A.R. Sanchez, Jr. School of Business – PPE

Texas A&M International University

PPE 7-Step Workflow

1 — FACULTY MEMBER

Faculty Member will complete their self-evaluation.

2 — DEPARTMENT CHAIR

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

3 — FACULTY MEMBER

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

4 — 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.

5 — 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.

6 — COLLEGE DEAN

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.

7 — UNIVERSITY PROVOST

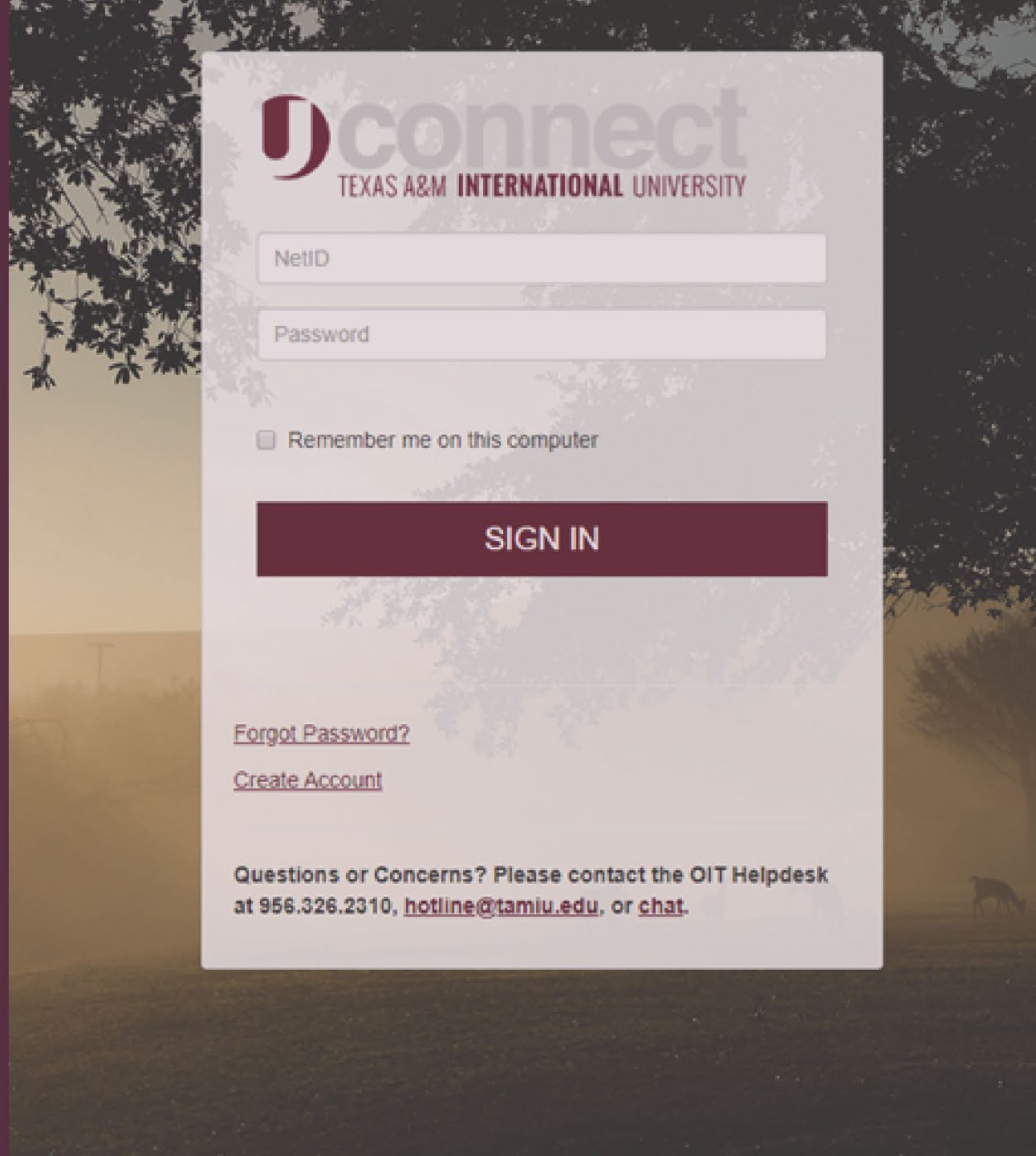
The Provost will have the opportunity to review the entire evaluation and agree or disagree with the Dean's evaluation. The Provost will submit an electronic signature.

Logging into AEFIS

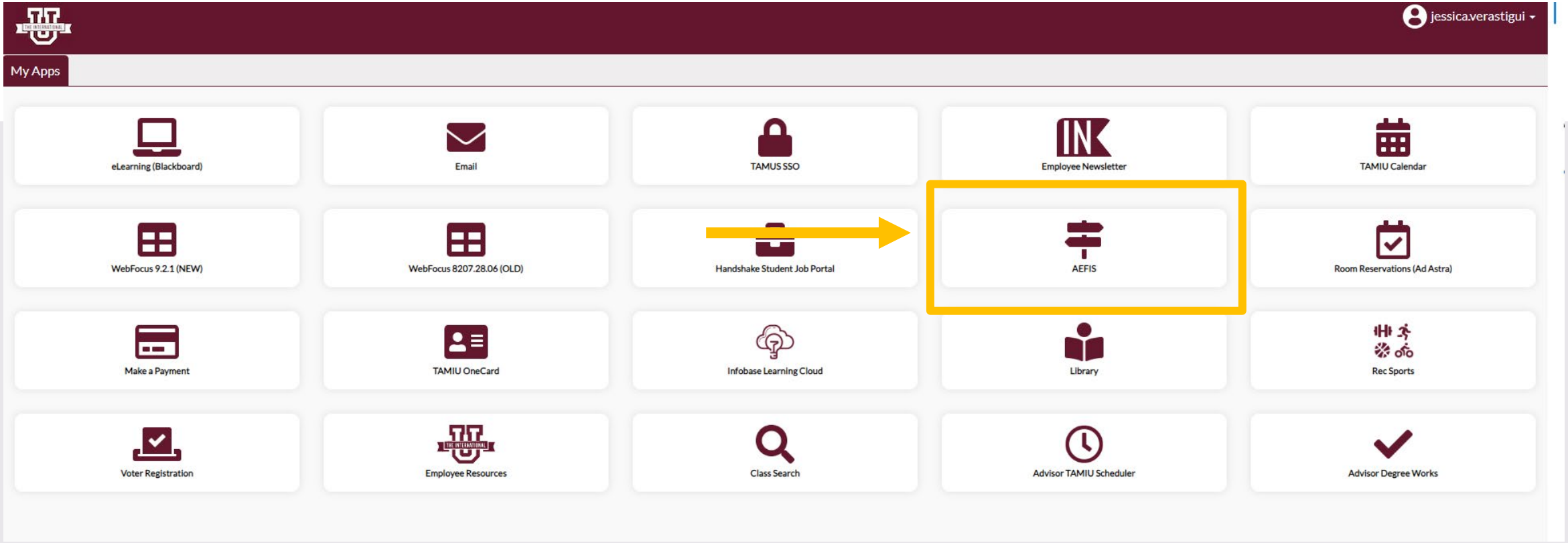
Website:
https://tamiu.aefis.net

Make sure and have Duo Connect to login.

Login with your TAMIU Credentials



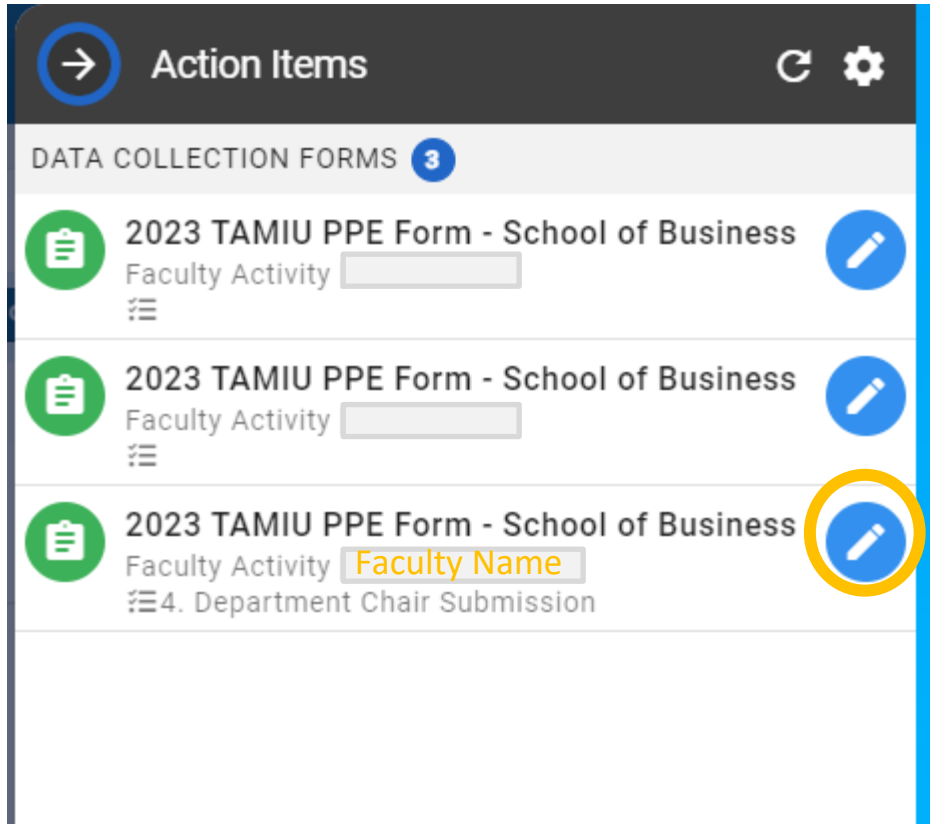
OR Log in through Uconnect



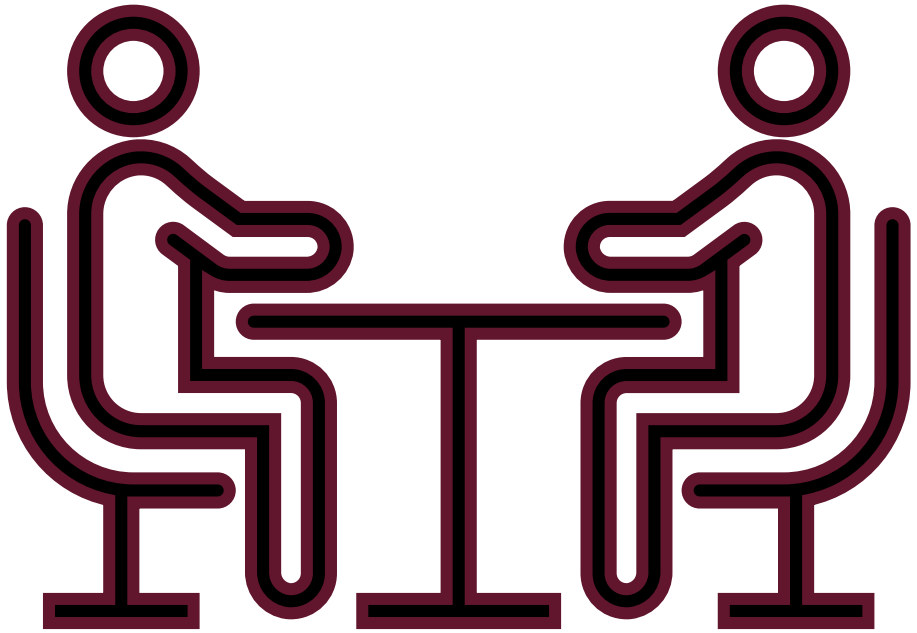
AEFIS Homepage

Department Chair Review with Faculty Member – Step 4

Click on the Pencil



During this step, the faculty member will meet with the Department Chair to review their evaluation together.



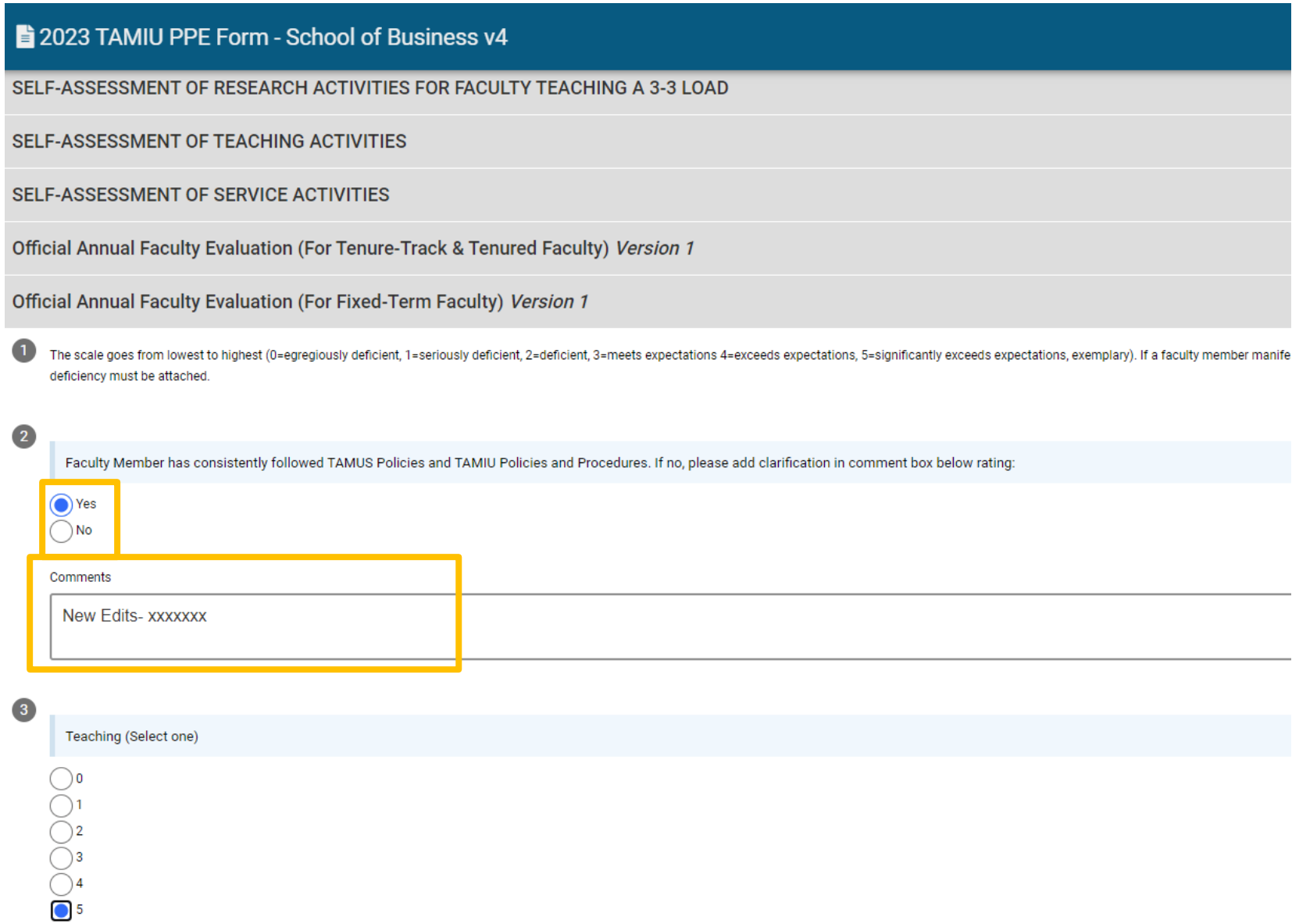
Need to make changes during/after the meeting?

Select the faculty's evaluation

Update your responses:

If you are going to change your response, please state which comment is your updated response.

(E.g. “New Response: After reviewing with the faculty member…)



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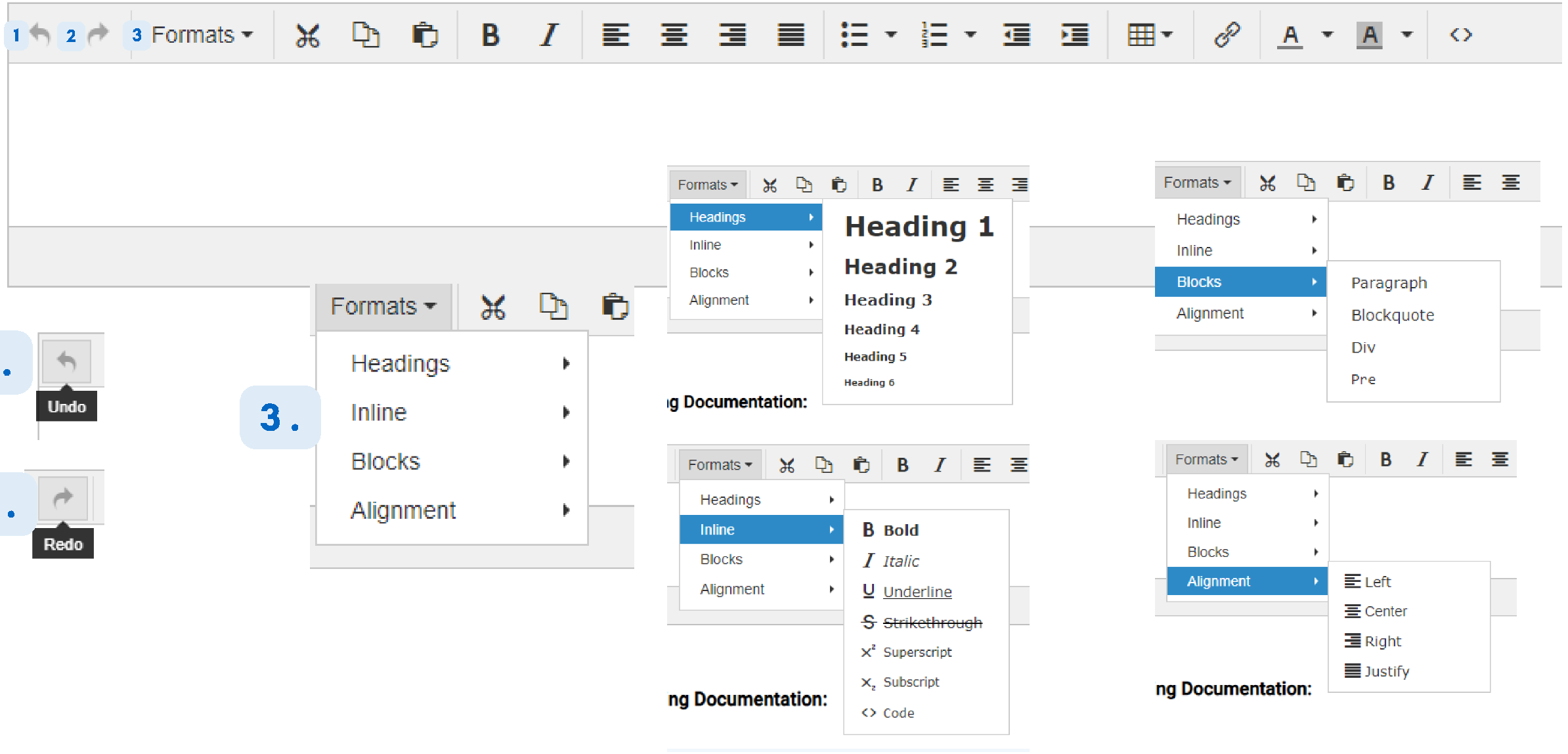
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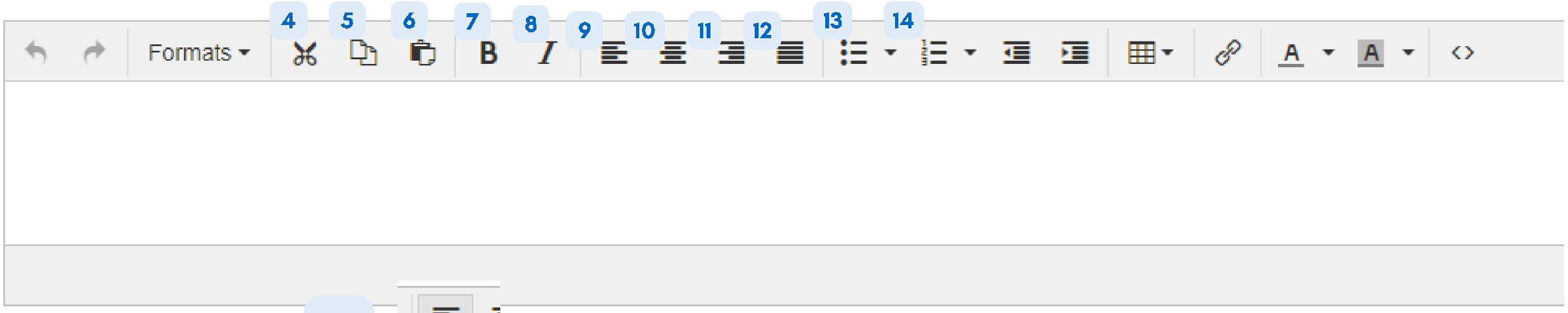

4, 5, & 6 Buttons do not work. You must use Ctrl+X/C/V or COMMAND+X/C/V (Apple)

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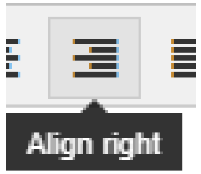

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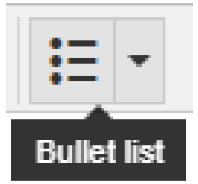

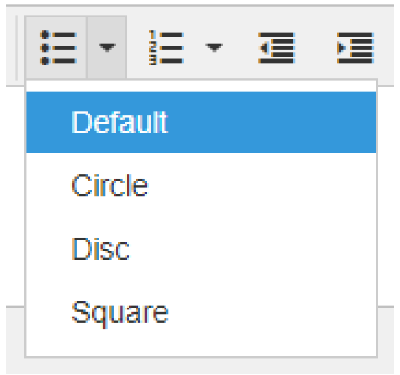

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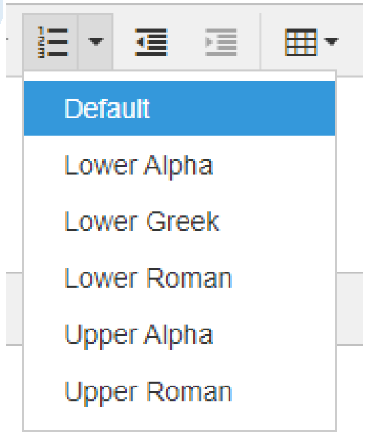

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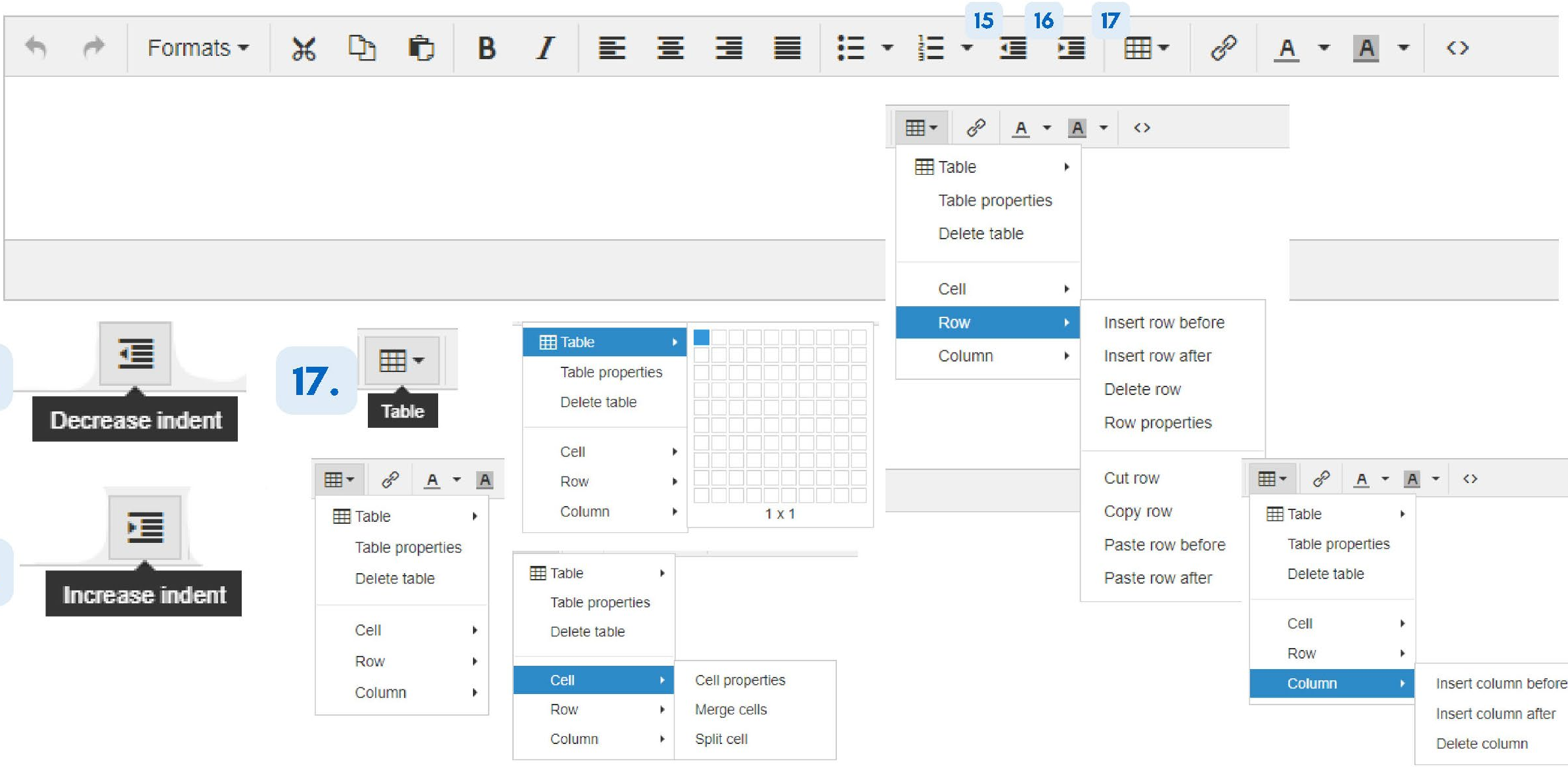
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Delete row
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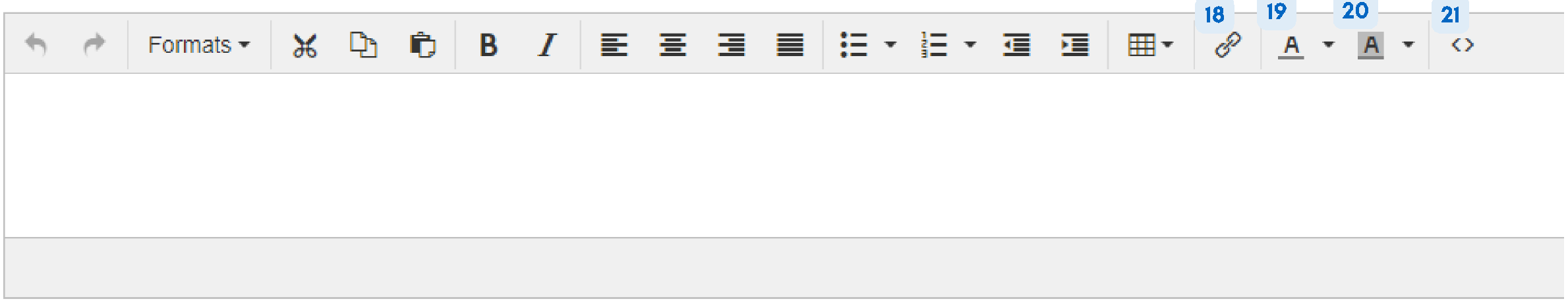
Paste row before
Paste row after
Insert column before
Insert column after
Delete column

Text Box



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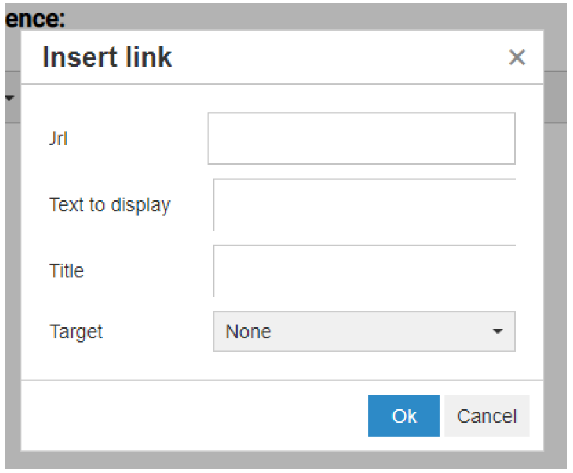

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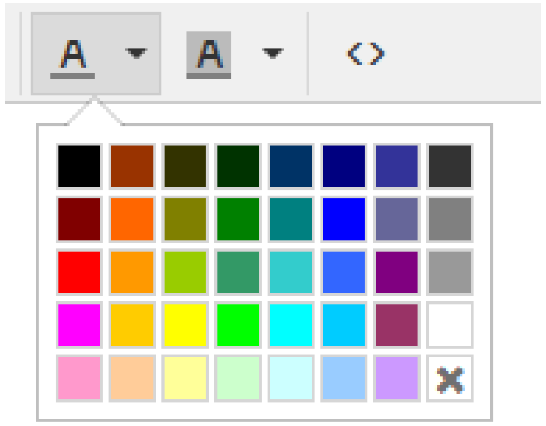

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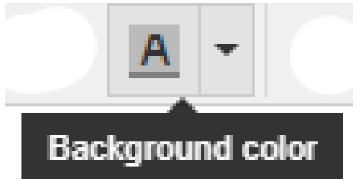

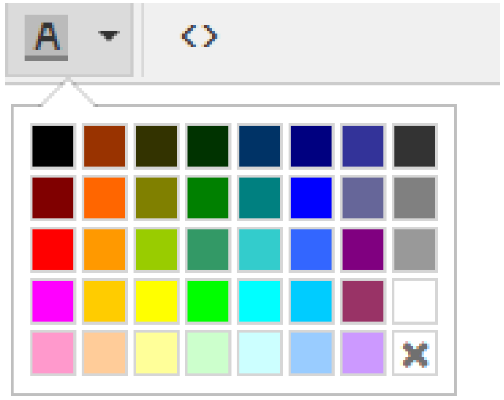

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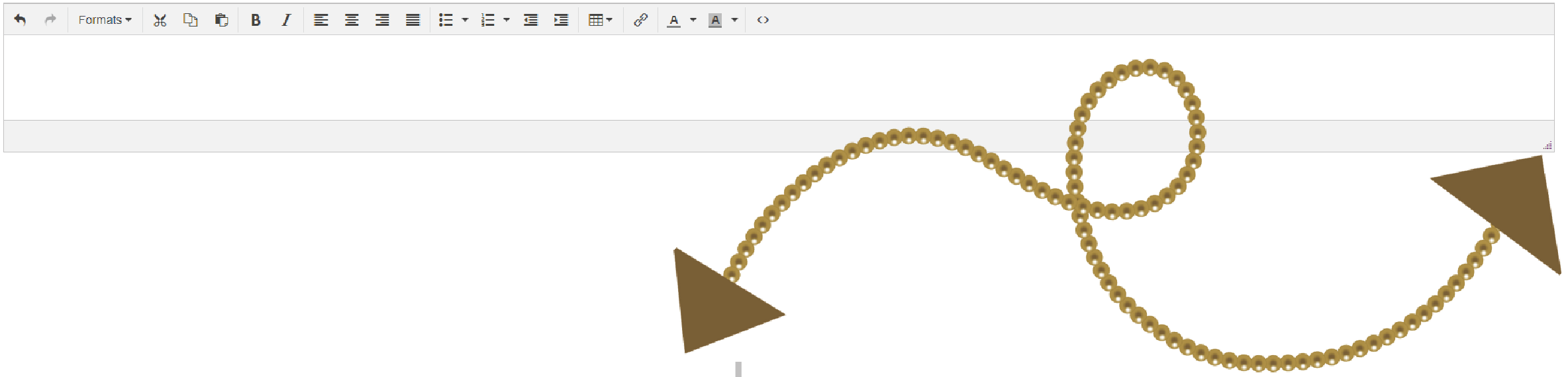
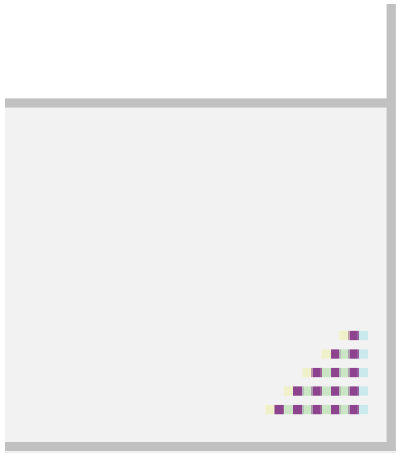
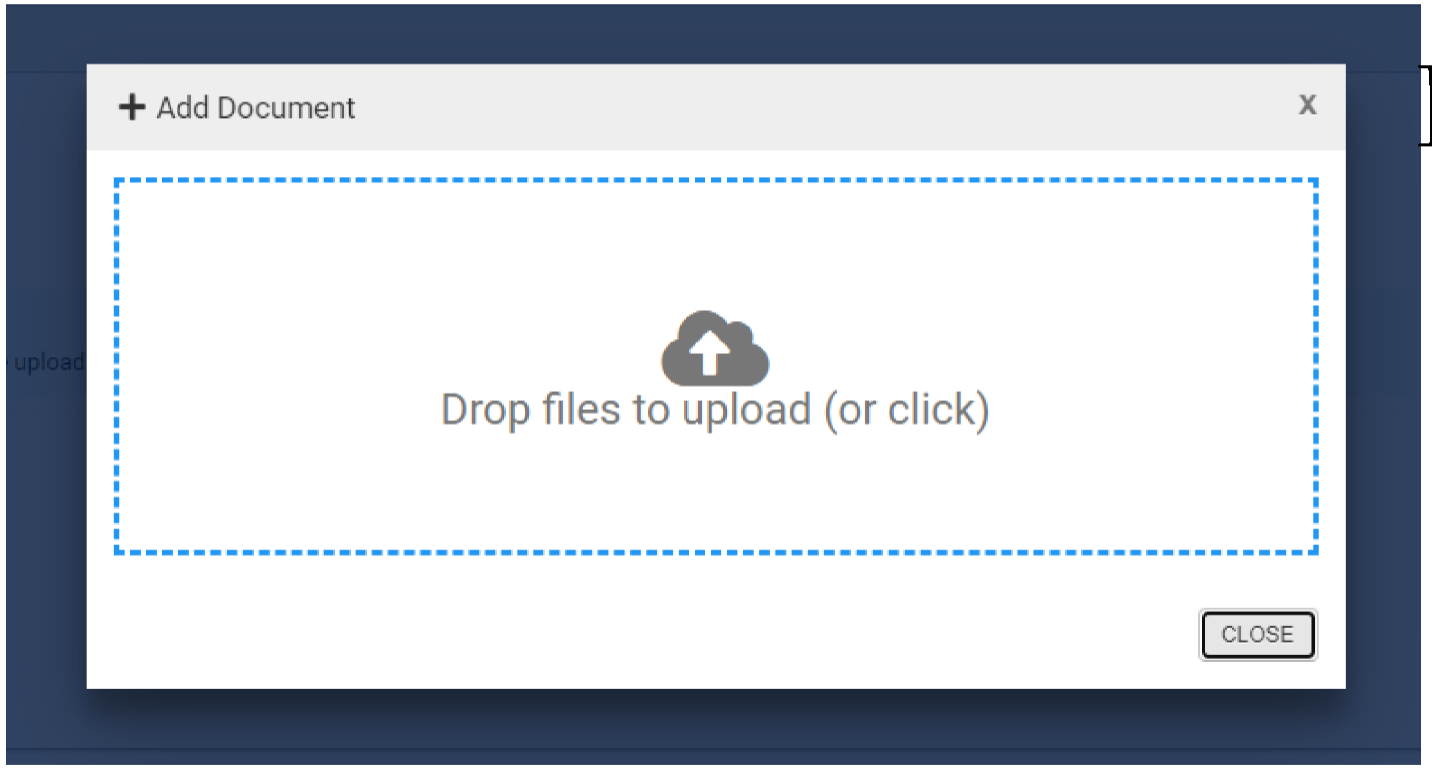
Text Box



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



Uploading your Supporting Documentation

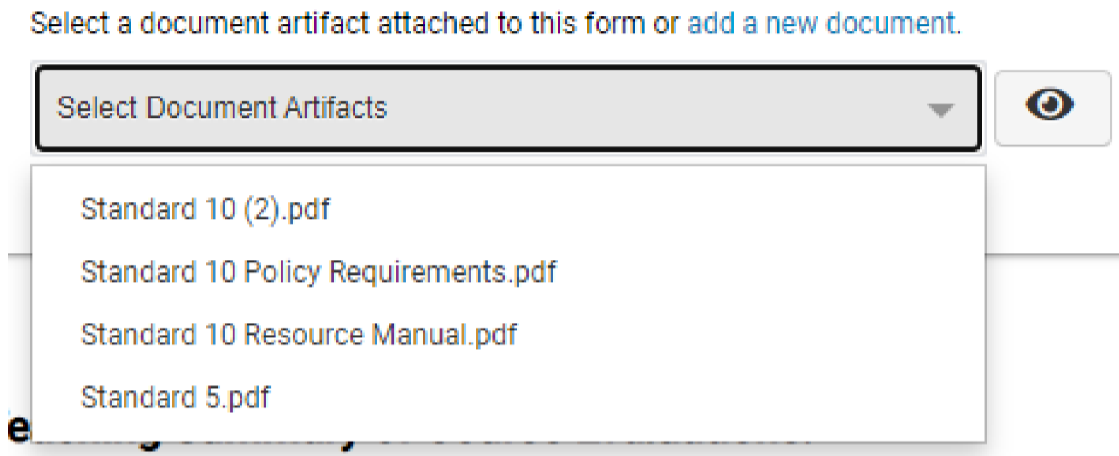


Drag your files or click to upload.

Max per each upload: 5 documents

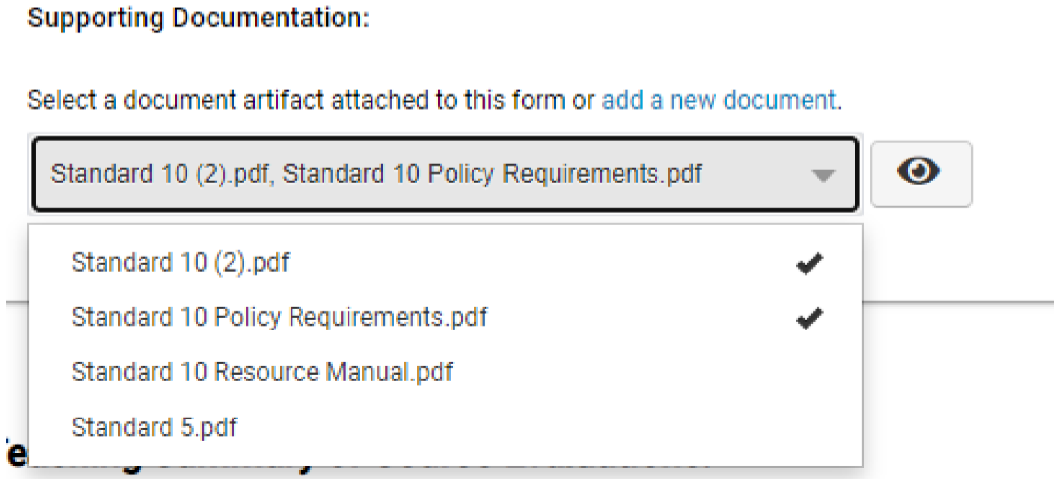
No Max on the total amount of documents

Uploading your Supporting Documentation

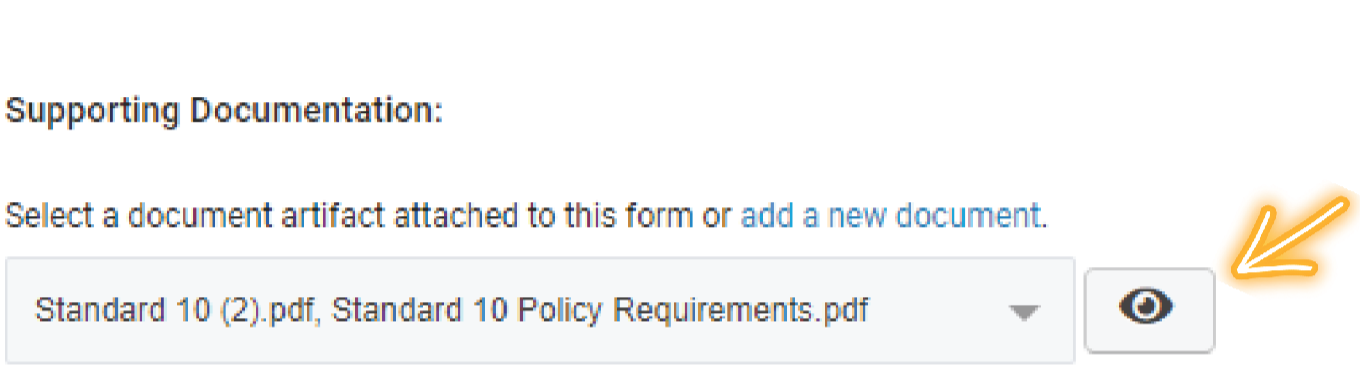


1. Once uploaded, please select the files needed within the dropdown menu.

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

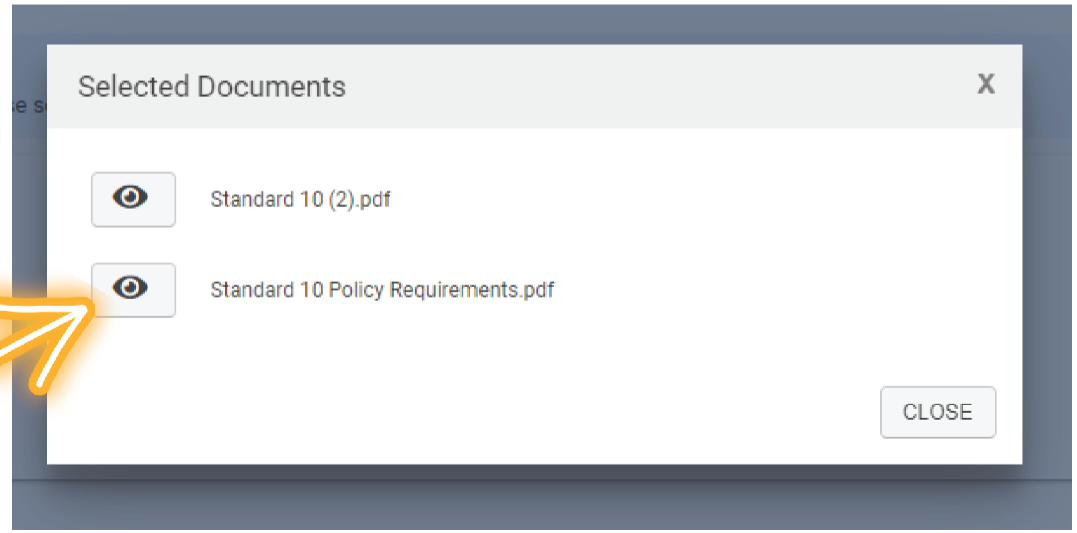


Uploading your Supporting Documentation



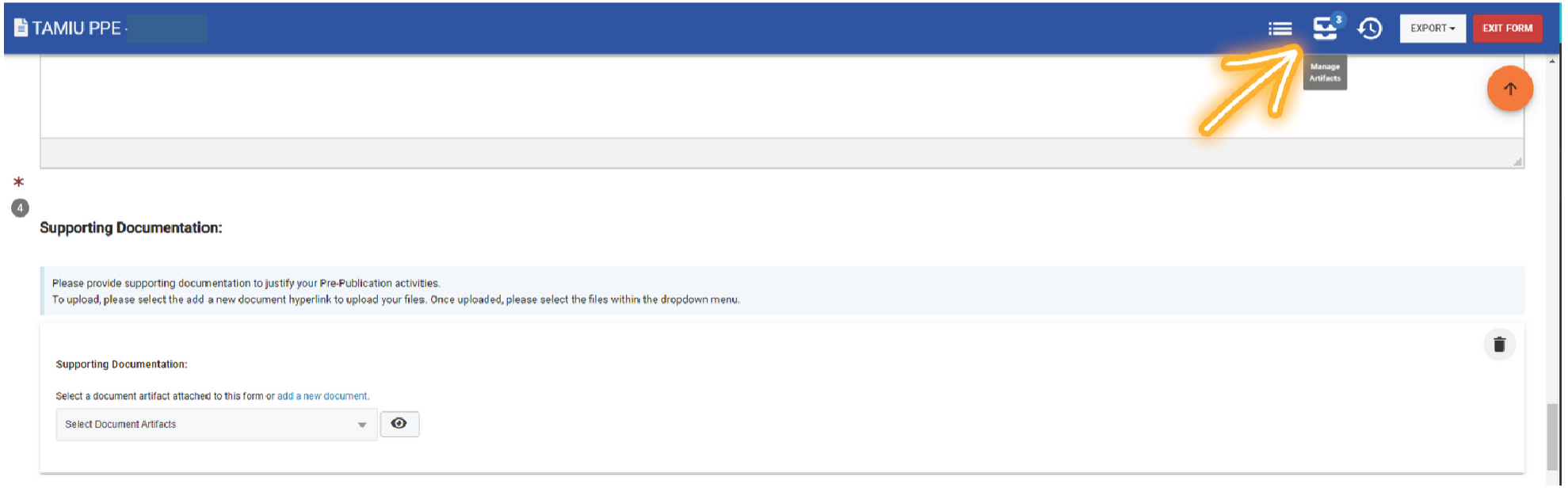
3. You can view your documents by pressing the eye image

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



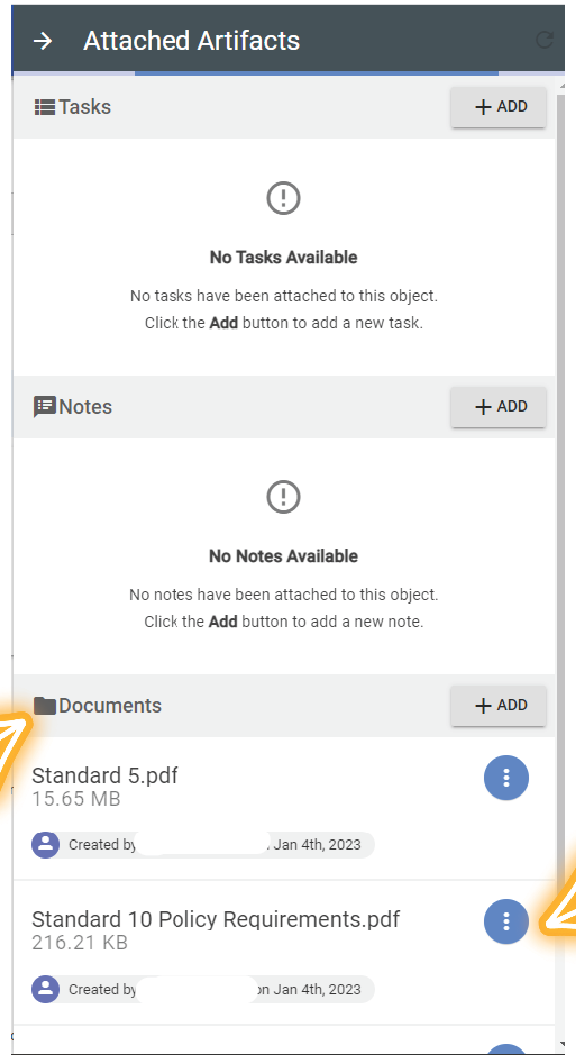
Deleting your Supporting Documentation

1. Click on this box entitled Manage Artifacts



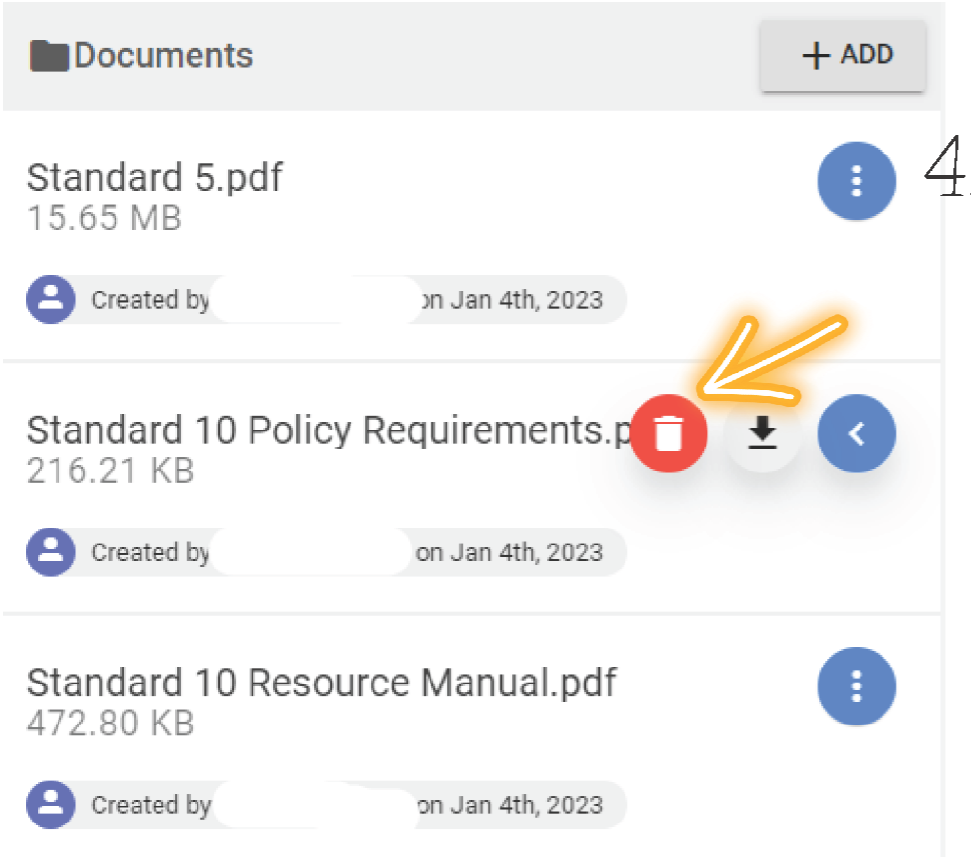
Deleting your Supporting Documentation

2. Find the Documents Area

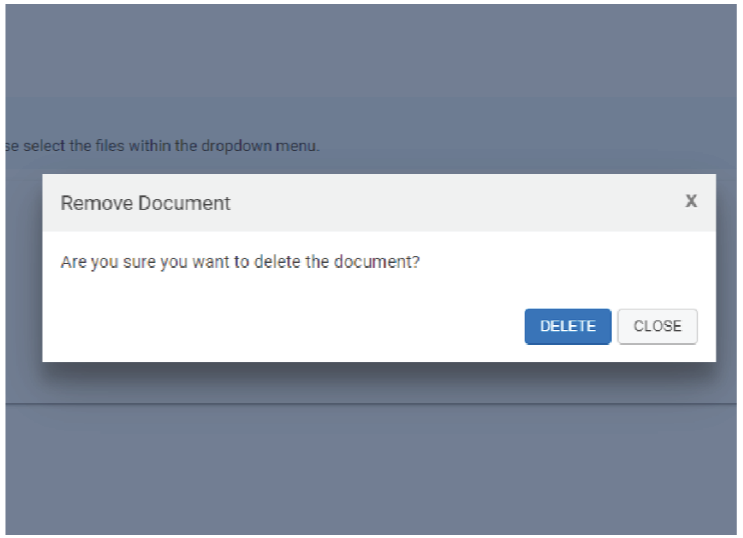


3. Locate the document you wish to delete, and hover your mouse over the blue button.

Deleting your Supporting Documentation



4. Select the Red Trash Can to delete

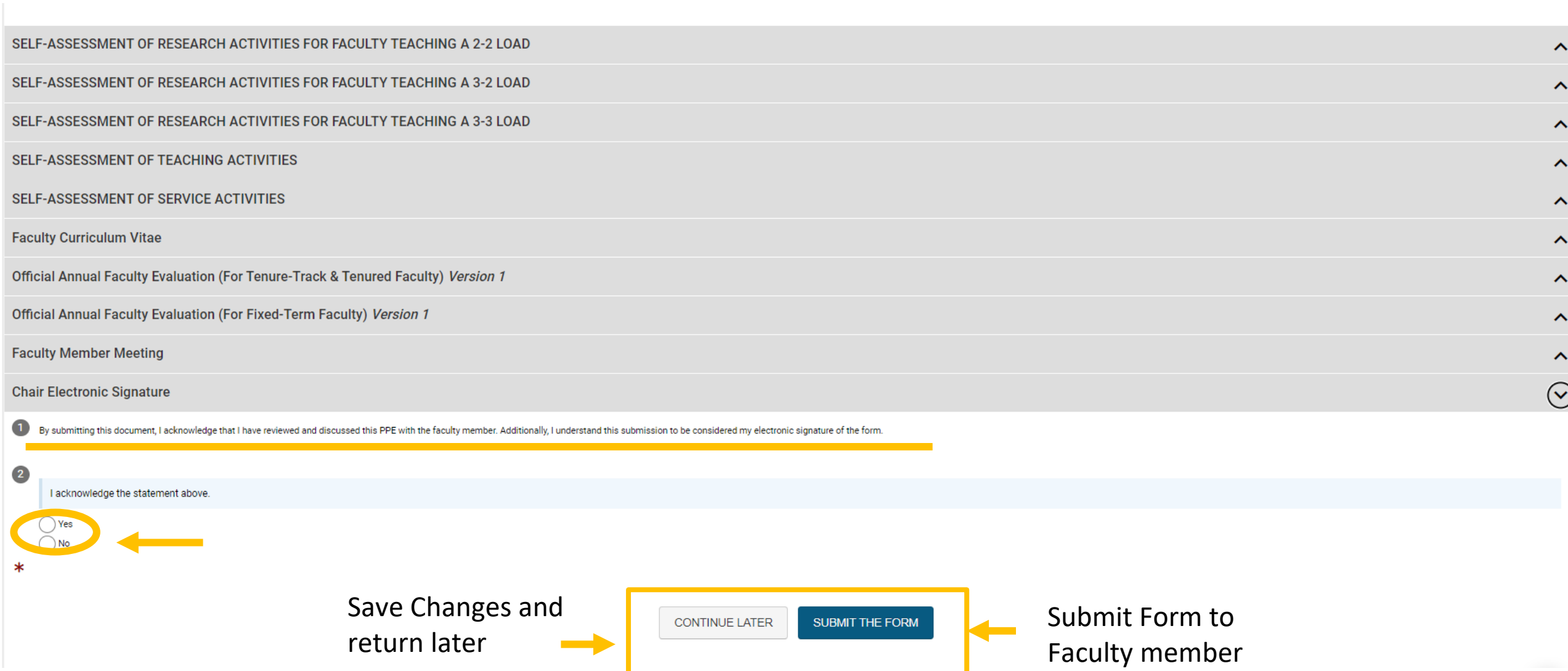


5. This text will pop up asking if you're sure you want to delete. Go ahead and click delete

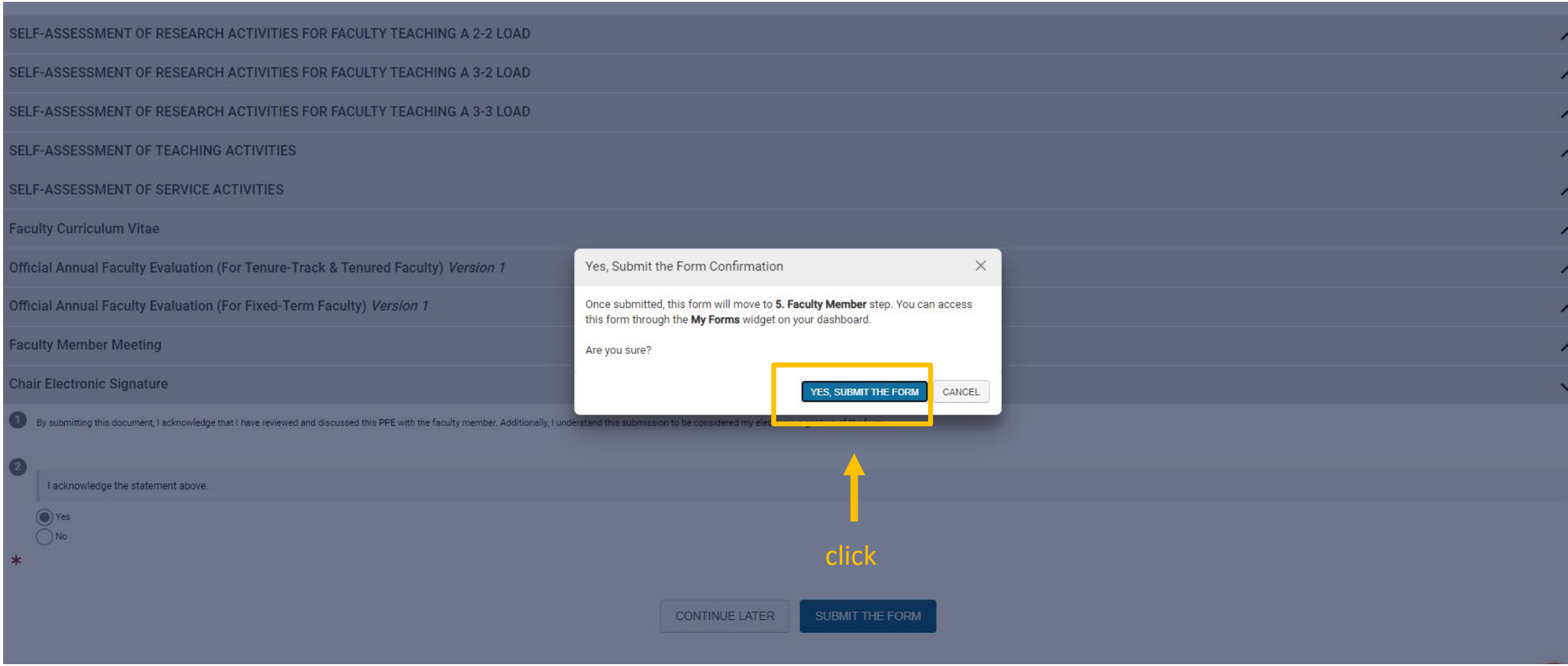
Electronic Signature:

- Once complete updating responses, you will scroll down to open the “Chair Electronic Signature” section.

Chair Electronic Signature



Chair Electronic Signature



Thank you!

Center for the Study of Western Hemispheric Trade
Texas A&M International University