

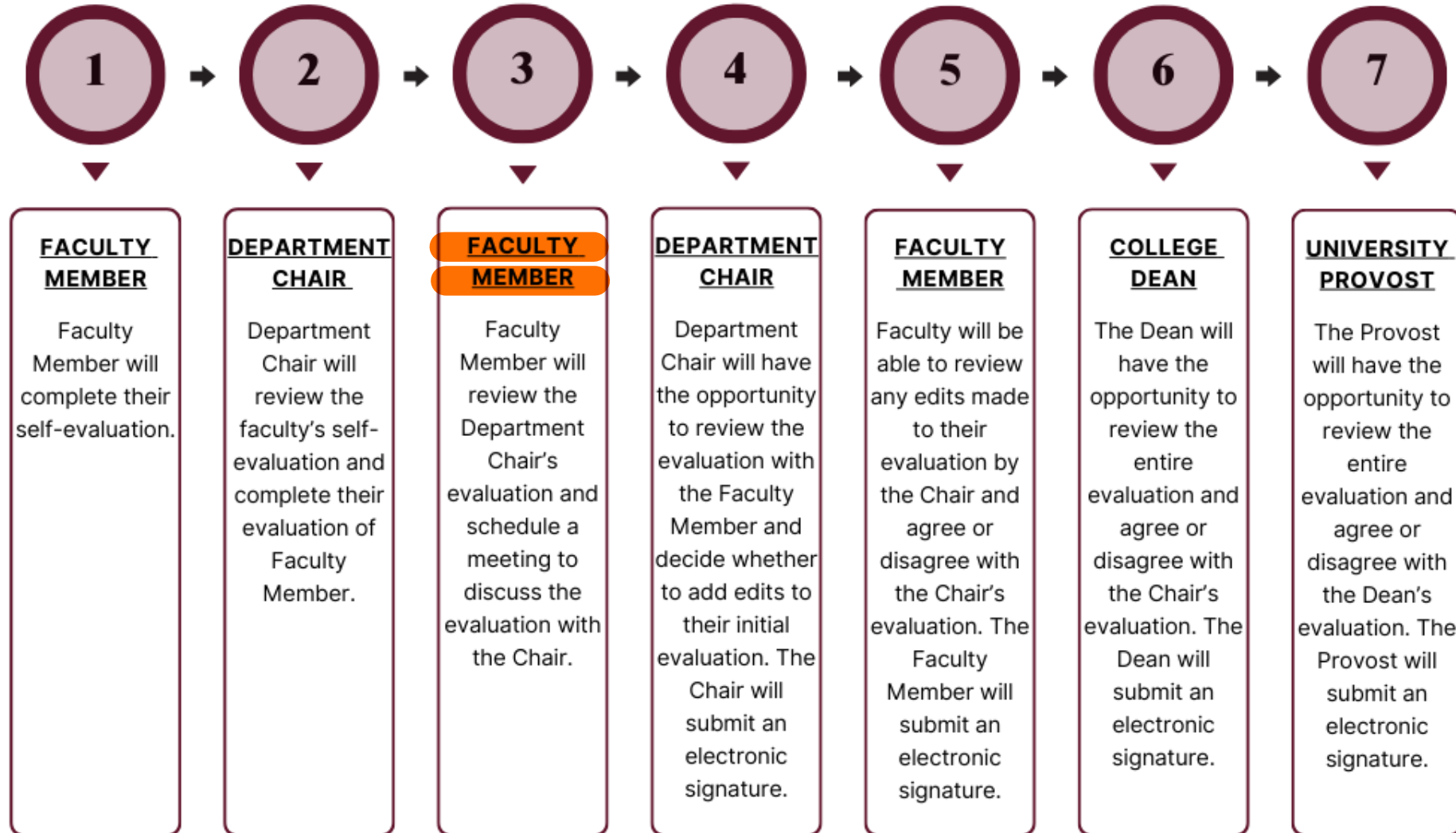


College of Arts and Sciences – PPE



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 the 'My Apps' dashboard for TTIU. The dashboard features a grid of application tiles. The 'Handshake Student Job Portal' tile has a yellow arrow pointing to the 'AEFIS' tile, which is also highlighted with a yellow border. The user's name 'jessica.verastigui' is visible in the top right corner.

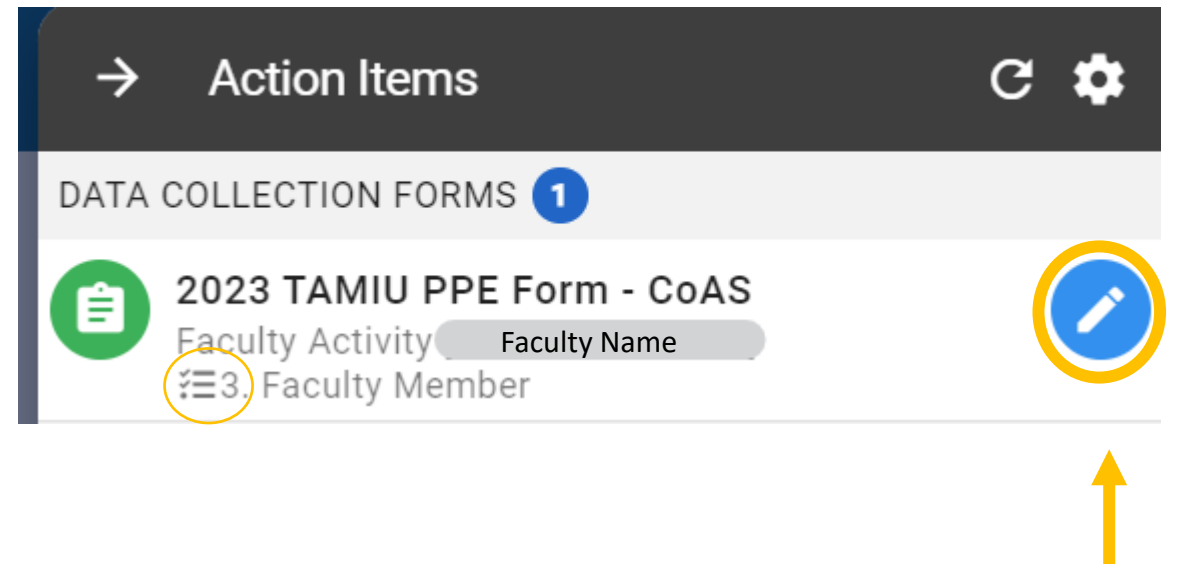
App Name	Icon Description
eLearning (Blackboard)	Laptop icon
Email	Envelope icon
TAMUS SSO	Lock icon
Employee Newsletter	IN logo
TAMU Calendar	Calendar icon
WebFocus 9.2.1 (NEW)	Grid icon
WebFocus 8207.28.06 (OLD)	Grid icon
Handshake Student Job Portal	Briefcase icon
AEFIS	AEFIS logo
Room Reservations (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	TTIU logo
Class Search	Magnifying glass icon
Advisor TAMU Scheduler	Clock icon
Advisor Degree Works	Checkmark icon



AEFIS Homepage

Faculty Member Review of Evaluation – Step 3

Click on the
Pencil



Faculty Member Review Evaluation

- Select the Official Annual Faculty Evaluation section that aligns with your position.



Phase I. Teaching	^
Phase II: Research, Scholarly Activities, and Creative Work <small>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:</small>	^
Phase III. University and Community Service	^
Faculty Curriculum Vitae	^
Official Annual Faculty Evaluation (For Tenure-Track & Tenured Faculty) <i>Version 1</i>	Click to open section and review → ^
Official Annual Faculty Evaluation (For Fixed-Term Faculty) <i>Version 1</i>	Click to open section and review → ^
Faculty Member Meeting	^

Faculty Member Review Evaluation

- You will be able to **review** what the department chair has put on your evaluation.

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.

3 Teaching (Select one)

0
 1
 2
 3
 4
 5

Faculty Member Meeting

- When you finish reviewing your Chair’s evaluation, you will then open the “Faculty Member Meeting” section.

2023 TAMIU PPE Form - CoAS

EXPORT EXIT FORM

7 Areas for Professional Growth

Enter response here.

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.

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

- Schedule a meeting with the department chair to discuss the PPE. Once done scheduling meeting, submit the form.

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.

example ppe 8.docx

Upload icons: eye, cloud with plus

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

1 By submitting this document, I acknowledge that I have reviewed the chair's comments and scheduled a meeting to discuss the PPE with my department chair.

2 I acknowledge the statement above.

Yes
 No

Save Changes and return later.

CONTINUE LATER SUBMIT THE FORM

Submit Form to Chair for scheduled meeting.

Submit the Form

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.

example ppe 8.docx



Yes, Submit the Form Confirmation

Once submitted, this form will move to **4. Department Chair Submission** step. You can access this form through the **My Forms** widget on your dashboard.

Are you sure?

YES, SUBMIT THE FORM

CANCEL



CONTINUE LATER

SUBMIT THE FORM

Faculty Member Meeting

1 By submitting this document, I acknowledge that I have reviewed the chair's comm

2 I acknowledge the statement above.

Yes

No


*

Locating Your Submitted PPE Form

Locating Your Submitted PPE Form



☰ My Data Collection Forms ↻ ⋮




No Forms

We could not find any forms to complete

☰ My Assignments ↻ ⋮


☰ My Course Sections & Syllabi ↻ ⋮



No Course Sections

You have no course sections assigned to you for the current active term(s).

My Course Evaluations ↻ ⋮



Congratulations!





You have completed all your course evaluations


Go to your AEFIS Dashboard

Locating Your Submitted PPE Form

Locate the widget entitled
"My Data Collection Forms"







  My Data Collection Forms  



No Forms



We could not find any forms to complete


 My Course Sections & Syllabi  



No Course Sections

You have no course sections assigned to you for the current active term(s).

My Course Evaluations  



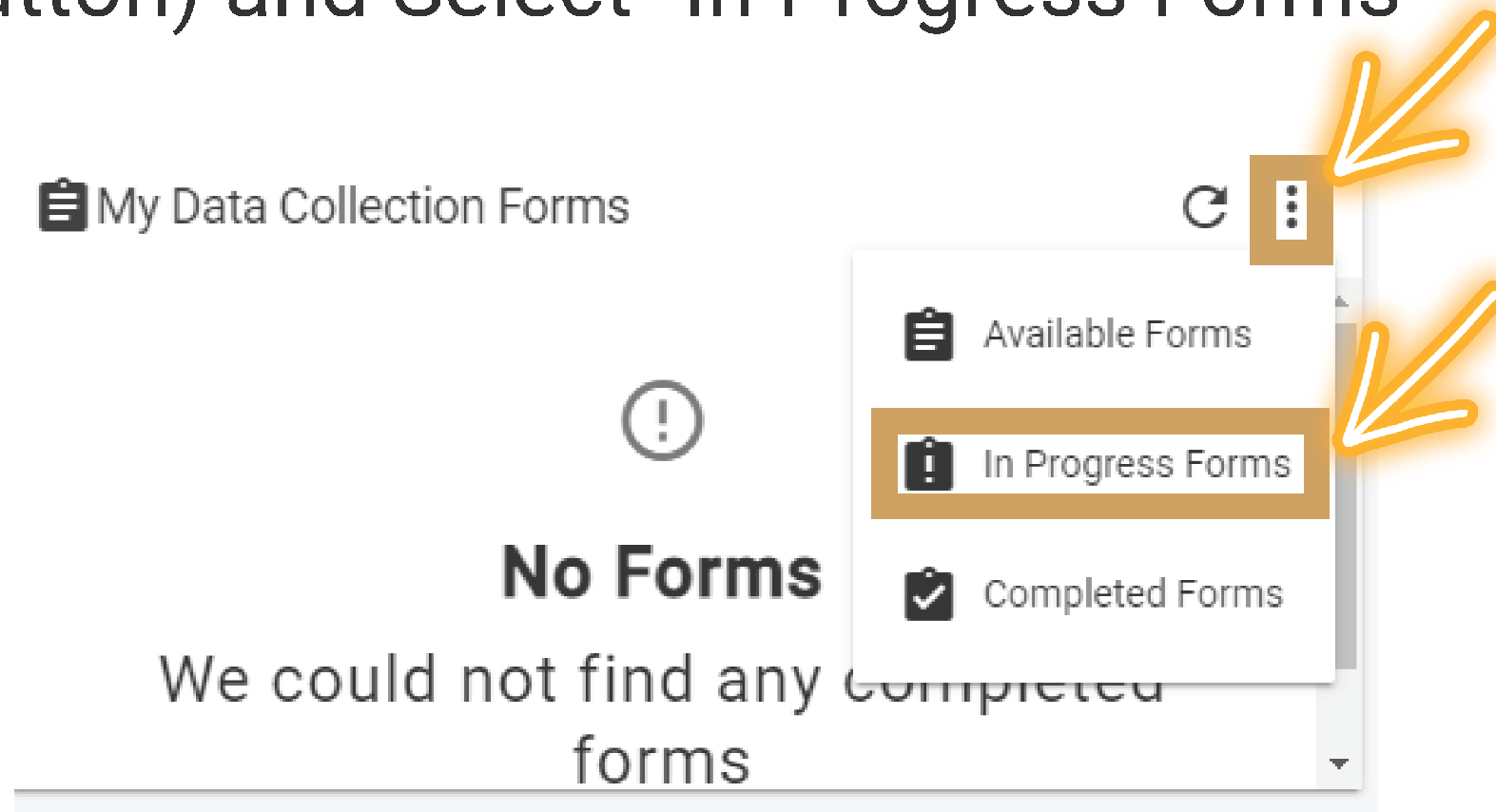
Congratulations!

You have completed all your course evaluations

 My Assignments  

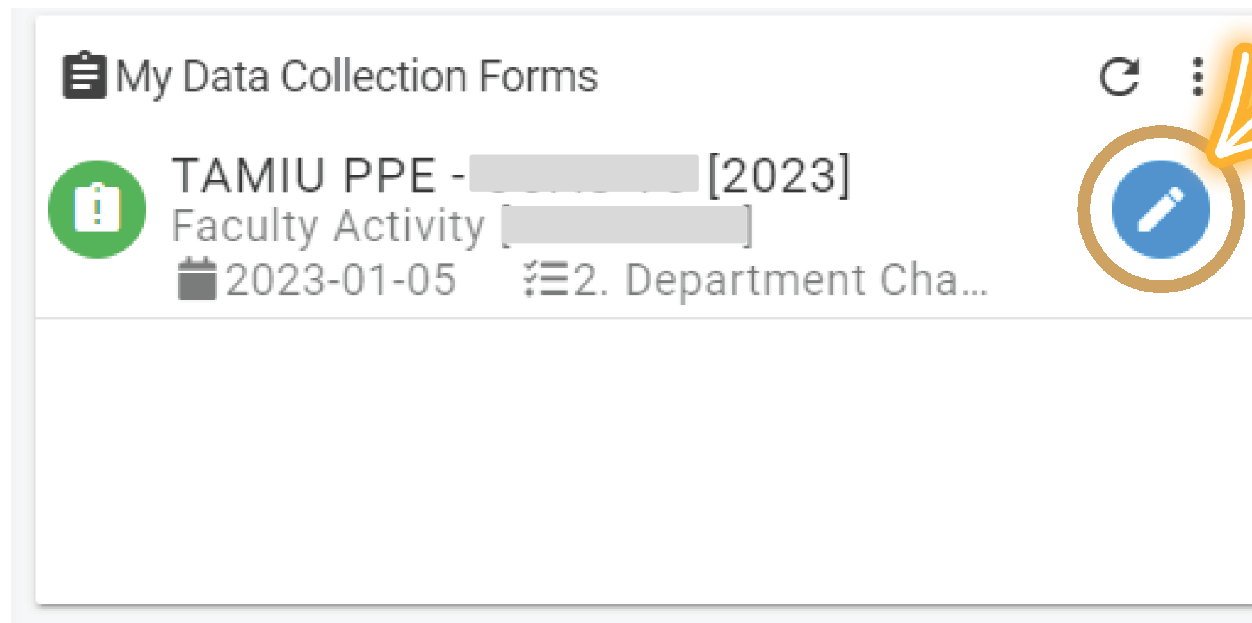
Locating Your Submitted PPE Form

Click on the triple vertical dots (this is a menu button) and Select "In Progress Forms"



Locating Your Submitted PPE Form

This will open up your recently submitted Document. You can enter it by clicking the pencil to print or save your responses.



****We suggest if you want to save or print your responses for your own archives that, you do so AFTER your submission by using this method.****



Thank you!