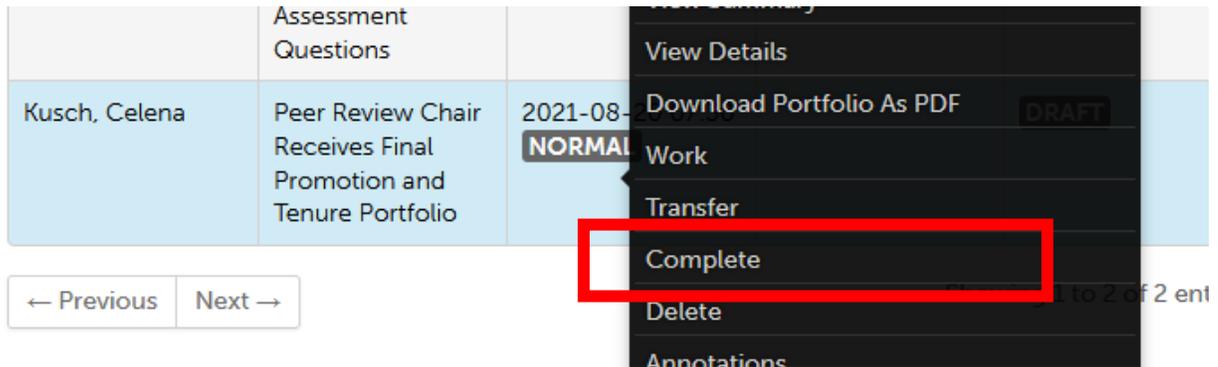

Figure 13 Drop-down menu for portfolios after the item is in the "DRAFT" or "INCOMPLETE" state

- I submitted my response by clicking **Save**. Where did the portfolio go? If you submitted your response to any assessment by clicking the **Save** button, the portfolio will appear under **Menu**, **Assess**, **Completed Assessments**.

- Why can't I see anything under Pending Assessments or Completed Assessments? You may only be showing items from the past week. 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 14 How to view past four months of pending or completed assessments.

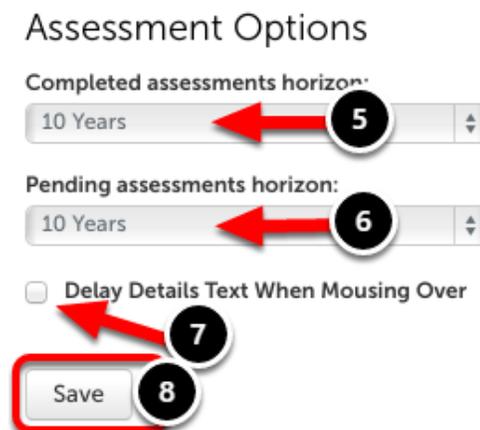- Under Assessment Horizon, be sure to pick at least 4 months. Then click Save.

Figure 15 Assessment Horizon Options for Pending and Completed Assessments

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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 prepare and sign the Faculty Review Form outside of Chalk and Wire. Faculty Review Forms will be shared with the candidate through the Reviewer Workspace under Menu, Work, Collaboration. See separate Tip Sheet for Notifying the Candidate of the 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.