

Texas A&M International University **PPE 7-Step Workflow**



FACULTY **MEMBER**

Faculty Member will complete their self-evaluation.

DEPARTMENT CHAIR

Department Chair will review the faculty's selfevaluation and complete their evaluation of Faculty Member.

FACULTY **MEMBER**

Faculty Member will review the Department Chair's evaluation and schedule a meeting to discuss the evaluation with the Chair.

DEPARTMENT CHAIR

Department Chair will have the opportunity to review the evaluation with the Faculty Member and decide whether to add edits to their initial evaluation. The Chair will submit an electronic signature.

FACULTY MEMBER

Faculty will be able to review any edits made to their evaluation by the Chair and agree or disagree with the Chair's evaluation. The Faculty Member will submit an electronic signature.

COLLEGE DEAN

have the

entire

agree or

Dean will

signature.

The Dean will opportunity to review the evaluation and disagree with the Chair's evaluation. The submit an electronic

UNIVERSITY PROVOST

The Provost will have the opportunity to review the entire evaluation and agree or disagree with the Dean's evaluation. The Provost will submit an electronic signature.

Logging into AEFIS

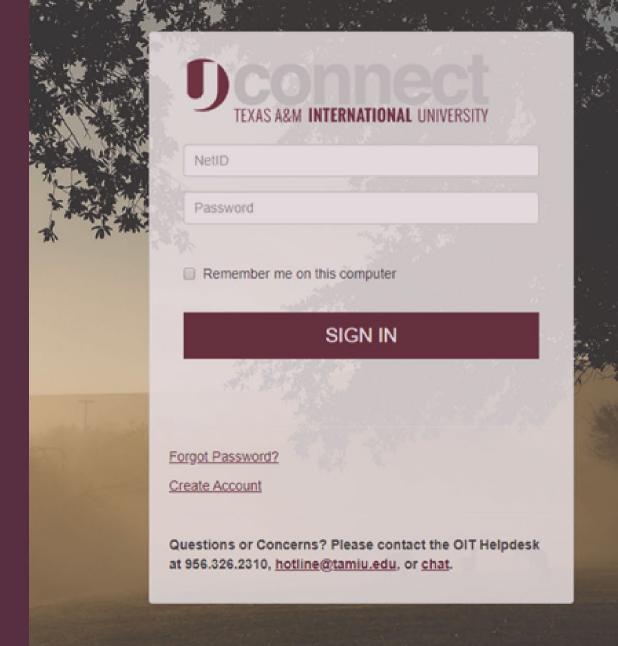
Website:

https://tamiu.aefis.net

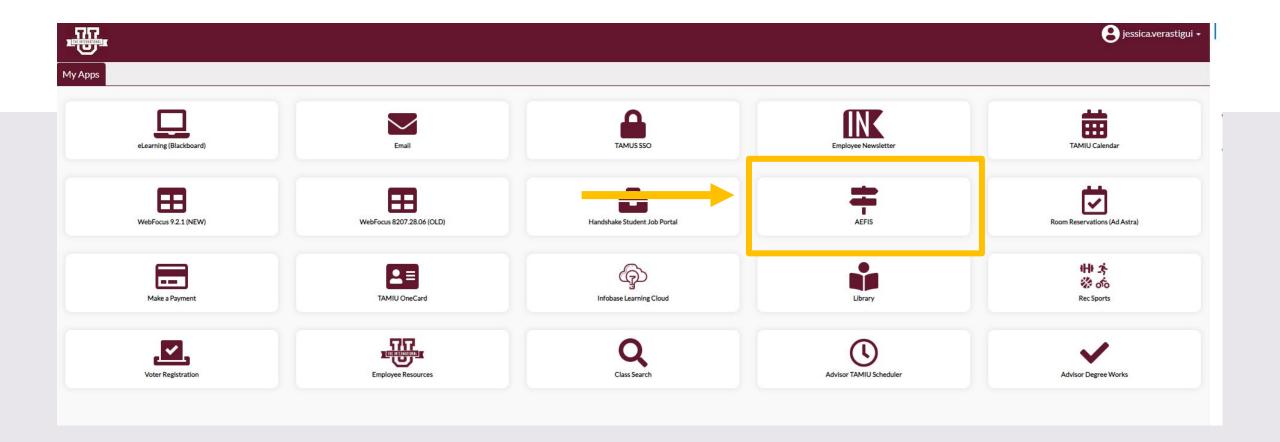
Make sure and have Duo Connect to login.

Login with your TAMIU

Credentials



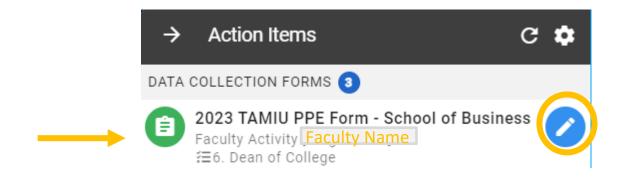
Log in through Uconnect



AEFIS Homepage

Dean Review – Step 6

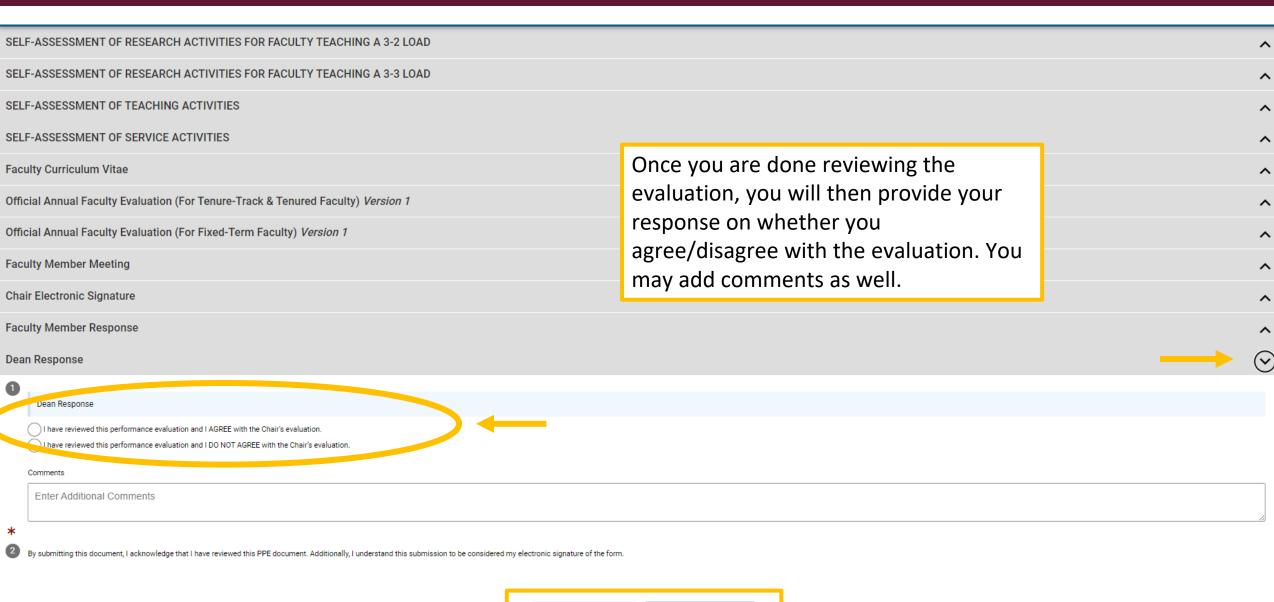
Click on the Pencil



Review the Faculty Member's Evaluation:



Complete Dean's Response:



CONTINUE LATER

SUBMIT THE FORM

Submit form to Provost.

Save changes and return later.

Submit form to Provost:

