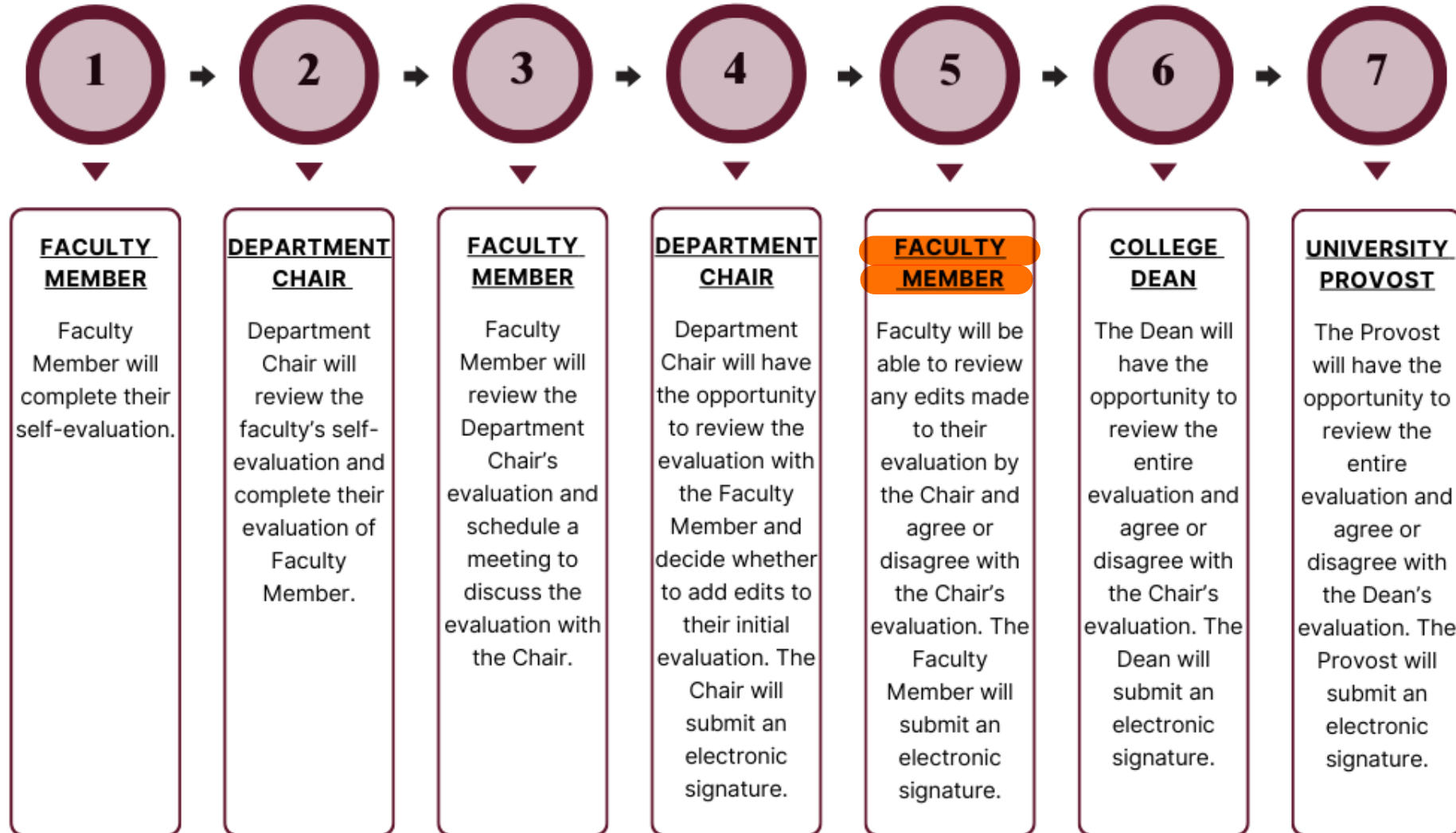


College of Nursing and Health Sciences - PPE



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](#).

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



Faculty Member Review – Step 5

Click on the
Pencil

The screenshot displays a mobile application interface for 'Action Items'. At the top, there is a dark header bar with a back arrow icon on the left, the text 'Action Items' in the center, and refresh and settings icons on the right. Below the header is a light gray bar labeled 'DATA COLLECTION FORMS' with a blue circle containing the number '1'. The main content area shows a list item for '2023 TAMIU PPE Form - CONHS'. To the left of the text is a green clipboard icon. To the right is a blue pencil icon inside a yellow circle, which is highlighted by a yellow arrow pointing upwards. The text 'Faculty Activity' is followed by a gray pill-shaped field containing the word 'Name'. Below this, a list icon is followed by the text '5. Faculty Member'.

Review to see if any updates were made:

2023 TAMIU PPE Form - CONHS

EXPORT EXIT FORM

Education & Licensures and Certification

A. Teaching

B. Scholarship

C. Service

D. Consulting/Clinical Practice (if applicable)

E. Honors and Awards (if applicable)
(submitted by Faculty directly for Chair Review)

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

Faculty Member Response

Click to open section and review

Click to open section and review

Review to see if any updates were made (example):

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/xxxx: Enter new response here.

3 Teaching (Select one)

- 0
- 1
- 2
- 3
- 4
- 5



Faculty Member Response:

- Once done reviewing any updated responses, you will then click on the arrow for the Faculty Member Response.

2023 TAMIU PPE Form - CONHS

EXPORT EXIT FORM

7 Areas for Professional Growth

Enter response here.

8 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 4.docx

Faculty Member Meeting

Chair Electronic Signature

Faculty Member Response

Click to open and respond. →

↑

CONTINUE LATER

SUBMIT THE FORM

Faculty Member Response:

- After reviewing any edits made by the department chair, you will then answer whether you agree or disagree with the evaluation. You will be allowed to add comments as well.

2023 TAMIU PPE Form - CONHS

example ppe 4.docx

EXPORT EXIT FORM

Faculty Member Meeting

Chair Electronic Signature

Faculty Member Response

1

Faculty Member Response

I have reviewed and discussed this performance evaluation with my Chair, and I AGREE with the evaluation.

I have reviewed and discussed this performance evaluation with my Chair, and I DO NOT AGREE with the evaluation.

Comments

Enter Additional Comments

2

By submitting this document, I acknowledge that I have reviewed and discussed this PPE with my department chair. Additionally, I understand this submission to be considered my electronic signature of the form.

Save changes and
return later



CONTINUE LATER SUBMIT THE FORM



Submit form to College Dean.

Submit form to Dean:

2023 TAMIU PPE Form - CONHS

example ppe 4.docx

Faculty Member Meeting

Chair Electronic Signature

Faculty Member Response

1 Faculty Member Response

I have reviewed and discussed this performance evaluation with my Chair, and

I have reviewed and discussed this performance evaluation with my Chair, and

Comments

Enter Additional Comments

* 2 By submitting this document, I acknowledge that I have reviewed and discussed this PPE with my department chair. Additionally, I understand this submission to be considered my electronic signature of the form.

CONTINUE LATER

SUBMIT THE FORM

Yes, Submit the Form Confirmation

Once submitted, this form will move to **6. Dean of College** step. You can access this form through the **My Forms** widget on your dashboard.

Are you sure?

YES, SUBMIT THE FORM

CANCEL

click


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!

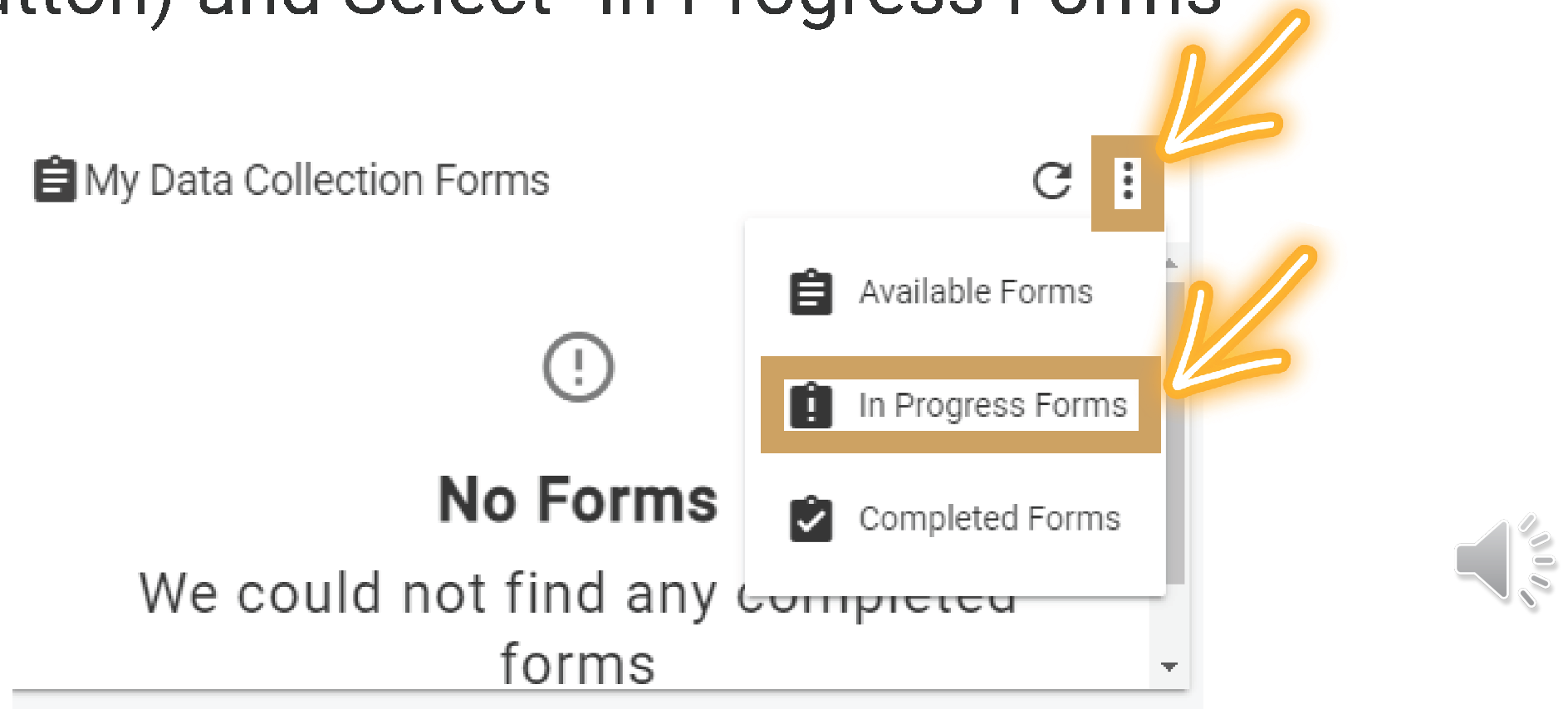
You have completed all your course evaluations



 My Assignments  

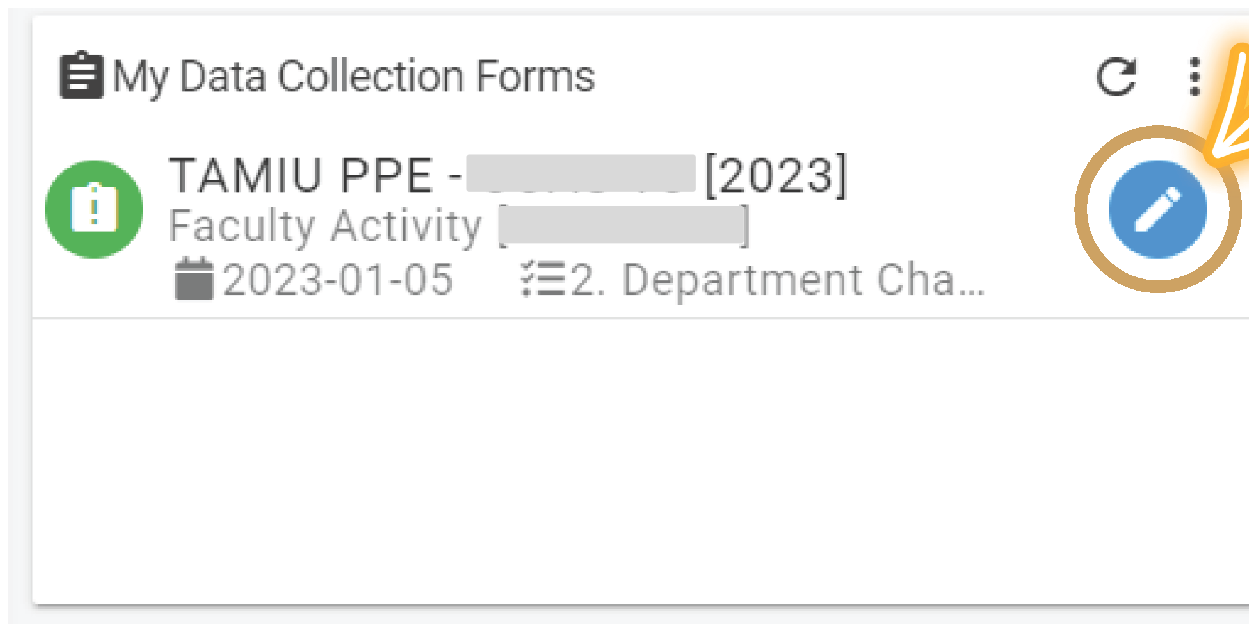
Locating Your Submitted PPE Form

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!