

## Post-Tenure Review Chairs Sharing the Faculty Review Form with Candidates

Anthology Portfolio, formerly 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 Post-Tenure Reviewer Materials ePortfolio to:

- Retrieve the Faculty Review Form templates and links 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 for Post-Tenure Review

#### Post-Tenure Review Committee Chair Leads Post-Tenure Review Committee in Producing Faculty Review Form

- Part of the role of the Post-Tenure Review Committee Chair is to upload and produce confidential content to be shared with the candidate and other reviewers. As a content creator, you will use a collaborative workspace portfolio under the “Work” menu to upload and share materials you create (e.g. Faculty Review Form).
- Log in to <https://uscupstate.chalkandwire.com> by clicking **Sign on with your Upstate ID** to use your USC Upstate email username and 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

- Click the **Work** button.

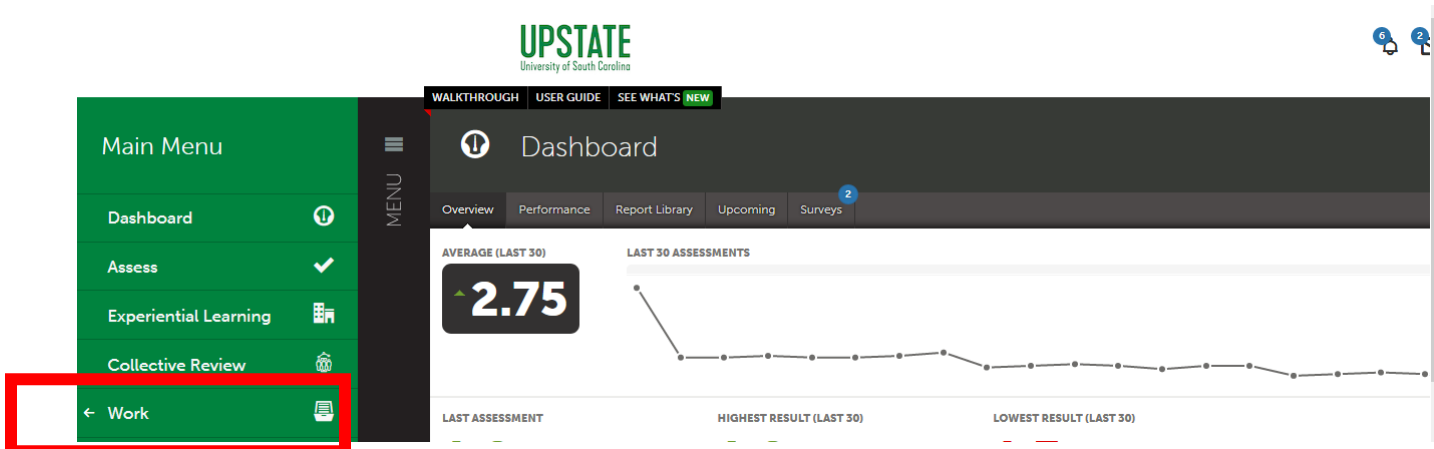


Figure 2 Main Menu with Work Option

- Click **Collaboration**.

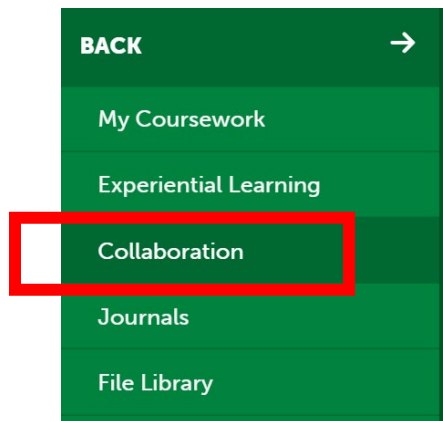


Figure 3 Collaboration Option in Work Menu

- Inside Collaboration, you may see a notification to accept Workspace Invitations on the right side of the screen. If so, click the blue Accept button to gain access to the reviewer workspace. You will only need to accept this invitation once per workspace.

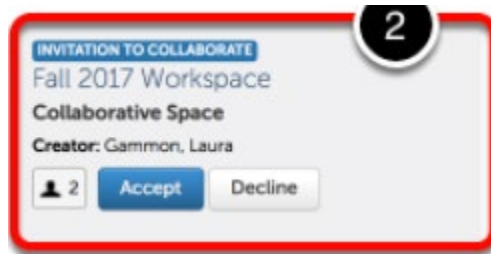


Figure 4 Accept Button under Workspace Invitations

- Click on the name of the **Post-Tenure Review Reviewer Workspace**.

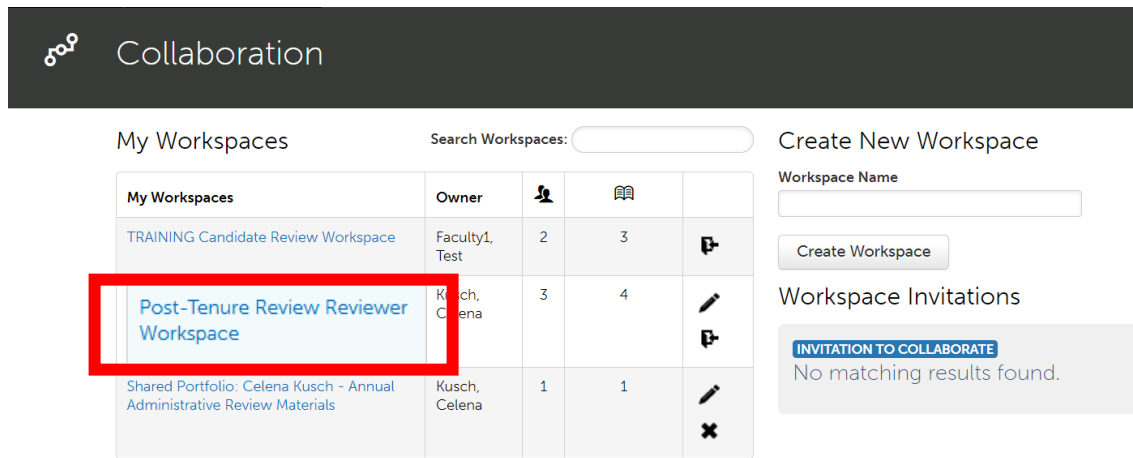


Figure 5 Candidate Review Workspace under My Workspaces

- Inside the workspace, **click on the portfolio title** for the candidate you wish to review (e.g. TRAINING P&T below).

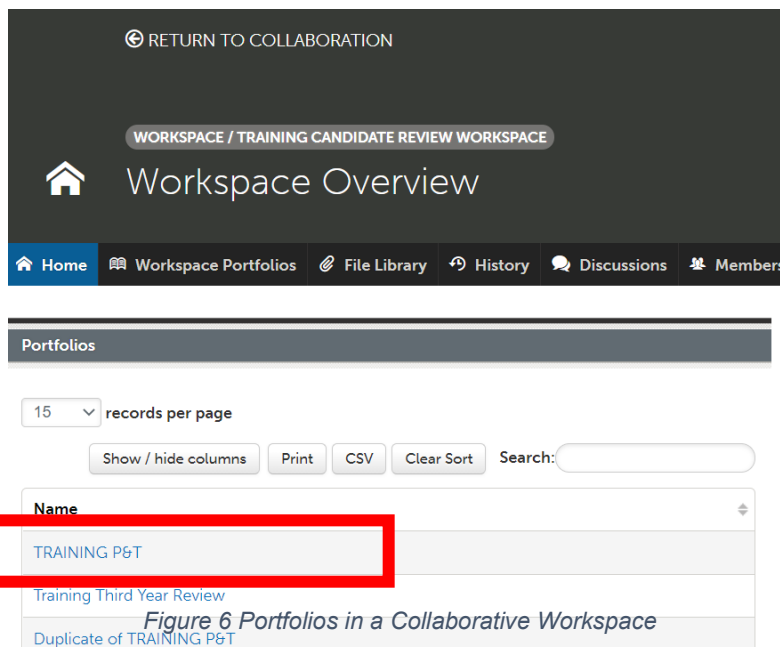


Figure 6 Portfolios in a Collaborative Workspace

- Inside the portfolio, click on **University Post-Tenure Review Committee Faculty Review Form and Candidate's Optional Written Response**.



Figure 7 Faculty Review Form page within a Post-Tenure Review Reviewer Materials Portfolio

- You will see a heading 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 8 Faculty Review Form Instructions & Resources in the Reviewer Materials Portfolio

- After compiling the committee’s collective comments on the Faculty Review Form and securing signatures or electronic approvals from the committee members, upload the completed file. To do so, click **Add Content**, then **Add File**.

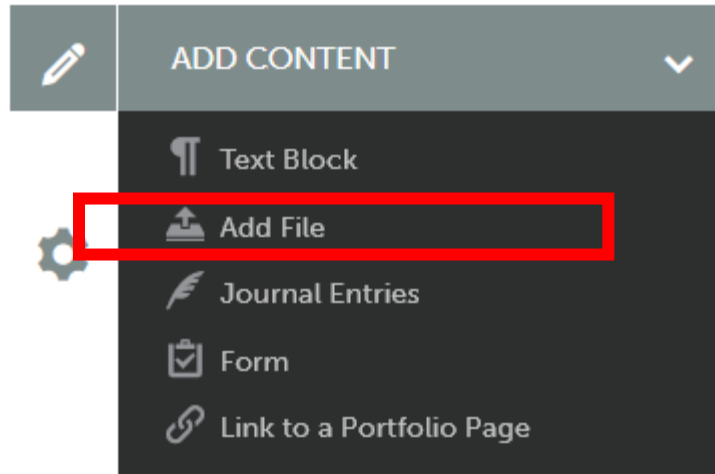


Figure 9 Add Content Menu with Add File Option

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

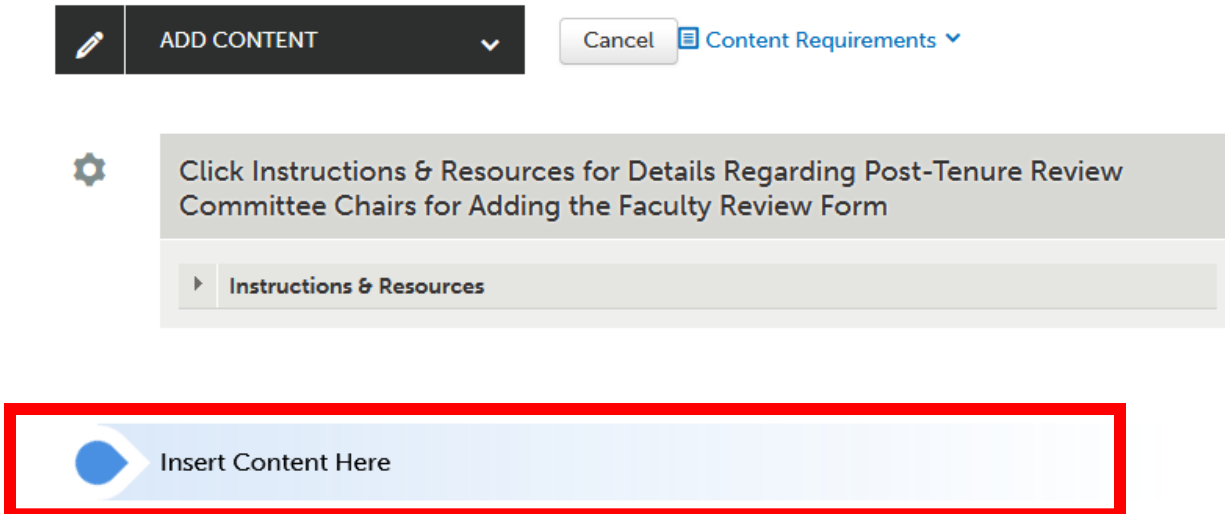


Figure 10 Insert Content Here options for Faculty Review Form

- Click **Choose Files** to select or drag the Faculty Review Form file from your computer, then click **Insert File** to upload into the portfolio. The Insert Files button will not appear until you have selected or dragged files into the Choose File area.

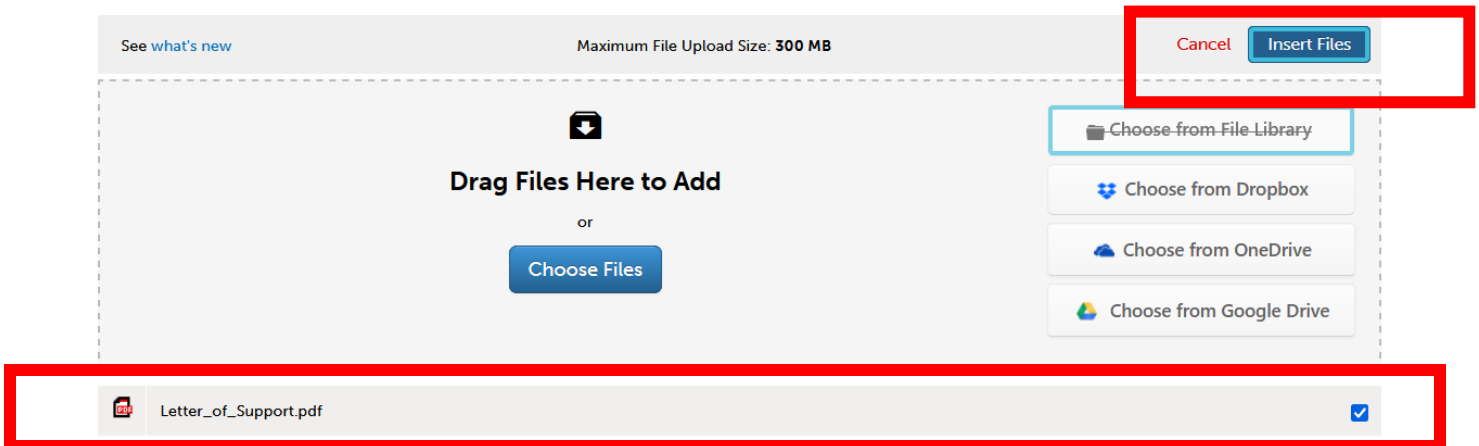


Figure 11 Uploaded Files ready to click Insert Files in upper-right corner to add to the portfolio

## Sharing the Faculty Review Form for Post-Tenure Review with the Candidate

- After uploading the completed Faculty Review Form for Post-Tenure Review, click the **Submit** button in the upper right to share these materials with your candidate.

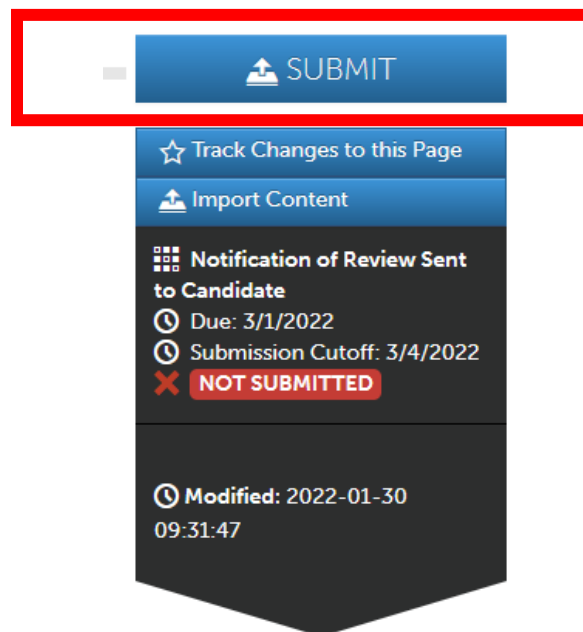


Figure 12 Submit button for sharing Faculty Review Form with the Candidate

- 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.

Submitting Content

**Notification of Review Sent to Candidate**

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

kusch

Celena Kusch

Submit

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. If you have a slower internet connection, please wait for the “Content Submitted” page to appear before clicking Submit again.

Submitting Content

**Notification of Review Sent to Candidate**

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

|Type here...

Celena Kusch

Submit

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

- You will see a record of your submission, including a blue “Review Submission” button in the lower left where you can see a complete copy of the materials sent to the candidate. This example shows that I sent the Faculty Review Form to a sample candidate.

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 ✉	Notification of Review Sent to Candidate	University Post-Tenure Review Committee Faculty Review Form and Candidate's Optional Written Response	2022-01-30

REVIEW SUBMISSION

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

- Your candidate will receive a notification giving them 5 working days to reply with an optional written response. You will receive notifications that an “Assessment is Complete,” and those forms will let you know if the candidate is waiving their optional written response (score of 1.0) or attaching one at that time (score of 0.0 + attachment). If they provide an optional written response, you will upload it into the Written Response area of the Collaborative Workspace, just as you uploaded the Faculty Review Form above.

### Sharing the Faculty Review Form and Optional Written Response with the Provost

- One week after submitting your form to the candidates, return to the **Post-Tenure Review Reviewer Workspace**. Click Menu, then Work, then Collaboration to return to the workspace area. Then, click Post-Tenure Review Reviewer Workspace to view the portfolios.



- Inside the portfolio, click on **University Post-Tenure Review Committee Faculty Review Form and Candidate's Optional Written Response**.

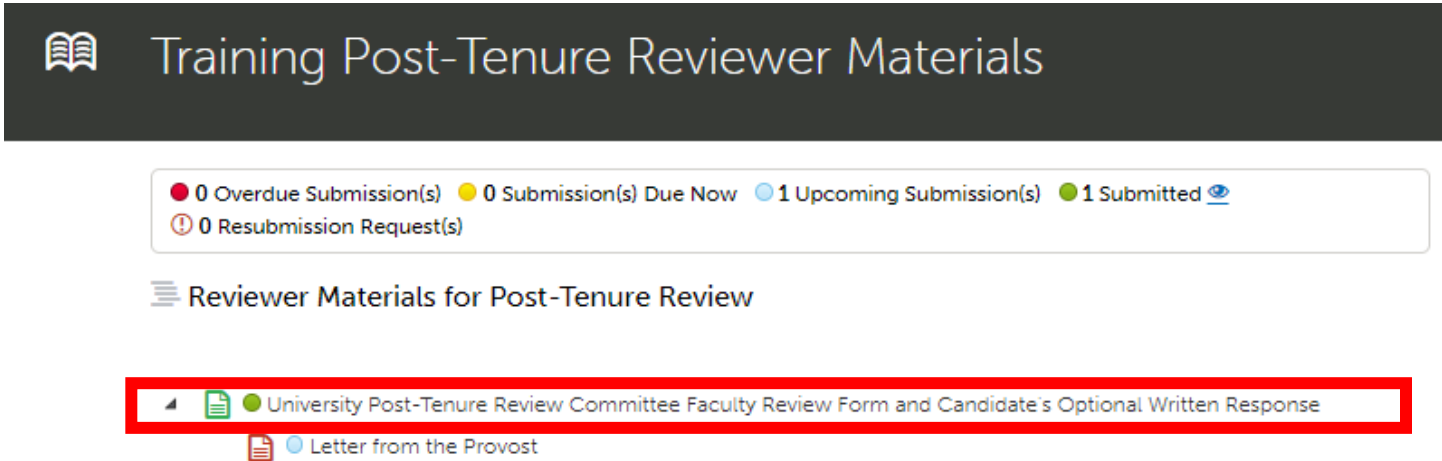


Figure 17 Faculty Review Form page within a Post-Tenure Review Reviewer Materials Portfolio

- After uploading any Optional Written Responses, click the **Submit** button in the upper right to share these materials with your candidate.

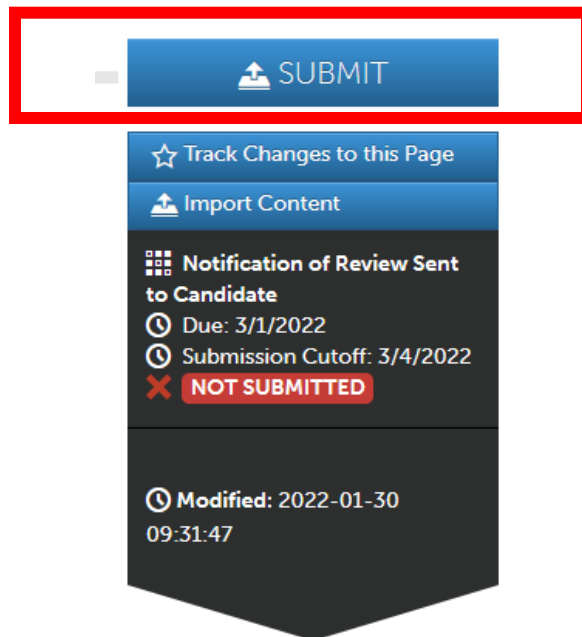
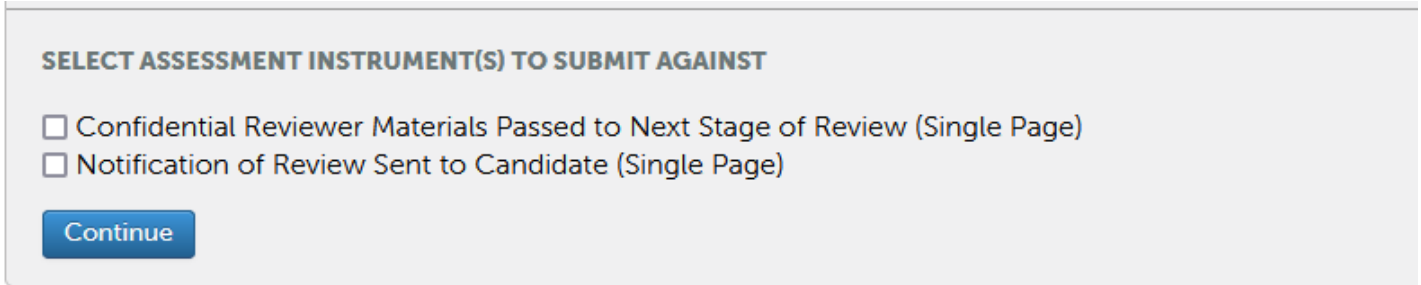


Figure 18 Submit button for sharing Faculty Review Form with the Provost

- Select the check-box to the left of the assessment instrument labeled **Confidential Reviewer Materials Passed to Next Stage of Review**.



**SELECT ASSESSMENT INSTRUMENT(S) TO SUBMIT AGAINST**

Confidential Reviewer Materials Passed to Next Stage of Review (Single Page)

Notification of Review Sent to Candidate (Single Page)

**Continue**

*Figure 19 Assessment Instrument Options for Selecting the Confidential Reviewer Materials Passed to the Next Stage of Review*

- Type the name of the provost in the box under “Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit,” then click **Submit**.
- Complete this step for all candidates. This completes your work as chair of the post-tenure review committee.

### **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) or the FormStack form to enable your committee to sign and approve the Faculty Review Form electronically. That work will not take place within Anthology Portfolio/Chalk and Wire.
- 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.