A.R. Sanchez, Jr. School of Business – PPE
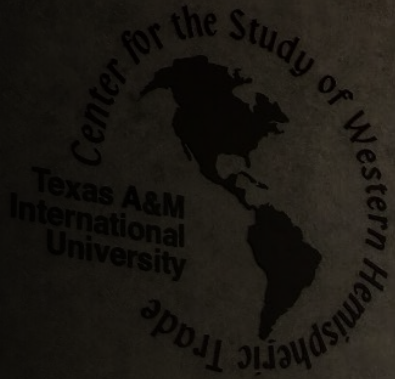
Texas A&M International University
PPE 7-Step Workflow

1	2	3	4	5	6	7
FACULTY MEMBER	**DEPARTMENT CHAIR**	**FACULTY MEMBER**	**DEPARTMENT CHAIR**	**FACULTY MEMBER**	**COLLEGE DEAN**	**UNIVERSITY PROVOST**
Faculty Member will complete their self-evaluation.	Department Chair will review the faculty's self-evaluation and complete their evaluation of Faculty Member.	Faculty Member will review the Department Chair's evaluation and schedule a meeting to discuss the evaluation with the 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 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.	The Dean will have the opportunity to review the entire evaluation and agree or disagree with the Chair's evaluation. The Dean will submit an electronic signature.	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.

Department Chair Evaluation on Faculty Member – Step 2

Logging into AEFIS

Website:

https://tamiu.aefis.net

Make sure and have Duo Connect to login.

Login with your TAMIU Credentials

OR Log in through Uconnect

AEFIS Homepage

Click on the Pencil

Action Items

DATA COLLECTION FORMS 3

2023 TAMIU PPE Form - School of Business
Faculty Activity

2023 TAMIU PPE Form - School of Business
Faculty Activity

2023 TAMIU PPE Form - School of Business
Faculty Activity   Faculty Name
2. Department Chair Review

Select Tenure-Track & Tenured Faculty or Fixed-Term Faculty

- You can review what the faculty members have listed in their Self-Assessment of Research Activities for their Teaching Load, Teaching Activities, Service Activities, and CV.
- To access this information, please click on the arrow to the right of the section.

SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 2-2 LOAD	^
SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 3-2 LOAD	^
SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 3-3 LOAD	^
SELF-ASSESSMENT OF TEACHING ACTIVITIES	^
SELF-ASSESSMENT OF SERVICE ACTIVITIES	^
Faculty Curriculum Vitae	^
Official Annual Faculty Evaluation (For Tenure-Track & Tenured Faculty) *Version 1*	1 ^
Official Annual Faculty Evaluation (For Fixed-Term Faculty) *Version 1*	2 ^

Select a workflow action below

✓ Approve   ↱ Needs Information

CONTINUE LATER   SUBMIT THE FORM

Select the arrow that aligns with the faculty's position.
1. Tenure-Track & Tenured Faculty
2. Fixed-Term Faculty

Complete Evaluation of Faculty Member

☰ 📨² 🕓 EXPORT ▾ EXIT FORM

Official Annual Faculty Evaluation (For Fixed-Term Faculty) *Version 1*

1 The scale goes from lowest to highest (0=egregiously deficient, 1=seriously deficient, 2=deficient, 3=meets expectations 4=exceeds expectations, 5=significantly exceeds expectations, exemplary). If a faculty member manifests deficiencies (any score below a 3 in any area), then an approved professional developmental plan to redress the deficiency must be attached.

2

Faculty Member has consistently followed TAMUS Policies and TAMIU Policies and Procedures. If no, please add clarification in comment box below rating:

○ Yes
○ No

Comments

Enter Additional Comments

3

Teaching (Select one)

○ 0
○ 1
○ 2
○ 3
○ 4
○ 5

4

Service (Select one)

○ 0
○ 1
○ 2
○ 3
○ 4
○ 5

Chair Submission of Step 2

EXPORT ▾   EXIT FORM

7

Areas for Professional Growth

Formats ▾ | ✂ 📋 📋 | **B** *I* | ☰ ☰ ☰ ☰ | ☰▾ ☰▾ ☰ ☰ | ☷▾ | 🔗 | A▾ A▾ | ‹›

Enter response here.

8

Supporting Documentation

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Please provide supporting documentation, if necessary for your evaluation. To upload, please select the add a new document hyperlink to upload your files. Once uploaded, please select the files within the dropdown menu.

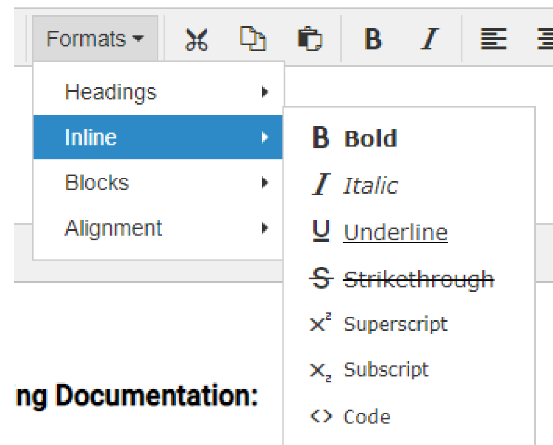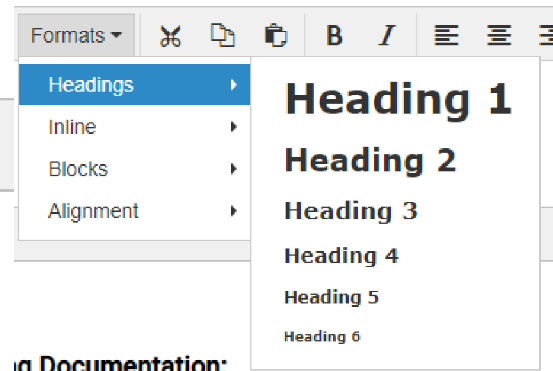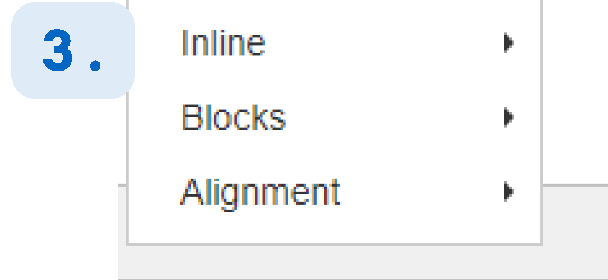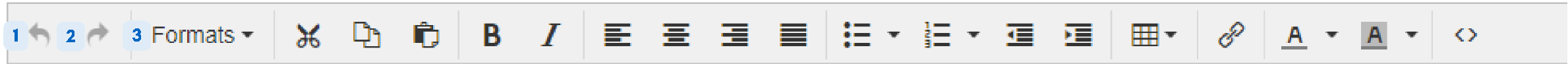Select a document artifact attached to this form or add a new document.

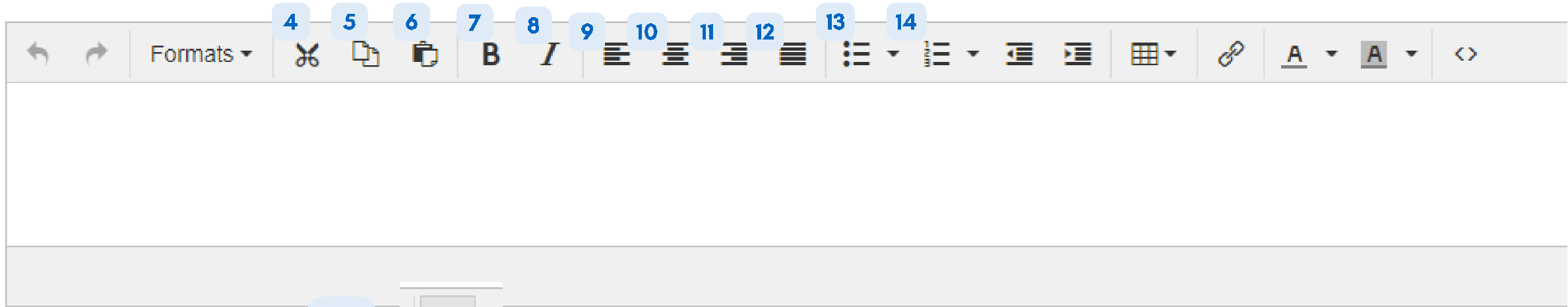| Select Document Artifacts ▾ | 👁 |

9 By submitting this document, I acknowledge that I have reviewed this PPE, and I am ready to discuss this PPE with the faculty member.

Select a workflow action below

✔ Approve   ➡ Needs Information

CONTINUE LATER   **SUBMIT THE FORM**

Text Box

1. Undo

2. Redo

3. Formats
- Headings
- Inline
- Blocks
- Alignment

Headings:
- Heading 1
- Heading 2
- Heading 3
- Heading 4
- Heading 5
- Heading 6

Blocks:
- Paragraph
- Blockquote
- Div
- Pre

Inline:
- Bold
- Italic
- Underline
- Strikethrough
- Superscript
- Subscript
- Code

Alignment:
- Left
- Center
- Right
- Justify
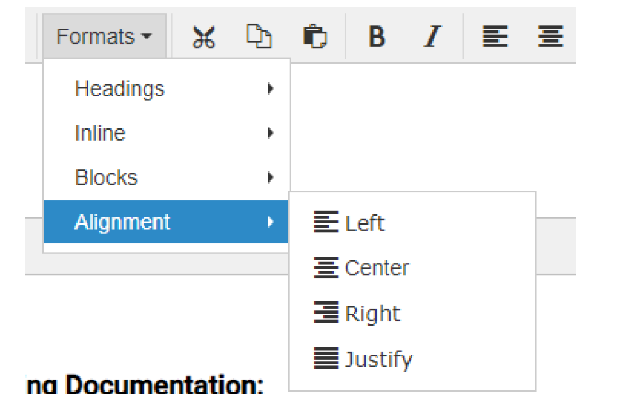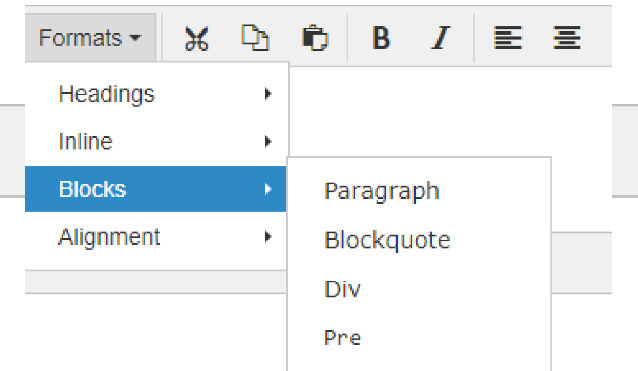
Text Box

4, 5, & 6 Buttons do not work. You must use Ctrl+X/C/V or COMMAND+X/ C/V (Apple)

7. Bold

8. Italic

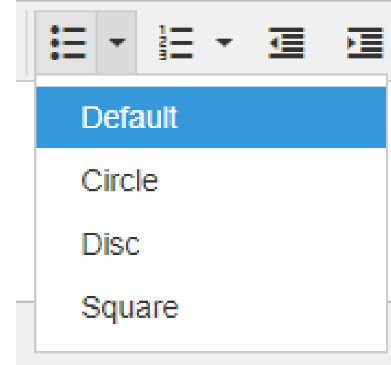**9.** Align left

10. Align center

11. Align right

12. Justify

13. Bullet list

Default
Circle
Disc
Square

14. Numbered list

Default
Lower Alpha
Lower Greek
Lower Roman
Upper Alpha
Upper Roman
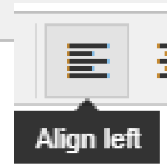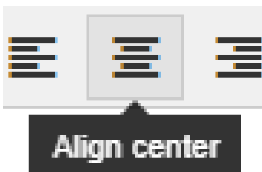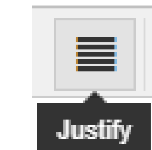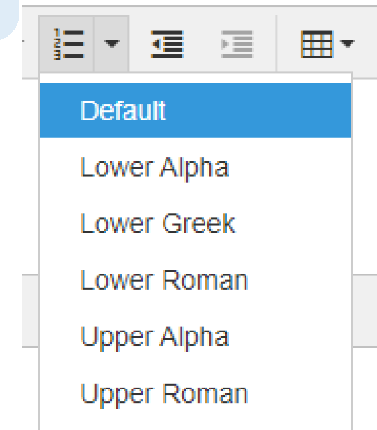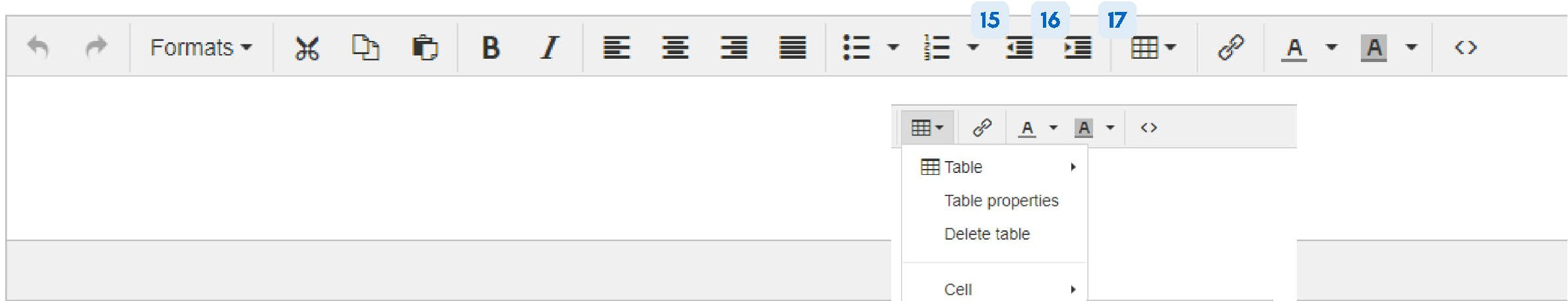
Text Box

15. Decrease indent

16. Increase indent

17. Table
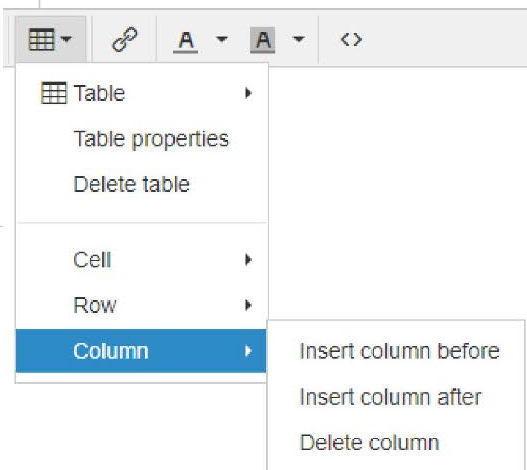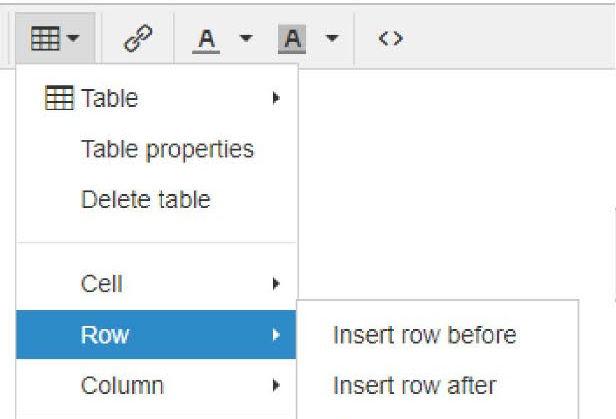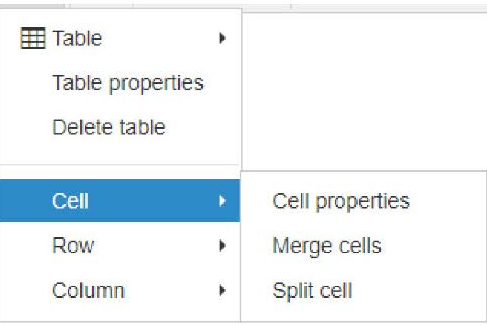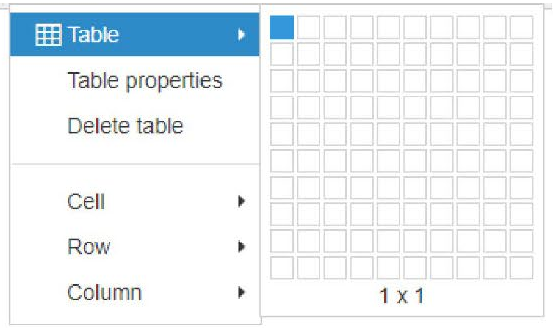
Text Box

18. Insert/edit link

Insert link
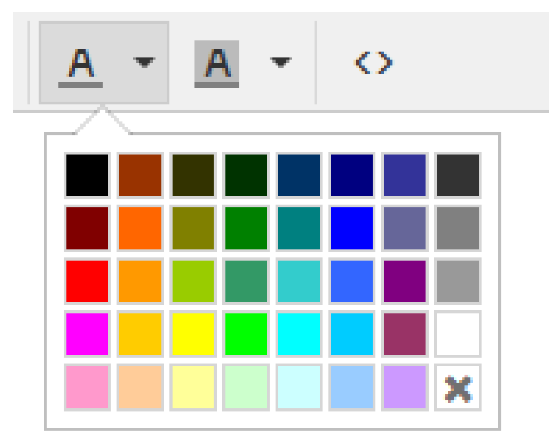
Jrl

Text to display

Title

Target   None

Ok   Cancel
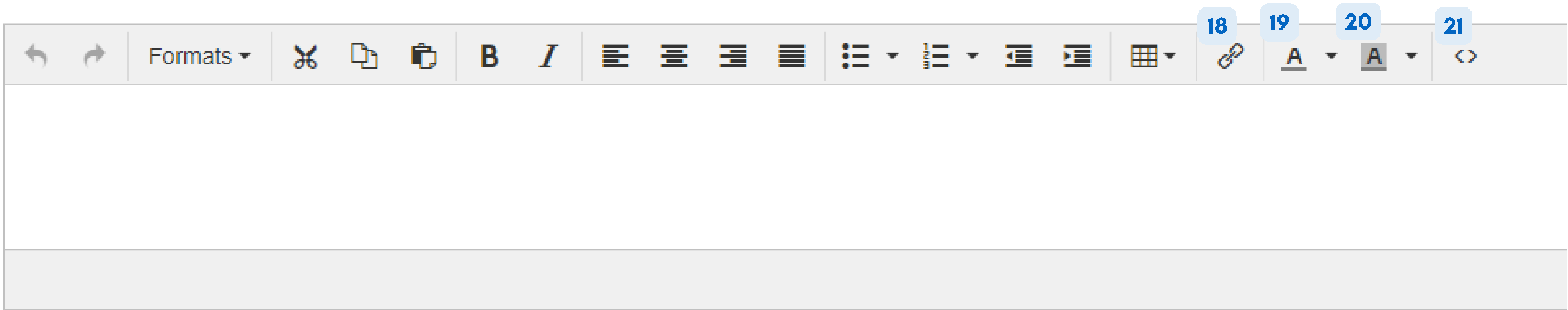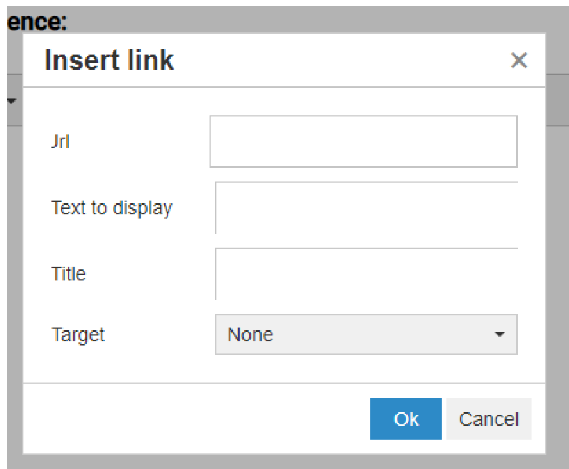
19. Text color

20. Background color
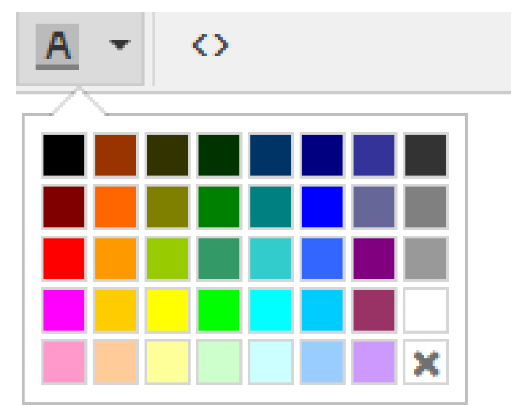
21. Source code

Text Box
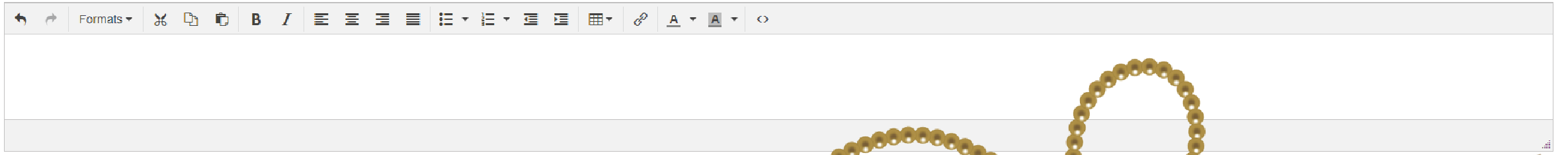
This corner can be dragged down to make the text box bigger.

Uploading Documentation - Step 2

EXPORT ▾   EXIT FORM

7

Areas for Professional Growth

| Formats ▾ | ✂ 🗐 📋 | **B** *I* | ≡ ≡ ≡ ≡ | ☰ ▾ ☰ ▾ | ☷ ▾ | 🔗 | A ▾ A ▾ | <> |

8

Supporting Documentation

🗑

Please provide supporting documentation, if necessary for your evaluation. To upload, please select the add a new document hyperlink to upload your files. Once uploaded, please select the files within the dropdown menu.

Select a document artifact attached to this form or add a new document.   ⟵

| Select Document Artifacts ▾ | 👁 |

9 By submitting this document, I acknowledge that I have reviewed this PPE, and I am ready to discuss this PPE with the faculty member.

Select a workflow action below

✔ Approve   ➦ Needs Information

CONTINUE LATER   **SUBMIT THE FORM**

Uploading your Supporting Documentation

- Drag your files or click to upload.
- Max per each upload: 5 documents.
- No max on the total amount of documents.

Supporting Documentation Continued

1. Once uploaded, please select the files needed within the dropdown menu.
2. The checkmarks mean you have selected in the document to appear in the final form.

Supporting Documentation:

Please provide supporting documentation to justify your teaching activities.

To upload, please select the add a new document link to upload your files. Once uploaded, please select the files within the dropdown menu.

Select a document artifact attached to this form or add a new document.

supporting documentation.png

supporting documentation.png

add document 2.png

You can view your documents by pressing the eye image.

Supporting Documentation:

Please provide supporting documentation to justify your teaching activities.

To upload, please select the add a new document link to upload your files. Once uploaded, please select the files within the dropdown menu.

Select a document artifact attached to this form or add a new document.

supporting documentation.png
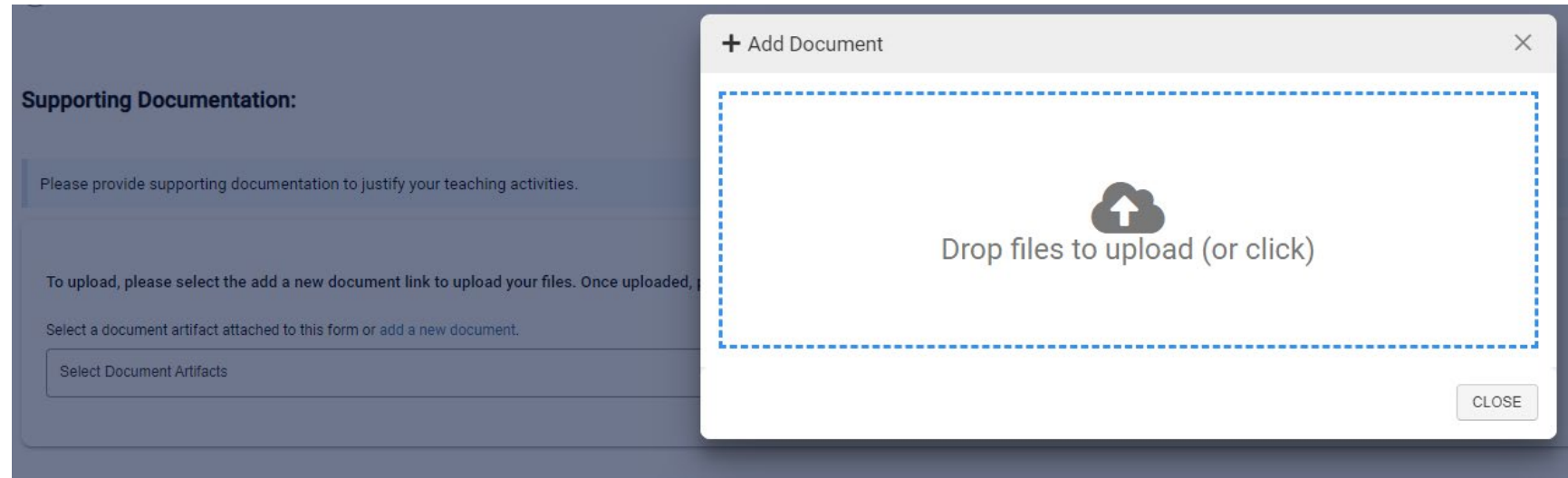
supporting documentation.png

add document 2.png

Chair Submission of Step 2

EXPORT ▾   EXIT FORM

⑦ Areas for Professional Growth

Formats ▾   ✂ ⎘ 📋   **B** *I*   ≡ ≡ ≡ ≡   ☰ ▾ ☰ ▾   ⤵ ⤴   ⊞ ▾   🔗   **A** ▾ **A** ▾   <>

⑧ Supporting Documentation

Please provide supporting documentation, if necessary for your evaluation. To upload, please select the add a new document hyperlink to upload your files. Once uploaded, please select the files within the dropdown menu.

Select a document artifact attached to this form or add a new document.

Select Document Artifacts ▾   👁

Approve when ready to submit

Send back to faculty for more information

⑨ By submitting this document, I acknowledge that I have reviewed this PPE, and I am ready to discuss this PPE with the faculty member.

Select a workflow action below

✔ Approve   ↪ Needs Information

Save Changes and return later

CONTINUE LATER   **SUBMIT THE FORM**

Submit Form back to Faculty Member for review

Submit The Form

EXPORT ▾   EXIT FORM

⑦ Areas for Professional Growth

| ↶ ↷ | Formats ▾ | ✂ ⧉ 📋 | **B** *I* | ≡ ≡ ≡ ≡ | ≔ ▾ ≔ ▾ | ⇤ ⇥ | ▦ ▾ | 🔗 | A ▾ A ▾ | <> |

⑧ Supporting Documentation

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Please provide supporting documentation, if necessary for your evaluation. To upload, please select the   in the dropdown menu.

Select a document artifact attached to this form or add a new document.

Select Document Artifacts   ▾

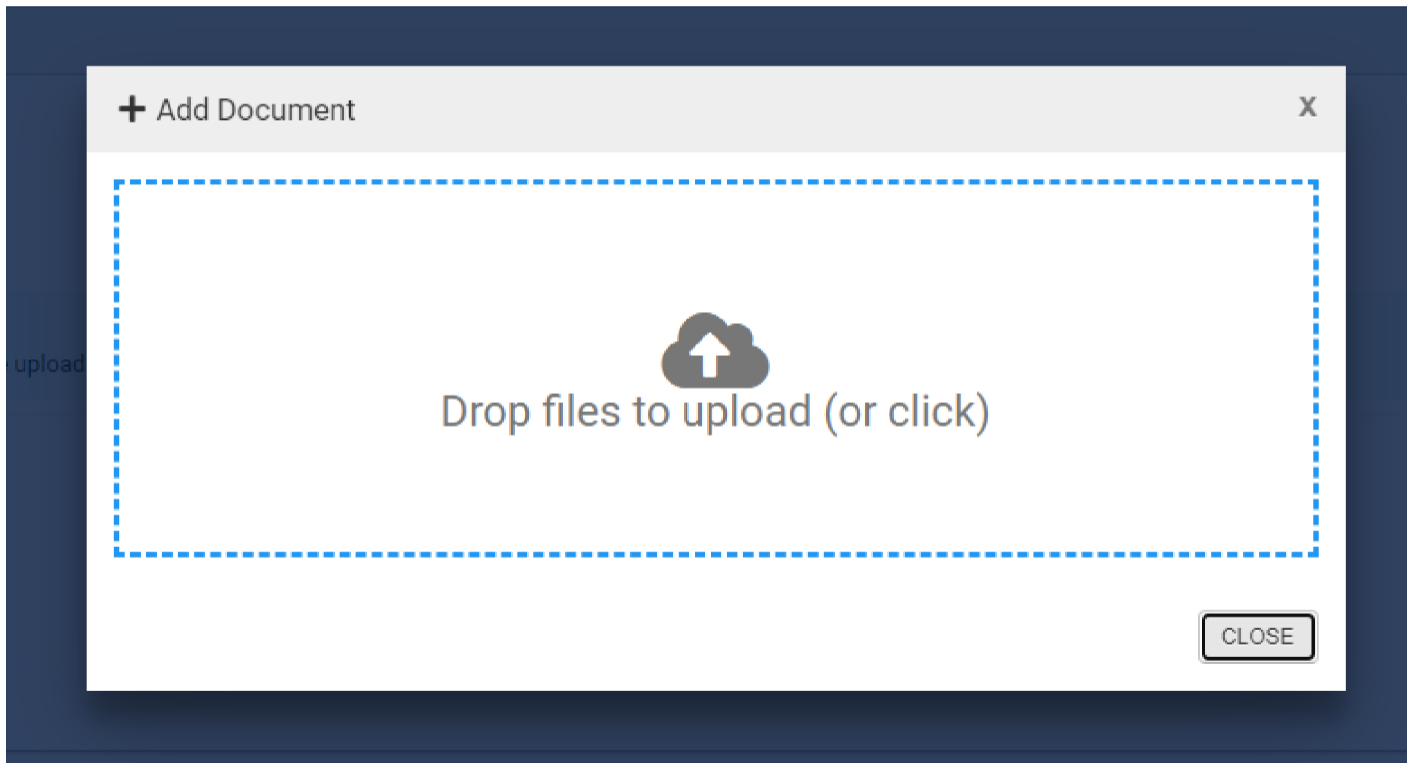**Yes, Submit the Form Confirmation**   ✕

Once submitted, this form will move to **3. Faculty Member** step. You can access this form through the **My Forms** widget on your dashboard.

Are you sure?

[**YES, SUBMIT THE FORM**]   [CANCEL]

---

⑨ By submitting this document, I acknowledge that I have reviewed this PPE, and I am ready to discuss this PPE with the faculty member.

Select a workflow action below

[✔ Approve]   [➔ Needs Information]

click

[CONTINUE LATER]   [SUBMIT THE FORM]

Uploading your Supporting Documentation

+ Add Document   x

Drop files to upload (or click)

CLOSE

Drag your files or click to upload.
Max per each upload: 5 documents
No Max on the total amount of documents

Uploading your Supporting Documentation

Select a document artifact attached to this form or add a new document.

| Select Document Artifacts ▾ | 👁 |

Standard 10 (2).pdf

Standard 10 Policy Requirements.pdf

Standard 10 Resource Manual.pdf

Standard 5.pdf

1. Once uploaded, please select the files needed within the dropdown menu.

2. The checkmarks mean you have selected the document to appear for your superiors

Supporting Documentation:

Select a document artifact attached to this form or add a new document.

| Standard 10 (2).pdf, Standard 10 Policy Requirements.pdf ▾ | 👁 |

Standard 10 (2).pdf ✔

Standard 10 Policy Requirements.pdf ✔

Standard 10 Resource Manual.pdf

Standard 5.pdf

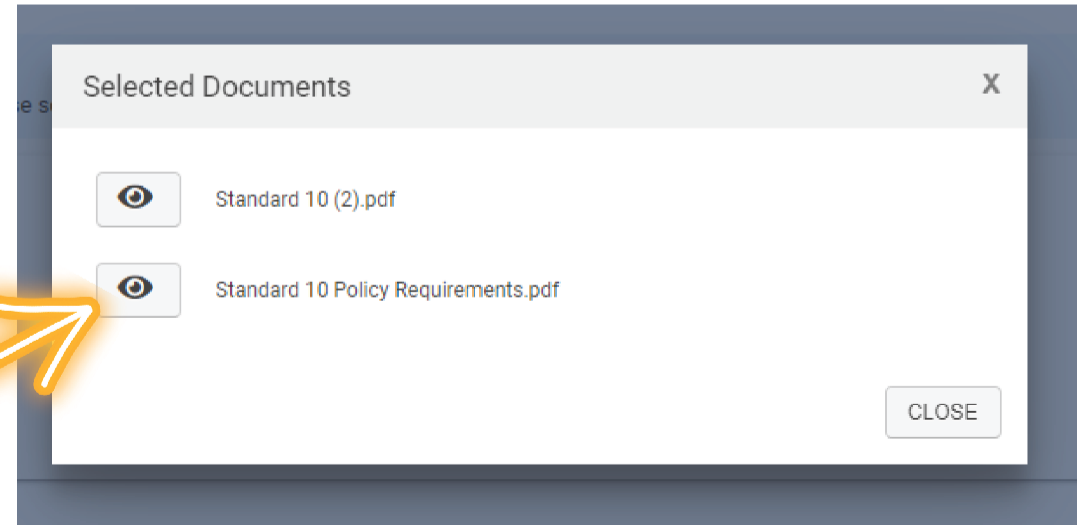# Uploading your Supporting Documentation

Supporting Documentation:

Select a document artifact attached to this form or add a new document.
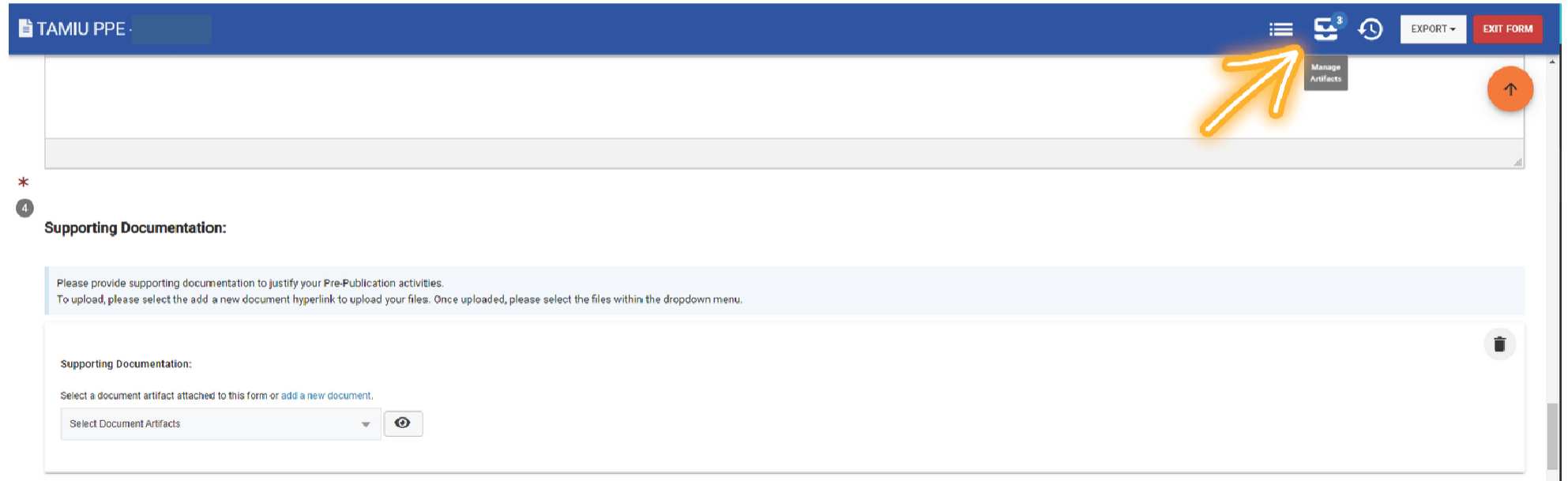
> Standard 10 (2).pdf, Standard 10 Policy Requirements.pdf ▼   👁

3. You can view your documents by pressing the eye image

4. Click the eye image of the document you want to see

Selected Documents   X

👁   Standard 10 (2).pdf

👁   Standard 10 Policy Requirements.pdf

CLOSE

Deleting your Supporting Documentation

1. Click on this box entitled Manage Artifacts

TAMIU PPE -

Manage Artifacts

EXPORT ▾   EXIT FORM

Supporting Documentation:

Please provide supporting documentation to justify your Pre-Publication activities.
To upload, please select the add a new document hyperlink to upload your files. Once uploaded, please select the files within the dropdown menu.
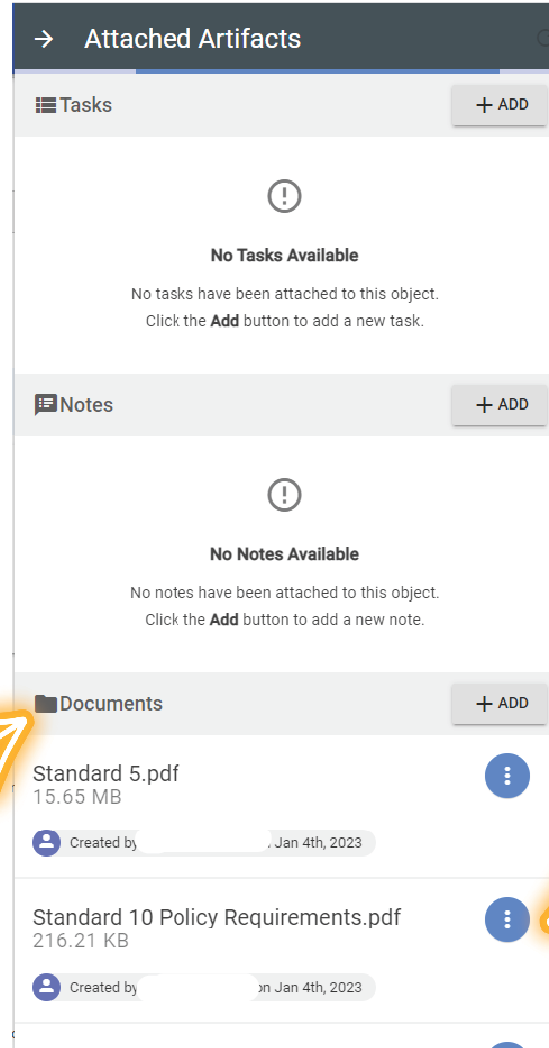
Supporting Documentation:

Select a document artifact attached to this form or add a new document.
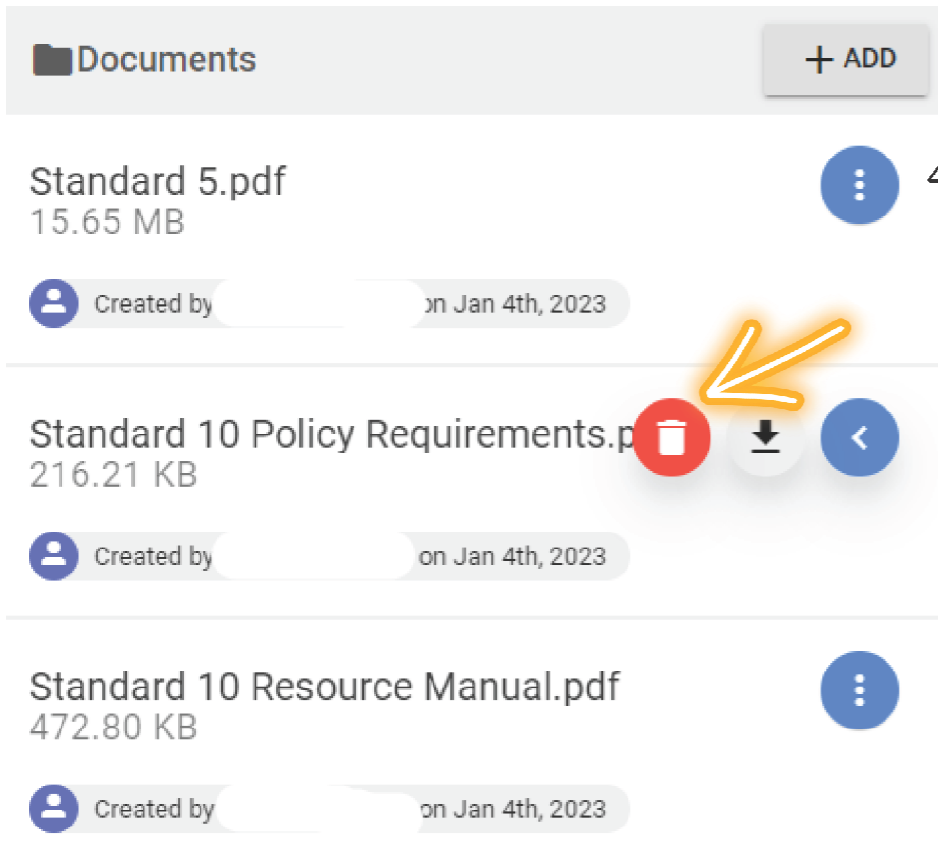
Select Document Artifacts

Deleting your Supporting Documentation

2. Find the Documents Area
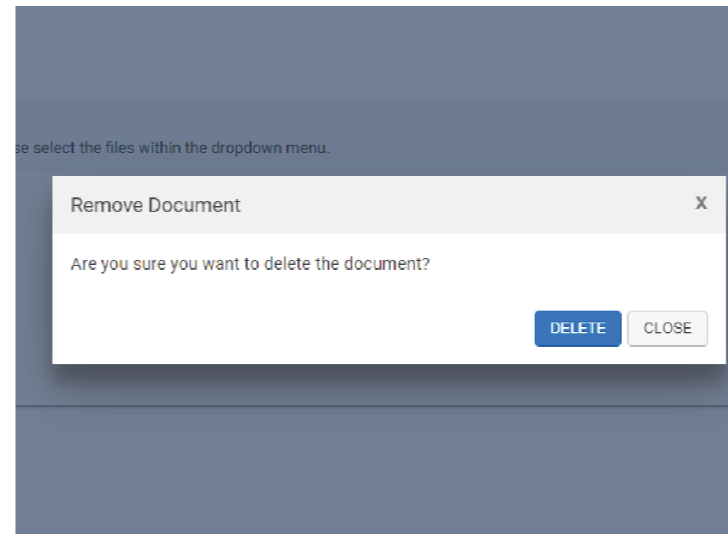
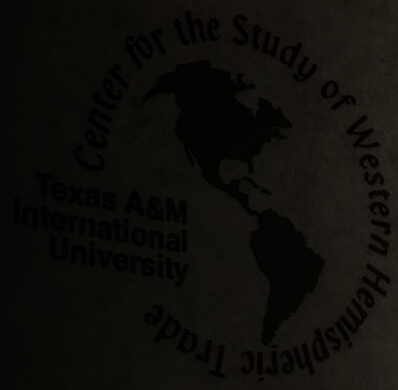**3. Locate the document you wish to delete, and hover your mouse over the blue button.**

Deleting your Supporting Documentation

Documents `+ ADD`

Standard 5.pdf
15.65 MB

👤 Created by ⬚⬚⬚ on Jan 4th, 2023

Standard 10 Policy Requirements.p
216.21 KB

👤 Created by ⬚⬚⬚ on Jan 4th, 2023

Standard 10 Resource Manual.pdf
472.80 KB

👤 Created by ⬚⬚⬚ on Jan 4th, 2023

4. Select the Red Trash Can to delete

5. This text will pop up asking if you're sure you want to delete. Go ahead and click delete

se select the files within the dropdown menu.

Remove Document x

Are you sure you want to delete the document?

`DELETE` `CLOSE`

Thank you!