

# Faculty Tips:



## Submitting the Post-Tenure Review ePortfolio

Chalk and Wire/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 Chalk and Wire/Anthology Portfolio Post-Tenure Review ePortfolio to:

- Replace physical binders in the post-tenure process.
- Establish an enduring location for portfolios that that can be used for annual reviews, award packages, external research portfolios, and more.

### How to Submit Your Post-Tenure Review 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 Unit Criteria and Latest Letter of Promotion or Post-Tenure Review, 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 [Post-Tenure Review Getting Started guide](#) for details on how to submit different types of documents.

## Confirming Your Portfolio Is Complete

- Any item with an asterisk is required by the Faculty Manual. There are no extraneous table of contents items in the eportfolio template. 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. When your portfolio is complete, you will see 5 green table of contents icons and no red ones.

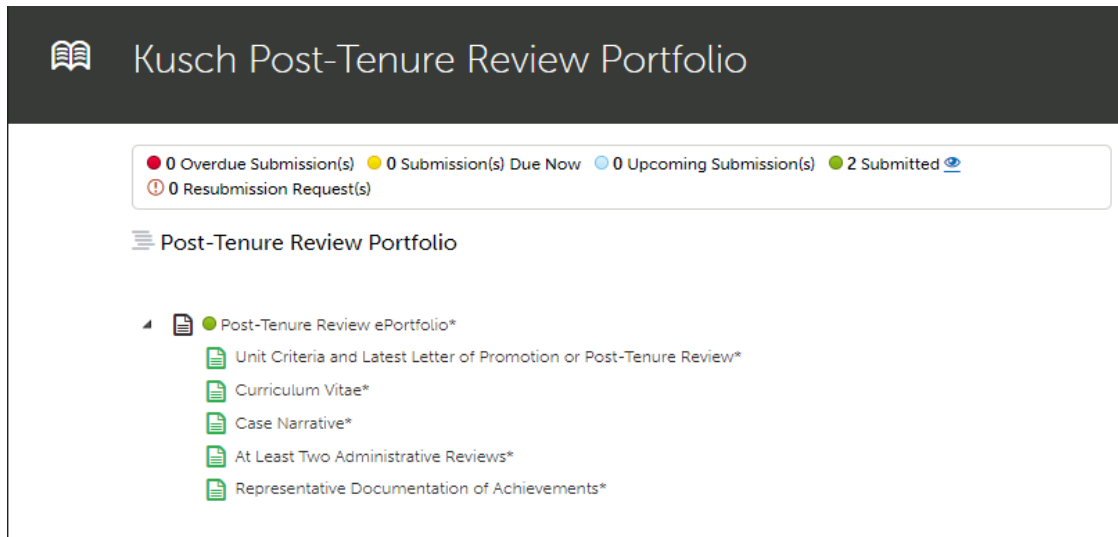


Figure 1 Post-Tenure Review Table of Contents with all content requirements met

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



Figure 2 Completed Cover Page Form Icon

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

## Clicking the Submit Button

- When your eportfolio is complete, go to the top page of the portfolio (Post-Tenure Review ePortfolio).
- If you have completed all required elements, you will see the Submit button. 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.

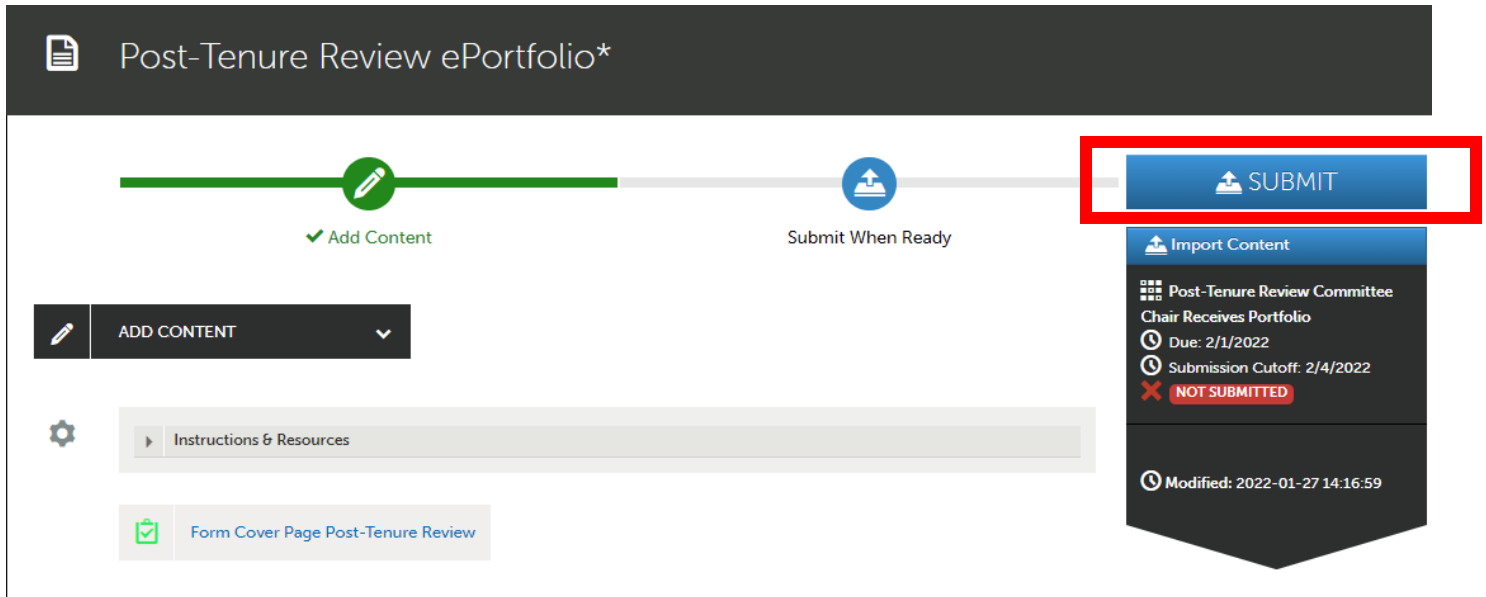


Figure 3 Submit Button in Post-Tenure Review ePortfolio

- When you are ready, and no later than the date listed in the [Post-Tenure Review Calendar on the Promotion and Tenure Committee's webpage](#), click Submit for **Post-Tenure Review Committee Chair Receives Portfolio**.

The screenshot shows a 'Submitting Content' form with a 'Close' button in the top right corner. The status is 'NOT SUBMITTED'. The form title is 'Post-Tenure Review Committee Chair Receives Portfolio'. Below the title, it says 'Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:'. There is a text input field with the placeholder 'Type here...' and a 'Submit' button below it. The input field is highlighted with a red box.

Figure 4 Enter Name of Post-Tenure Review Committee Chair to Submit Post-Tenure Review Portfolio

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

- Type the last name of the chair of your peer review committee in the box under **Enter the Name of the Assessor**. Select the full name when it appears under the box.

Figure 5 Name of Post-Tenure Review Committee Chair entered in the assessor name box

- Take a deep breath and click **Submit**. **\*\*NOTE:** You may [withdraw a submission](#) before your post-tenure review committee chair has viewed if you suddenly remember you forgot something and need to make a change. You will receive a notification that your portfolio has been submitted, and you may review the submission by clicking the **Review Submission** button.

Assessor	Assessment Instrument	Page	Submitted
Faculty1. Test	Post-Tenure Review Committee Chair Receives Portfolio	Post-Tenure Review ePortfolio* (and subpages)	2022-01-26

Figure 6 Portfolio Submission Confirmation with button to Review Submission

## After You Submit Your ePortfolio

- Next, your post-tenure review committee will review your eportfolio.
- You will receive an automated confirmation through Chalk and Wire/Anthology Portfolio once your post-tenure review committee chair confirms receipt of your eportfolio submission.
- You will receive your Faculty Review Form according to the Post-Tenure Review Calendar. Notifications will come to you within the eportfolio system, and you will go to Menu, Assess, then Pending Assessments to download a PDF of your Faculty Review Form and indicate whether or not you will waive your right to provide an optional written response.

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**Quick Tips:**

- After submission, your eportfolio remains available to you forever, and you may make changes to this eportfolio as you prepare for your next review, though future Faculty Manual changes may result in changes that may require you to transfer your materials to a revised template. The version of the portfolio that your current reviewers see is tied directly to the version available at the moment in time when you submitted it. It cannot be altered for their view, no matter what you do to your personal view of the eportfolio.