

2025 PROFESSIONAL PORTFOLIO EVALUATION

Dean Training – Step 6

Jessica Verastigui, MS
Office of the Provost & VP for Academic Affairs
Texas A&M International University

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Purpose of Step 6

- Step 6 of the Professional Portfolio Evaluation (PPE) is for the college dean to review the entire evaluation and agree or disagree with the department chair's evaluation of the faculty member. The dean will then submit an electronic signature.



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Email Notification

- You will receive an email prompting you to log in to your Interfolio account to review the faculty member's evaluation.

Faculty Name PPE



Texas A&M International University <noreply@interfolio.com>

To Verastigui, Jessica L.

Retention Policy TAMIU2010-Inbox (30 days)

Expires 12/17/2025

This item will expire in 30 days. To keep this item longer apply a different Retention Policy. If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Faculty Name s case is now available for your review.

REVIEW CANDIDATE

Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

Best,

Faculty Name

The following items must be completed before sending the case to the next step.

- Respond to form: Dean's Response | Step 5: Jessica Verastigui

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Logging into Interfolio

- The link in the email will take you to the login page

Here are other ways to login to your Interfolio account:

- Website: https://iam-api.interfolio.com/users/sso_redirect?tenant_id=15526
- Login with your TAMIU Credentials.
- Make sure you have Duo Connect to Login.



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Interfolio Home Page

Texas A&M International University >

Home

Your Packets

Faculty180

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches ▾

Find Colleagues

Account Access

Review, Promotion and Tenure

Cases

Templates

Administration

Reports

Users & Groups

Cases CREATE CASE

Search cases

sean

1 of 1 cases

Filtered By: Active Cases

Name ▾	Type ▾	Template Name ▾	Status ▾
<input type="checkbox"/> Faculty Name Fine and Performing Arts	Review	PPE COAS - Fine & Performing Arts Tenure	

Step 5 of 6: College Dean Review ⚠ Required Documents

When you log into your account, you will see the active cases as a task in the case section. You can access the case by clicking on the faculty name.



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Access to PPE

- On the main case page you will click on **Read Case** to review the entire PPE with the faculty responses and the department chair's responses as well.

Texas A&M International University > Cases >

Faculty Member Name Send Case Case Options

Unit: Fine and Performing Arts | Template: PPE COAS - Fine & Performing Arts Tenure | Status: Select Status

Case Materials | Case Details ¹

Search case materials by title

Read Case

Expand All Collapse All Download Share Settings Move

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

▼ Texas A&M University International Curriculum Vitae Locked Unlock

Add your curriculum vitae here.

Texas A&M University International Curriculum Vitae 1 required Add File

Title	Details	Actions
<input type="checkbox"/> TEST CV	Submitted by Sean Maddan Nov 14, 2025	Edit

▶ Credentialing Locked Unlock

GO BEYOND >



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Review Faculty PPE

- You can review the entire PPE by clicking on the sections listed in the left-hand menu..
- You can scroll down or use the arrows at the bottom of the form to review the supporting documentation and evaluation.

Sean Maddan

Return to Case

Download Search PDF Search

Packet Annotations

- TEXAS A&M UNIVERSITY INTERNATIONAL CURRICULUM VITAE
- TEST CV
- CREDENTIALING
- TEACHING
- SERVICE
- CREATIVE WORKS AND SCHOLARSHIP
- FACULTY EVALUATION FORM BY DEPT. CHAIR
- FACULTY MEMBER ACKNOWLEDGEMENT OF EVALUATION
- DEPT. CHAIR FINAL REVIEW OF EVAL
- FACULTY MEMBER'S FINAL RESPONSE
- DEAN'S RESPONSE
- PROVOST'S RESPONSE

Test CV for Interfolio

Previous Material < 1 / 1 > Next Material

GO BEYOND >



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Return to Case

- Once you are done reviewing the faculty's PPE, you can ***Return to Case***.

Sean Maddan

Download Search PDF Search

Packet Annotations

TEXAS A&M UNIVERSITY INTERNATIONAL CURRICULUM VITAE

TEST CV

CREDENTIALING

TEACHING

SERVICE

CREATIVE WORKS AND SCHOLARSHIP

FACULTY EVALUATION FORM BY DEPT. CHAIR

FACULTY MEMBER ACKNOWLEDGEMENT OF EVALUATION

DEPT. CHAIR FINAL REVIEW OF EVAL

FACULTY MEMBER'S FINAL RESPONSE

DEAN'S RESPONSE

PROVOST'S RESPONSE

Test CV for Interfolio

Previous Material < 1 / 1 > Next Material

GO BEYOND >



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Case Details

- You will be taken to the main page where you will then click on **Case Details**.

Texas A&M International University > Cases >

Faculty Member Name [input field] Send Case Case Options

Unit: Fine and Performing Arts | Template: PPE COAS - Fine & Performing Arts Tenure | Status: Select Status

Case Materials | **Case Details** ¹

Search case materials by title [input field] Read Case

Expand All Collapse All Download Share Settings Move

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Texas A&M University International Curriculum Vitae Locked Unlock

Add your curriculum vitae here.

Texas A&M University International Curriculum Vitae 1 required Add File

Title	Details	Actions
<input type="checkbox"/> TEST CV	Submitted by Sean Maddan Nov 14, 2025	Edit

Credentialing Locked Unlock

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Case Details Page

- On the **Case Details** page, locate **Forms** and select **Fill Out Form** to complete the Dean's Response.

The screenshot shows the Case Details page for Texas A&M International University. The page includes a navigation sidebar on the left with categories like Home, Your Packets, Faculty180, and Review, Promotion and Tenure. The main content area displays case information such as Faculty Member Name, Unit (Fine and Performing Arts), Template (PPE COAS - Fine & Performing Arts Tenure), and Status (Select Status). A 'Case Materials' section is active, showing 'Case Details' with a notification of 1 missing item. Below this, a 'Required Items' section explains that all items must be completed before the case can advance. A table lists the required items, with the 'Dean's Response' for 'Jessica Verastigui (You)' highlighted by a yellow box, indicating the 'Fill Out Form' action.

Form Name	Assignee	Actions
Dean's Response 1 required questions	Committee Members	Manage Respondents
Dean's Response 1 required questions	Jessica Verastigui (You)	Fill Out Form

GO BEYOND >



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Dean Response Form

- This is the view of the Dean's Response form. You will read the statement and select if you agree or disagree with the department chair's evaluation.
- If you do not agree with the chair's evaluation of the faculty, you will be able to provide the evaluation you believe the faculty member should have.

Home
Your Packets
Faculty180
Announcements & Help
Profile
Activities
Forms & Reports
Vitas & Biosketches
Find Colleagues
Account Access

Review, Promotion and Tenure
Cases
Templates
Administration
Reports
Users & Groups

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Texas A&M International University > Cases > Sean Maddan >

Dean's Response

Dean Response *

I have reviewed this performance evaluation and I AGREE with the Chair's evaluation.

I have reviewed this performance evaluation and I DO NOT AGREE with the Chair's evaluation. Below are the scores I suggest based on my assessment.

Comments

0 / 8000 characters

Research

0
 1
 2
 3

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Submit Dean Response Form

- Once you are done with the form you will then submit the form.
- Note: saving responses does not submit the form.

The screenshot shows a web portal for Texas A&M International University. On the left is a navigation menu with items like Home, Your Packets, Faculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Review, Promotion and Tenure, Cases, Templates, Administration, Reports, and Users & Groups. The main content area contains two rating scales: 'Teaching' and 'Service'. Each scale has radio buttons for ratings 0 through 5. At the bottom of the form, there are three buttons: 'Submit Form' (highlighted with a yellow box), 'Save Responses', and 'Return to Case'. The footer includes copyright information for Interfolio, Inc. and links for Privacy Policy and Cookie Settings.

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Confirm Submission

- To finalize your response, confirm your submission and select **Yes**.

The screenshot displays a web application interface for Texas A&M International University. On the left is a navigation menu with categories: Home, Your Packets, Faculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches (with a dropdown arrow), Find Colleagues, Account Access, Review, Promotion and Tenure, Cases (highlighted with a blue bar), Templates, Administration, Reports, and Users & Groups. The main content area is divided into two sections: 'Teaching' with radio buttons 0 through 5, and 'Service' with radio buttons 0 through 5. A 'Confirm' dialog box is overlaid on the right, containing the text: 'Submitting the form "Dean's Response" will make your responses available to the appropriate members for review. You will be able to change or edit your responses while the case is at the current step.' Below the text are two buttons: 'Yes' (highlighted with a yellow border) and 'No'.

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Send Case Forward

- After you confirm your response, you will be redirected to the main page.
- Next you will select **Send Case** and then **Forward to Provost for Review**.

Texas A&M International University > Cases >

Faculty Member Name

Unit: Fine and Performing Arts

Template: PPE COAS - Fine & Performing Arts Tenure

Case Materials Case Details

Reviewing as: Jessica Verastigui

You are the only reviewer at this step. For details on best practices, read our Guide to Reviewing Case Materials.

Required Items

All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Form Name	Assignee	Actions
Dean's Response 1 required questions	Committee Members	Manage Respondents
Dean's Response 1 required questions	Jessica Verastigui (You)	Edit Submission

GO BEYOND >



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Send Case Forward Email

- Once you send the case forward you will be prompted to send a message to inform the Provost that they will now have the faculty member's PPE case.
- In the subject you can put the faculty name and PPE.
- Once done completing the subject you can then select **Continue** to send the email.

Send Case Forward

Great job! You're sending the case forward to the next step, Provost Review . The following reviewers will lose access to the case:

Jessica Verastigui | 1 members

The following reviewers will gain access to the case:

Jessica Verastigui | 1 members

Send a message to the reviewers gaining access.

If recipients respond to this message, their response will come directly to your email inbox.

Subject *

Faculty name PPE

Message *

Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

Best,
Jessica Verastigui

[Preview](#) [Continue](#) [Cancel](#)



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End of Step 6

- Once the email is sent, the PPE case will now be with the Provost.
- This completes the current step.

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Home

Your Packets

Review, Promotion and Tenure

Cases

Cases

Search cases

Name ▾	Type ▾	Template Name ▾	Status ▾
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Cases which are available for your review will appear listed here. If no cases are displayed, you may not currently have access to any cases.
If you have filtered the list of cases and no cases are displayed, there may be no cases matching the filters you have selected.

GO BEYOND >



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Questions About the FPE

- Questions regarding your college's specific rubric
 - Please contact your department chair
- Questions regarding inputting documents to your FPE on Interfolio
 - Please contact Jessica Verastigui at jessica.verastigui@tamiu.edu
- General questions or concerns
 - Please contact Sean Maddan at sean.maddan@tamiu.edu

GO BEYOND>