

Faculty Tips:



Responding to Peer Review Suggestions

Anthology, formerly known as [Chalk and Wire](#) 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 ePortfolio system to:

- View any inline comments your peer review committee has made on your file.
- View and download any attachments summarizing suggested revisions to your file.
- Resubmit your revised promotion and tenure portfolio.

How to Review the Peer Review Committee's Suggested Revisions

Log in to Anthology (formerly Chalk and Wire)

- Log in to <https://uscupstate.chalkandwire.com> using the Sign on with Your USC Upstate ID button or enter your existing email address and Chalk and Wire password.
- Or enter through the CAIFS Professional Development Blackboard course under Anthology/Chalk and Wire Link for Faculty Review.

Viewing the Peer Review Committee Notification

- Check your email for a notification that an Assessment of your work has been Completed or login to Chalk and Wire and click the **Notifications** bell icon in the upper-right of the screen.



Figure 1 Notifications Bell Icon

- Click **See All**.

- Scroll to the item labeled **Assessment Completed**, indicating that “[YOUR PEER REVIEW CHAIR] has assessed work you submitted.”

Notifications

Search: Sort by Date: Newest

Assessment Completed 2021-09-01

Assessment Completed by Test Faculty1 has responded to work you submitted through Anthology/Chalk and Wire. Click below for more details.

Show More **View Details**

Figure 2 Notifications Page

- Click **View Details** to view the notification and comments from the peer review chair.

SCORE: 0.0 [Kusch, Celena](#) Actions

SUBMITTED 2021-08-20 07:30:25

ASSESSED 2021-09-01 06:14:41 Results Seen 2021-09-01 06:15:14

ASSESSOR [Faculty1_Test](#)

TYPE Normal

ATTACHED FILE(S)

chapter-5-2021_2_ Uploaded a minute ago

OVERALL COMMENT: Please see detailed comments in the attached file here as well as some minor comments on the document itself.

INSTRUMENT [Peer Review Chair Receives Final Promotion and Tenure Portfolio](#)

Tags

Save Tags

Criterion	Description	Score	Comments
Is the Promotion and Tenure Portfolio Finalized?	Peer Review Committee Chair notifies the candidate of revisions requested to the Promotion and Tenure Portfolio. 1.0 Indicates the portfolio is ready for final review. 0.0 indicates that the peer review committee is requesting revisions to the portfolio.	0.0	

Annotated Documents

[Download Letter of Appointment](#) Download View

Comments on Page Content

Page Name	Number of Comments
Letter of Appointment*	1

Figure 3 Detailed Response from Peer Review Chair

- During the first phase of peer review, you will typically receive a 0.0 rating under Score, indicating that the committee has suggested revisions. Revisions range from correcting typos to rearranging content to highlight accomplishments.
- The **Overall Comments** field may include suggestions or may simply indicate how and where to find suggestions. Your Peer Review Chair may also meet with you to discuss suggested revisions.
- Comments may take one of three forms.

- The committee may make suggestions or annotations on a Word document or PDF which they upload under **Attached Files**. Click the three vertical dots menu to view the attached comment file.



Figure 4 Use the three-dots menu to select View File for an attached file in the comments

- They may make inline comments on your attached documents, which you can view under **Annotated Documents**. You will see a list of documents with annotations, and you can click View to go straight to that document and view annotations on the document itself.

Annotated Documents

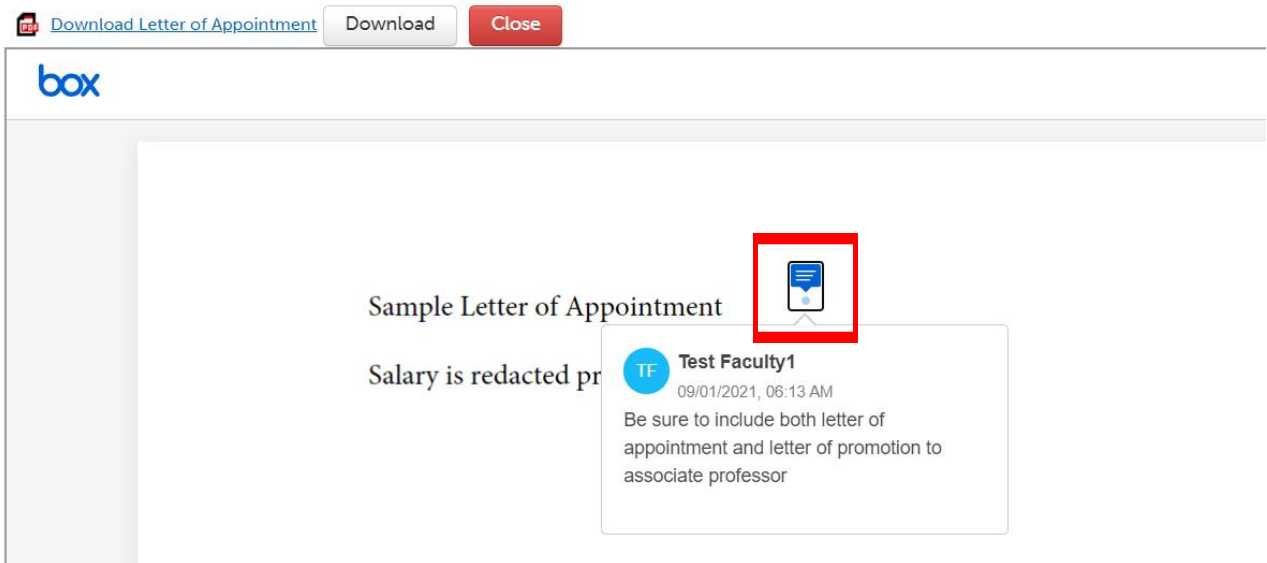


Figure 5 Inline comments shown on an annotated document

- They may make comments directly on the page, which you can view under **Comments on Page Content**. Again, you will see a list of pages with annotations, as well as the number of annotations per page. You may click on the page name to go directly there. Hover over a comment to see details or read all comments at the bottom of the page.

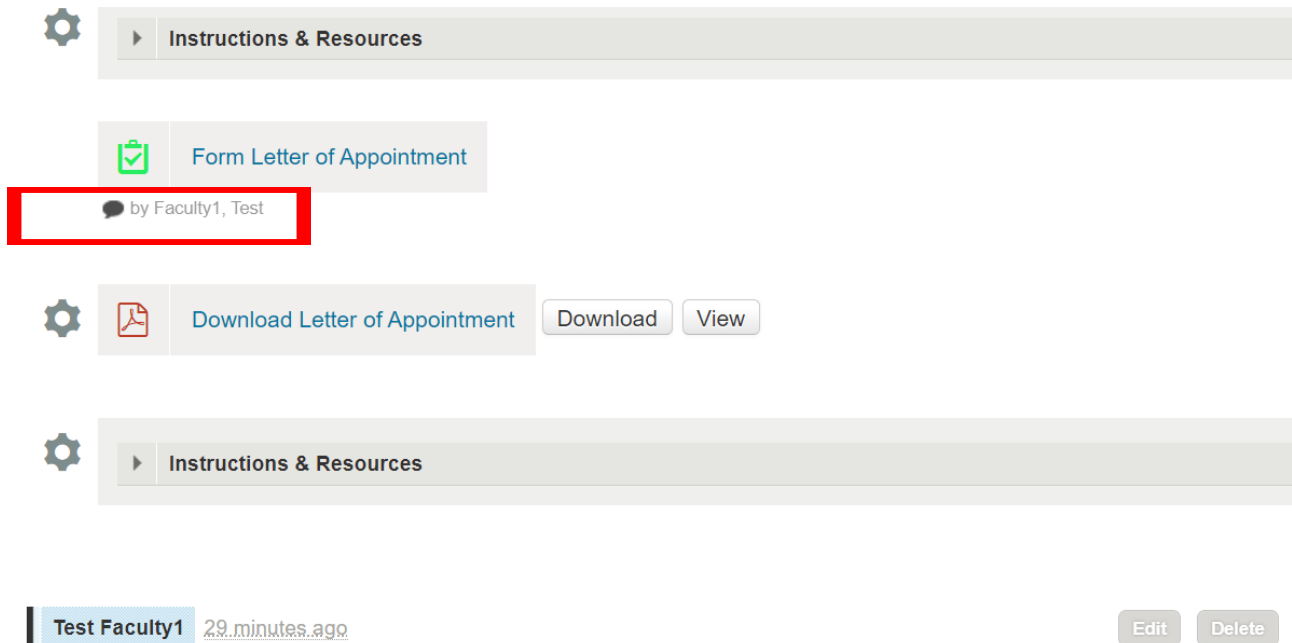


Figure 6 Sample Comment shown on a portfolio page, with comment location indicated next to Form Letter of Appointment

- Finally, use the guidance from the peer review committee to make any changes to your P&T Portfolio, which you may access from Menu, Work, My Coursework or from the Portfolios tab at the top of the Dashboard.

Resubmitting the Edited Portfolio

- When your eportfolio revisions are 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 green. 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.

Summary Binder and Documentation Materials*

✓ Add Content

✓ Last Submitted 8/3/2021

ADD CONTENT

Instructions & Resources

Form Cover Page Information

Import Content

Peer Review Chair Receives Final Promotion and Tenure Portfolio

✓ SUBMITTED

✓ 2021-08-03 0.0

✓ 2021-08-03 0.0

Modified: 2021-04-21 16:47:02

Figure 7 Submit button in the P&T portfolio

- When you are ready, and no later than the deadline for ending the File Preparation stage listed in the [Master Calendar for Promotion and Tenure](#), 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.

Submitting Content Close

STATUS **NOT SUBMITTED**

Peer Review Chair Receives Final Promotion and Tenure Portfolio

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

Type here...

Submit

Figure 8 Entry box for entering the name of your peer review chair prior to clicking Submit

- Take a deep breath and click **Submit**. ****NOTE:** You may [withdraw a submission](#) before your peer review chair has viewed it if you suddenly remember you forgot something and need to make a change.
- You will receive your next notification from the committee, including your Faculty Review Form, no later than Oct. 1.

Quick Tips:

- 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.