

Faculty Tips:



Post-Tenure Review ePortfolio

Chalk and Wire (<http://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. Contact the Center for Academic Innovation and Faculty Support to design and implement an eportfolio system for your needs.

Purpose and Applications

You can use the Chalk and Wire Promotion and Tenure ePortfolio to:

- Replace physical binders in the post-tenure review process.
- Establish an enduring location for the development of portfolios that build on your current eportfolio submissions.

How to Create Your Post-Tenure Review ePortfolio

First Time Instructions

- Login directly to the USC Upstate page at <https://uscupstate.chalkandwire.com>. Click Sign in with Upstate ID to sign in using your USC Upstate email username and password. Occasionally, you may need to press the button more than once to get the multifactor authentication to register.
- When you have portfolios started, you can click the portfolios tab at the top (second from left).
- Click on the **Menu** on the far left (three horizontal lines, labeled menu).
- Click on **Work**, then **My Coursework**.
- Click on **New Portfolio** (big blue button at the top of the Portfolios page)



My Coursework Make This My Home Page

My Portfolios Show Hidden **New Portfolio**

15 records per page Show / hide columns Print CSV Clear Sort Search:

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

- Under **Create New Portfolio**, give your portfolio a name (ideally with your name in it).

Create New Portfolio

Name

Table of Contents [What's this?](#)

Annual Administrative Review Materials

- Annual Administrative Review Materials
- Archived Annual Administrative Review Materials 2020-2021
- Customizable table of contents
- Faculty Review Information
- General Education Assessment
- MSBA Portfolio
- Post-Tenure Review Portfolio**
- Promotion and Tenure Portfolio
- Promotion and Tenure Reviewer Materials
- Promotion and Tenure Third-Year Review Portfolio

- Under Table of Contents, select **Post-Tenure Review Portfolio** from the drop-down menu. If you do not see the post-tenure review option in the drop-down menu, click the **Can't find your table of contents?** button, select your department (Promotion & Tenure), then select Table of Contents **Post-Tenure Review Portfolio**.
- Click **Create**.

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About the ePortfolio Screen

- Inside the portfolio, you will see your **Table of Contents** items in the column on the left. These correspond to the sections of your pre-tenure portfolio.

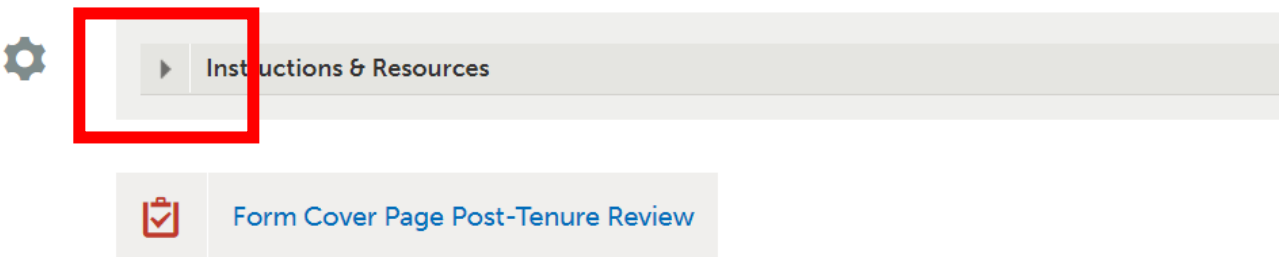
The screenshot shows the ePortfolio interface. At the top, there is a dark header with a 'RETURN TO MY COURSEWORK' link and the title 'Testing Post-Tenure Review Portfolio'. To the right of the title are buttons for 'Preview' and 'Collaborate', and a star icon. A red box highlights the star icon. Below the header, there is a status bar with indicators for '0 Overdue Submission(s)', '0 Submission(s) Due Now', '1 Upcoming Submission(s)', and '0 Submitted'. Below this is a 'Post-Tenure Review Portfolio' section with a red box highlighting a list of items: 'Post-Tenure Review ePortfolio*', 'Unit Criteria and Latest Letter of Promotion or Post-Tenure Review*', 'Curriculum Vitae*', 'Case Narrative*', 'At Least Two Administrative Reviews*', and 'Representative Documentation of Achievements*'. To the right of the list are buttons for '+ Setup', '+ How will I be assessed?', and a 'Sharing' section with a 'Share this Page' button.

- All items marked with an asterisk (*) are required by the Faculty Manual Appendix. Table of Contents items marked with a red icon require particular numbers and types of content, such as a certain number of uploaded documents, that must be added in order for you to submit your final portfolio. These icons will turn green as you meet the requirements. Items marked with a gray icon may be completed with a form or may be entered in a variety of different ways. The icons for any forms inside those pages will turn green as you complete them, but those table of contents items will remain gray to allow for variation in possible types of content to meet the requirements.
- On the right, you will see a **Setup** button, where you can change your portfolio colors, add a profile picture, and generally customize the look of your portfolio as desired.
- The **How Will I Be Assessed** button shows you the question that your Peer Review Committee chair will need to answer in order to accept your portfolio. You will be assessed using the Unit Criteria for Post-Tenure Review. You will have only a few chances to submit your portfolio, so please do not "test out" the submit button. Instructions for Submitting your eportfolio are available separately.
- The **Sharing** button is where you can generate a link to share parts of your portfolio with mentors prior to submission.
- Up above, the **Preview** and **Download** buttons allow you to do just that. Click the **star icon** to make a direct link to this portfolio on your Dashboard when you enter Chalk and Wire.

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Completing the ePortfolio

Click any table of contents item to start entering materials. Click the arrow next to **Instructions and Resources** in any item for a guide to the requirements for that page. Some pages include multiple items with individual instructions for each item. Instructions will not appear in your final portfolio sent to reviewers. You can confirm this by clicking the **Preview** button.

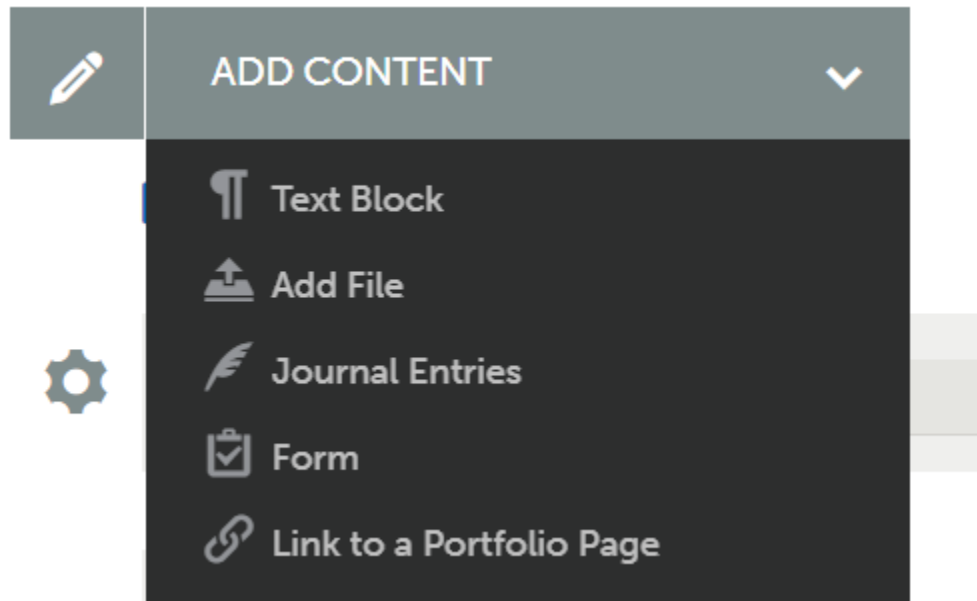


- Your cover page includes a required electronic **form**. Click the form to enter it. Then click **Save** at the bottom of the form and **Close Form** at the top of the form in order to submit it. You will be notified under Content Requirements (click the down arrow next to

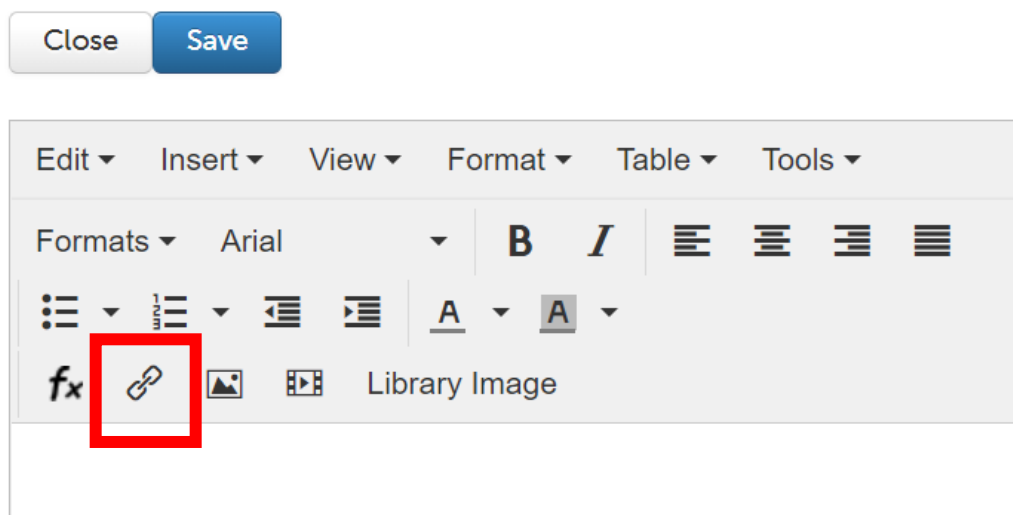
A screenshot of a web form titled 'FORM Cover Page Post-Tenure Review'. At the top left of the form area is a red checkmark icon and the text 'Form Cover Page Post-Tenure Review'. To its right is a green button labeled 'Close Form', which is highlighted with a red box. The form contains several sections, each starting with 'NEW REQUIRED' in a red box: 'Candidate's Name' with an empty text input; 'College or School' with a list of radio button options including 'College of Arts, Humanities, and Social Sciences', 'College of Science and Technology', 'Johnson College of Business and Economics', 'Library', 'Mary Black School of Nursing', 'School of Education, Human Performance, and Health', and 'University College'; 'Academic Unit' with a dropdown menu showing 'Department of Accounting, Economics, and Finance'; and a statement 'I hereby indicate my acceptance of my unit criteria for post-tenure review, and I understand that these serve as the basis for evaluation of my post-tenure review file.' followed by a yellow highlighted note 'In lieu of a print signature, please check the box to indicate your understanding.' and a checkbox labeled 'Check here if yes'. At the bottom left of the form is a green button labeled 'Save', which is also highlighted with a red box.

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- Content Requirements) if you have not completed required questions in one of these forms.
- For some items, you will click **Add Content**, then **Add File**, and upload the materials you have already prepared. You will click **Choose Files** to select files to upload, then click **Insert Files** to add them to your portfolio. Do not forget to click **Insert Files**.



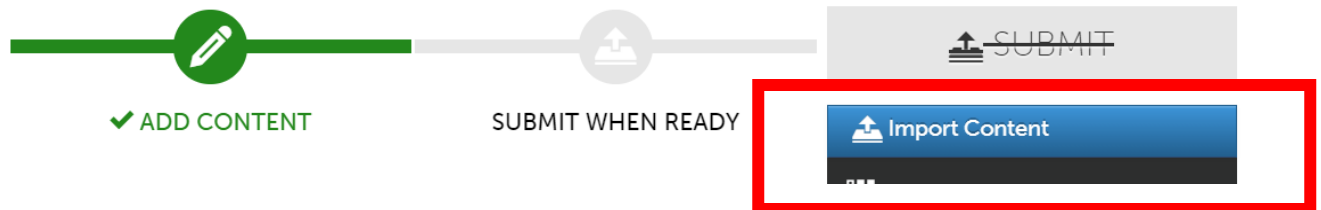
- If you have a former portfolio in the system, you may click **Choose from File Library** to the right of the Choose File dialogue box, in order to select from files you have already uploaded into a different portfolio.
- For some items, you may choose to click **Add Content**, then **Text Block**, and type your content directly in the box. Such content may also include links to Web sites (chain link



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icon), images (mountain and sun icon), and/or embedded videos (filmstrip icon). Click Save to add the text, then Close to return to the portfolio.

- If you wish to reuse materials from a previous Chalk and Wire portfolio, click **Import Content** to add materials from a former portfolio (such as an earlier P&T review portfolio or personal portfolio) or **workspace** and then portfolio (such as an Annual Administrative Review Portfolio). You may import whole pages through the import function. Forms from former portfolios may be imported then updated.



Quick Tips:

- Always click the instructions and resources button to find any details to clarify your portfolio requirements.
- Consult your post-tenure review committee chair and unit criteria for guidance specific to your unit.
- View a [video tutorial of post-tenure reievew file preparation](#).

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