



# College of Education – PPE



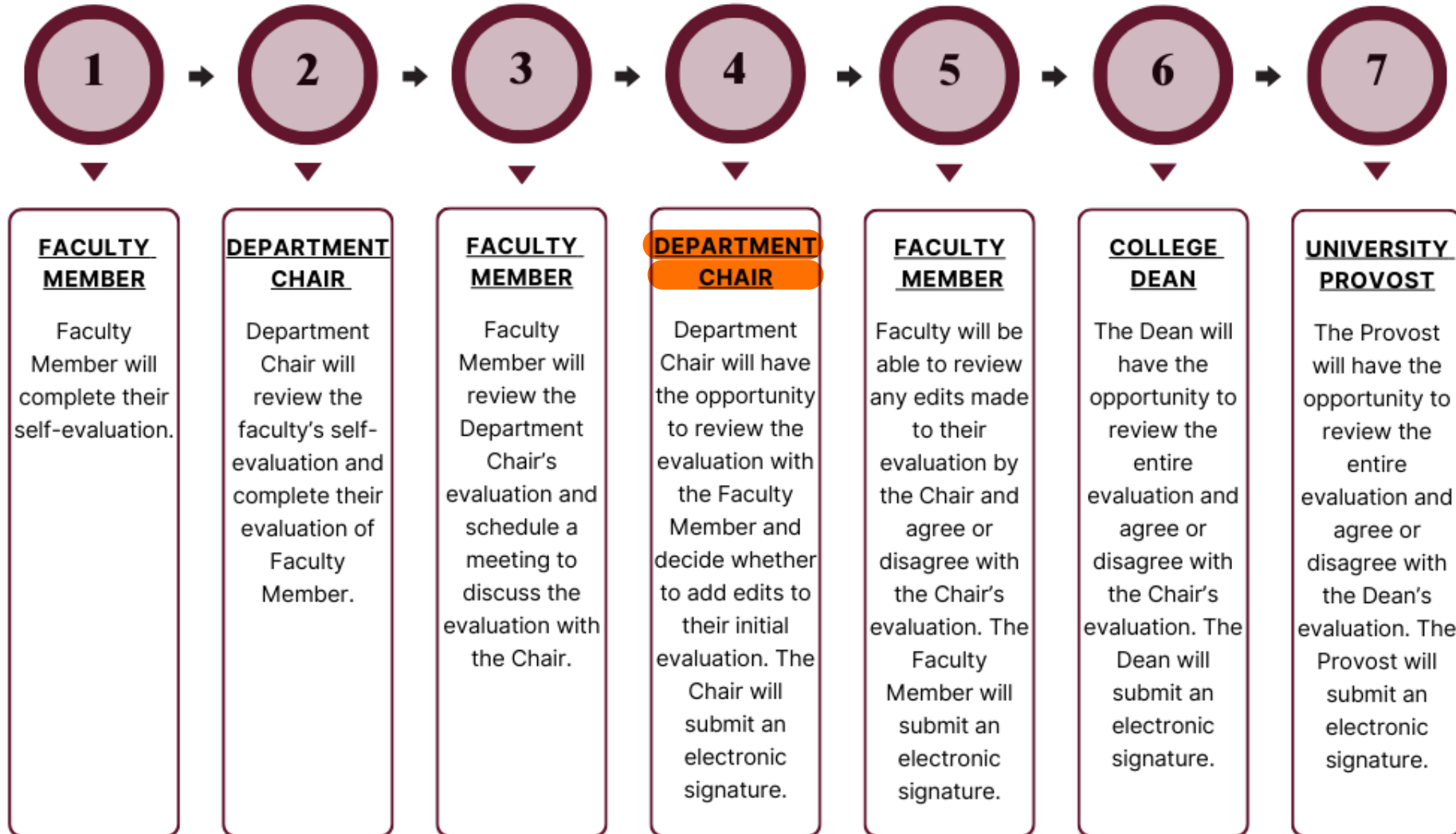
Anthony J. and Georgia A. Pellegrino Hall

The image shows a two-story brick building with a balcony on the upper level. The balcony has a metal railing and is supported by several teal-colored columns. The building has several rectangular windows on the second floor. In the foreground, there are lush green bushes with bright pink flowers. The sky is blue with some white clouds.



# 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](#).

# 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
<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 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

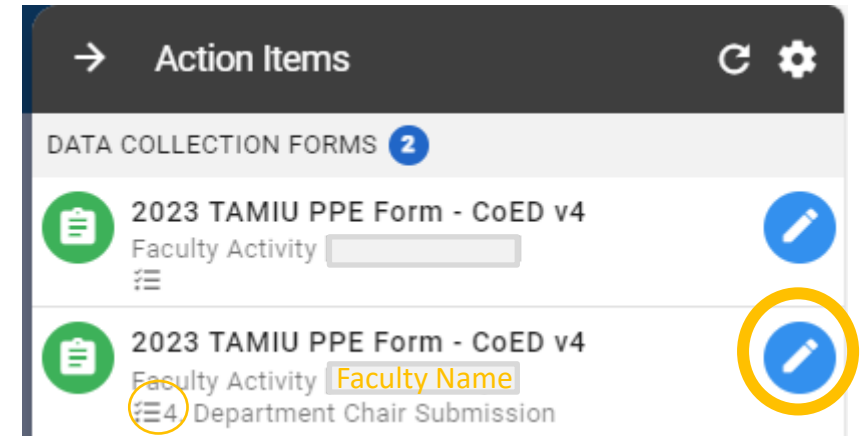


# AEFIS Homepage

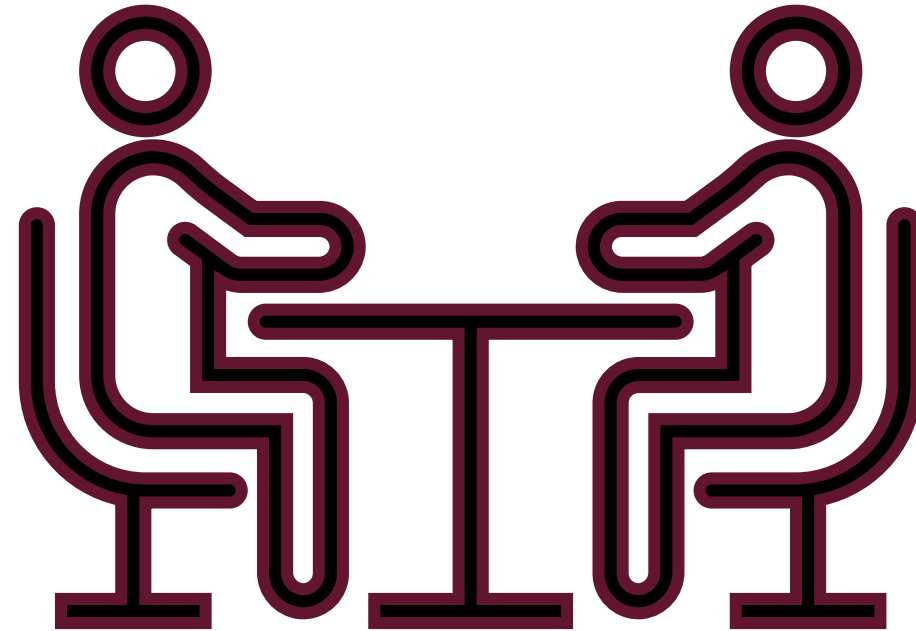
# Department Chair Review with Faculty Member – Step 4

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# 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?

Faculty Curriculum Vitae (Required) and AFE (optional) ^

Teaching ^

Research ^

Service ^

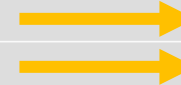
Official Annual Faculty Evaluation (For Tenure-Track & Tenured Faculty) *Version 1* ^

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

Faculty Member Meeting ^

Chair Electronic Signature ^

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...)

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

# Chair Electronic Signature

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

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>	^
Faculty Member Meeting	^
<u>Chair Electronic Signature</u>	^



CONTINUE LATER

SUBMIT THE FORM

# Chair Electronic Signature

Faculty Curriculum Vitae (Required) and AFE (optional) ^

Teaching ^

Research ^

Service ^

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 v

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

Faculty Curriculum Vitae (Required) and AFE (optional)

Teaching

Research

Service

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 that the faculty member will be responsible for reviewing and discussing this PPE with the faculty member.

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?

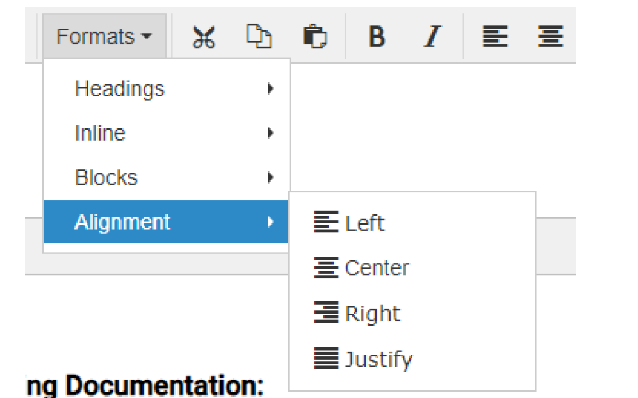
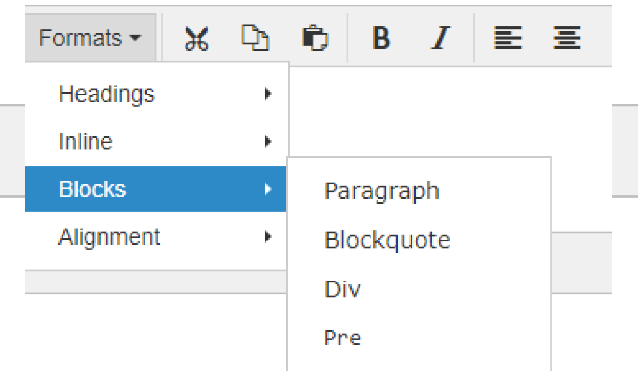
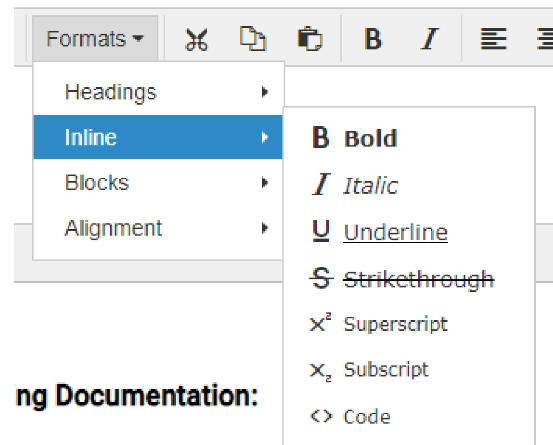
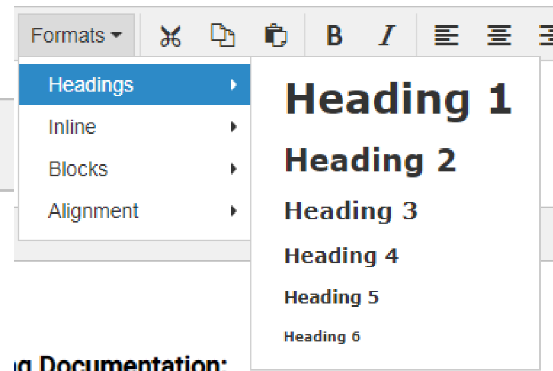
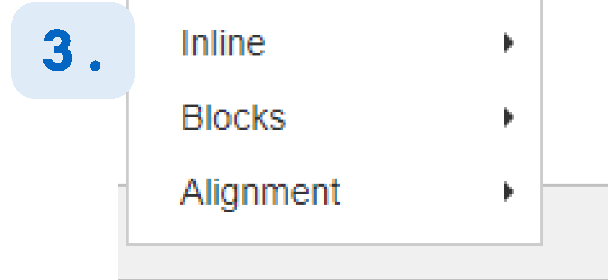
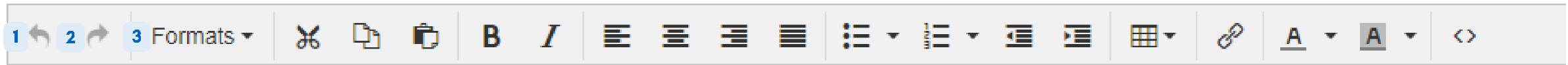
click



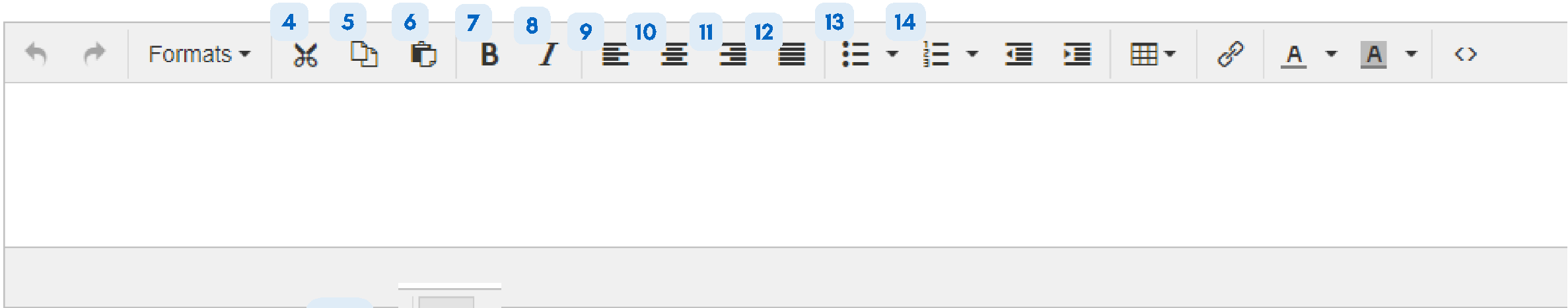


# Extra AEFIS PPE Tips

# Text Box



# Text Box



4, 5,  
& 6

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

7.



8.



9.



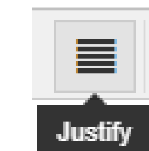
10.



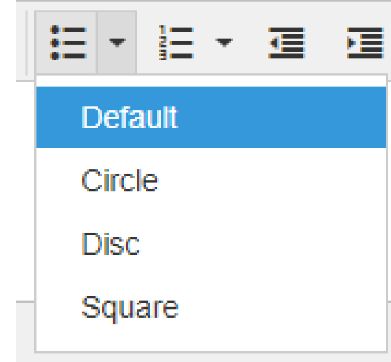
11.



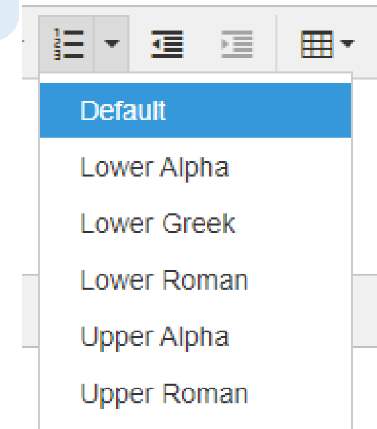
12.



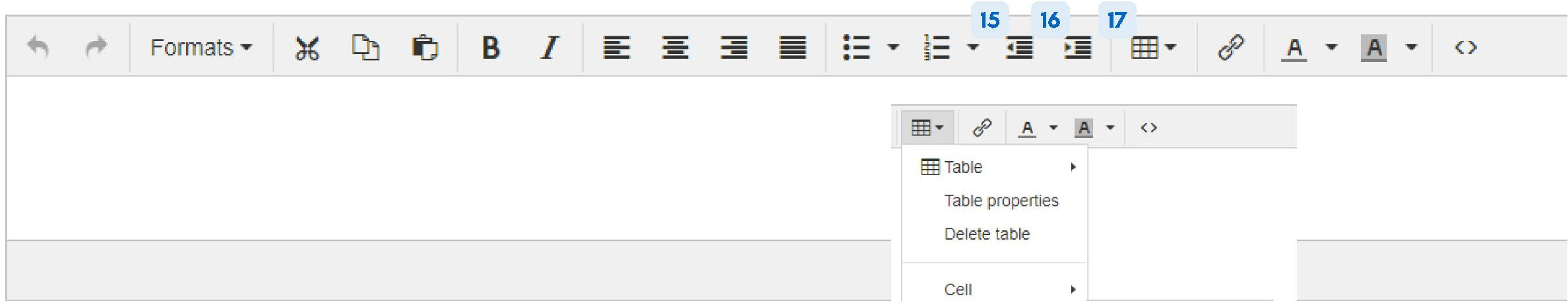
13.



14.



# Text Box



15.



Decrease indent

17.

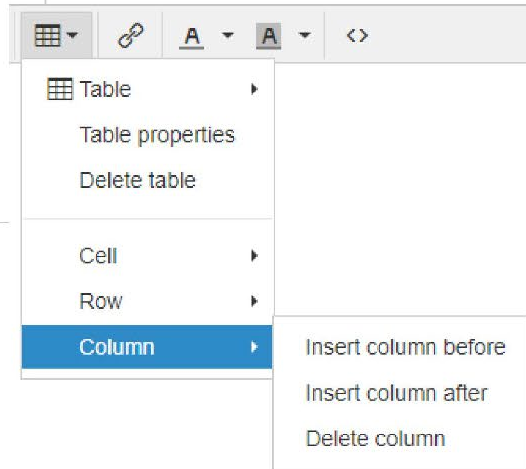
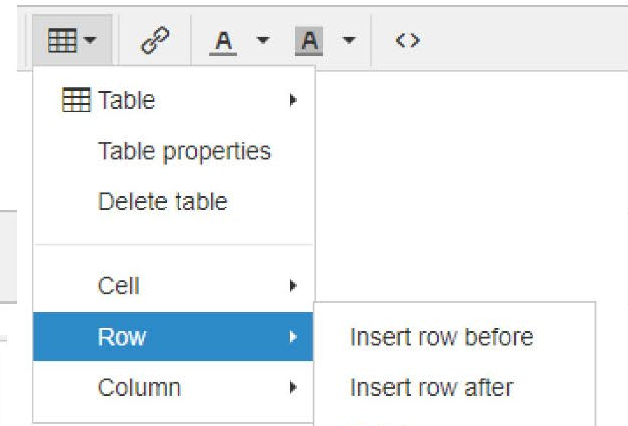
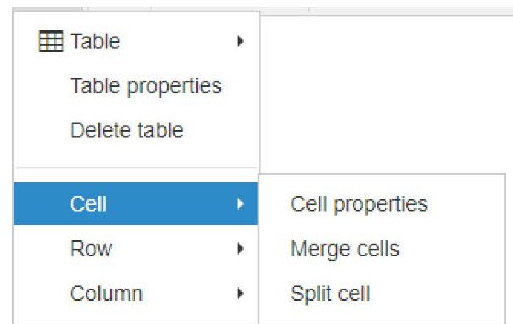
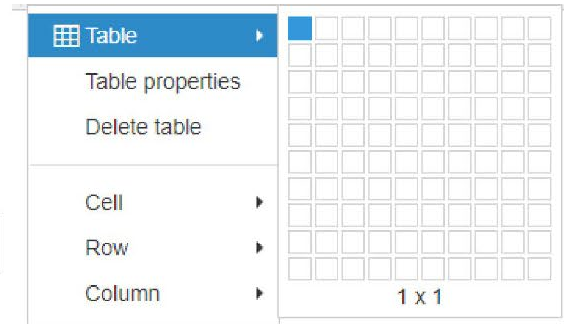


Table

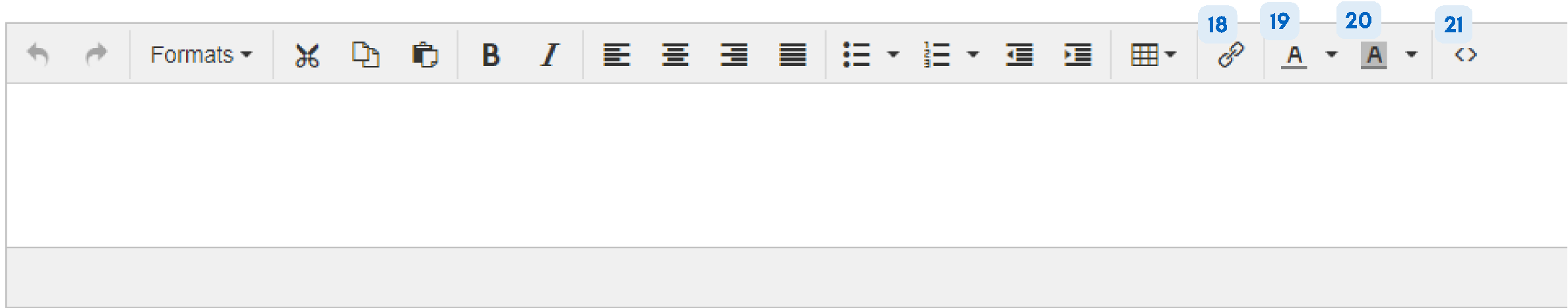
16.



Increase indent



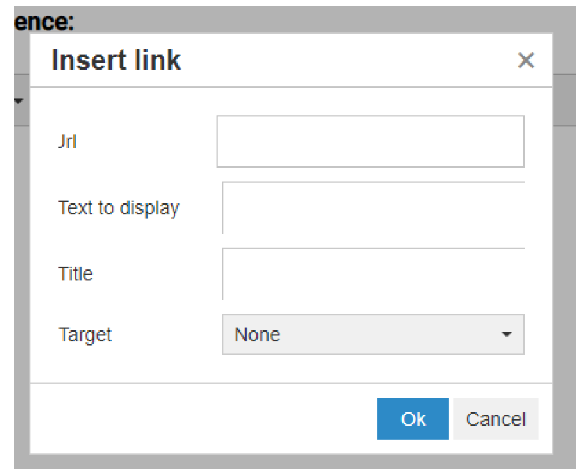
# Text Box



18.



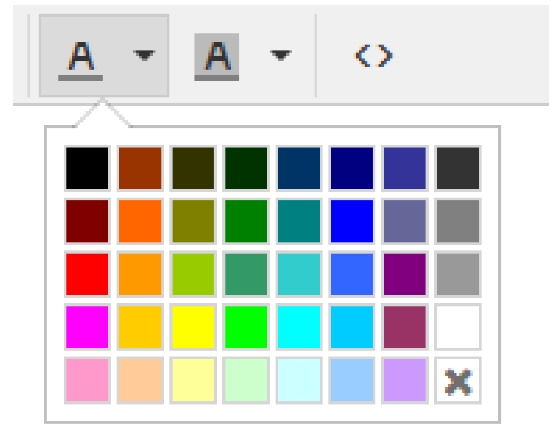
Insert/edit link



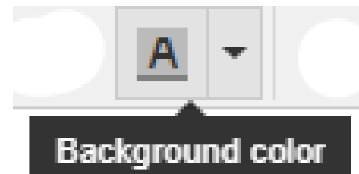
19.



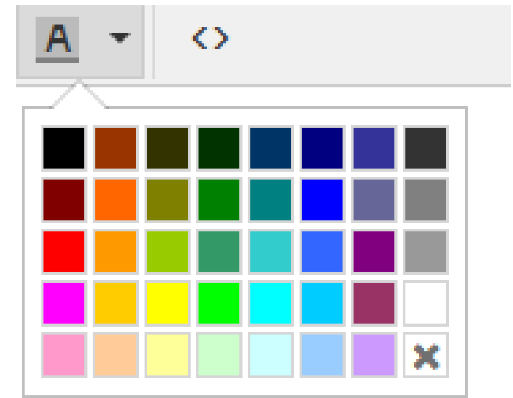
Text color



20.



Background color



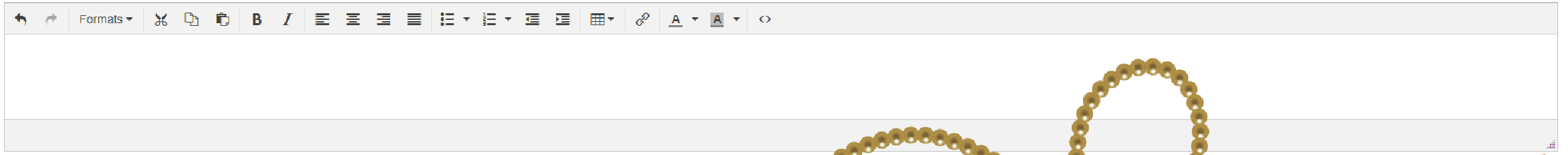
21.



Source code



# Text Box



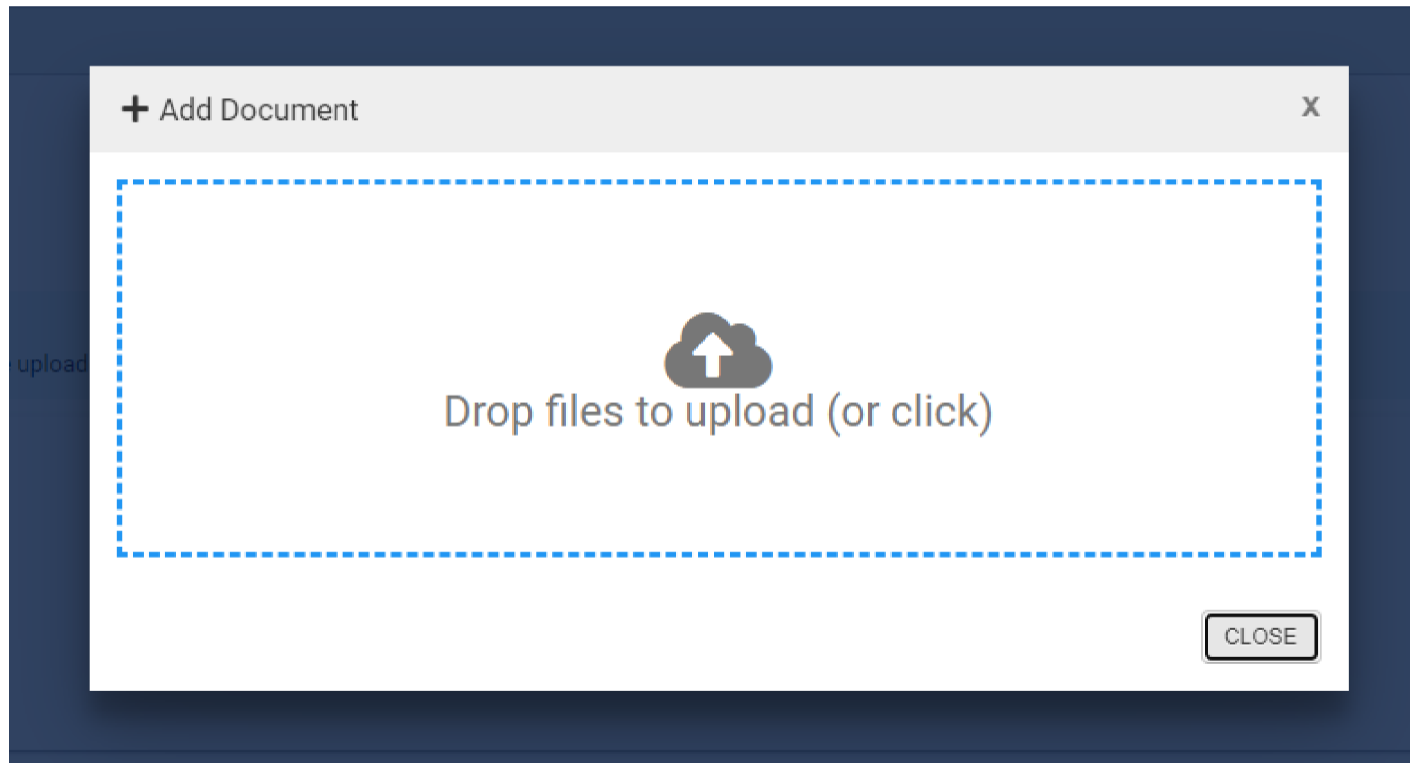
\*



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:

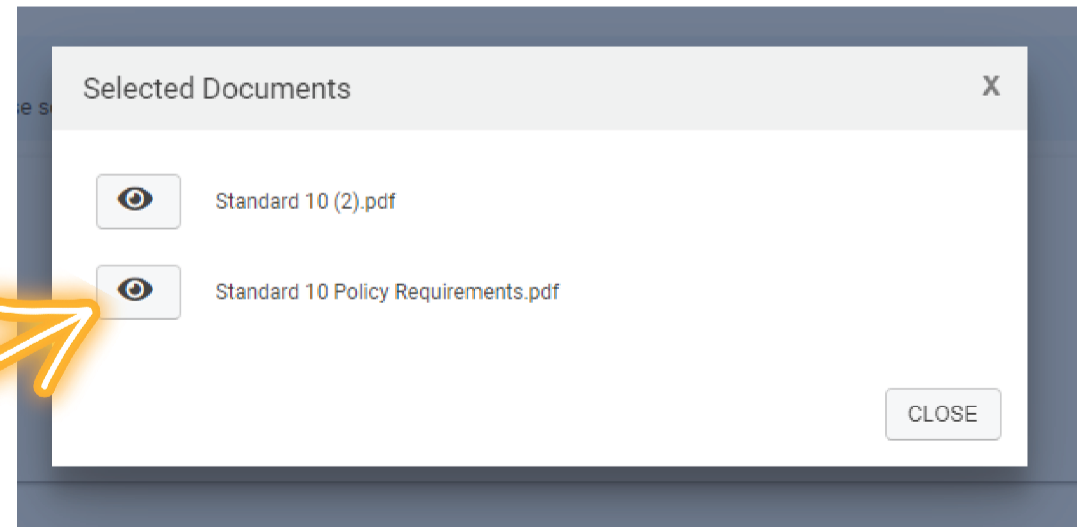
Select a document artifact attached to this form or [add a new document](#).

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



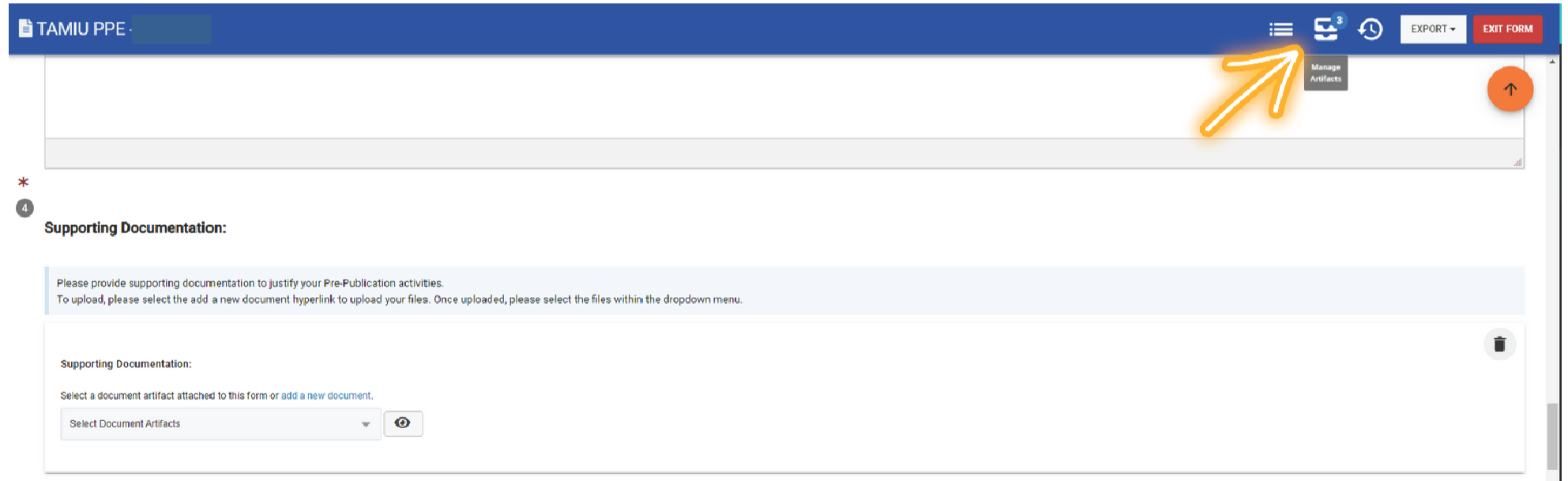
3. You can view your documents by pressing the eye image

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:**

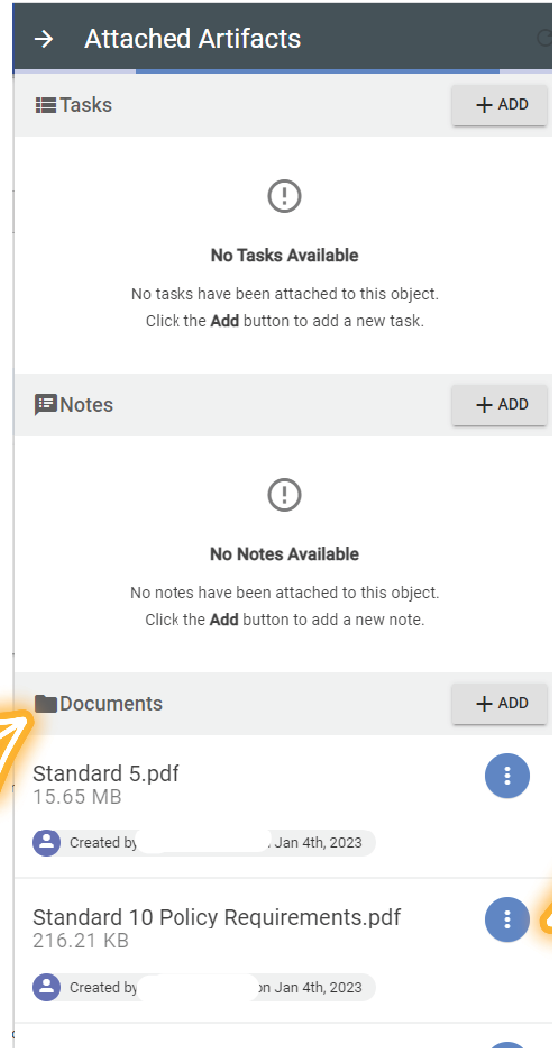
Select a document artifact attached to this form or [add a new document](#).

Select Document Artifacts



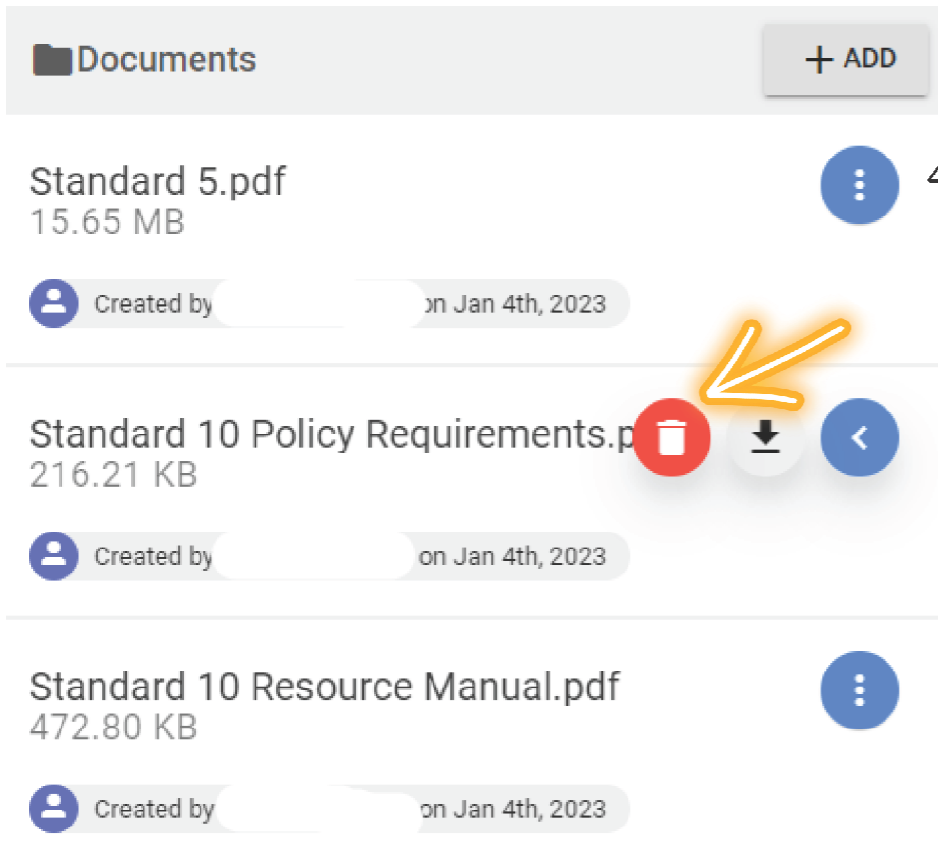
# Deleting your Supporting Documentation

2. Find the Documents Area

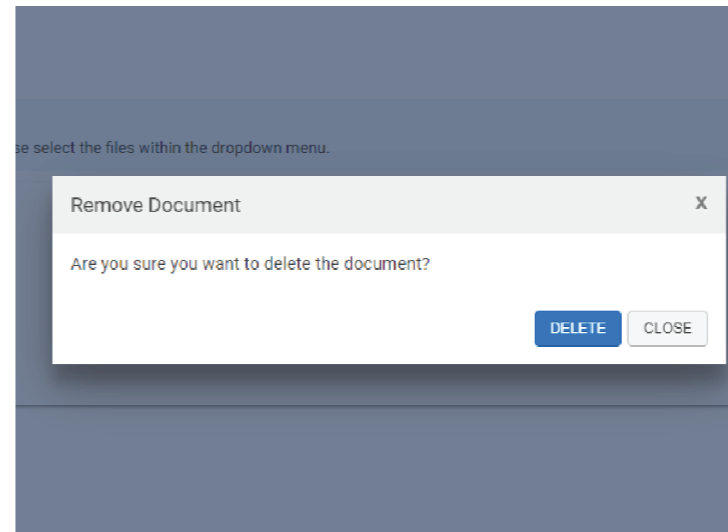


3. Locate the document you wish to delete, and hover your mouse over the blue button.

# 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



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Thank you!