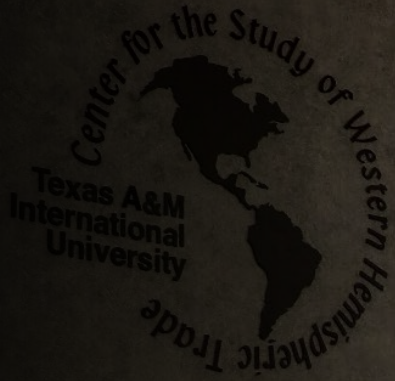
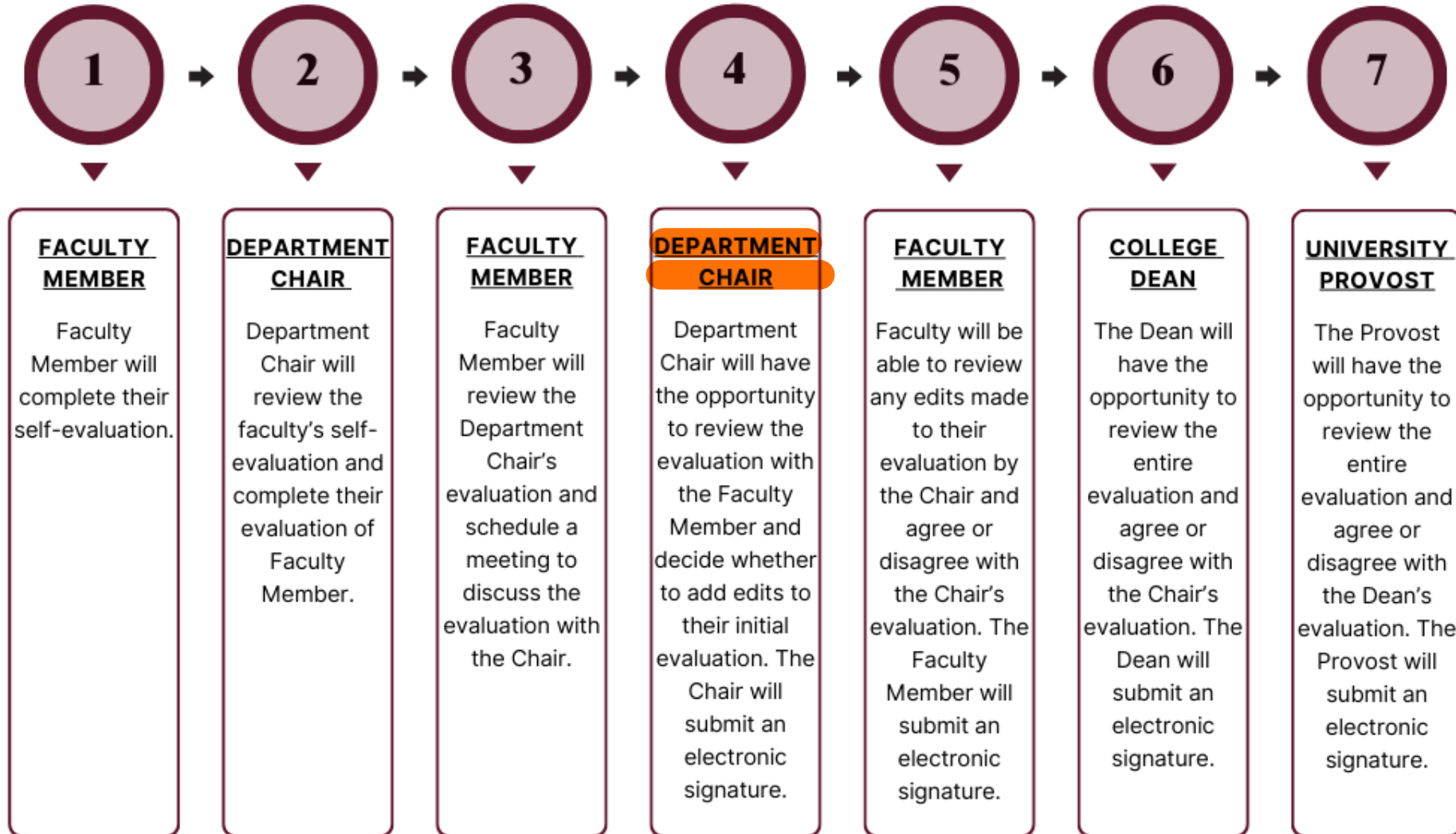


A.R. Sanchez,
Jr. School of
Business – PPE



Texas A&M International University

PPE 7-Step Workflow



Logging into AEFIS

Website:

<https://tamiu.aefis.net>

Make sure and have Duo
Connect to login.

Login with your TAMIU
Credentials



Remember me on this computer

SIGN IN

[Forgot Password?](#)

[Create Account](#)

Questions or Concerns? Please contact the OIT Helpdesk at 956.326.2310, hotline@tamiu.edu, or [chat](#).

OR Log in through Uconnect

The screenshot shows the 'My Apps' dashboard for TTIU. The header includes the TTIU logo on the left and the user profile 'jessica.verastigui' on the right. The dashboard contains a grid of application tiles. A yellow arrow points from the 'Handshake Student Job Portal' tile to the 'AEFIS' tile, which is also enclosed in a yellow rectangular box. The 'AEFIS' tile is located in the second row, fourth column of the grid.

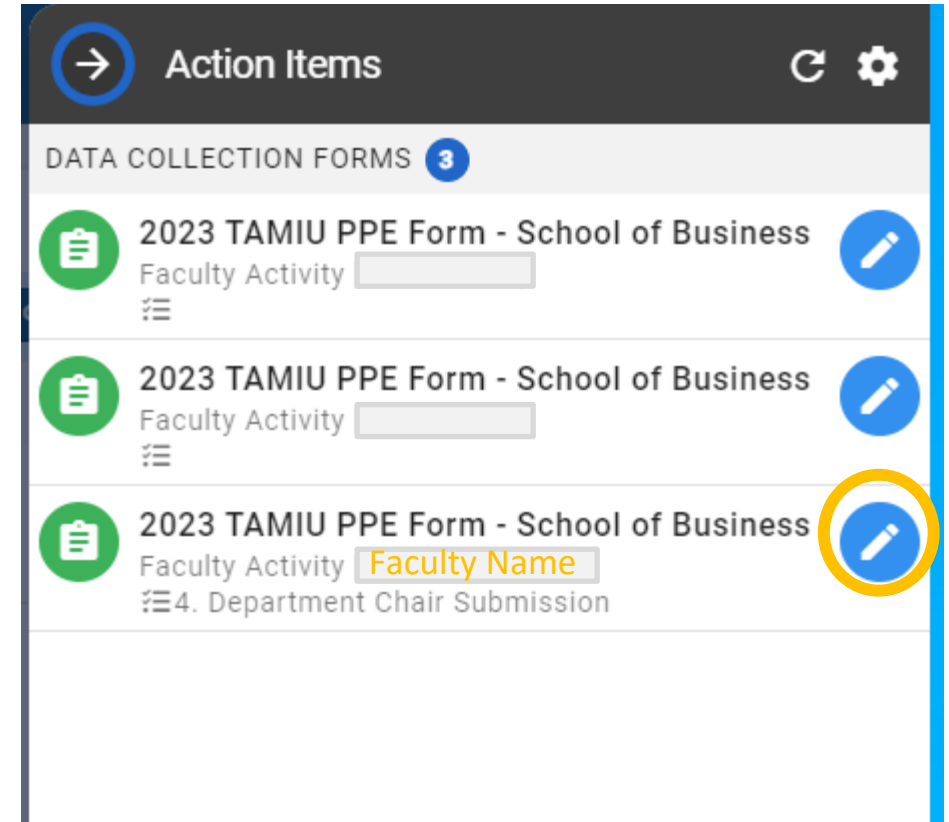
App Name	Icon Description
eLearning (Blackboard)	Laptop icon
Email	Envelope icon
TAMUS SSO	Lock icon
Employee Newsletter	IN logo
TAMU Calendar	Calendar icon
WebFocus 9.2.1 (NEW)	Grid icon
WebFocus 8207.28.06 (OLD)	Grid icon
Handshake Student Job Portal	Briefcase icon
AEFIS	AEFIS logo
Room Reservations (Ad Astra)	Calendar with checkmark icon
Make a Payment	Card icon
TAMU OneCard	ID card icon
Infobase Learning Cloud	Lightbulb icon
Library	Open book icon
Rec Sports	Sports icons
Voter Registration	Laptop with checkmark icon
Employee Resources	TTIU logo
Class Search	Magnifying glass icon
Advisor TAMU Scheduler	Clock icon
Advisor Degree Works	Checkmark icon



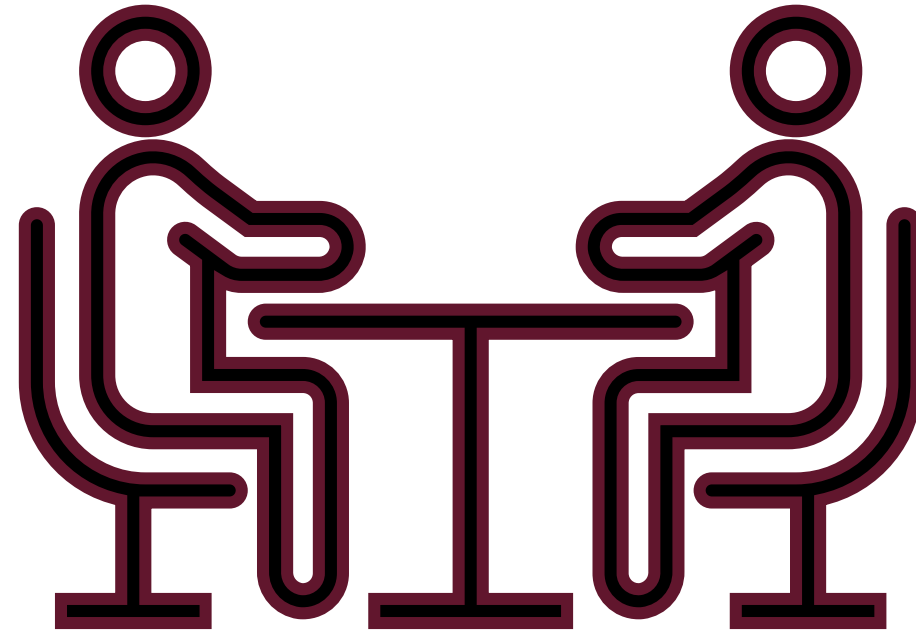
AEFIS Homepage

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?

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) <i>Version 1</i>	^
Official Annual Faculty Evaluation (For Fixed-Term Faculty) <i>Version 1</i>	^
Faculty Member Meeting	^
Chair Electronic Signature	^

Select the faculty's
evaluation



CONTINUE LATER

SUBMIT THE FORM

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...)

2023 TAMIU PPE Form - School of Business v4

SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 3-3 LOAD

SELF-ASSESSMENT OF TEACHING ACTIVITIES

SELF-ASSESSMENT OF SERVICE ACTIVITIES

Official Annual Faculty Evaluation (For Tenure-Track & Tenured Faculty) *Version 1*

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 manifest 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

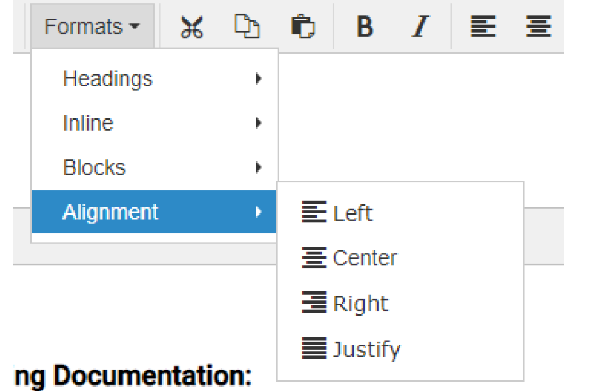
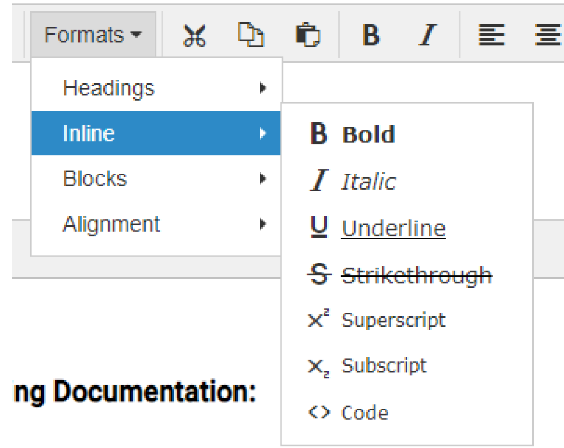
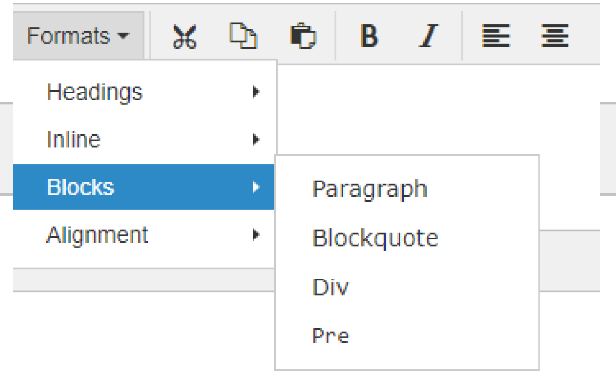
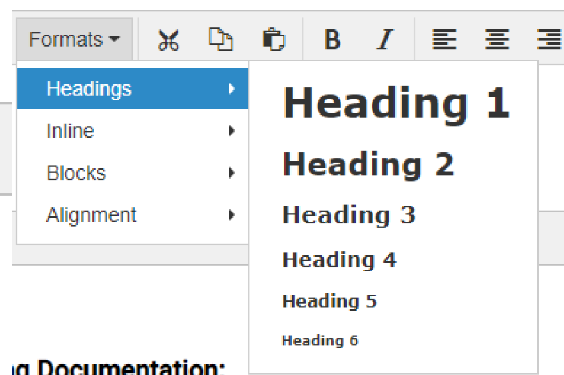
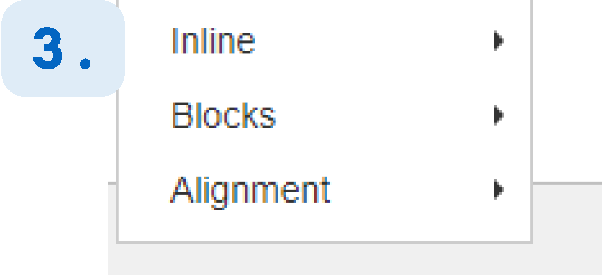
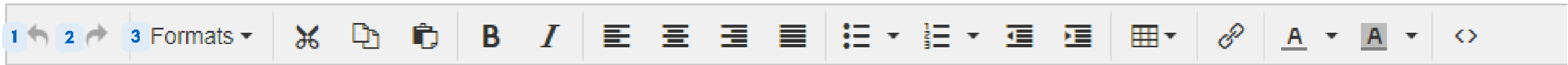
Comments

New Edits- xxxxxxxx

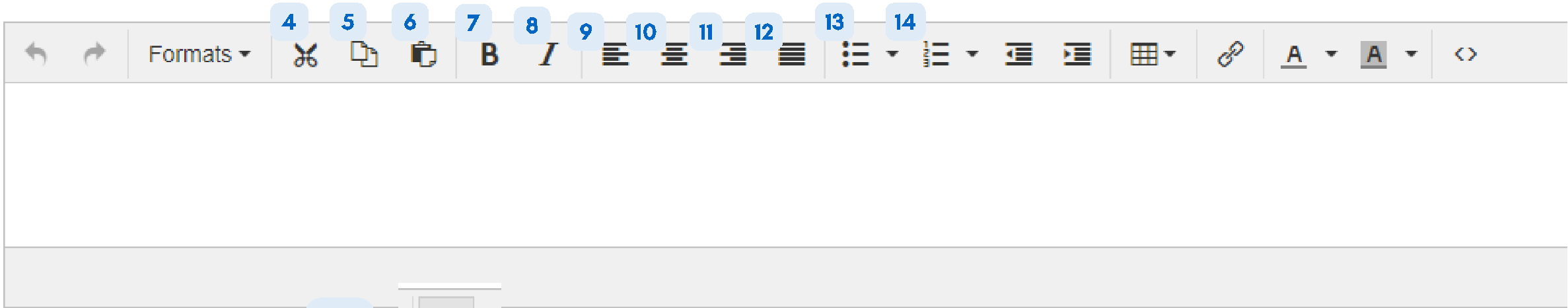
3 Teaching (Select one)

0
 1
 2
 3
 4
 5

Text Box



Text Box



4, 5,
& 6

Buttons do not work. You must use Ctrl+X/C/V or COMMAND+X/C/V (Apple)

7.



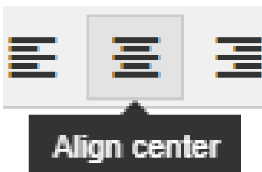
8.



9.



10.



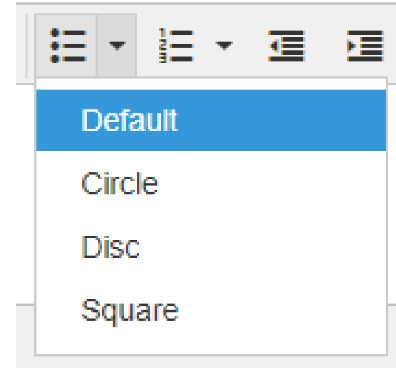
11.



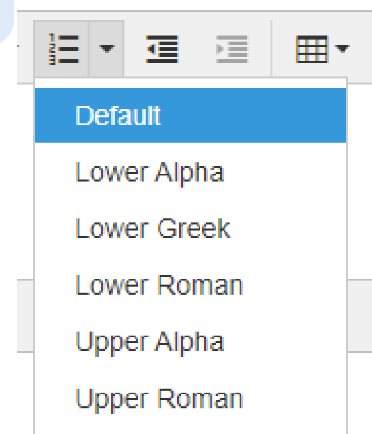
12.



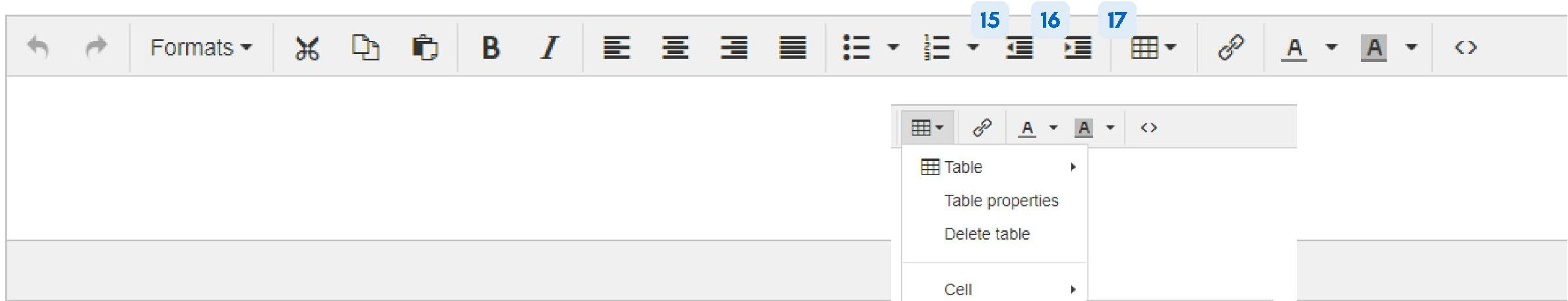
13.



14.



Text Box



15.



Decrease indent

17.

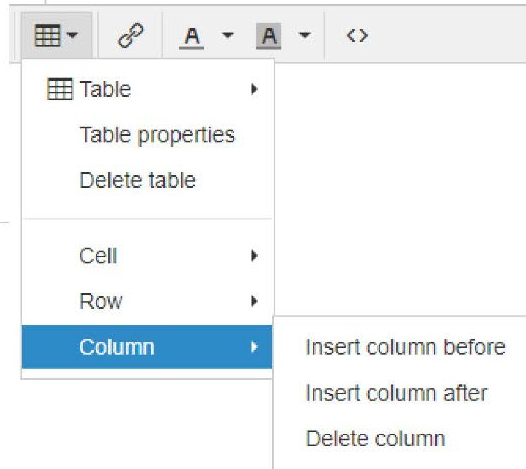
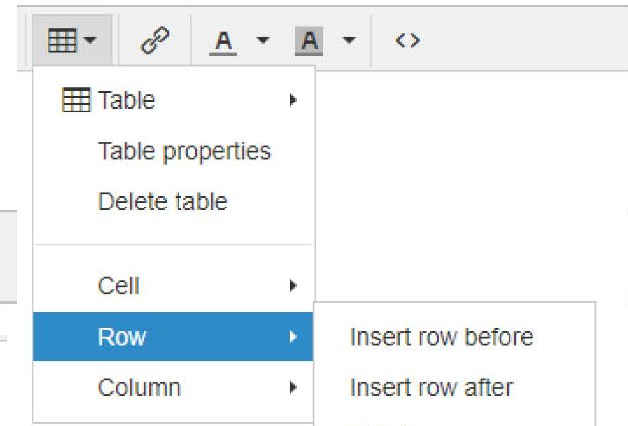
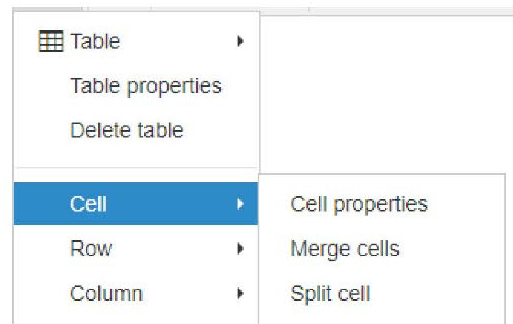
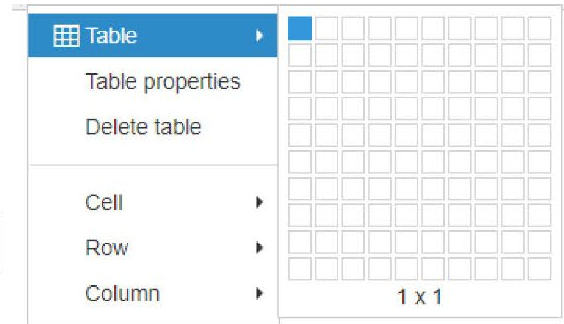


Table

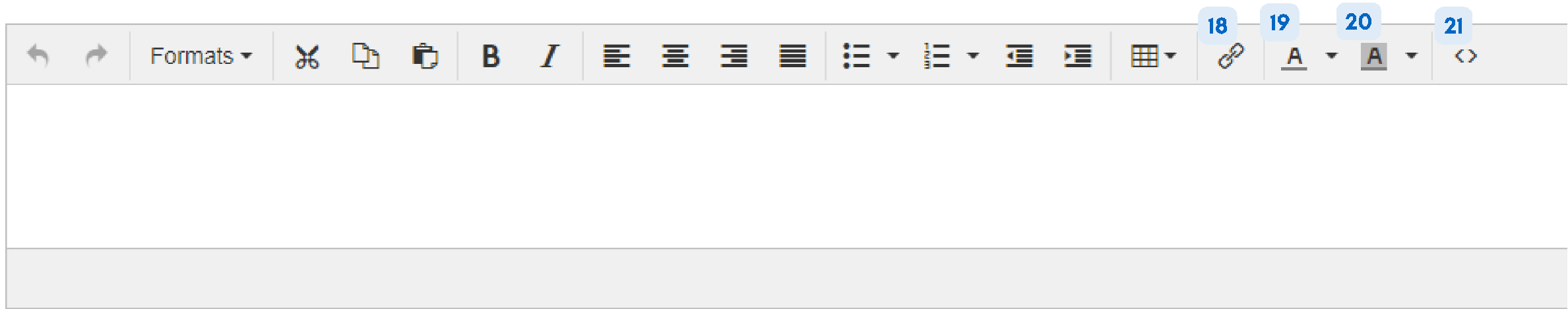
16.



Increase indent



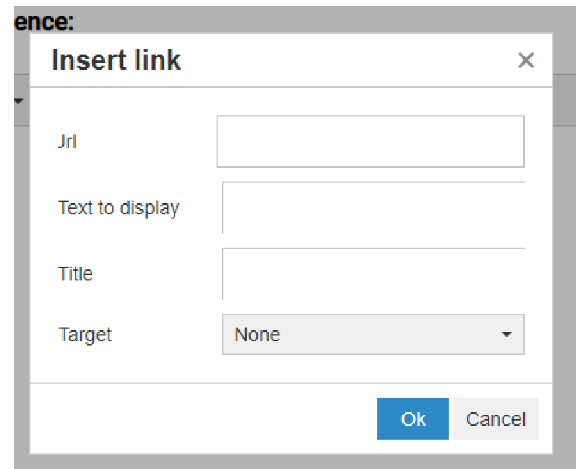
Text Box



18.



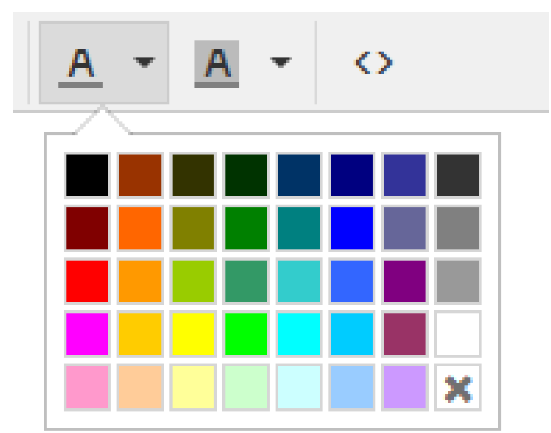
Insert/edit link



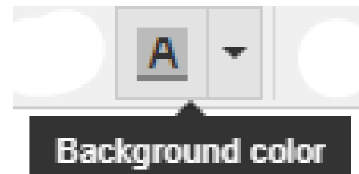
19.



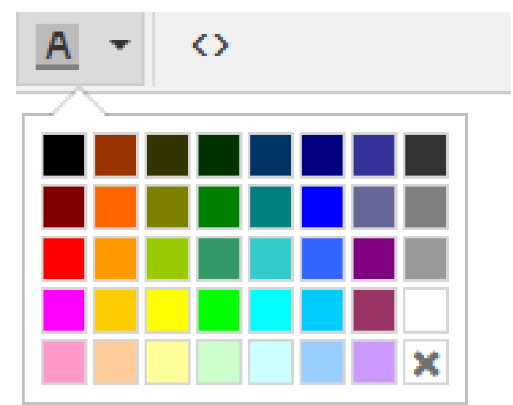
Text color



20.



Background color

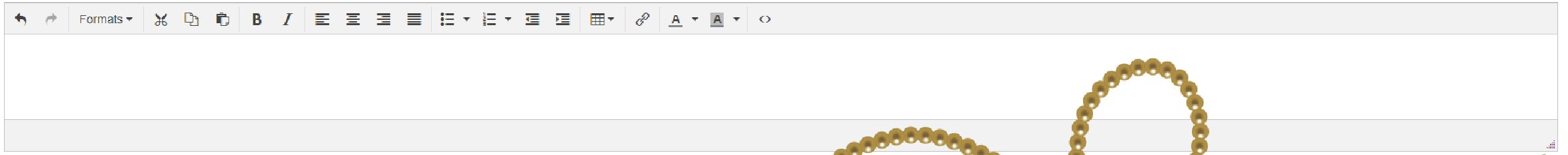


21.



Source code

Text Box



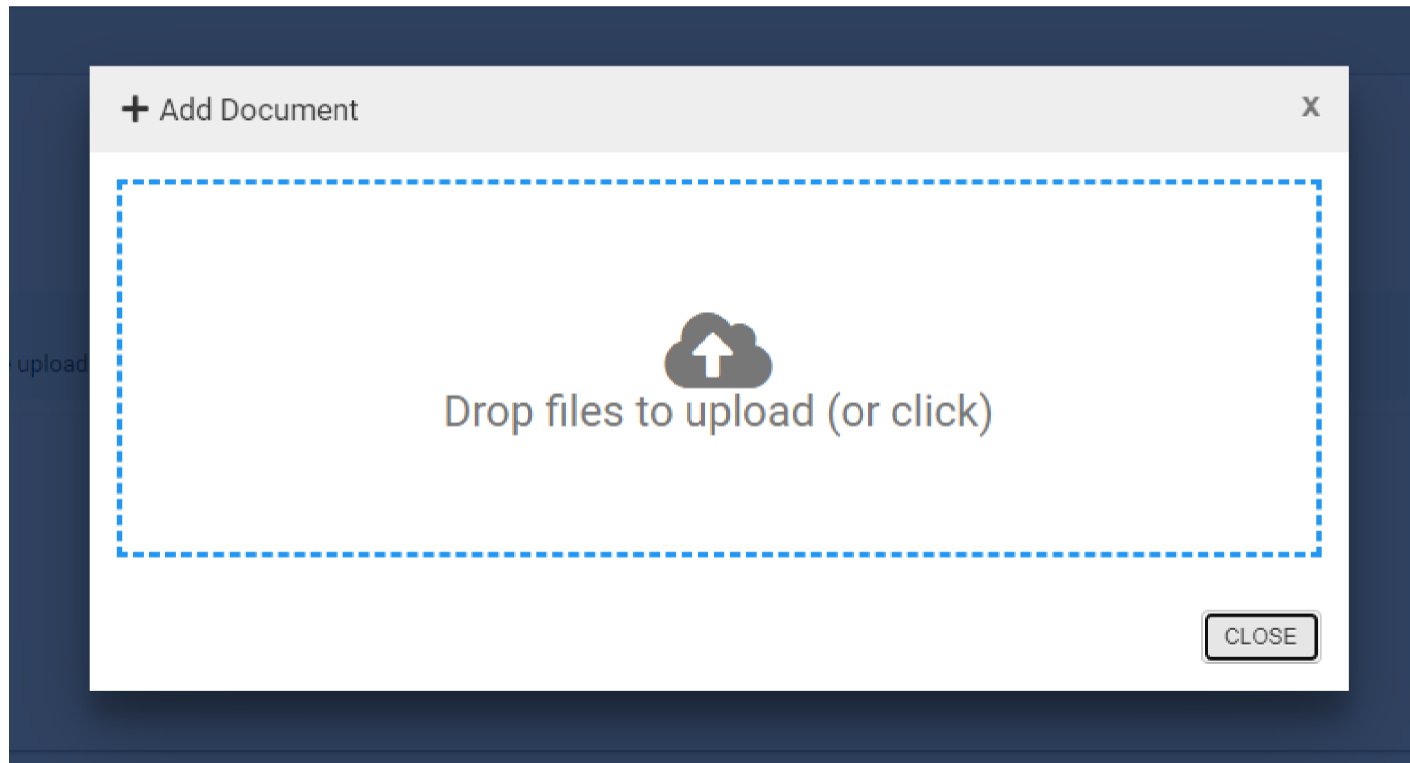
*



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

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:

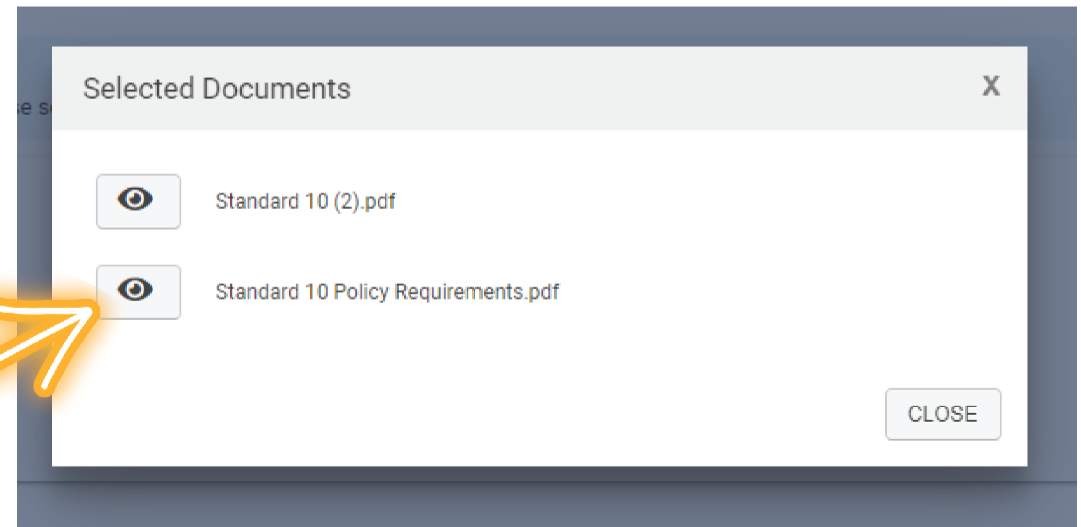
Select a document artifact attached to this form or [add a new document](#).

Standard 10 (2).pdf, Standard 10 Policy Requirements.pdf



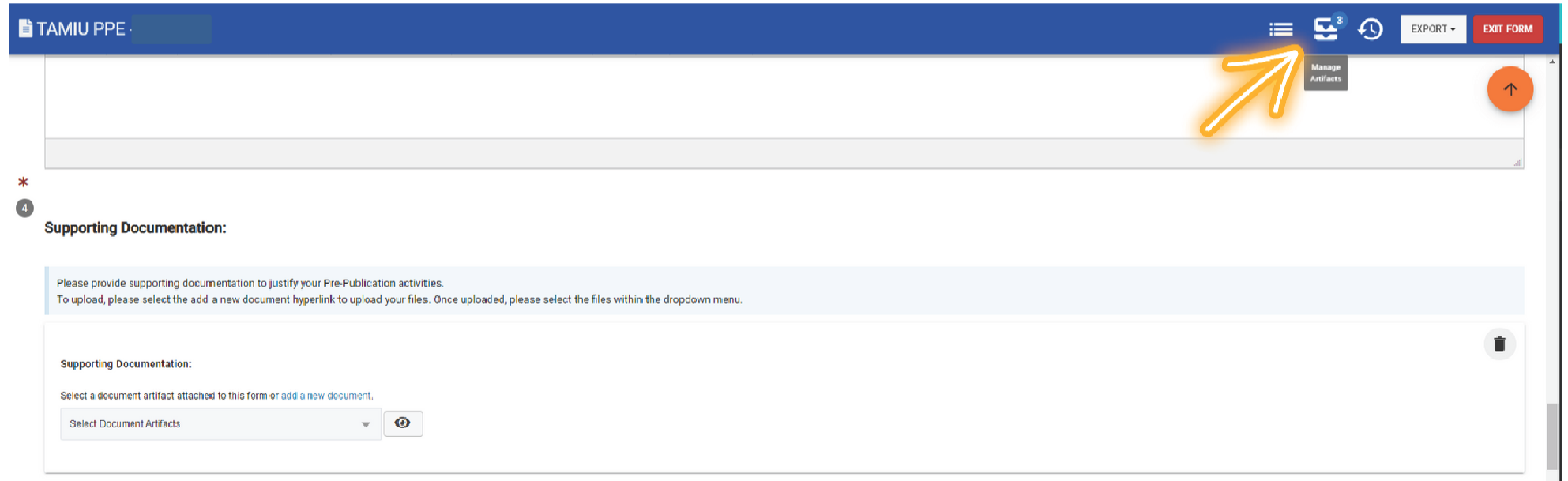
3. You can view your documents by pressing the eye image

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



Deleting your Supporting Documentation

1. Click on this box entitled Manage Artifacts



TAMIU PPE

EXPORT EXIT FORM

Manage Artifacts

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.

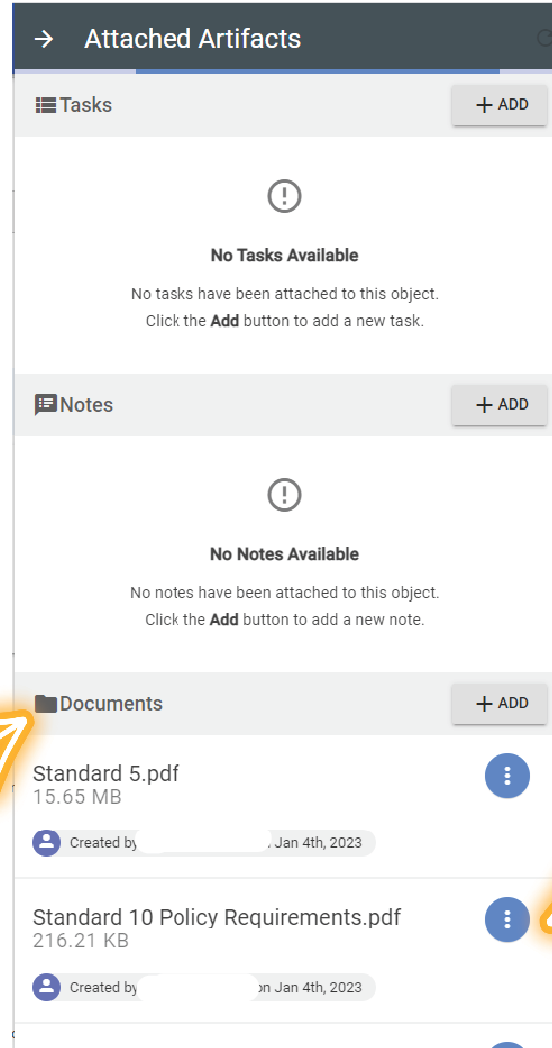
Supporting Documentation:

Select a document artifact attached to this form or [add a new document](#).

Select Document Artifacts

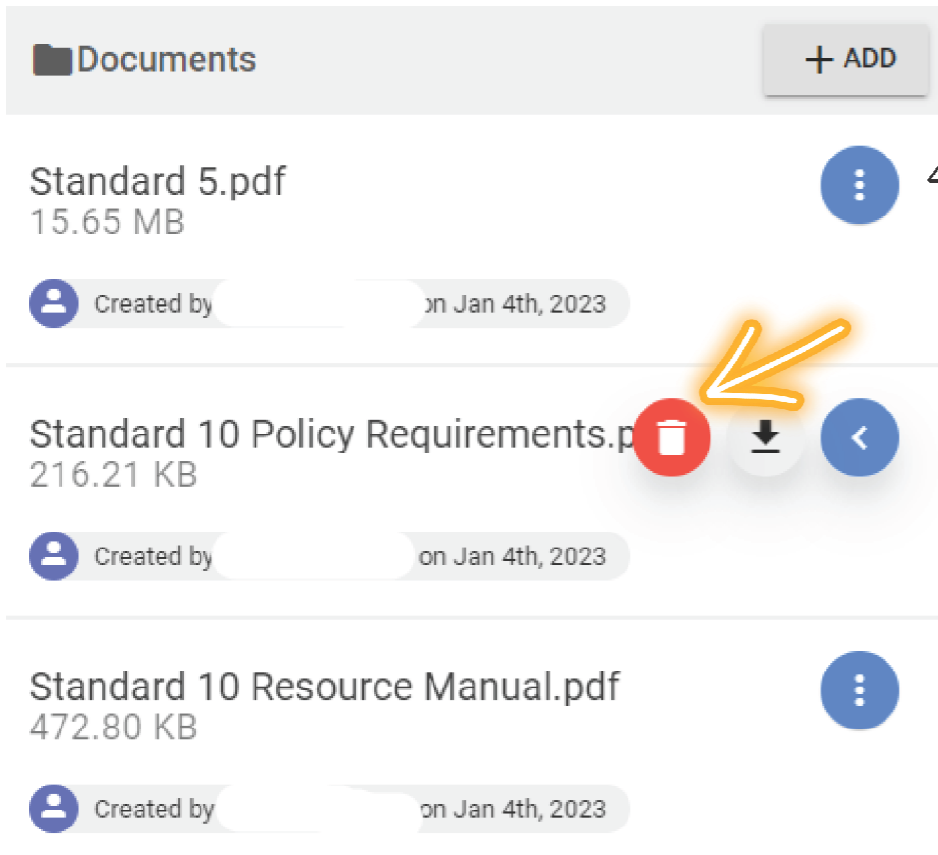
Deleting your Supporting Documentation

2. Find the Documents Area

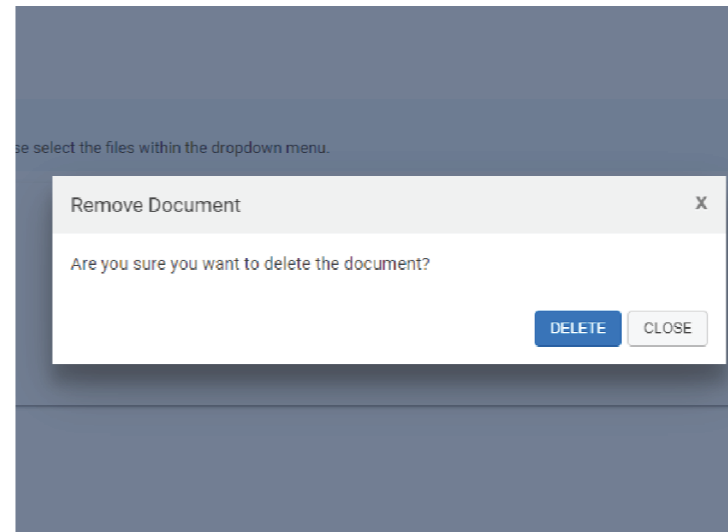


3. Locate the document you wish to delete, and hover your mouse over the blue button.

Deleting your Supporting Documentation



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.

SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 2-2 LOAD	^
SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 3-2 LOAD	^
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SELF-ASSESSMENT OF TEACHING ACTIVITIES	^
SELF-ASSESSMENT OF SERVICE ACTIVITIES	^
Faculty Curriculum Vitae	^
Official Annual Faculty Evaluation (For Tenure-Track & Tenured Faculty) <i>Version 1</i>	^
Official Annual Faculty Evaluation (For Fixed-Term Faculty) <i>Version 1</i>	^
Faculty Member Meeting	^
Chair Electronic Signature	^



CONTINUE LATER

SUBMIT THE FORM

Chair Electronic Signature

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*

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

Faculty Member Meeting

Chair Electronic Signature

1 By submitting this document, I acknowledge that I have reviewed and discussed this PPE with the faculty member. Additionally, I understand this submission to be considered my electronic signature of the form.

2 I acknowledge the statement above.

Yes

No

*

Save Changes and
return later

CONTINUE LATER

SUBMIT THE FORM

Submit Form to
Faculty member

Chair Electronic Signature

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

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SELF-ASSESSMENT OF SERVICE ACTIVITIES

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Chair Electronic Signature

1 By submitting this document, I acknowledge that I have reviewed and discussed this PPE with the faculty member. Additionally, I understand this submission to be considered my electronic signature.

2 I acknowledge the statement above.

Yes

No

*

Yes, Submit the Form Confirmation

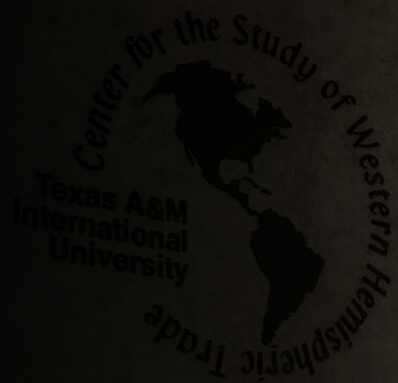
Once submitted, this form will move to **5. Faculty Member** step. You can access this form through the **My Forms** widget on your dashboard.

Are you sure?

click

CONTINUE LATER

SUBMIT THE FORM



Thank you!

