

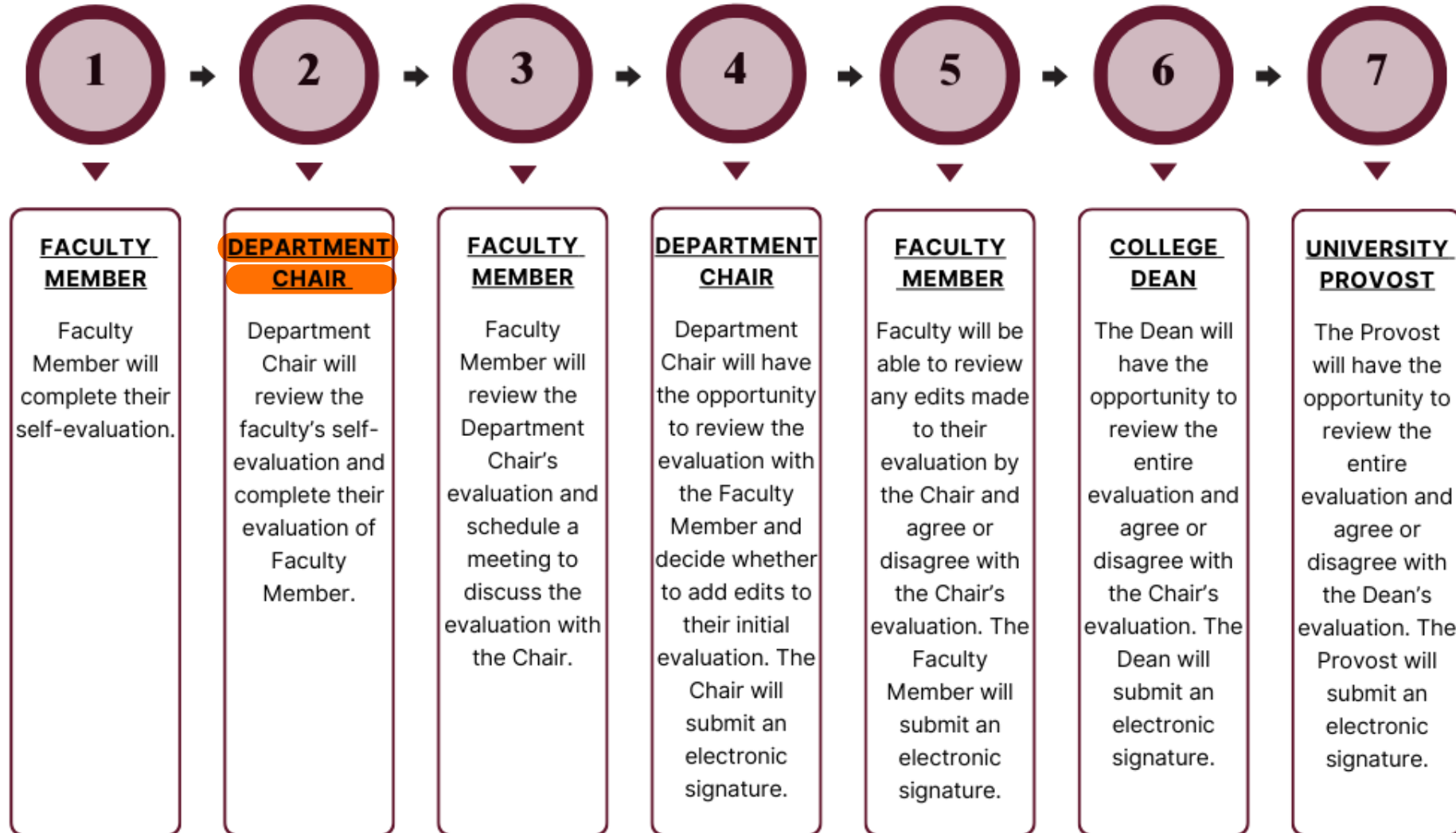


College of Education – PPE



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](#).

Log in through Uconnect

The screenshot displays a 'My Apps' dashboard with a grid of application tiles. The top navigation bar includes the TIT logo on the left and a user profile 'jessica.verastigui' on the right. The dashboard contains the following tiles:

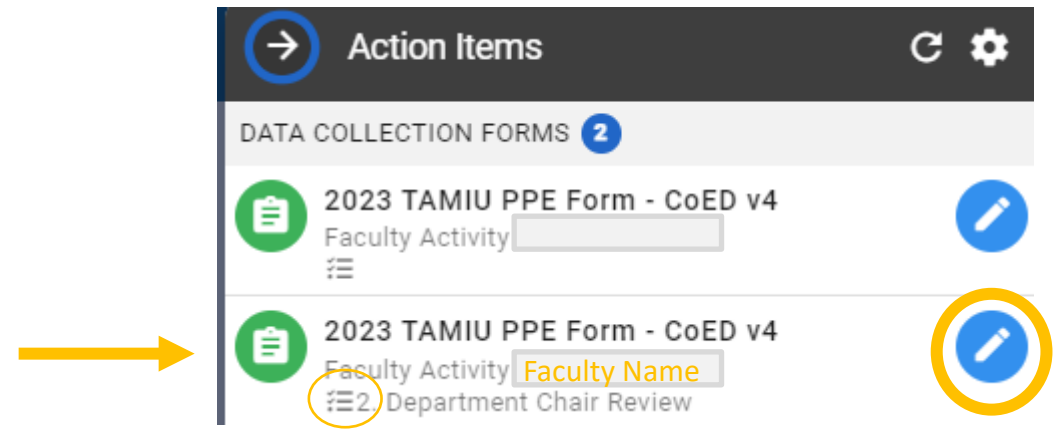
- eLearning (Blackboard)
- Email
- TAMUS SSO
- Employee Newsletter
- TAMU Calendar
- WebFocus 9.2.1 (NEW)
- WebFocus 8207.28.06 (OLD)
- Handshake Student Job Portal
- AEFIS** (highlighted with a yellow box and a yellow arrow pointing to it from the Handshake Student Job Portal)
- Room Reservations (Ad Astra)
- Make a Payment
- TAMU OneCard
- Infobase Learning Cloud
- Library
- Rec Sports
- Voter Registration
- Employee Resources
- Class Search
- Advisor TAMU Scheduler
- Advisor Degree Works



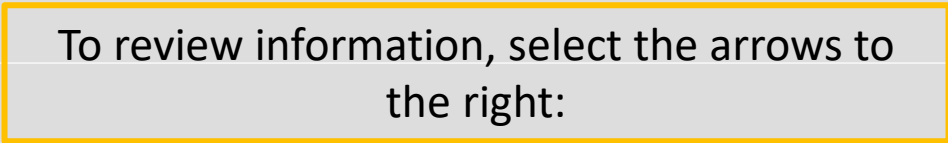
AEFIS Homepage

Department Chair
Evaluation on Faculty
Member – Step 2

Click on the Pencil



Review Faculty Member Self Evaluation

Faculty Curriculum Vitae (Required) and AFE (optional)	
Teaching	
Research	
Service	
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>	



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.

Faculty Curriculum Vitae (Required) and AFE (optional)	^
Teaching	^
Research	^
Service	^
<u>Official Annual Faculty Evaluation (For Tenure-Track & Tenured Faculty) Version 1</u>	1 ^
<u>Official Annual Faculty Evaluation (For Fixed-Term Faculty) Version 1</u>	2 ^

Select a workflow action below

- ✓ Approve
- ↻ Needs Information

- CONTINUE LATER
- SUBMIT THE FORM

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

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

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

.

Fixed-Term Faculty Example

- Complete evaluation of faculty member.



5

Teaching (Summary of Achievements)

← → Formats ✂ 📄 📌 **B** *I* [List icons] [Table icon] [Link icon] A **A** <>

Enter response here.

h2

6

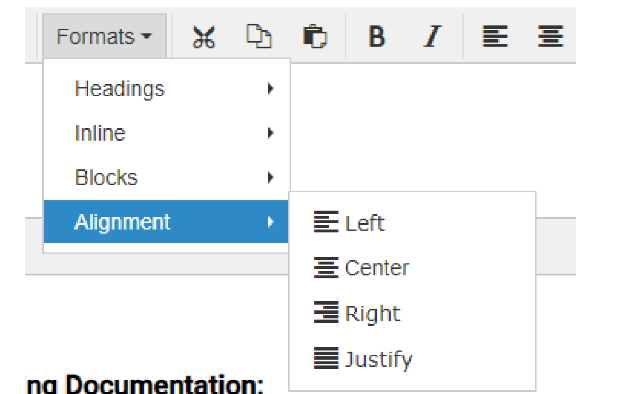
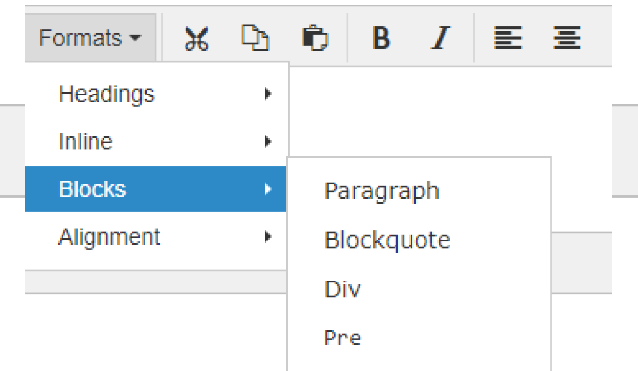
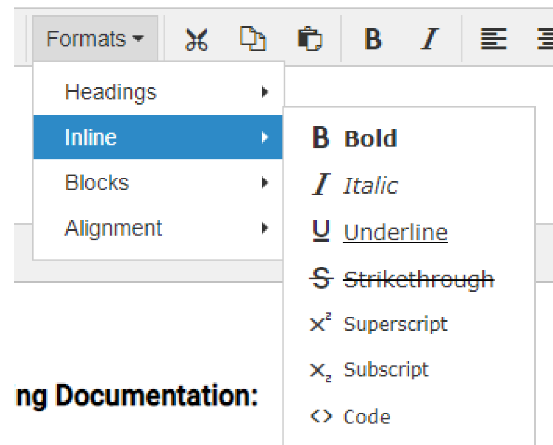
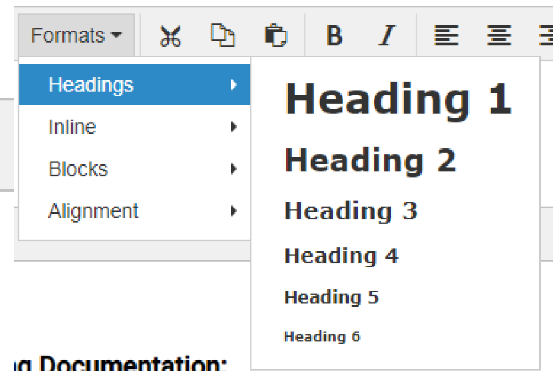
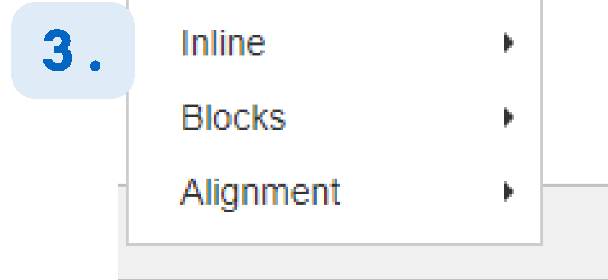
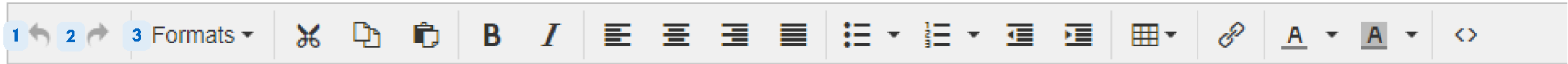
Service and Leadership (Summary of Achievements)

← → Formats ✂ 📄 📌 **B** *I* [List icons] [Table icon] [Link icon] A **A** <>

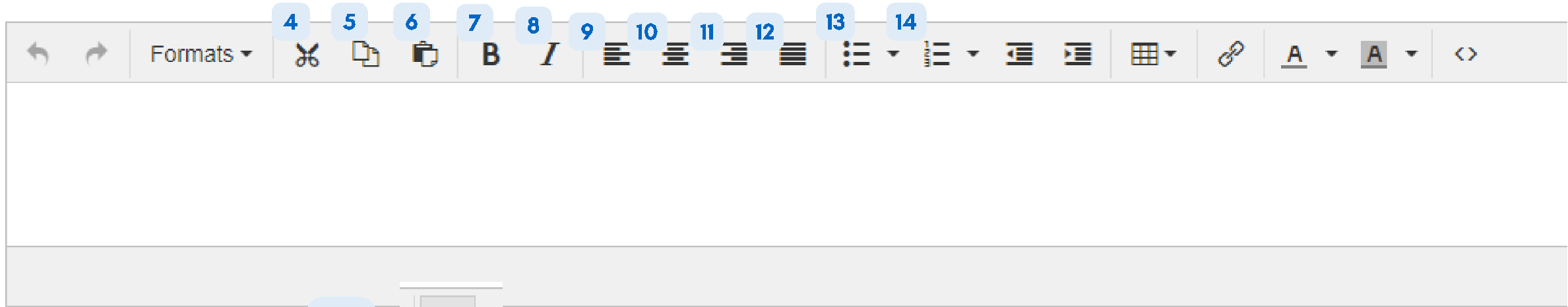
Enter response here.

h2 » strong

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.



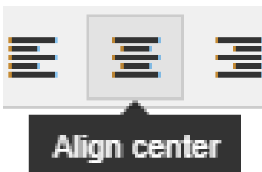
8.



9.



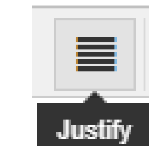
10.



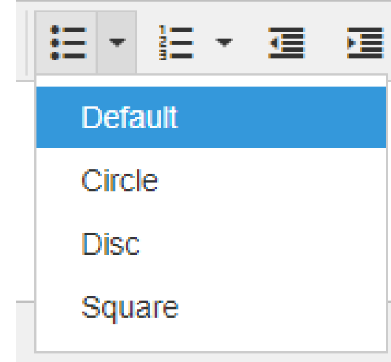
11.



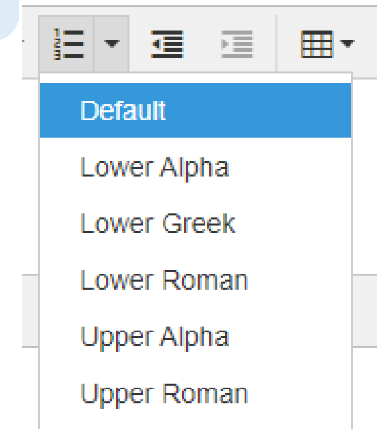
12.



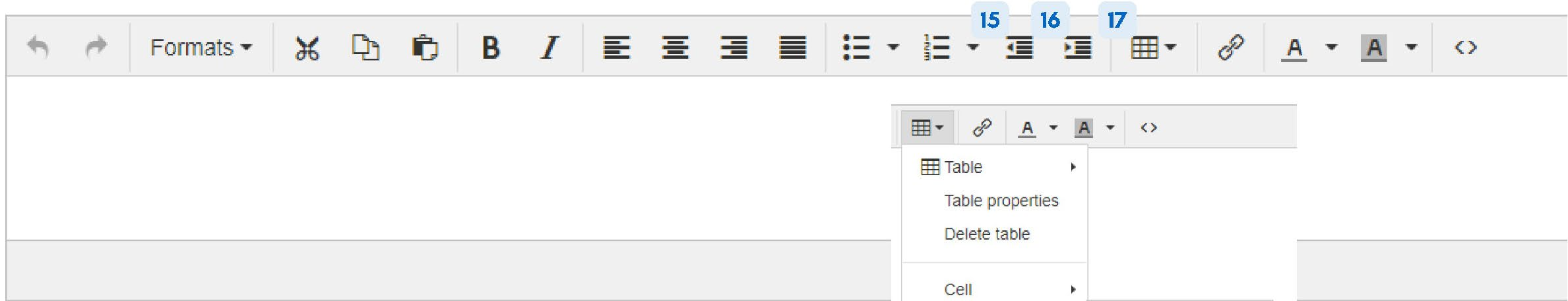
13.



14.



Text Box



15.



Decrease indent

17.

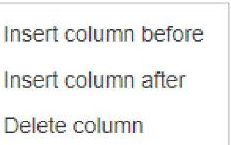
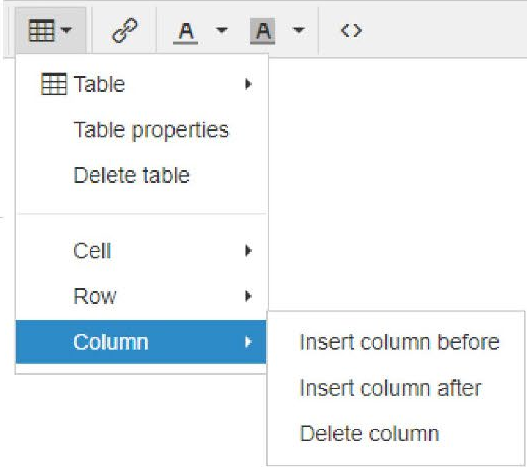
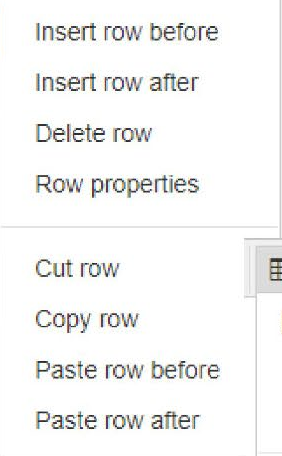
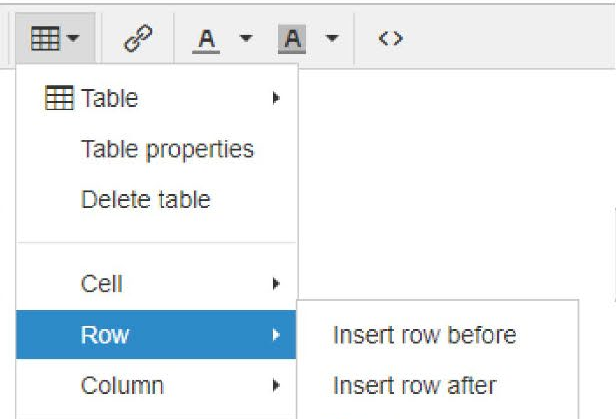
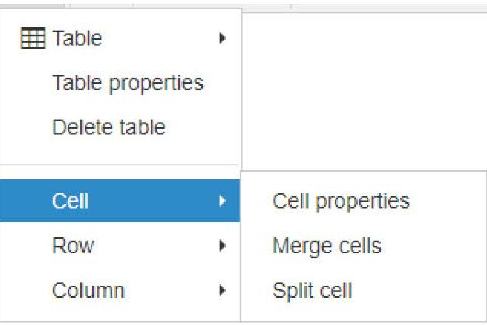
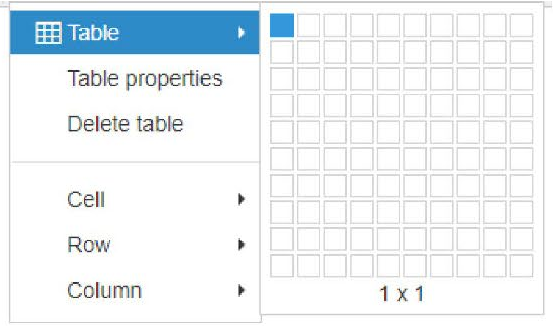


Table

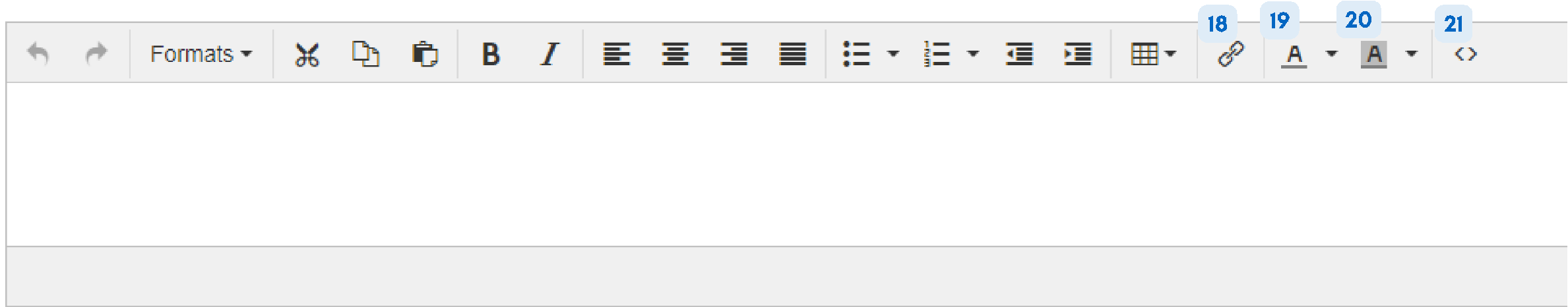
16.



Increase indent



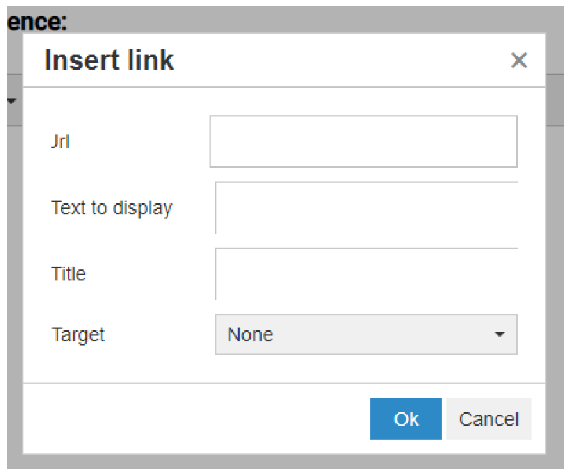
Text Box



18.



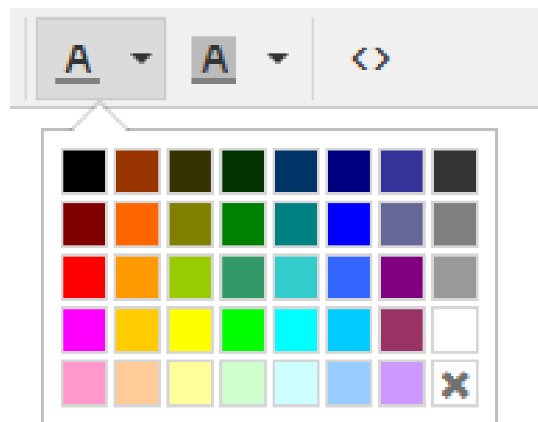
Insert/edit link



19.



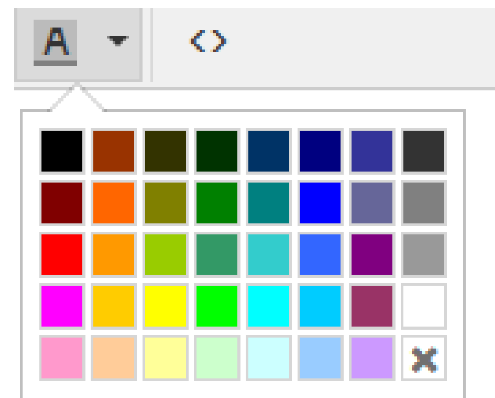
Text color



20.



Background color

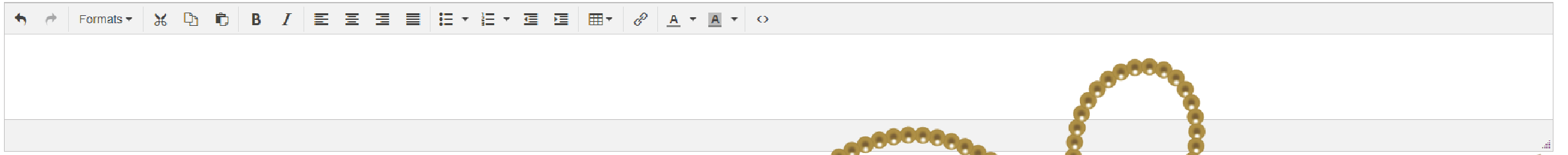


21.



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 documents you wish to upload.

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

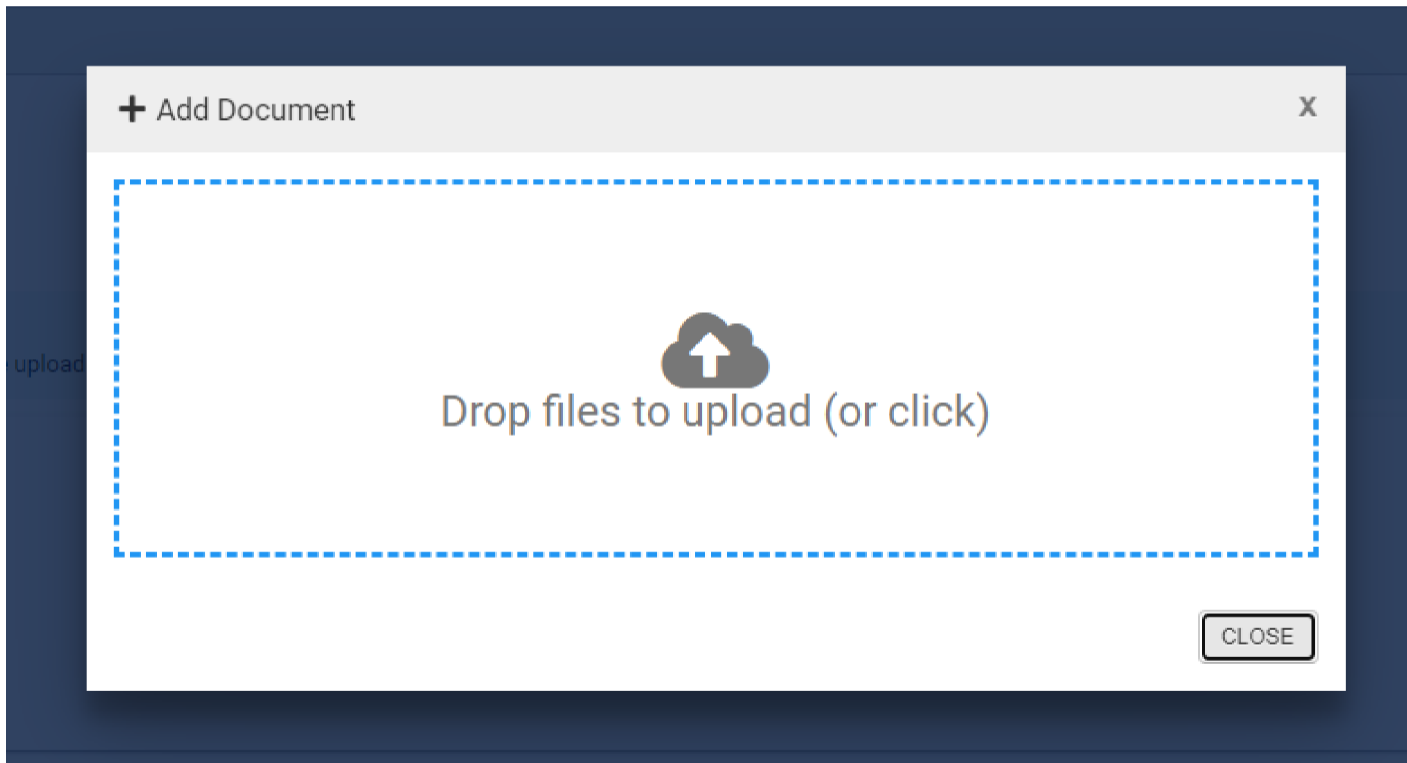
✓ Approve ↻ Needs Information

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:

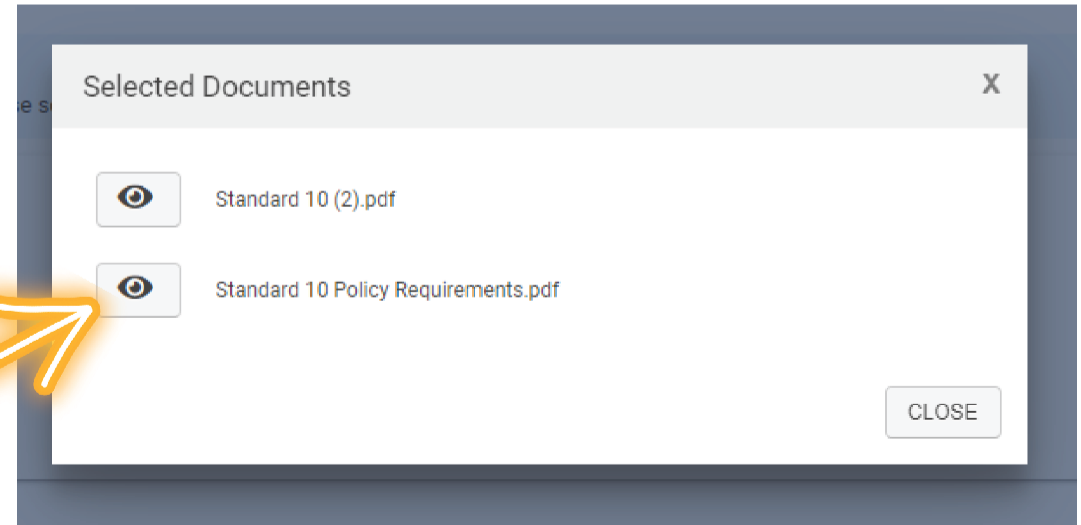
Select a document artifact attached to this form or [add a new document](#).

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



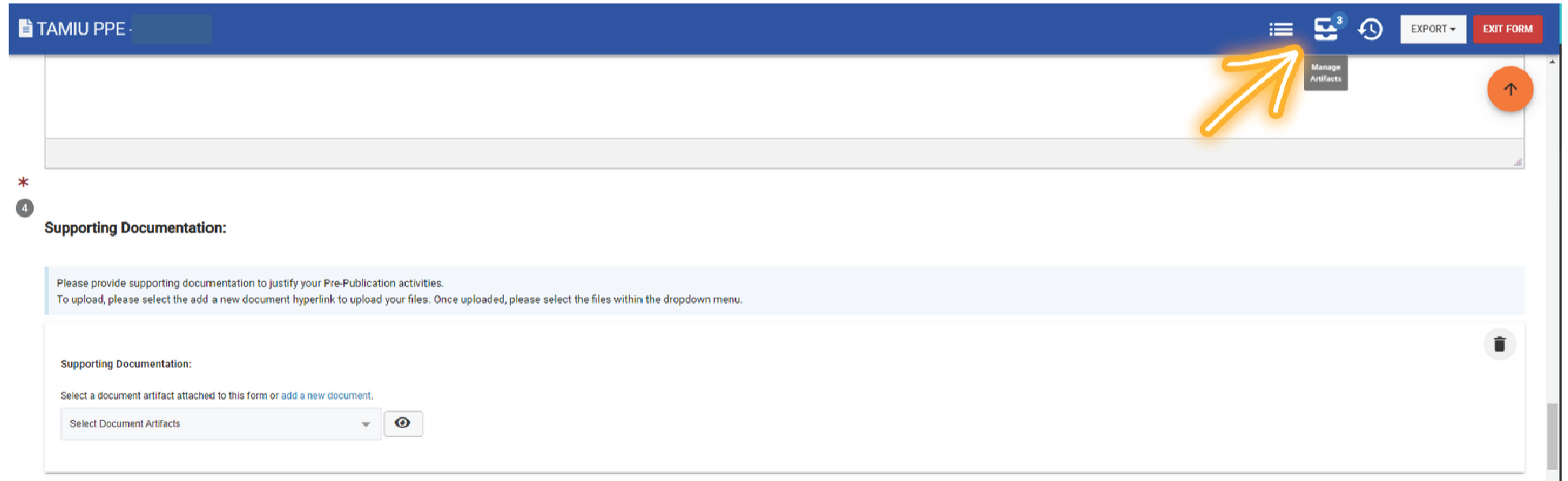
3. You can view your documents by pressing the eye image

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.

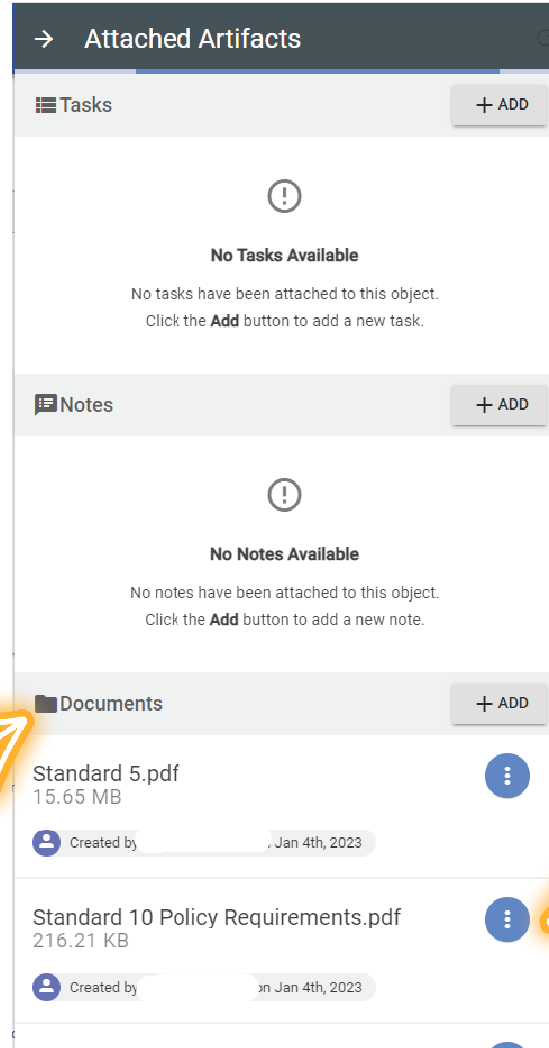
Supporting Documentation:

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

Select Document Artifacts

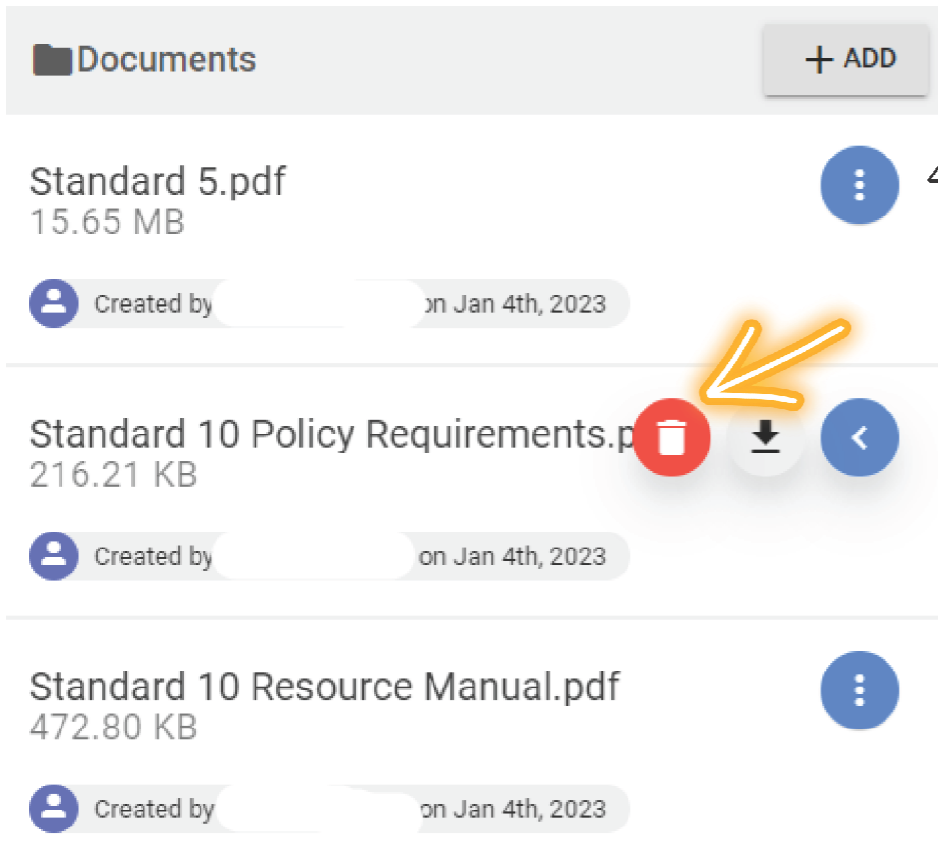
Deleting your Supporting Documentation

2. Find the Documents Area

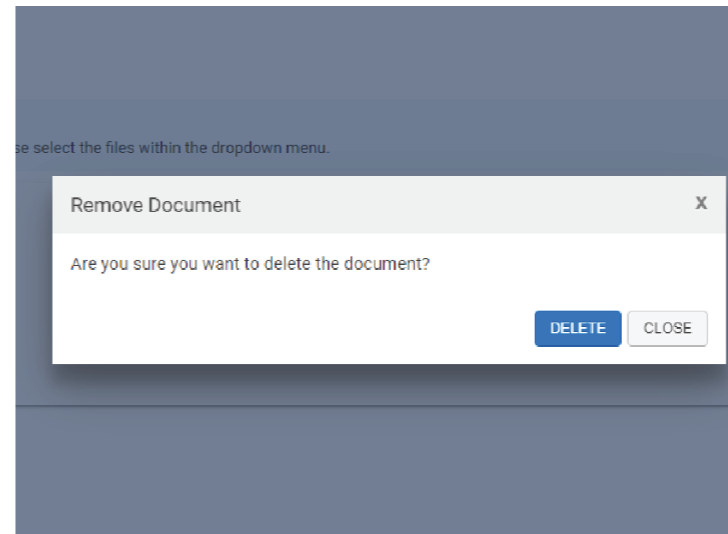


3. Locate the document you wish to delete, and hover your mouse over the blue button.

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



Thank you!