

Faculty Tips:



Post-Tenure Review Committee Conducting Reviews

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 the vote tally.

How to Review the Promotion and Tenure ePortfolio

Post-Tenure Review Committee Receives Portfolio

- You will receive a “You Have Work to Assess” notification when the candidate submits their portfolio.
- Click through the link in the email or log in to <https://uscupstate.chalkandwire.com> using Sign on with Upstate ID. Click the Menu button in the upper-left corner.



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

- Click the **Assess** button.

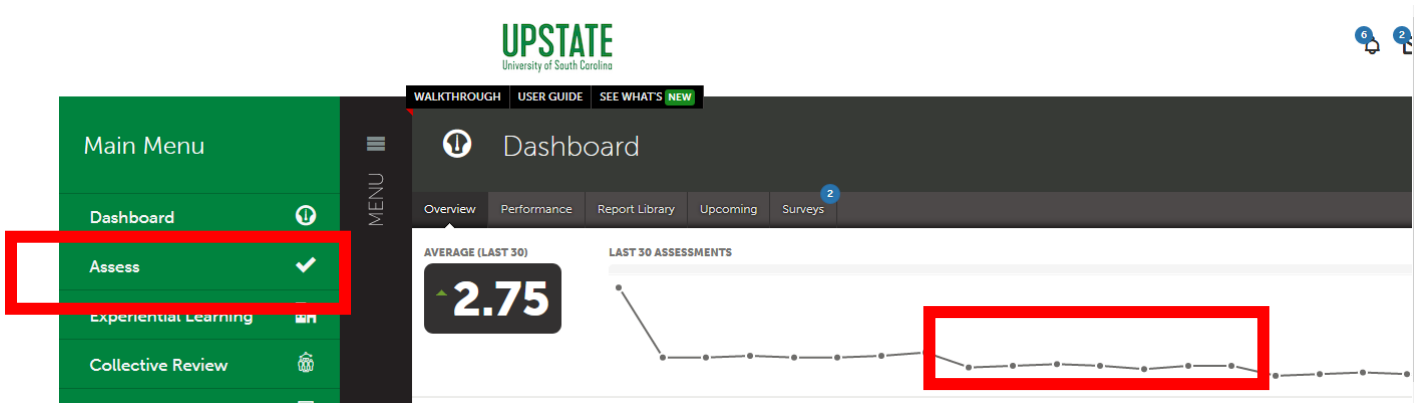


Figure 2 Main Menu with Assess Option

- You will receive one assessment instrument per candidate. Click anywhere on the line labeled **Post-Tenure Review Committee Vote Tally** to reveal the drop-down menu. Click **Work** to read through the portfolio. ****Note: Do not click Delete because that will remove the portfolio from the system.**

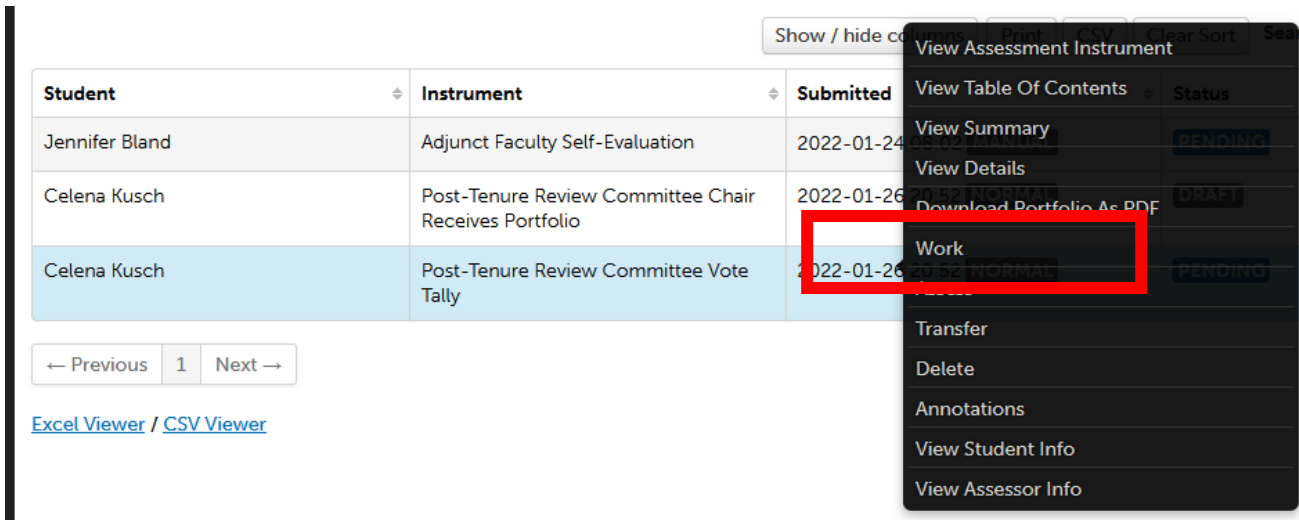


Figure 3 Post-Tenure Committee Vote Tally Pending Assessment with Work Option to View Portfolio

- 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 4 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.

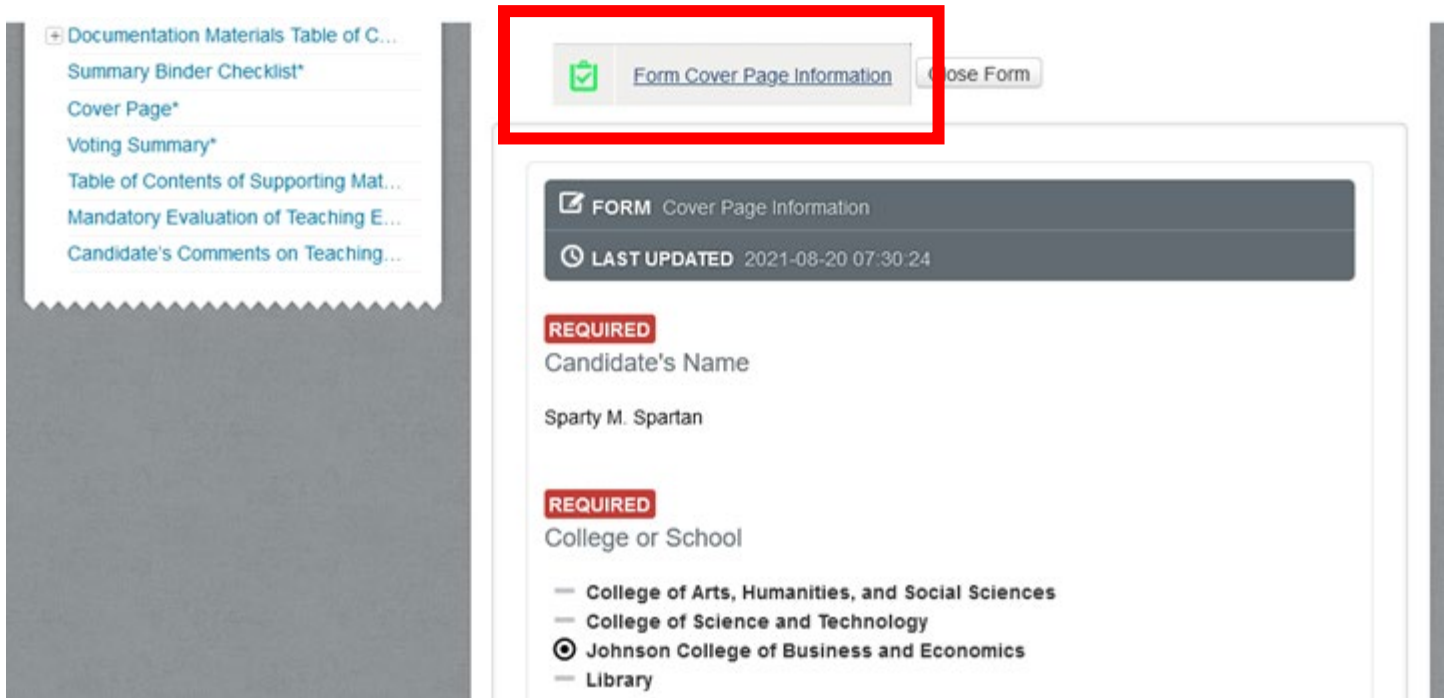


Figure 5 Open form displayed in portfolio

- 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

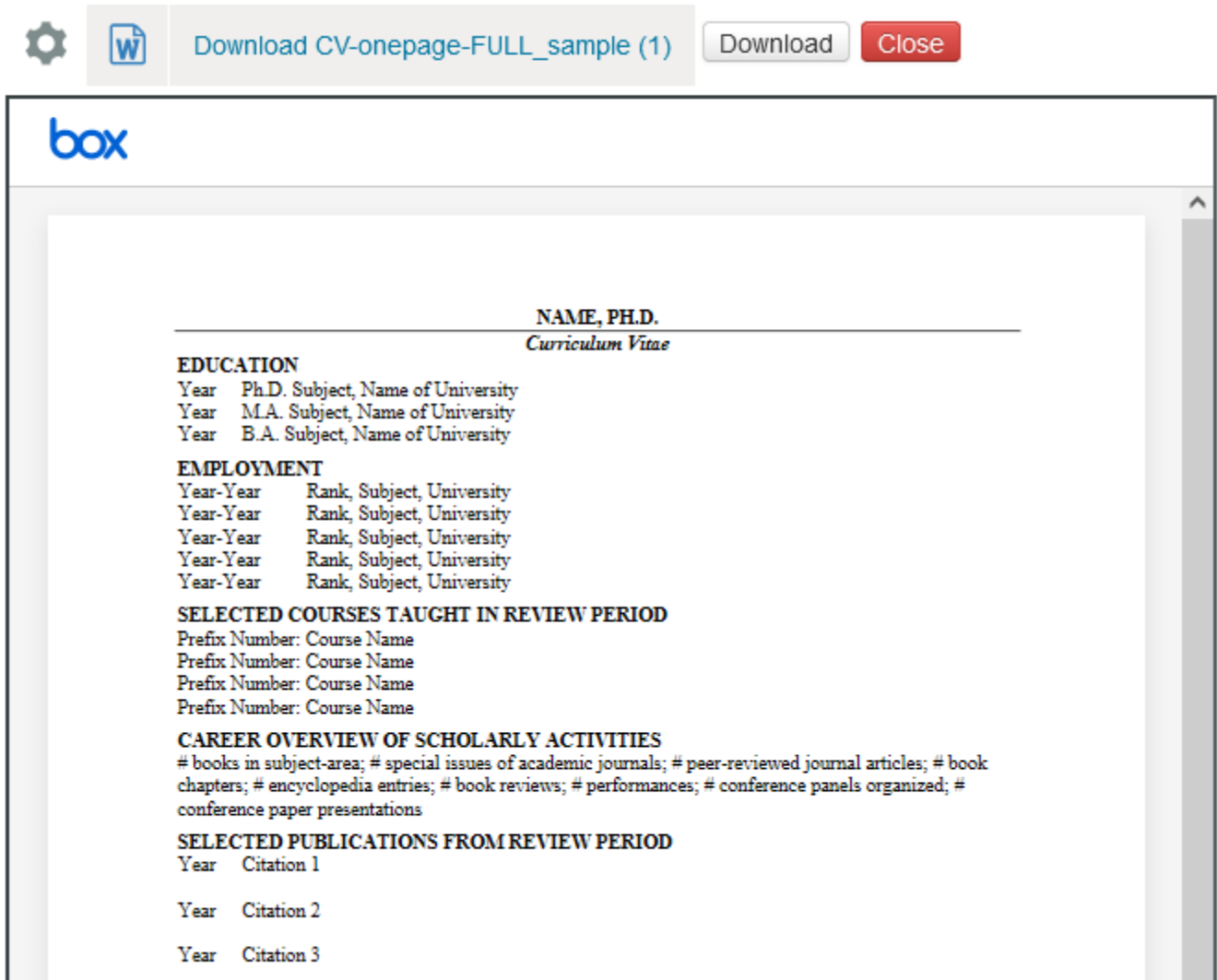


Figure 6 File attachment open in browser displaying in the box application

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**.

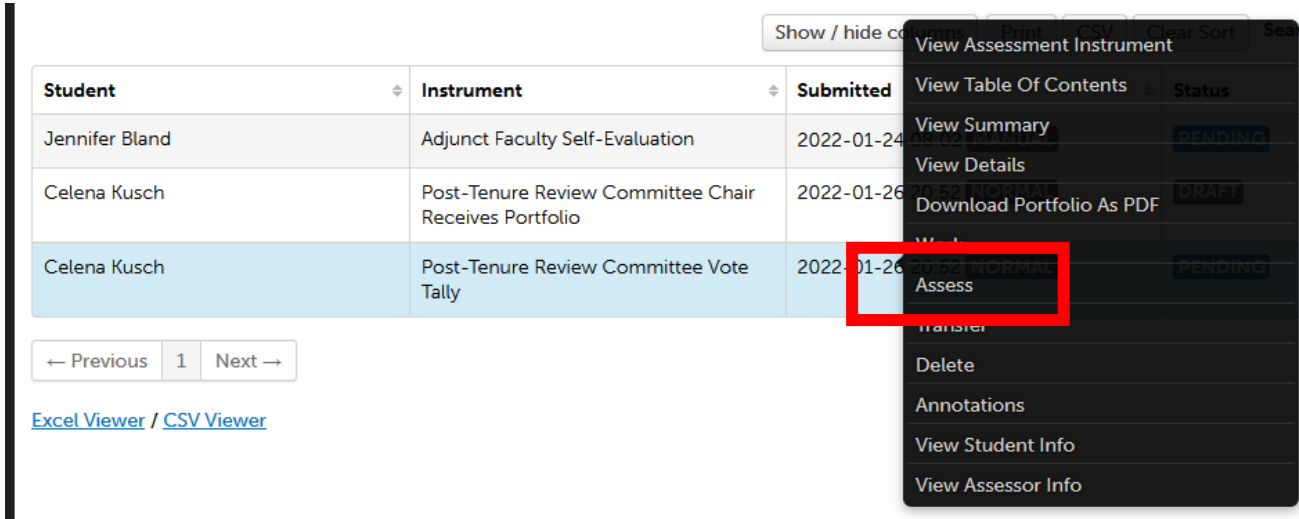


Figure 8 Pending Assessment for Post-Tenure Review Committee Vote Tally with Assess option highlighted

- 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.

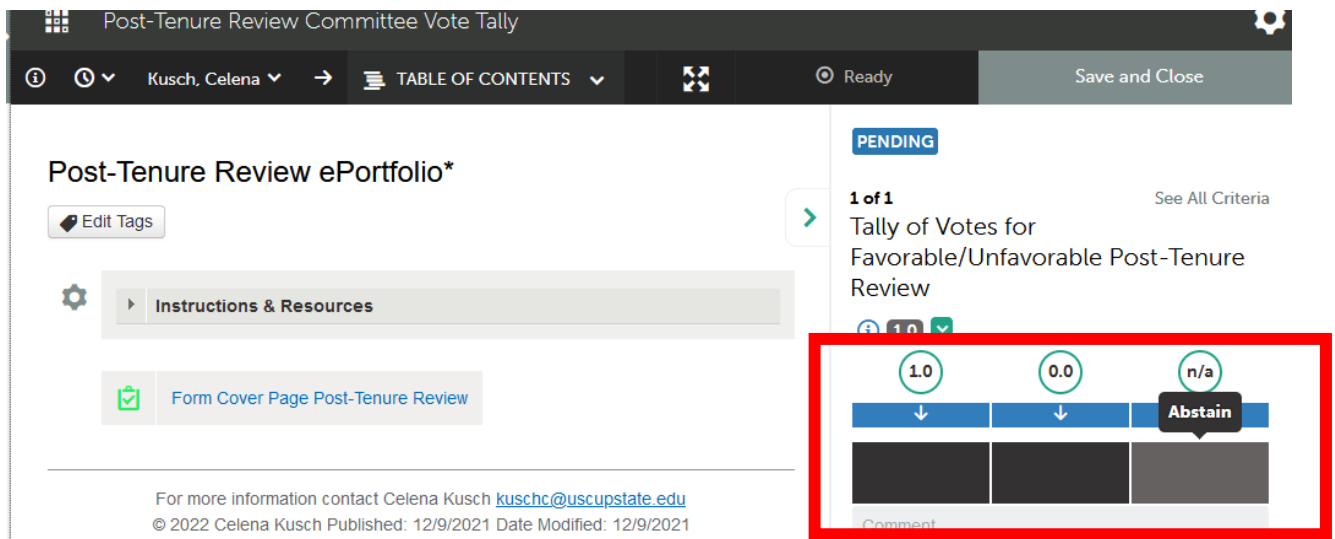


Figure 9 Post-Tenure Review Committee Vote Tally Form

- 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.

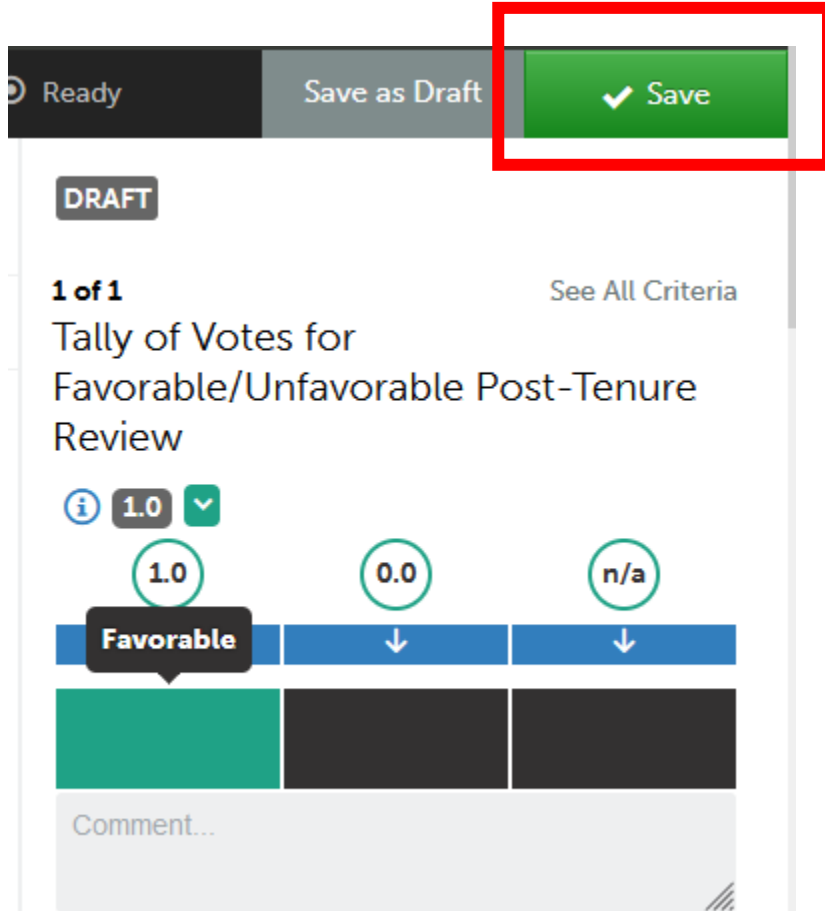


Figure 10 Favorable Vote in Post-Tenure Review Committee Vote Tally ready to save and submit

- 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.

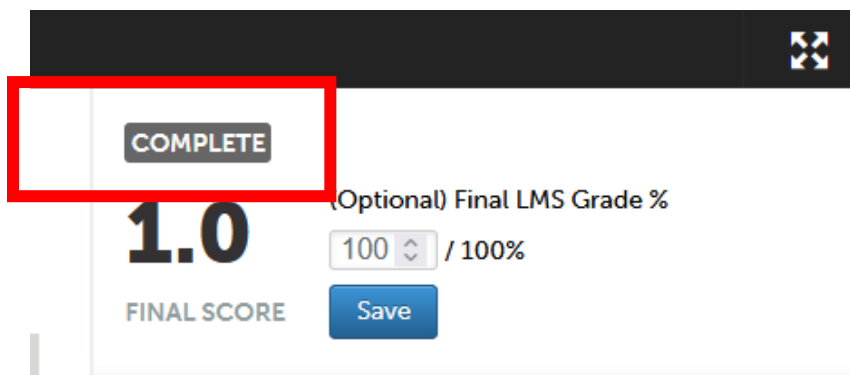


Figure 11 Completed Vote Tally Screen

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.

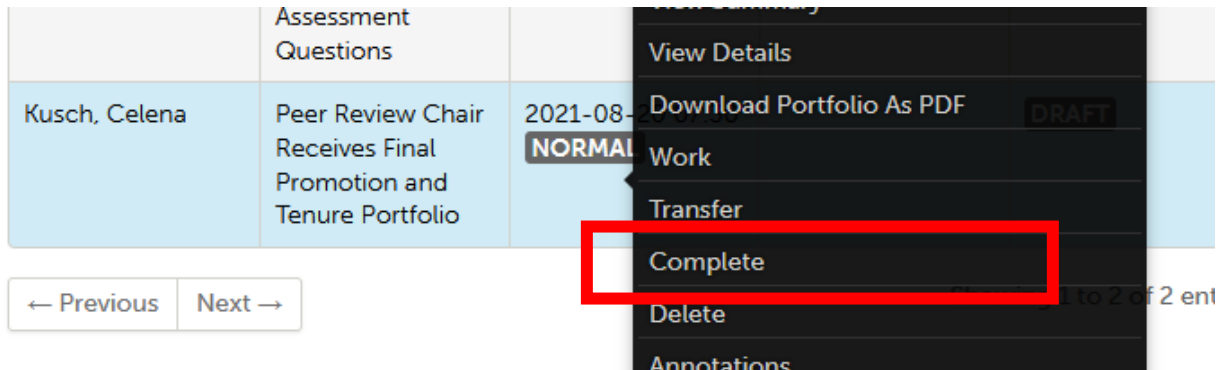


Figure 12 Drop-down menu for portfolios after the item is in the "DRAFT" or "INCOMPLETE" state

- 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 13 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.

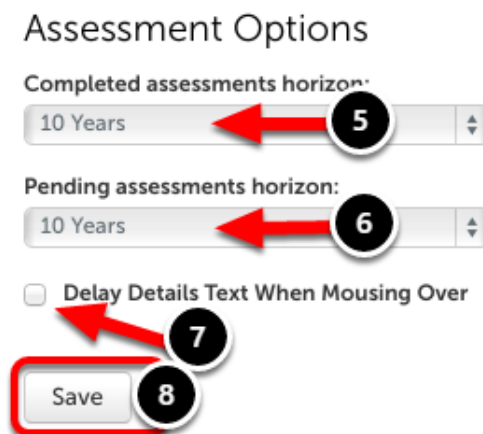


Figure 14 Assessment Horizon Options for Pending and Completed Assessments

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 by the post-tenure review committee chair through the Reviewer Workspace under Menu, Work, Collaboration.
- 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.