

Faculty Tips:



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

How to Submit Your Pre-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 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 [Pre-Tenure Review Getting Started guide](#) for details on how to submit different types of documents.

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

Confirming Your Portfolio Is Complete

When your portfolio is complete, you will see 3 green table of contents icons and no red ones.

Testing Pre-Tenure Portfolio

● 0 Overdue Submission(s) ● 0 Submission(s) Due Now ● 1 Upcoming Submission(s) ● 0 Submitted
🚫 0 Resubmission Request(s)

☰ Promotion and Tenure Third-Year Review Portfolio







- ▲ 📄 ● Third-Year Review Summary Binder and Supporting Materials*
 - ▲ 📄 Summary Binder
 - 📄 Prefatory Material
 - 📄 Letter of Appointment
 - 📄 Curriculum Vitae*
 - 📄 Case Narrative*
 - 📄 Administrative Reviews*
 - 📄 Summary Tables*
 - 📄 Optional Letters of Support
 - ▲ 📄 Brief Description of Summary Materials
 - 📄 Teaching or Librarian Effectiveness
 - 📄 Scholarly, Creative, and Professional Activities
 - 📄 Service Activities
 - ▲ 📄 Documentation Materials Table of Contents*
 - 📄 Documentation of Teaching or Librarian Effectiveness
 - 📄 Documentation of Scholarly, Creative, and Professional Activities
 - 📄 Documentation of Service

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- 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.

-  Prefatory Material
-  Letter of Appointment
-  Curriculum Vitae*
-  Case Narrative*
-  Administrative Reviews*
-  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 required to help with your final review of your binder. Find it in the Summary Binder item in the table of contents.

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Clicking the Submit Button

- When your eportfolio is complete, go to the top page of the portfolio (Pre-Tenure Review Summary Binder and Supporting Materials).
- 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.

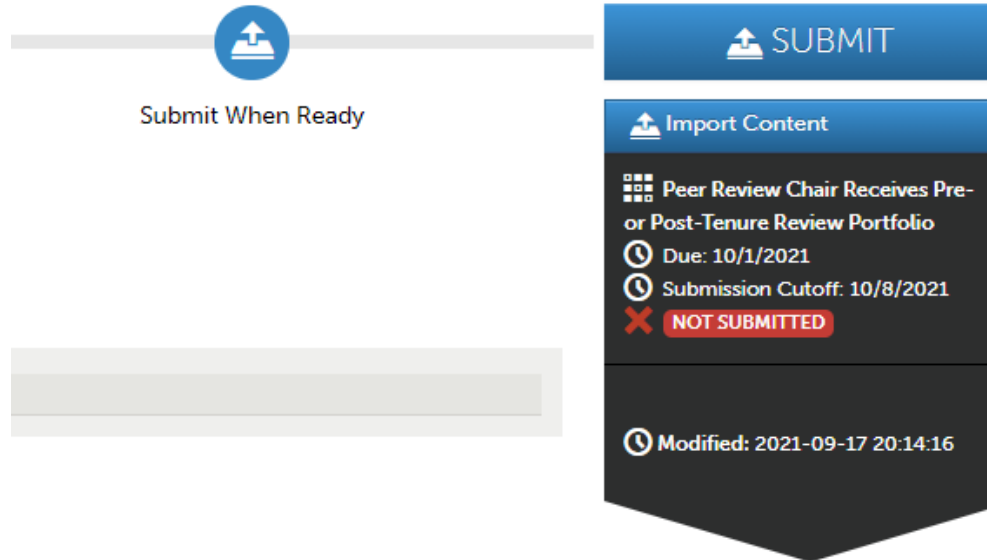


Figure 1 Submit Button in Chalk and Wire

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

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

David Schecter

Submit

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- 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 You Submit Your ePortfolio

- Next, your peer review committee will review your eportfolio with an eye to providing support and guidance.
- Your peer review chair may schedule a meeting to discuss the committee's suggestions.
- You will receive an automated confirmation through Chalk and Wire once your peer review chair confirms receipt of your eportfolio submission.
- You will receive your Faculty Review Form according to the Promotion and Tenure Calendar. Notifications will come to you within the eportfolio system.

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 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.