

Faculty Tips:



Promotion and Tenure ePortfolio

Anthology Portfolio (<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 Anthology Portfolio Promotion and Tenure ePortfolio to:

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

How to Create Your Promotion and Tenure ePortfolio

First Time Instructions

- Login directly to the USC Upstate page at <http://uscupstate.chalkandwire.com>. Click Sign on with your Upstate ID to log in using Single Sign-On or log in through the CAIFS Professional Development Blackboard Course.
- If you log in through single sign-on, you will enter at the **Dashboard**. 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)



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

Create New Portfolio

Name

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

Promotion and Tenure Portfolio

[Can't find your table of contents?](#)

Create or [Cancel](#)

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

About the ePortfolio Screen

- Inside the portfolio, you will see your **Table of Contents** items in the column on the left. These correspond to your binder tabs and function like the pages in your portfolio.

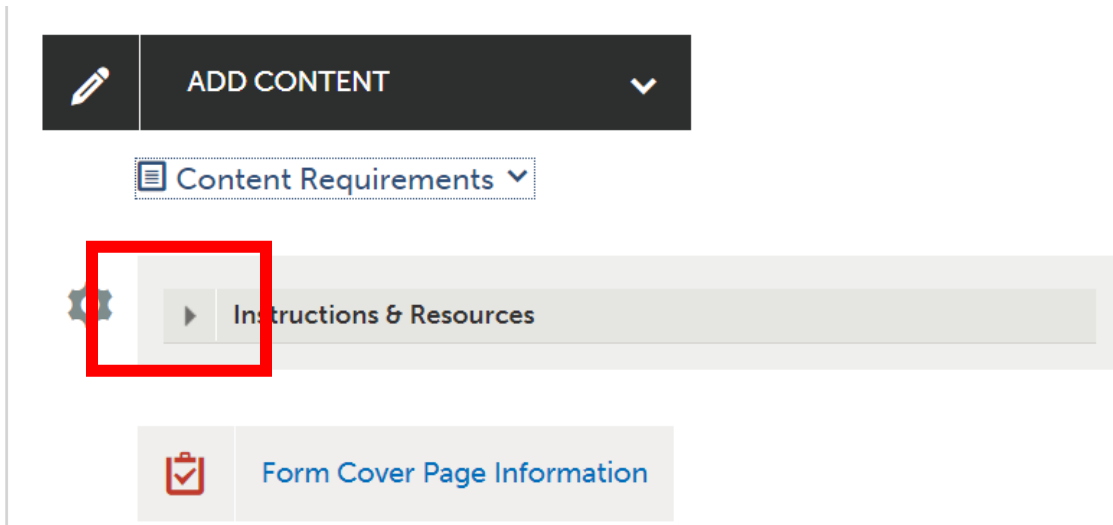
The screenshot shows the ePortfolio interface. At the top, there is a dark header with a 'RETURN TO MY COURSEWORK' link and a book icon. The main title is 'Promotion and Tenure 2022 Sample'. On the right side of the header, there are icons for a star, a document, and a 'Preview' button. Below the header, there is a status bar with indicators for '0 Overdue Submission(s)', '0 Submission(s) Due Now', '1 Upcoming Submission(s)', '0 Submitted', and '0 Resubmission Request(s)'. The main content area is titled 'Promotion and Tenure Portfolio'. On the left, there is a table of contents with a red box around it. The items include 'Summary Binder and Documentation Materials*' and 'Documentation Materials Table of Contents*'. On the right, there are three sections: '+ Setup', '+ How will I be assessed?', and 'Sharing' 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 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 you may wish to add 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 and Criteria for Promotion and Tenure in the Faculty Manual. You will have limited chances to submit your portfolio, so please do not "test out" the submit button. Instructions for Submitting your eportfolio are available separately on the Faculty Review webpage (www.uscupstate.edu/facultyreview).
- 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.

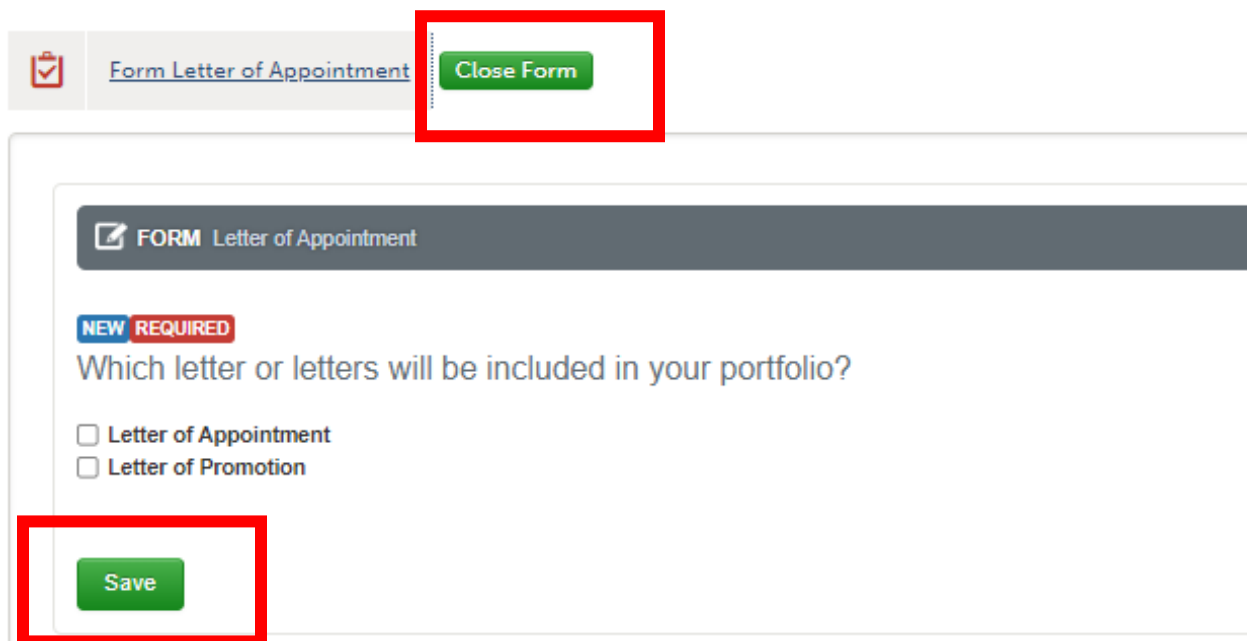
Completing the ePortfolio

Click any table of contents item to start entering materials. Some pages, such as Prefatory Material, include multiple items with individual instructions for each item.

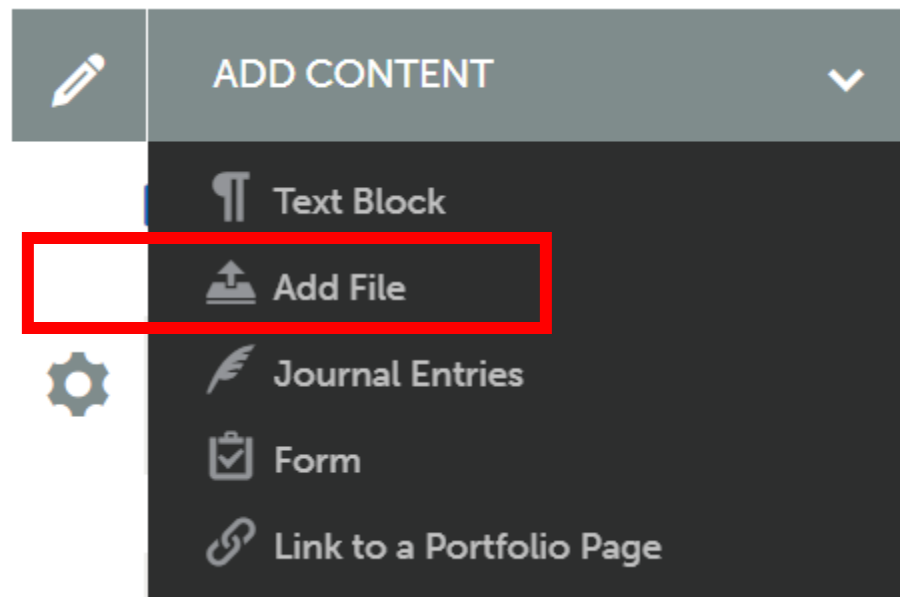
- Click the arrow next to **Instructions and Resources** in any item for a guide to the requirements for that page. Instructions will not appear in your final portfolio sent to reviewers. You can confirm this by clicking the **Preview** button.



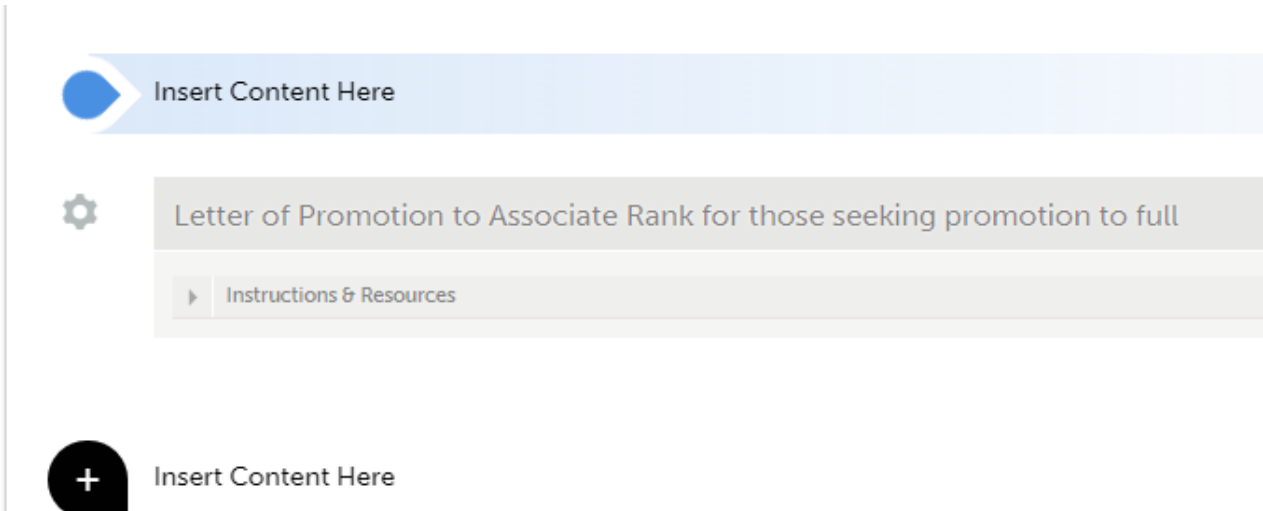
- Some items include required electronic **forms**. Click the form to enter it. Then click **Save** at the bottom of the form and **Close Form** at the top of the form in order to submit it. You will be notified under Content Requirements (click the down arrow next to Content Requirements) if you have not completed required questions in one of these forms, such as questions in the Cover Page form.



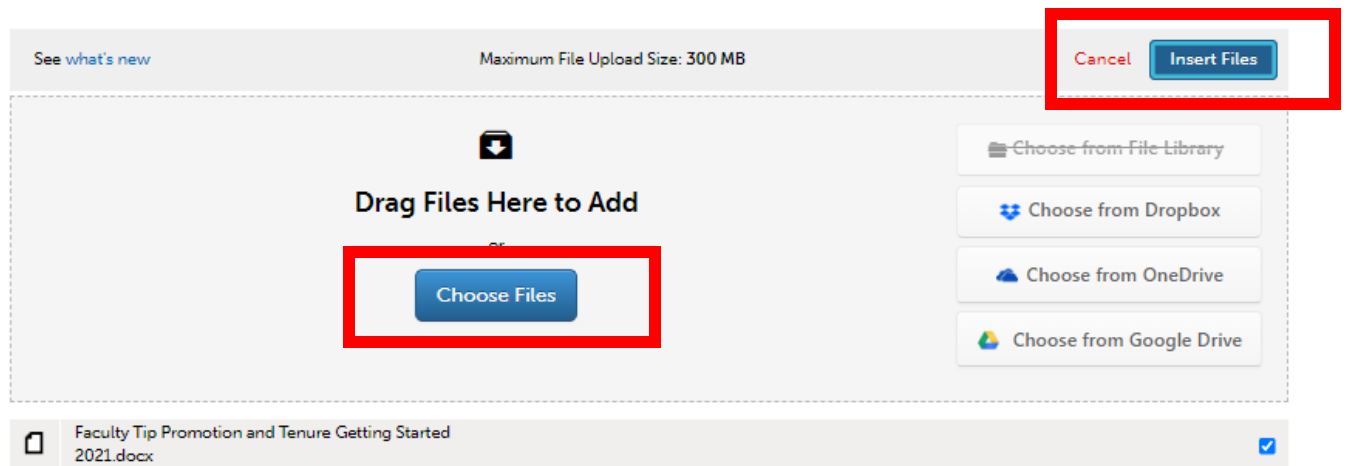
- For some items, you will click **Add Content**, then **Add File**, and upload the materials you have already prepared.



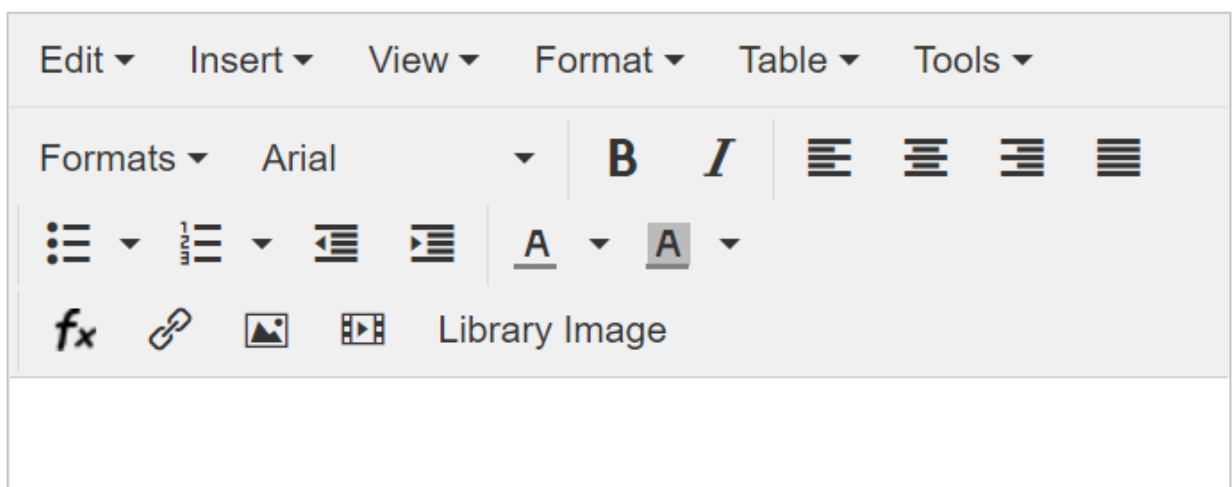
- After choosing a type of content to add, click **Insert Content Here** under the appropriate subheading on the page.



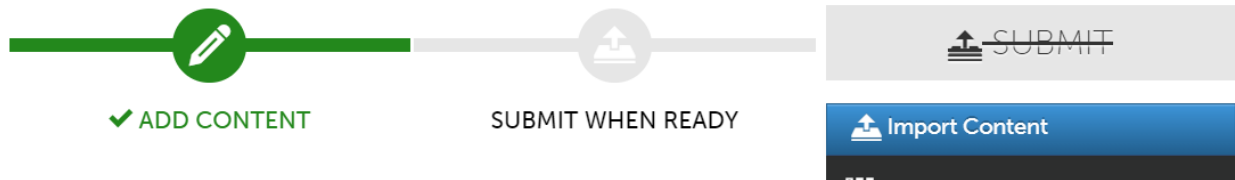
- For file uploads, click **Choose Files** to select which files you wish to upload, then after you have selected one or more, click **Insert Files** in the upper right to add them to your portfolio. PDF file formats are preferred.



- 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, such as items from a recent annual review or third-year review portfolio.
- For some items, you will 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 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 or workspace (such as an Annual Administrative Review Portfolio). You may import whole pages through the import function, but please do not import an entire portfolio as it will disrupt the page structure of your template. More information about importing content is available in the [Anthology Portfolio User Guide](#). Forms from former portfolios may be updated, though they may appear as duplicate forms if a blank form already appears on the page.



Quick Tips:

- Always click the instructions and resources button to find any details to clarify your portfolio requirements.
- Consult your peer review chair and unit criteria for guidance specific to your unit.
- View the [video tutorial](#) for a complete walk-through of the promotion and tenure template in Anthology Portfolio.