

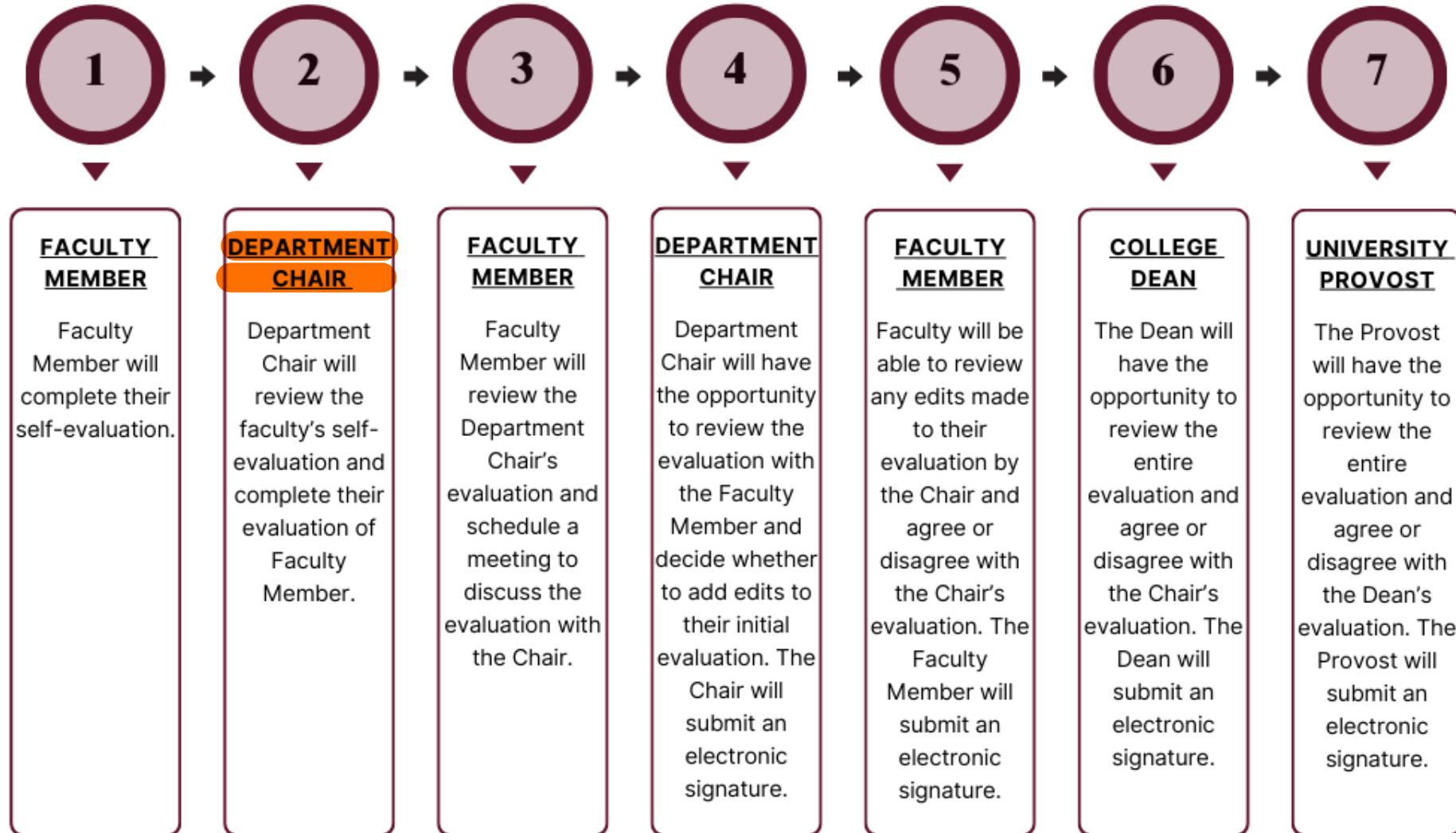


# College of Arts and Sciences – PPE Step 2



# 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](mailto:hotline@tamiu.edu), or [chat](#).

# OR Log in through Uconnect

The screenshot displays the 'My Apps' dashboard for TITU. The dashboard features a grid of application tiles. The 'Handshake Student Job Portal' tile is highlighted with a yellow arrow pointing towards the 'AEFIS' tile, which is also highlighted with a yellow rectangular box. The user's name 'jessica.verastigui' is visible in the top right corner.

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
<b>AEFIS</b>	<b>AEFIS logo</b>
Room Reservations (Ad Astra)	Calendar with checkmark icon
Make a Payment	Card icon
TAMU OneCard	Person with ID icon
Infobase Learning Cloud	Lightbulb icon
Library	Open book icon
Rec Sports	Sports icons
Voter Registration	Laptop with checkmark icon
Employee Resources	TITU logo
Class Search	Magnifying glass icon
Advisor TAMU Scheduler	Clock icon
Advisor Degree Works	Checkmark icon



# AEFIS Homepage






Department Chair  
Evaluation on Faculty  
Member – Step 2

# Click on the Pencil



→ Action Items ↻ ⚙

DATA COLLECTION FORMS 2

-  2023 TAMIU PPE Form - CoAS v2  
Faculty Activity [Redacted] 
-  2023 TAMIU PPE Form - CoAS v2  
Faculty Activity Faculty Name   
 2. Department Chair Review

# Review Faculty Member Self Evaluation

2023 TAMIU PPE Form - CoAS v2



EXPORT

EXIT FORM

Phase I. Teaching

Phase II: Research, Scholarly Activities, and Creative Work

The evaluation of a faculty member's engagement in research, publication, and creative work will be based on the criteria described in the evaluation for research in the rubrics developed for specific disciplines and found at the end of this document. The evaluation will be determined by evidence of the three types of activities listed below:

Phase III. University and Community Service

Faculty Curriculum Vitae

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

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



To review information, select the arrows to the right:

Select a workflow action below

✓ Approve

↻ Needs Information

CONTINUE LATER

SUBMIT THE FORM





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

- After reviewing the faculty member's self evaluation, you can move forward to complete your evaluation on the faculty.

2023 TAMIU PPE Form - CoAS v2

☰   EXPORT EXIT FORM

Phase I. Teaching

Phase II: Research, Scholarly Activities, and Creative Work

The evaluation of a faculty member's engagement in research, publication, and creative work will be based on the criteria described in the evaluation for research in the rubrics developed for specific disciplines and found at the end of this document. The evaluation will be determined by evidence of the three types of activities listed below:

Phase III. University and Community Service

Faculty Curriculum Vitae

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

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

Select the arrow that aligns with the faculty's position.

1. Tenure-Track & Tenured Faculty or
2. Fixed-Term Faculty

Select a workflow action below

✓ Approve

↪ Needs Information

CONTINUE LATER

SUBMIT THE FORM

# Fixed-Term Faculty Example

- Complete evaluation of faculty member.

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

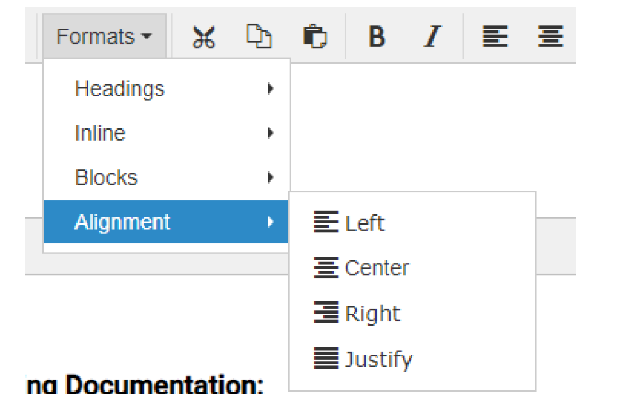
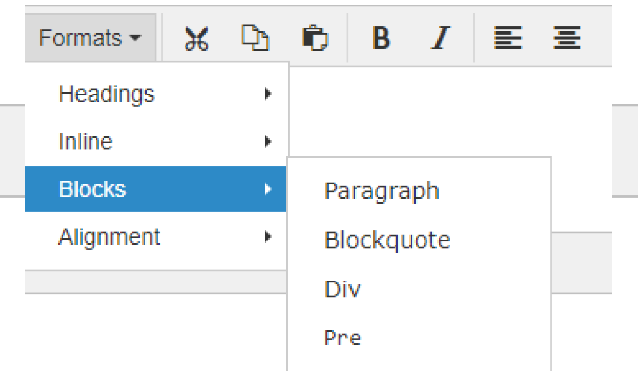
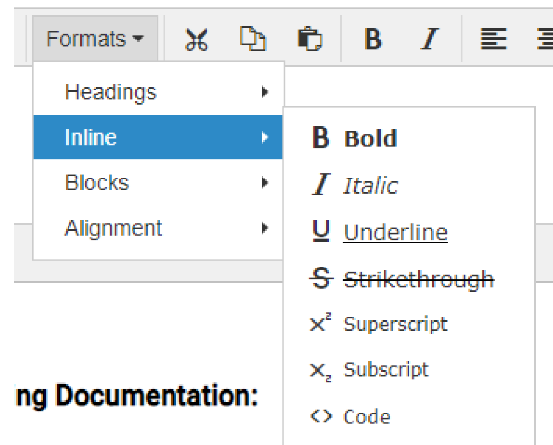
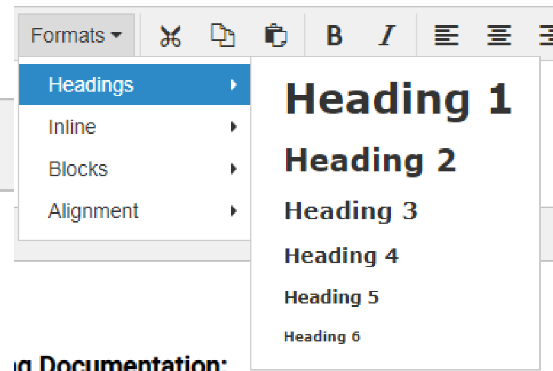
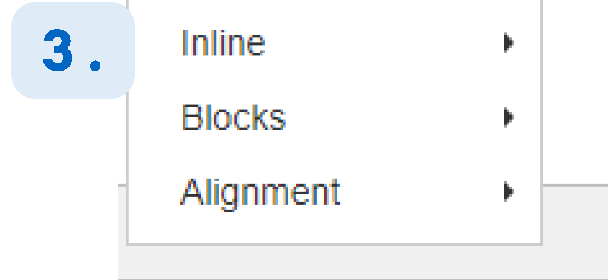
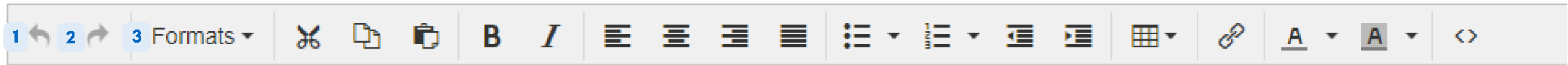
4 Service (Select one)

0

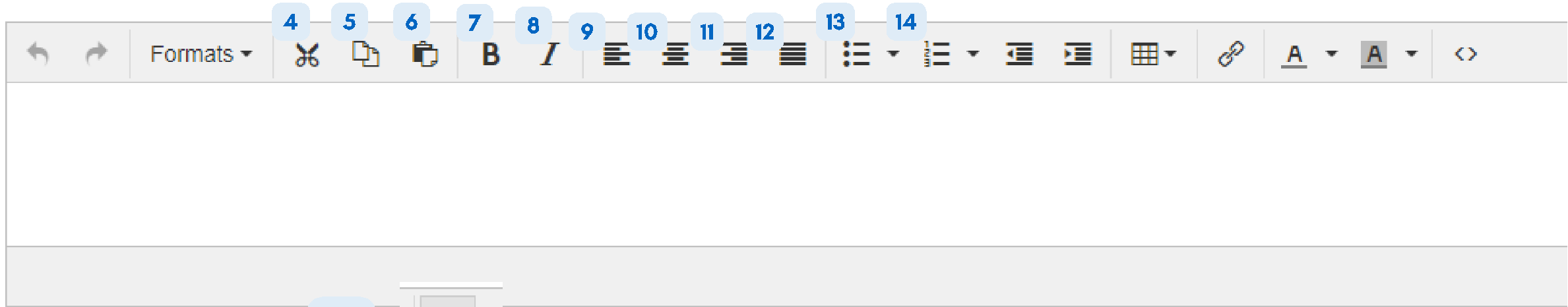
.



# 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.



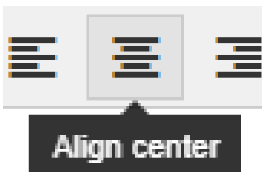
8.



9.



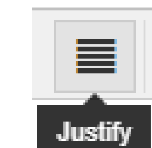
10.



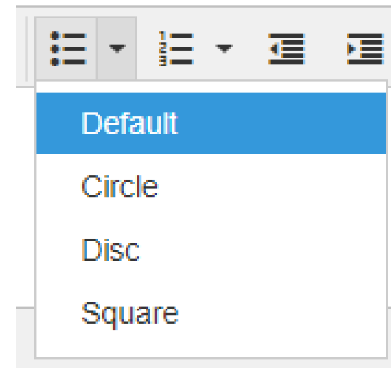
11.



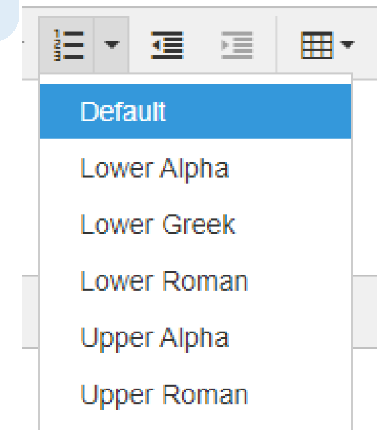
12.



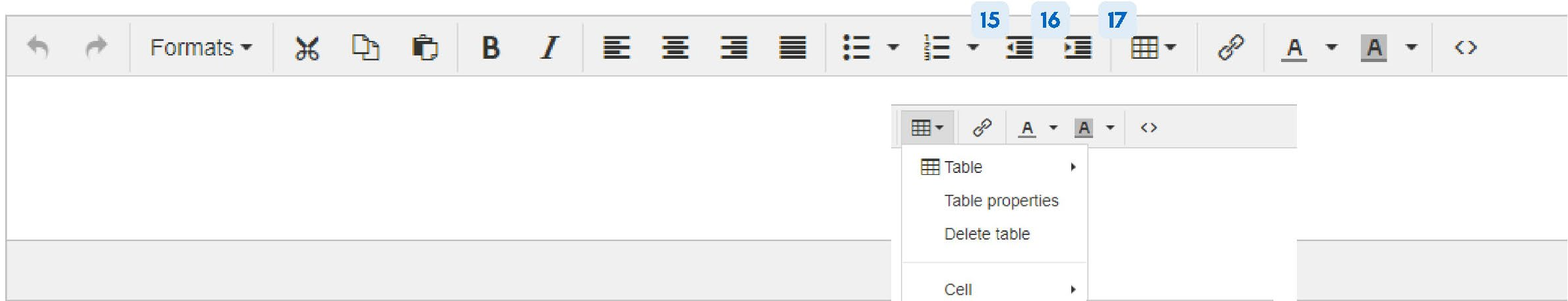
13.



14.



# Text Box



15.



Decrease indent

17.

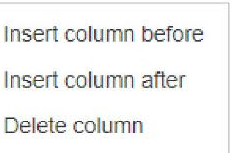
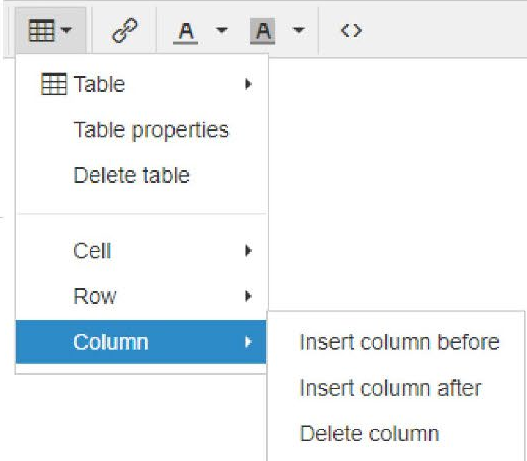
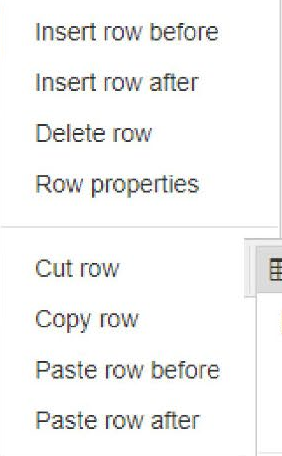
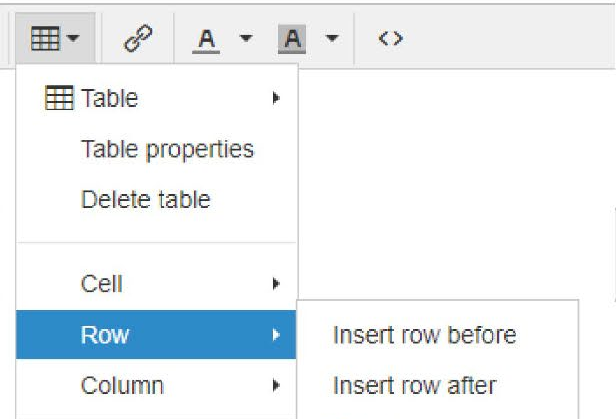
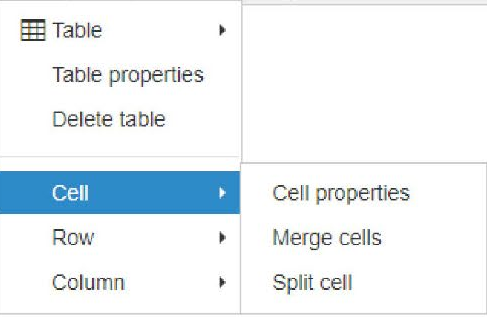
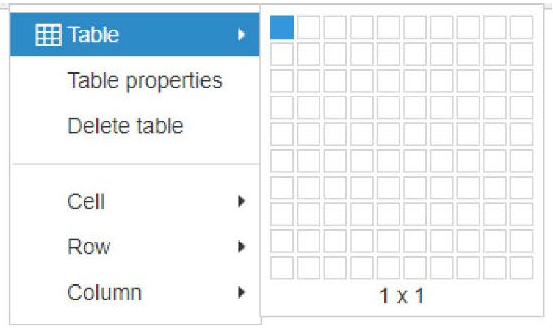


Table

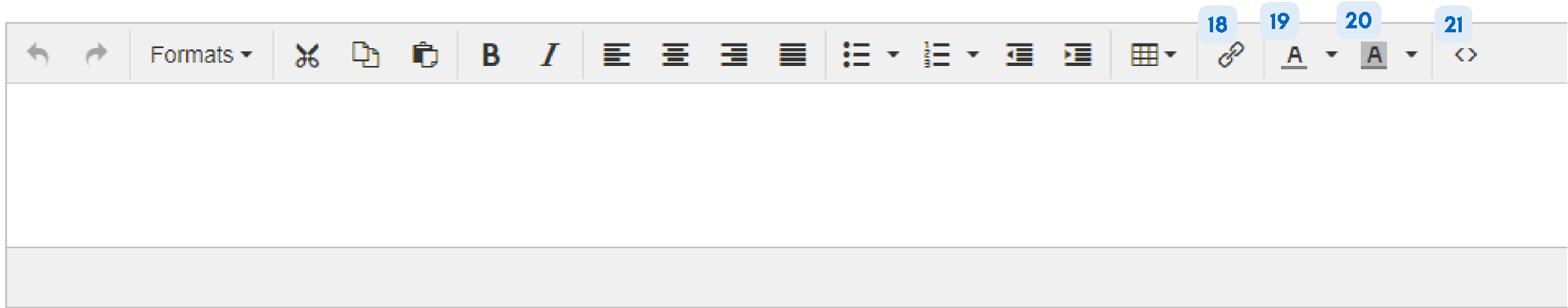
16.



Increase indent



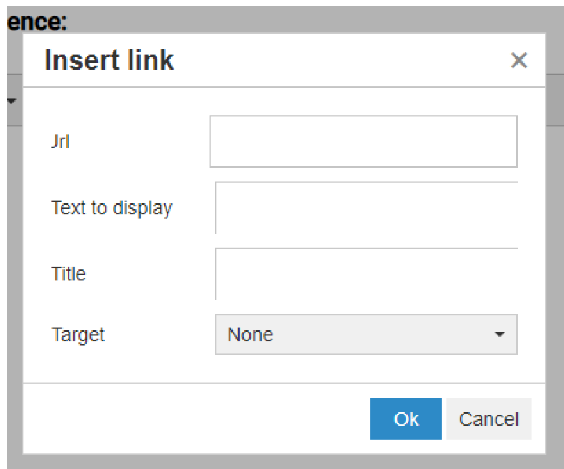
# Text Box



18.



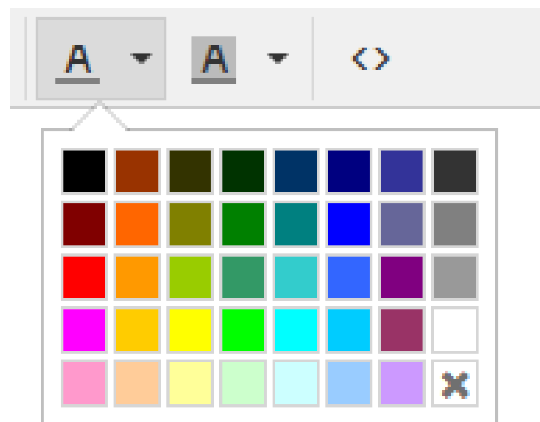
Insert/edit link



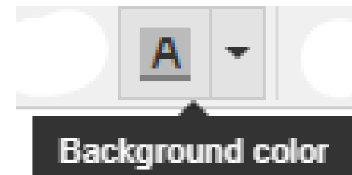
19.



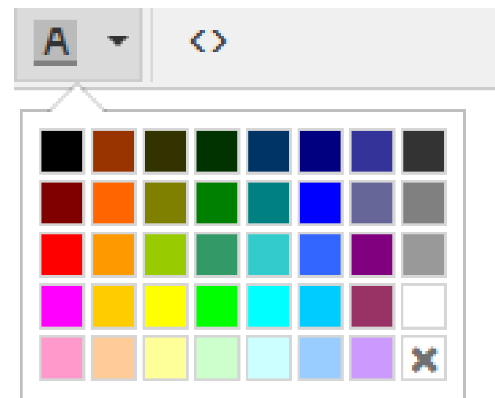
Text color



20.



Background color

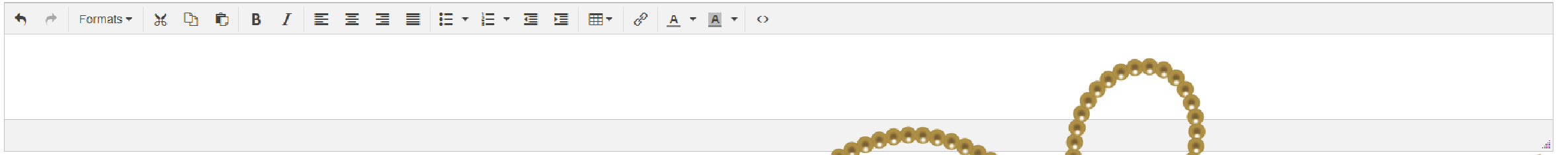


21.



Source code

# Text Box



\*



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





# Fixed-Term Faculty Example

- If you would like to attach supporting documents, you will click on the “add a new document” hyperlink.

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 Supporting Documentation

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

8 Supporting Documentation

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

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 f

Select a workflow action below

✓ Approve ↻ Needs Information

CONTINUE LATER SUBMIT THE FORM

+ Add Document

Drop files to upload (or click)

CLOSE

# Uploading Supporting Documentation

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 portfolio.

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.

Faculty Supporting Documents Part 1.docx, Faculty Supporting Documents Part 2.docx

Faculty Supporting Documents Part 1.docx

Faculty Supporting Documents Part 2.docx

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 Supporting Documentation

You can view your documents by pressing the eye image.

Supporting Documentation

Please provide supporting documentation, if necessary for your evaluation. To upload, please select the add a new document.

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

Faculty Supporting Documents Part 1.docx, Faculty Supporting Documents Part 2.docx

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

Selected Documents

- Faculty Supporting Documents Part 1.docx
- Faculty Supporting Documents Part 2.docx

CLOSE

# Completing the Form

- At the end of the form, you will see the following.
- You have the option to continue later, or to submit your completed form.

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](#).

Faculty Supporting Documents Part 1.docx, Faculty Supporting Documents Part 2.docx

Approve to move forward.

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

CONTINUE LATER

SUBMIT THE FORM

Save Changes and return later.

Submit form back to Faculty Member for review.

# Submitting the Form

The image shows a screenshot of a web form submission process. A modal dialog box titled "Yes, Submit the Form Confirmation" is centered on the screen. The dialog contains the following text: "Once submitted, this form will move to **3. Faculty Member** step. You can access this form through the **My Forms** widget on your dashboard." Below this text is the question "Are you sure?". At the bottom of the dialog are two buttons: "YES, SUBMIT THE FORM" (highlighted with a yellow box) and "CANCEL". A yellow arrow points from the word "click" below the dialog to the "YES, SUBMIT THE FORM" button.

Supporting Documentation

Please provide supporting documentation, if necessary for your evaluation. To upload, please select the add a new document button in the top right of the document list.

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

Faculty Supporting Documents Part 1.docx, Faculty Supporting Documents Part 2.docx

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

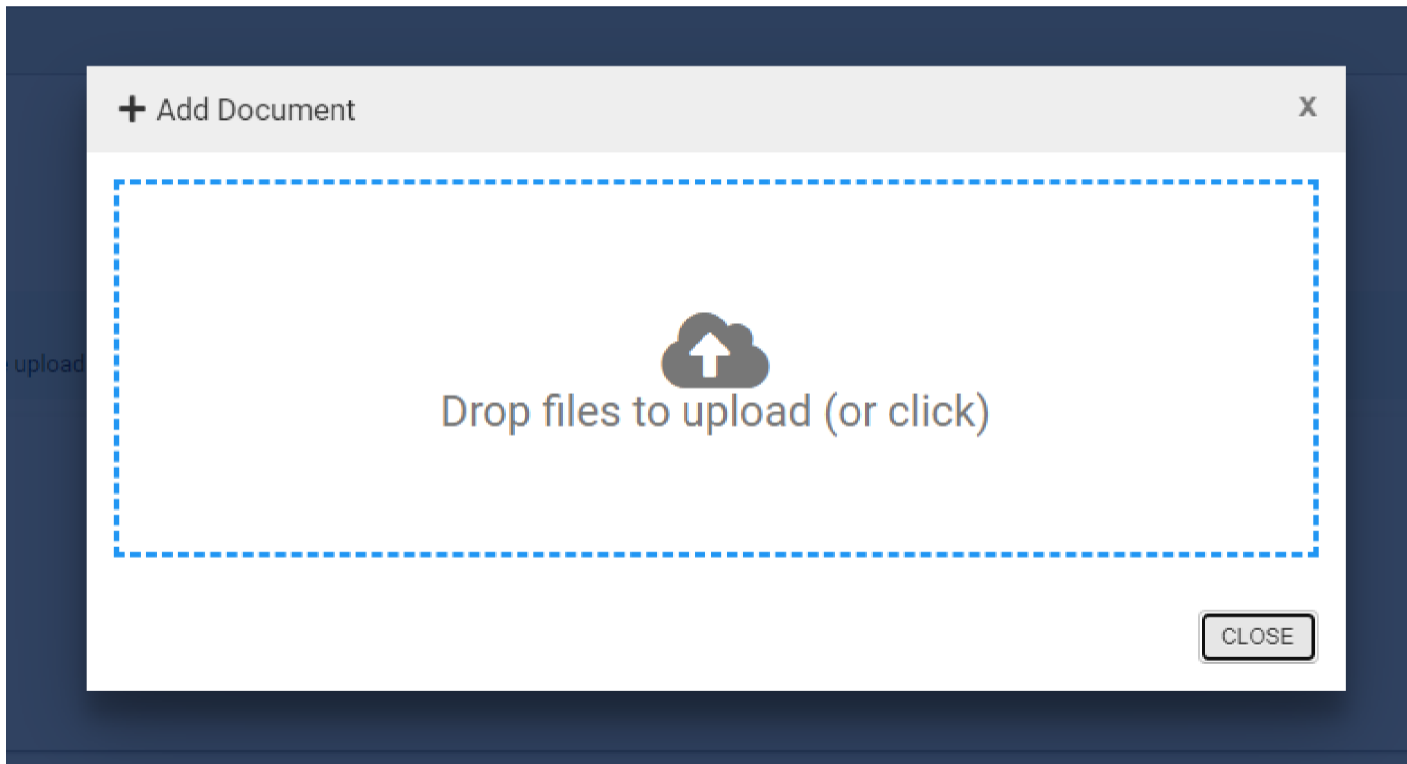
✓ Approve   ↻ Needs Information

CONTINUE LATER   SUBMIT THE FORM



# Extra AEFIS PPE Tips

# 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:

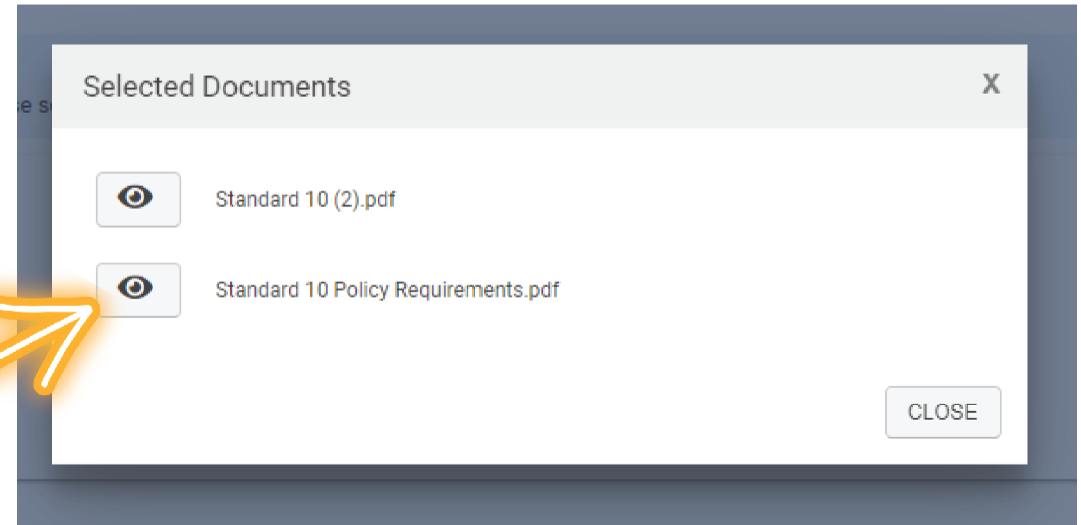
Select a document artifact attached to this form or [add a new document](#).

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



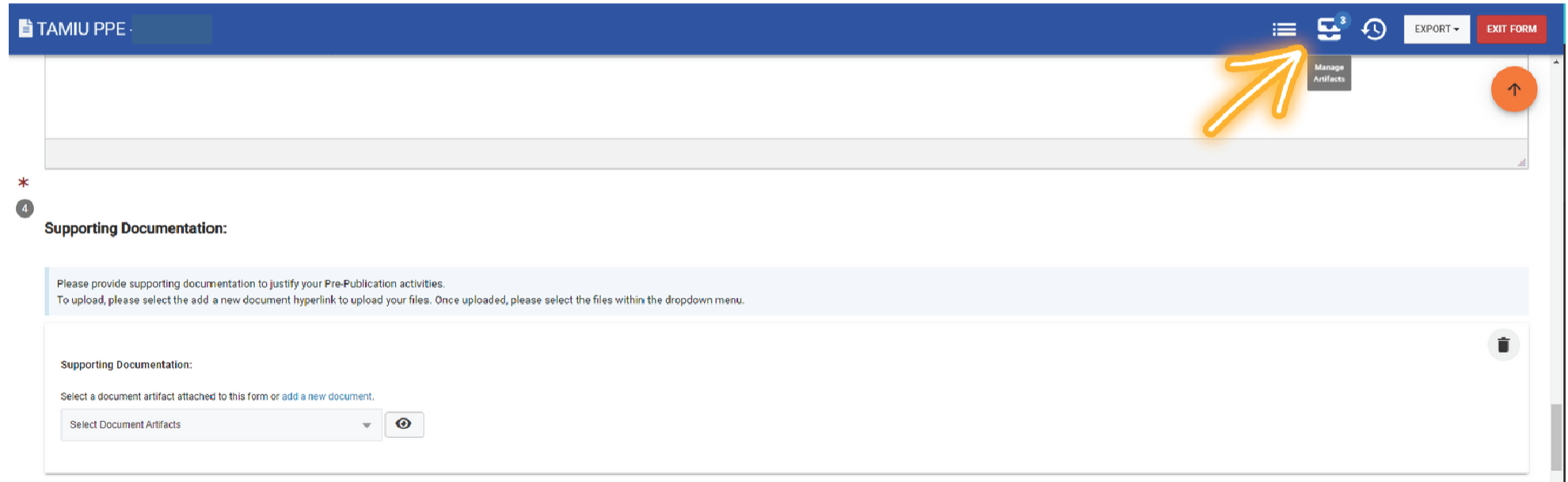
3. You can view your documents by pressing the eye image

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.

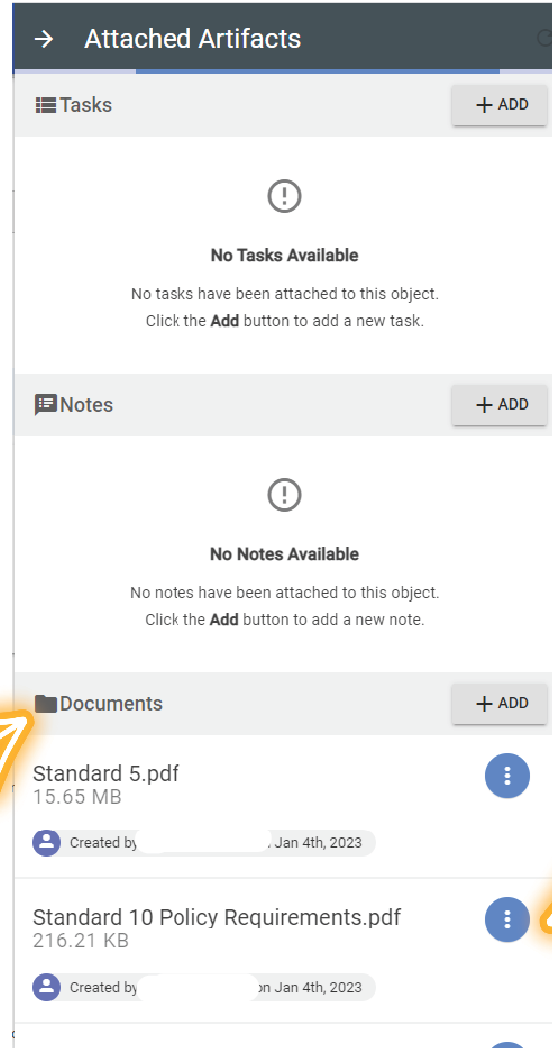
**Supporting Documentation:**

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

Select Document Artifacts

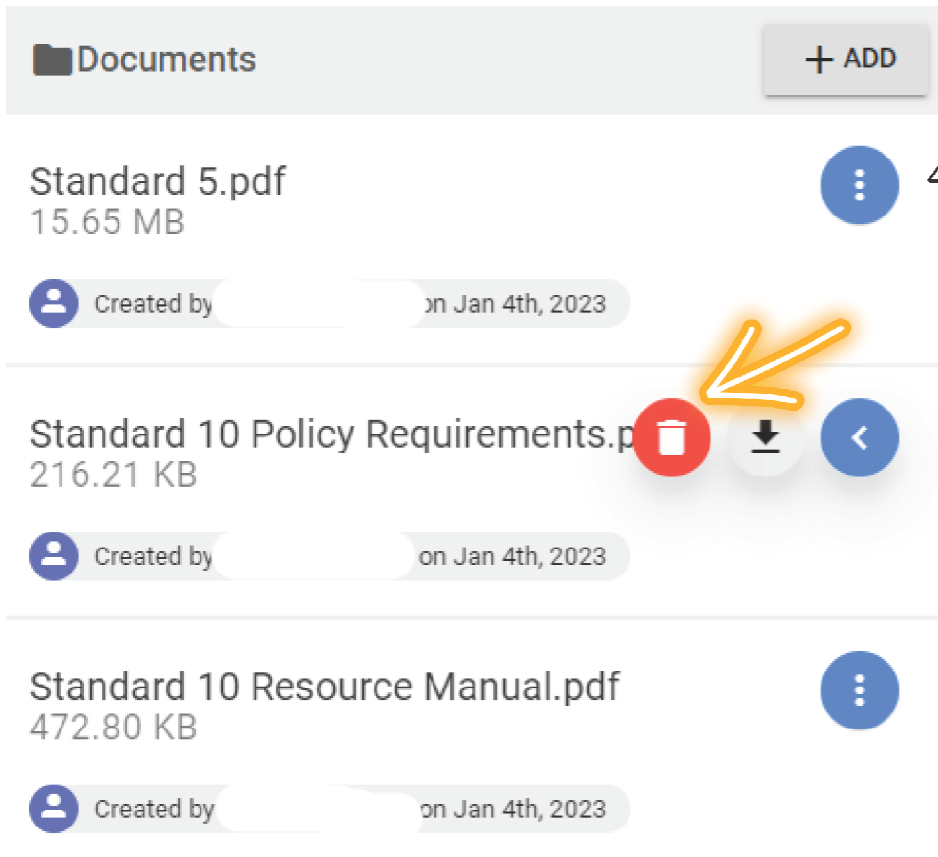
# Deleting your Supporting Documentation

2. Find the Documents Area

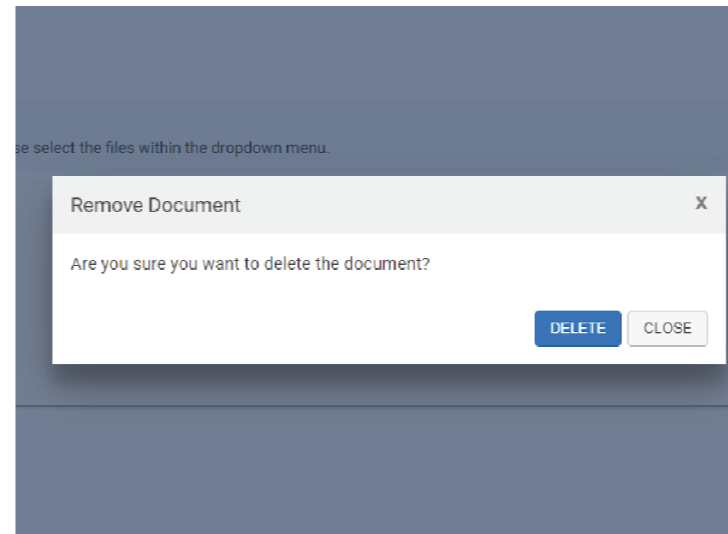


3. Locate the document you wish to delete, and hover your mouse over the blue button.

# 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



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Thank you!