

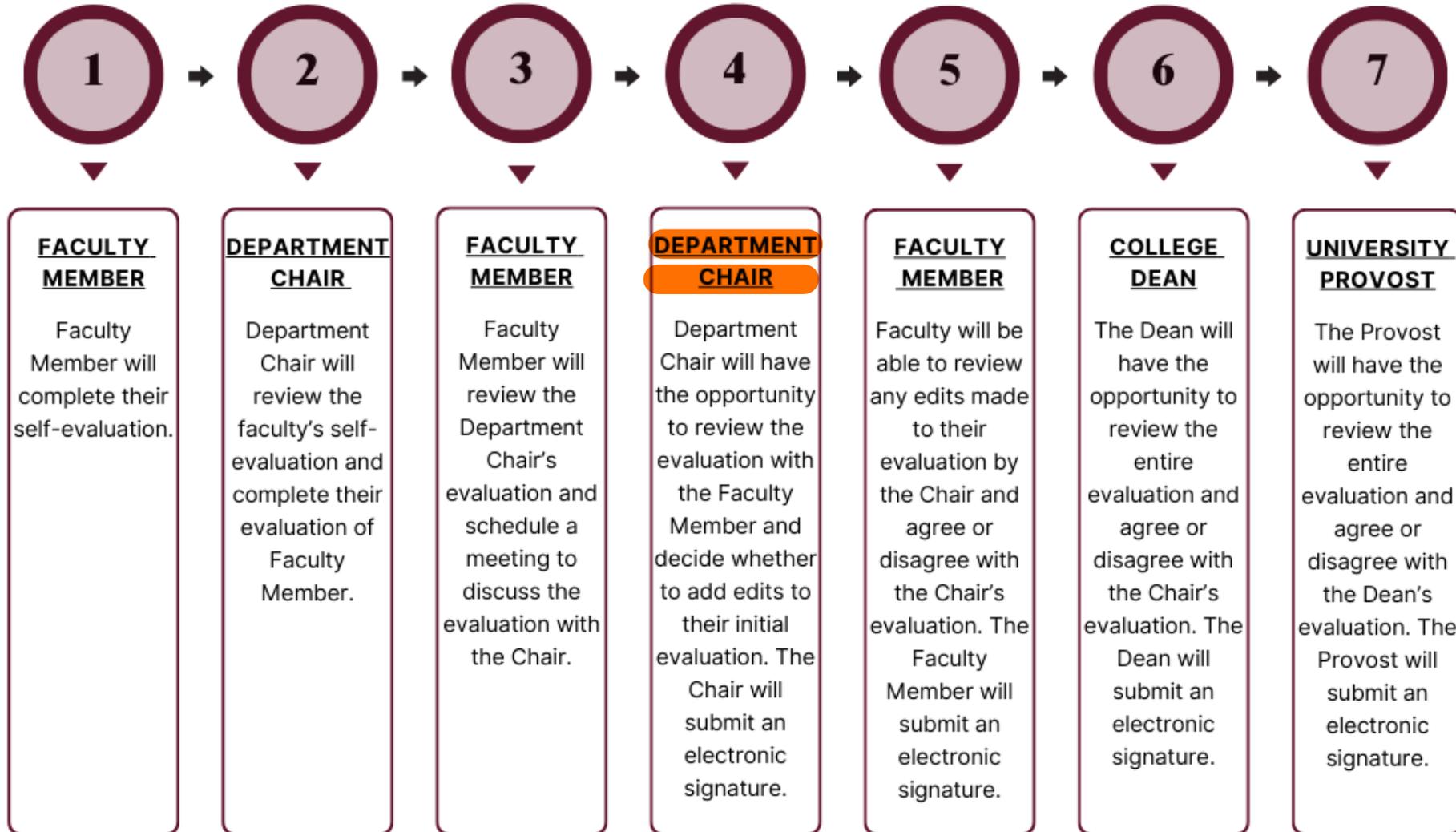


College of Arts and Sciences – PPE



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 a user interface for 'My Apps' with a dark maroon header. The header contains the TIT logo on the left and the user name 'jessica.verastigui' on the right. Below the header is a grid of application tiles. A yellow box highlights the 'AEFIS' tile, and a yellow arrow points from the 'Handshake Student Job Portal' tile to it.

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	Person with ID card icon
Infobase Learning Cloud	Lightbulb icon
Library	Open book icon
Rec Sports	Sports equipment icon
Voter Registration	Laptop with checkmark icon
Employee Resources	TIT 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

→ Action Items ↻ ⚙️

DATA COLLECTION FORMS 8

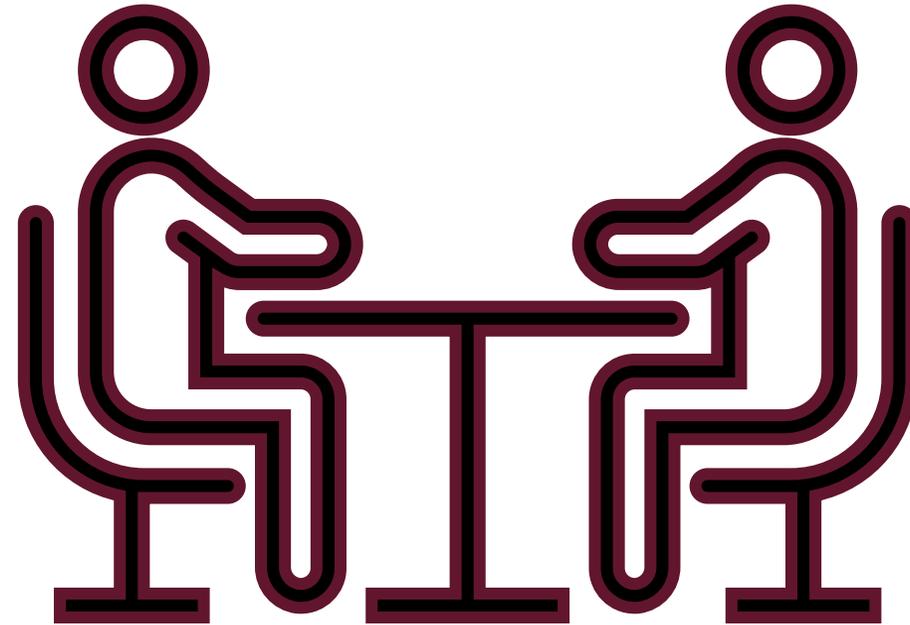
 2023 TAMIU PPE Form - CoAS Faculty Name

 4. Department Chair Submission





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?

2023 TAMIU PPE Form - CoAS



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*

Select the faculty's
evaluation



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



Faculty Member Meeting



Chair Electronic Signature



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 edits: After reviewing with the faculty member...”)

2023 TAMIU PPE Form - CoAS

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 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 response here.

Edit xx/xx/xxx: Enter new response here.

3 Teaching (Select one)

0
 1
 2
 3
 4
 5

Chair Electronic Signature

- Once you are done reviewing and editing any responses, you will then click on the arrow to open “Chair Electronic Signature”.

2023 TAMIU PPE Form - CoAS

EXPORT EXIT 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](#).

example ppe 8.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.

Faculty Member Meeting

Chair Electronic Signature

CONTINUE LATER SUBMIT THE FORM

Chair Electronic Signature

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](#).

example ppe 8.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.

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

Submit the Form

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.

example ppe 8.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.

Faculty Member Meeting

Chair Electronic Signature

1 By submitting this document, I acknowledge that I have reviewed and discussed the

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?

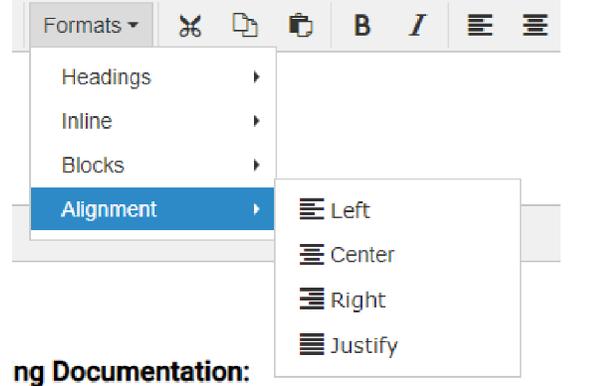
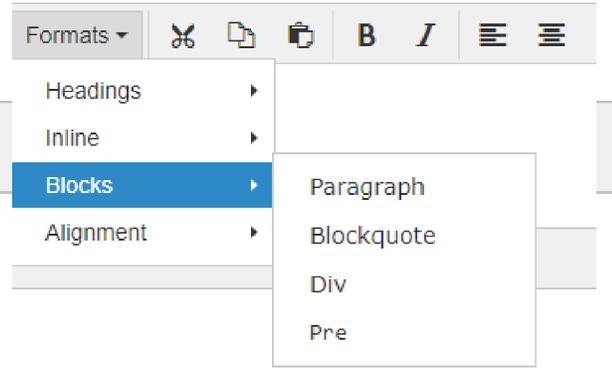
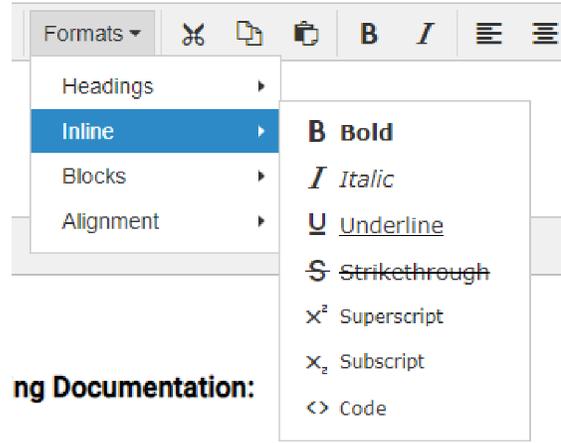
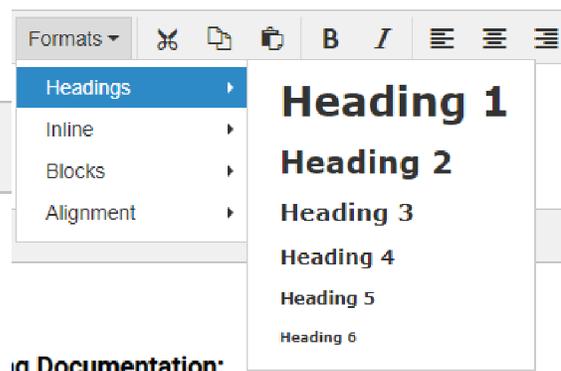
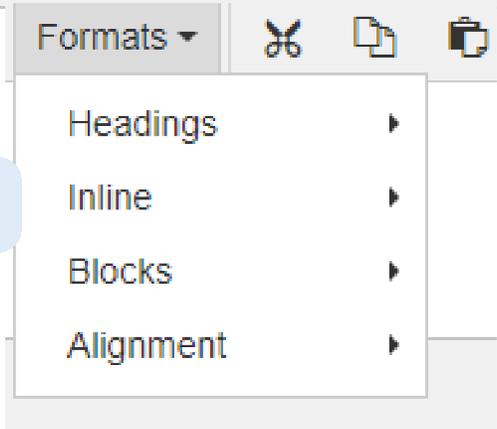
YES, SUBMIT THE FORM CANCEL



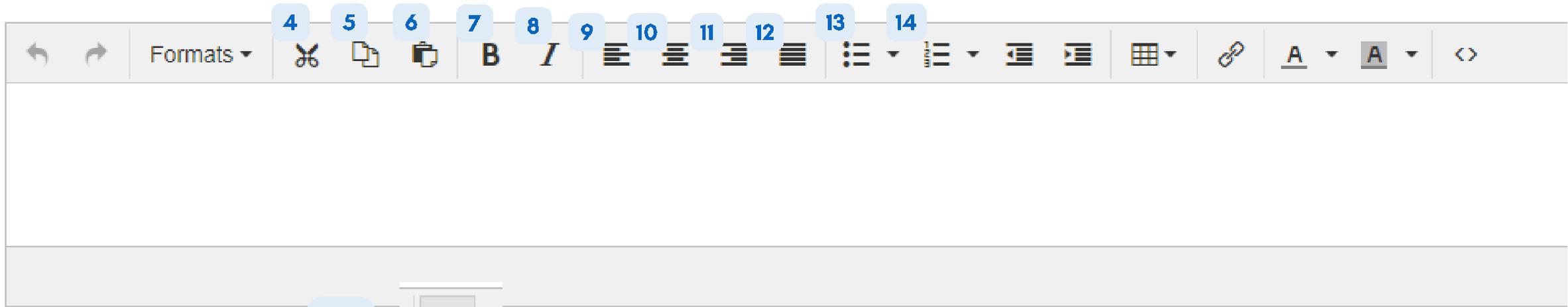


Extra AEFIS PPE Tips

Text Box



Text Box



4, 5,
& 6

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

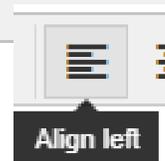
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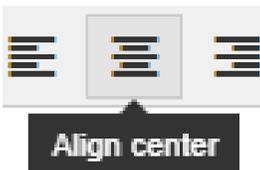
8.



9.



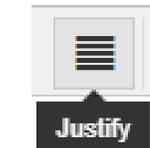
10.



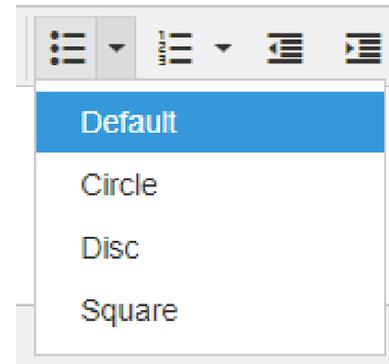
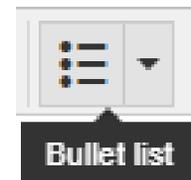
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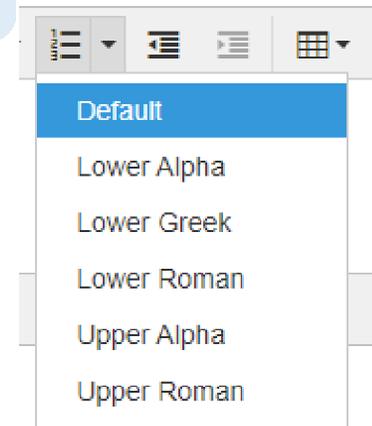
12.



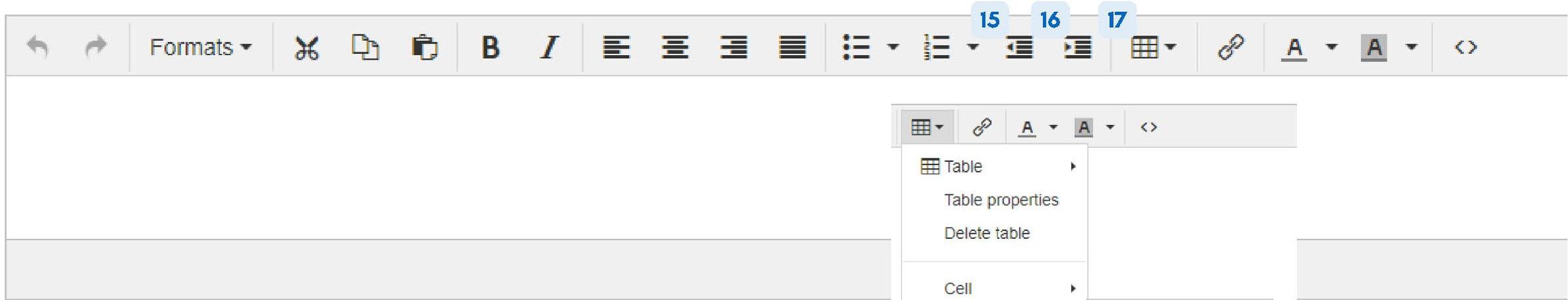
13.



14.



Text Box



15.



Decrease indent

17.

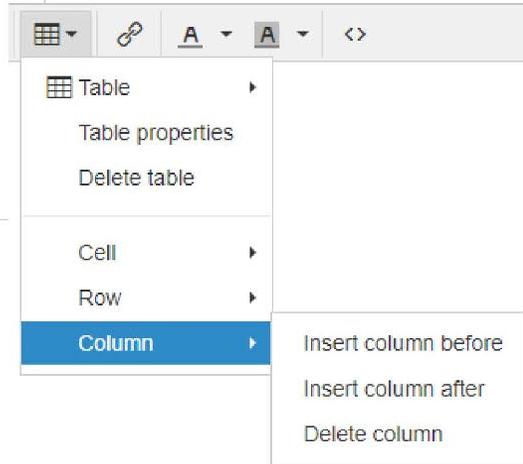
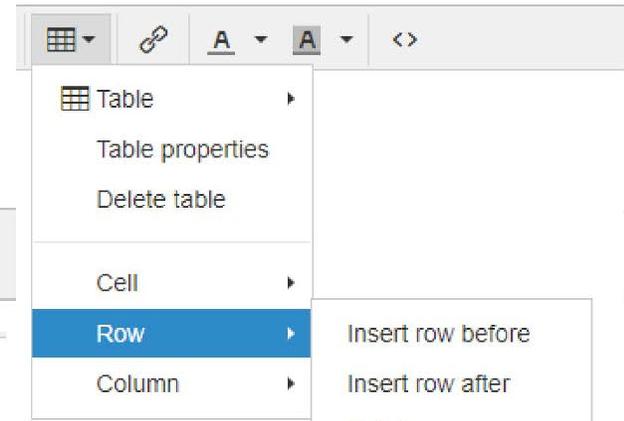
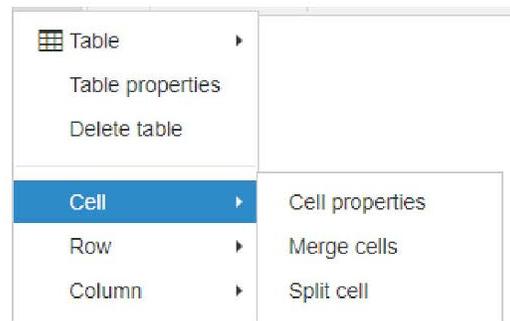
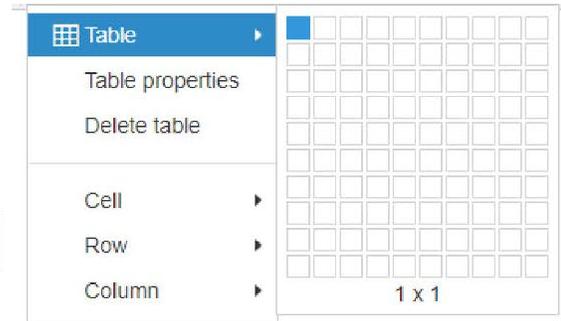


Table

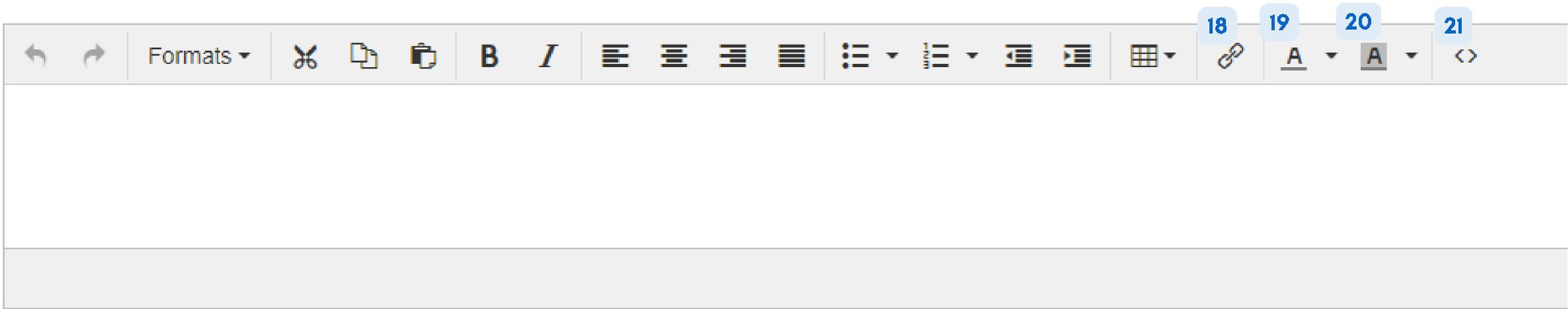
16.



Increase indent



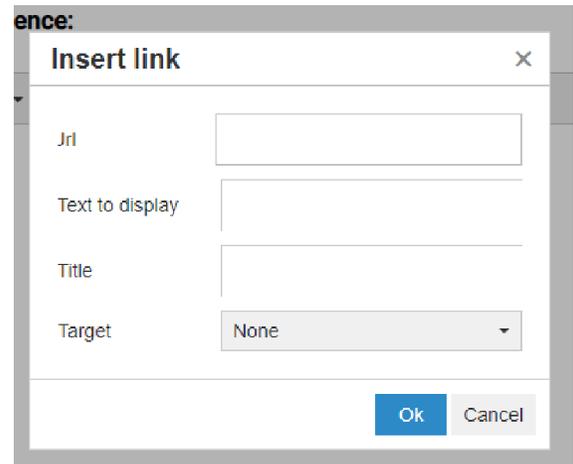
Text Box



18.



Insert/edit link



19.



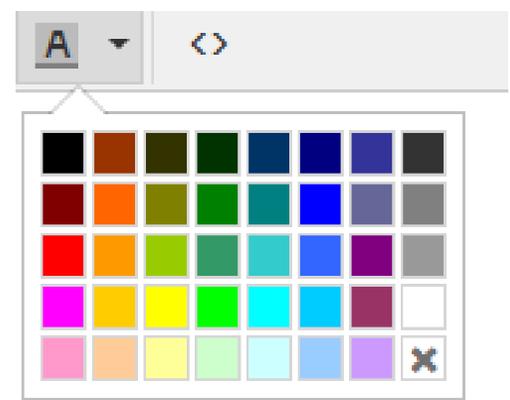
Text color



20.



Background color

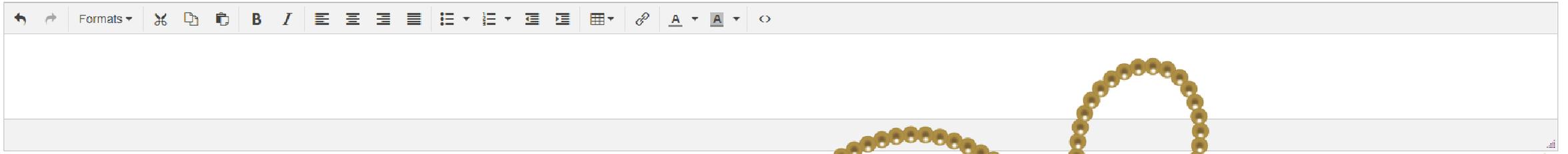


21.



Source code

Text Box



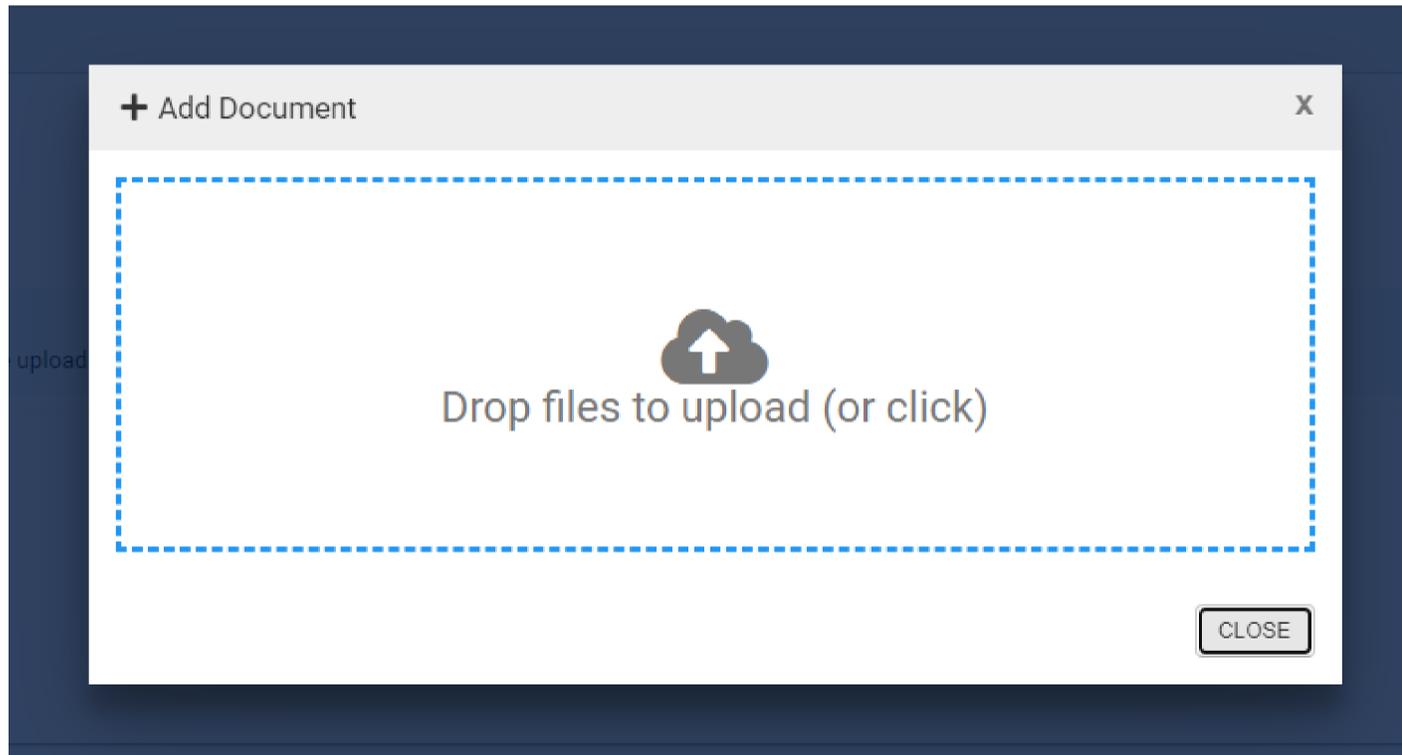
*



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:

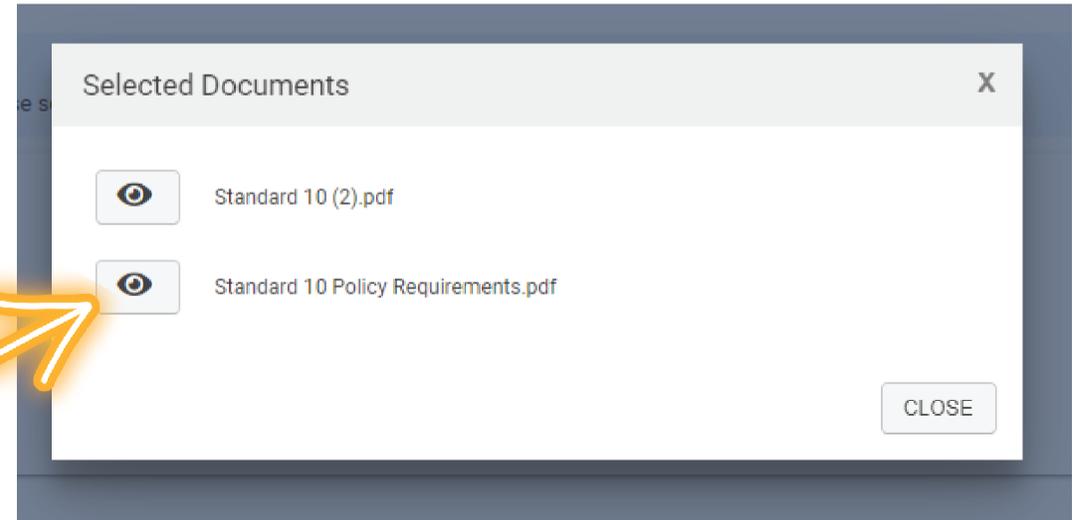
Select a document artifact attached to this form or [add a new document](#).

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



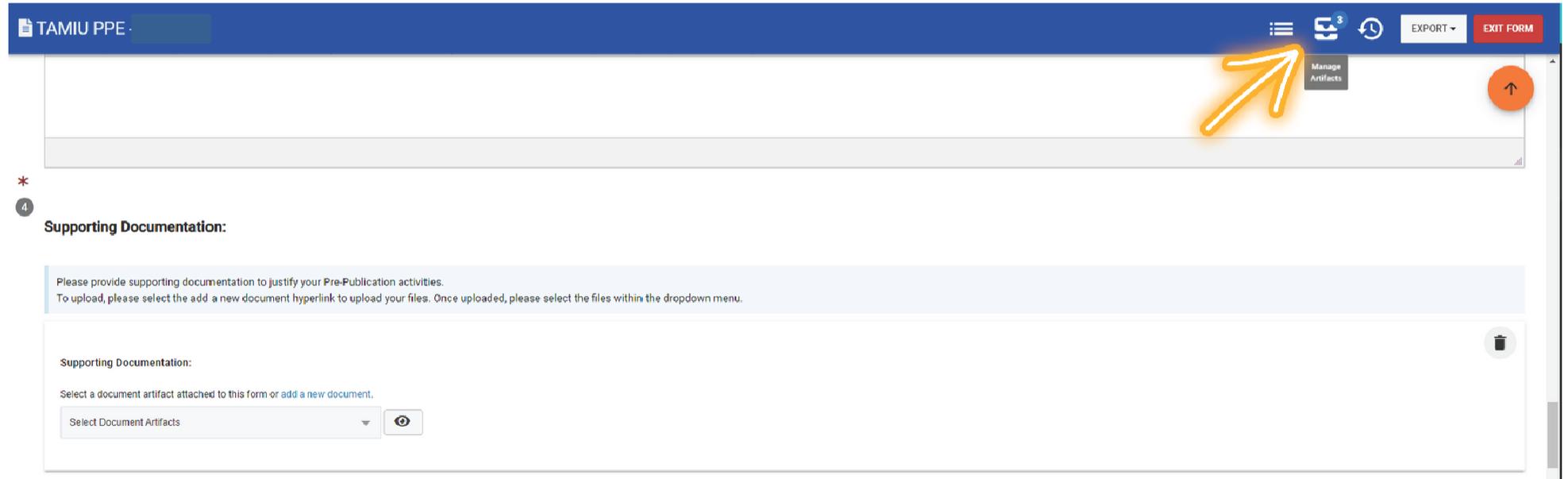
3. You can view your documents by pressing the eye image

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.

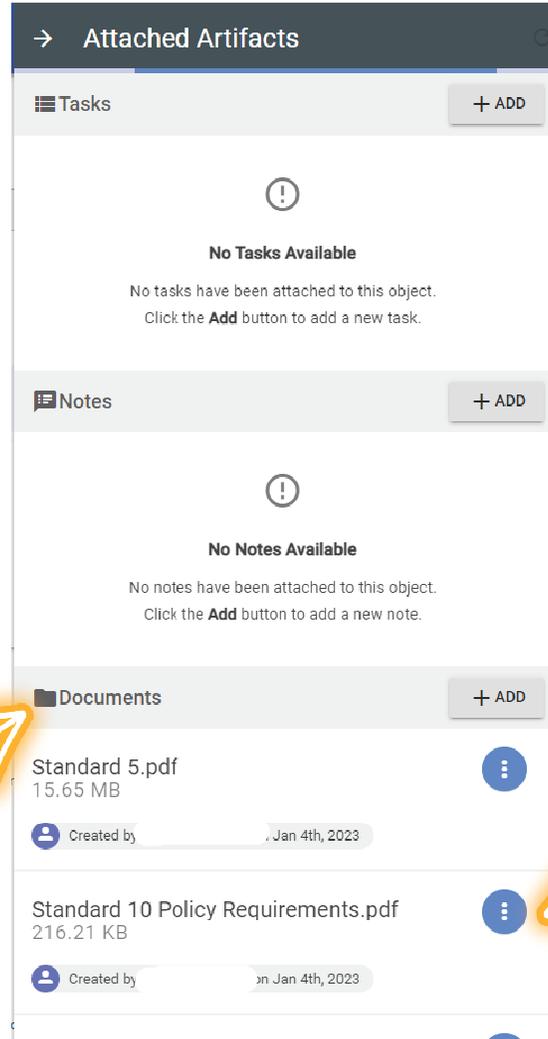
Supporting Documentation:

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

Select Document Artifacts

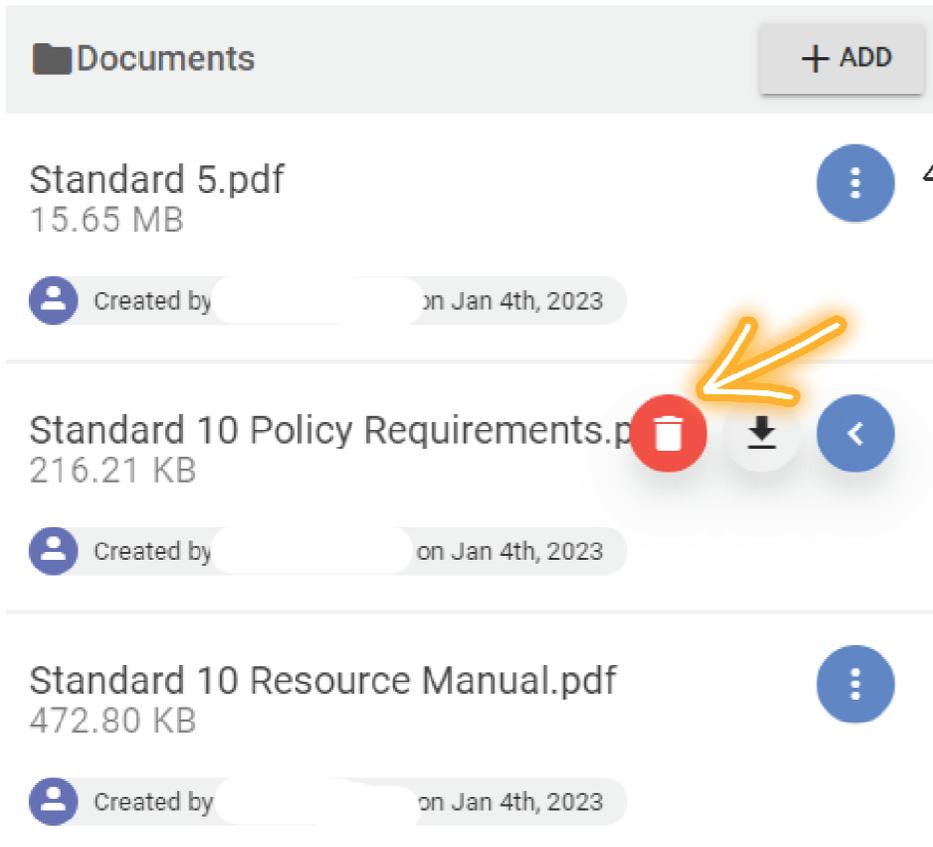
Deleting your Supporting Documentation

2. Find the Documents Area

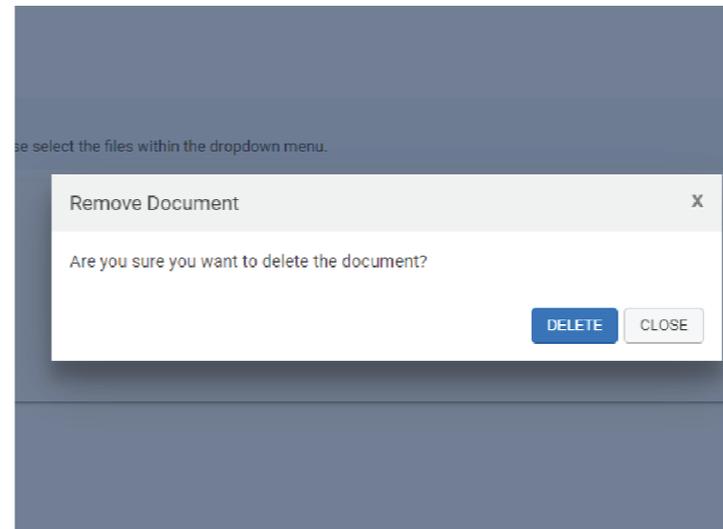


3. Locate the document you wish to delete, and hover your mouse over the blue button.

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



Thank you!