

# Faculty Tips:



## Submitting the P&T 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 promotion and tenure process.
- Establish an enduring location for the development of portfolios that build on your current eportfolio submissions.

### How to Submit Your Promotion and Tenure ePortfolio






















#### Completing the ePortfolio

Click any table of contents item to start submitting. Click the arrow next to **Instructions and Resources** in any item for a guide to the requirements for that page. Some pages, such as Prefatory Material, 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.

- For most items, you will either complete a form (click **Save** at the bottom and **Close Form** at the top to submit) or click **Add Content, Add File**, select file(s), then **Insert File** to upload documents of various sorts.
- You may also click **Add Content, Text Block** to add embedded electronic files, links to Web pages, or brief descriptive content to enhance any page.
- Please see the [Promotion and Tenure ePortfolio Getting Started guide](#) for details on how to submit different types of documents.

## Confirming Your Portfolio Is Complete

When your portfolio is complete, you will see 8 green table of contents icons and no red ones.

- ▲   Summary Binder and Supporting Materials\*
  - ▲  Summary Binder
    -  Prefatory Material\*
    -  Letter of Appointment\*
    -  One-Page CV Summary\*
    -  Curriculum Vitae\*
    -  Summary Tables\*
  - ▲  Brief Description of Summary Materials
    - ▲  Teaching or Librarian Effectiveness\*
      -  Philosophy of Teaching or Librarianship\*
      -  Brief Description of Program/Course Development, Course Revisions, a...
      -  Brief Description of Undergraduate Research Projects, Independent Stu...
      -  Evaluations of Teaching or Librarian Effectiveness\*
    -  Scholarly, Creative, and Professional Activities\*
    -  Service Activities\*
  - ▲  Summary Binder Assessments, Evaluations, and Recommendations
    -  Case Narrative\*
    - ▲  Reviews and Letters
      -  Peer Reviews\*
      -  Administrative Reviews\*









For help with Chalk and Wire ePortfolios, contact Celena Kusch, 864.503.5850  
or [kuschc@uscupstate.edu](mailto:kuschc@uscupstate.edu).

- Any required forms will be completed and appear green inside individual pages.



- Any item listed in red has required items that must be submitted in a particular way—usually a file upload. After you have completed those items, they will turn green.

## Promotion and Tenure Portfolio

- ▲   Summary Binder and Supporting Materials\*
  - ▲  Summary Binder
    -  Prefatory Material\*
    -  Letter of Appointment\*
    -  One-Page CV Summary\*
    -  Curriculum Vitae\*
    -  Summary Tables\*

- Any item with an asterisk is required by Promotion and Tenure, but items with a gray icon may be submitted in one of many different ways. These gray icons will not turn green when you complete them, but you should use the asterisks to remind you to submit those items. There are no extraneous table of contents items in the eportfolio.
- A Summary Binder Checklist is also available for your review on the [Promotion and Tenure Committee Web site](#).

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## Clicking the Submit Button

- When your eportfolio is complete, go to the top page of the portfolio (Summary Binder and Supporting Materials).
- If you have completed all required elements, your Submit button will appear. If items are still outstanding, your Submit button will have a strikethrough line and you will see which items are missing required content in the list in the black shield below the submit button and under the Content Requirements tab for that page.

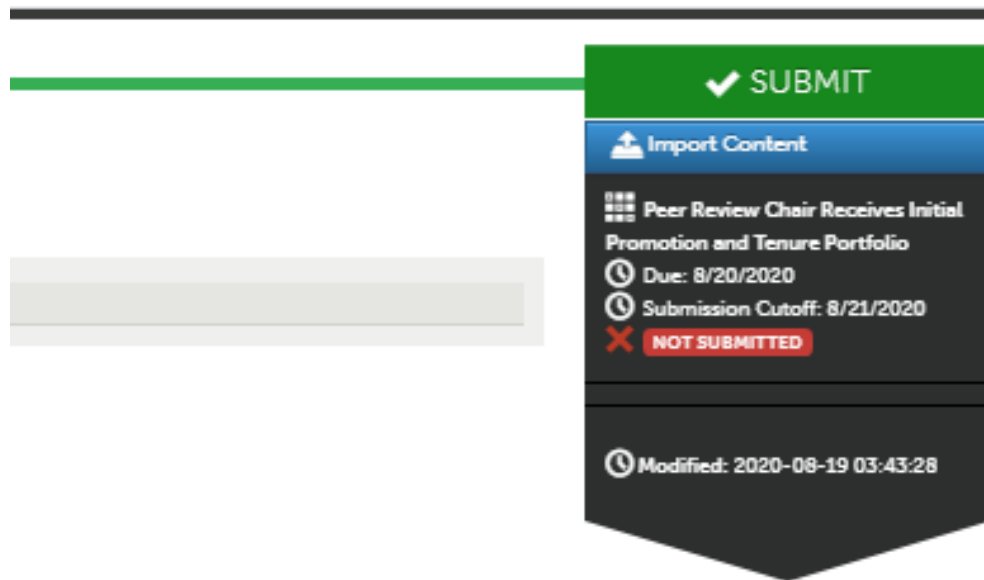


Figure 1 Submit Button in Chalk and Wire

- When you are ready, and no later than the end of day on the first day of classes, click Submit for **Peer Review Chair Receives Final Promotion and Tenure Portfolio**. Type the last name of the chair of your peer review committee in the **Enter the Name of the Assessor**. Select the full name when it appears under the box.
- Take a deep breath and click **Submit**. **\*\*NOTE:** You may [withdraw a submission](#) before your peer review chair has viewed if you suddenly remember you forgot something and need to make a change.

## After the Mentoring Stage

- Next, your peer review committee will review your eportfolio with an eye to providing support and guidance.
- Your peer review chair will schedule a meeting to discuss the committee's suggestions.
- You will have some time to revise your portfolio before submitting a final version by the final portfolio submission date.
- When completed, click on the green **Submit** button. You will see the assessor options for the form, **Peer Review Chair Receives Final Promotion and Tenure Portfolio**.

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Submitting Content Close

STATUS **NOT SUBMITTED**

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**Peer Review Chair Receives Final Promotion and Tenure Portfolio**

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

- Enter the last name of your peer review chair in the **Enter Name of Assessor** box. Click on the full name when it appears.
- Click **Submit** and celebrate.

#### Quick Tips:

- You will receive an automated confirmation through Chalk and Wire once your peer review chair confirms receipt of your eportfolio submission.
- Your letters of support will be delivered to your peer review chair and uploaded to a reviewer portfolio in order to maintain their confidentiality. Those letters will be tied to your name and your assessments throughout the process, but you will not have access to them.
- You will receive formal letters and your Faculty Review Form from your reviewers throughout the process according to the Promotion and Tenure Calendar. Notifications will come to you within the eportfolio system, and letters may be sent to you under separate cover.
- After submission, your eportfolio remains available to you forever, and you may make changes to this eportfolio as you prepare for your next promotion. The version your current reviewers see is tied directly to the version available at the moment in time when you submitted it. It cannot be altered, no matter what you do to your personal view of the eportfolio.