

# **2025 PROFESSIONAL PORTFOLIO EVALUATION**

Department Chair Training – Step 2

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Texas A&M International University

# Purpose of Step 2

- Step 2 of the Professional Portfolio Evaluation (PPE) is for the department chair to review the faculty member's self evaluation and complete the evaluation of the faculty member's work.



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# Email Notification

- You will receive an email prompting you to log in to your Interfolio account to start the faculty evaluation process.

A new case has been submitted



noreply@interfolio.com

To: Verastigui, Jessica L.

Retention Policy: TAMU2010-Inbox (30 days)

Expires: 11/23/2025

 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.

**CAUTION:** This email originated from outside of the University. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Faculty Name is available for review.

**SIGN IN**

The candidate has submitted their case and it is now available for your committee to review.

Powered by [Interfolio from Elsevier](#) | [Support](#)

GO BEYOND>

# 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](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

- After logging in through the link in the email, you will arrive at the main dashboard for the faculty member that completed their PPE.  
From here, select **Read Case** to open and review the materials submitted by faculty members.
- If you login through the website, you can find the PPEs in the section that says Cases on the left side menu.

The screenshot shows the Interfolio Faculty Member dashboard. The left sidebar contains a navigation menu with options: Home, Your Packets, Faculty 180, Announcements & Help, Profile, Activities, Forms & Reports, Vitae & Biosketches, Find Colleagues, and Account Access. The main content area displays the Faculty Member Name, Unit (Texas A&M International University), Template (PPE TEST), and Status (Select Status). Below this is a section for Case Materials, with a search bar and a 'Read Case' button highlighted by a yellow box. The bottom section shows a 'Candidate Packet' with a table of materials. The table has columns for Title, Details, and Actions. The first row shows 'TAMU CV Madden' submitted by Sean Madden on Oct 24, 2025. The bottom of the page includes a footer with copyright information and links to Privacy Policy and Cookie Settings.

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# Faculty Packet Page

- This is the initial screen you will see when accessing a faculty member's PPE.

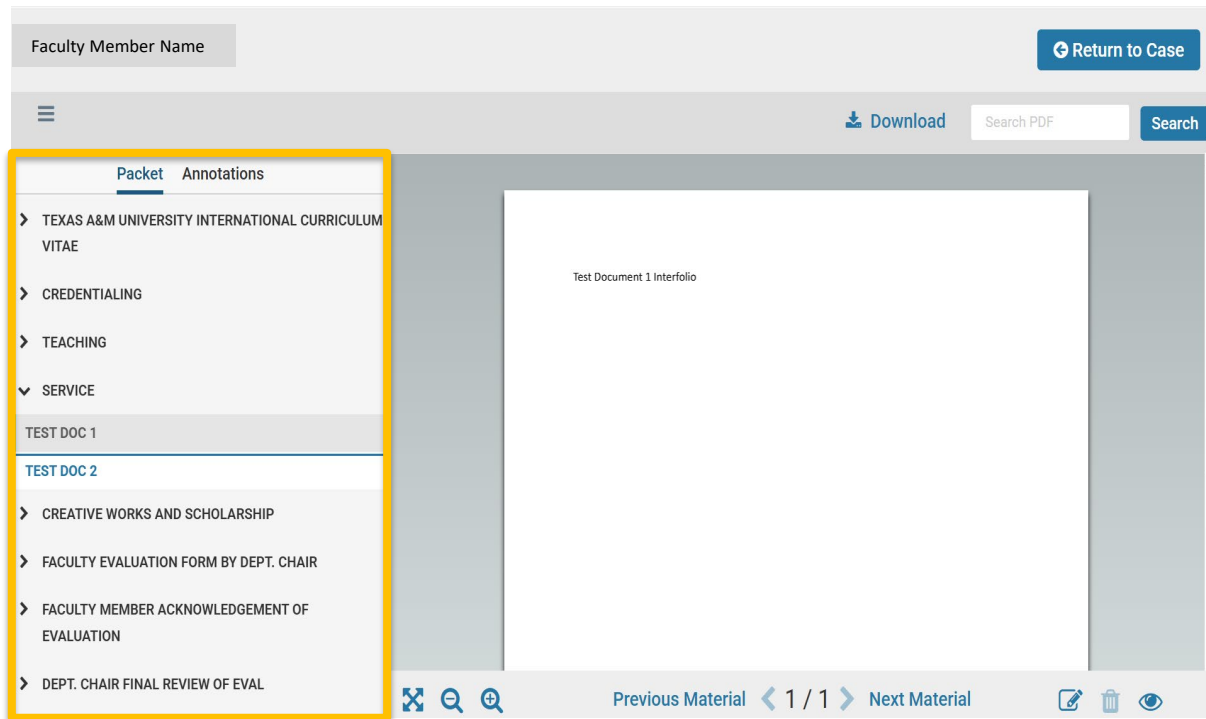
The screenshot displays the Faculty Packet Page interface. At the top, there is a header bar with a 'Faculty Member Name' input field on the left and a 'Return to Case' button on the right. Below the header, a sidebar menu on the left lists various packet components: 'TEXAS A&M UNIVERSITY INTERNATIONAL CURRICULUM VITAE', 'TEST CV' (which is highlighted with a green bar), 'CREDENTIALING', 'TEACHING', 'SERVICE', 'CREATIVE WORKS AND SCHOLARSHIP', 'FACULTY EVALUATION FORM BY DEPT. CHAIR', 'FACULTY MEMBER ACKNOWLEDGEMENT OF EVALUATION', 'DEPT. CHAIR FINAL REVIEW OF EVAL', and 'FACULTY MEMBER'S FINAL RESPONSE'. The main content area on the right shows a document titled 'Test CV for Interfolio'. At the bottom of the interface, there is a navigation bar with icons for zooming and a set of controls including 'Previous Material', a page indicator '1 / 1', 'Next Material', and icons for editing, deleting, and viewing.



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# Navigating through Packet

- Use this screen to navigate the faculty member's supporting documentation. Click each section in the left-hand menu to access and review all available documents.





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# Return to Case

- When you are finished reviewing the faculty member's PPE, select ***Return to Case*** to proceed with entering your evaluation.

Faculty Member Name

[Return to Case](#)

Download Search PDF Search

Packet Annotations

- › TEXAS A&M UNIVERSITY INTERNATIONAL CURRICULUM VITAE
- › CREDENTIALING
- › TEACHING
- ▼ SERVICE
  - TEST DOC 1
  - TEST DOC 2
- › CREATIVE WORKS AND SCHOLARSHIP
- › FACULTY EVALUATION FORM BY DEPT. CHAIR
- › FACULTY MEMBER ACKNOWLEDGEMENT OF EVALUATION
- › DEPT. CHAIR FINAL REVIEW OF EVAL

Test Document 1 Interfolio

Previous Material 1 / 1 Next Material





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# Case Details

- After returning to the main page, choose **Case Details**. This will open the page where you will find the form to enter your evaluation.

The screenshot displays the 'Case Details' page in the Texas A&M International University system. The sidebar on the left contains navigation links: 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 features a 'Faculty Member Name' section with a 'Case Details' tab highlighted. Below this is a search bar for case materials by title. The 'Candidate Packet' section contains a table of curriculum vitae entries, including one for 'TAMU CV Maddan' submitted by Sean Maddan on Oct 24, 2025. The page also includes a 'Send Case' button and a 'Case Options' dropdown menu.

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# Case Details Page

- On the *Case Details* page, locate the Forms section. Then select **Fill Out Form** to start completing your evaluation.

The screenshot displays the 'Case Details' page in the Interfolio system. The page layout includes a sidebar on the left with navigation links: Home, Your Packets, Faculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, and Account Access. Below these are links for Review, Promotion and Tenure, Cases, Templates, Administration, Reports, and Users & Groups. The top navigation bar shows the Texas A&M International University logo and the path 'Texas A&M International University > Cases >'. The main content area has a 'Faculty Member Name' field, a 'Unit' dropdown (Fine and Performing Arts), a 'Template' dropdown (PPE COAS - Fine & Performing Arts Tenure), and a 'Status' dropdown (Select Status). Below these are 'Case Materials' and 'Case Details' tabs. The 'Case Details' tab is active, showing 'Reviewing as Jessica Verastigui' and a message: 'You are the only reviewer at this step. For details on best practices, read our Guide to Reviewing Case Materials.' The 'Required Items' section indicates '1 missing' and states: '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.' Below this is a table of forms:

Form Name	Assignee	Actions
Official Annual Faculty Evaluation Form 8 required questions	Committee Members	Manage Respondents
Official Annual Faculty Evaluation Form 8 required questions	Jessica Verastigui (You)	Fill Out Form

The 'Fill Out Form' button is highlighted with a yellow box. Below the table is a section for 'Committee Members (1)' with 'Email' and 'Edit' buttons.



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# Faculty Evaluation Form

- On this page, complete each field to record your evaluation of the faculty member.

The screenshot shows the 'Official Annual Faculty Evaluation Form' on the Texas A&M International University website. The interface includes a dark maroon header with the university logo and the name 'Jessica Verastigi'. A left sidebar contains navigation links: Home, Your Packets, Faculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Review, Promotion and Tenure, Cases (selected), Templates, Administration, Reports, and Users & Groups. The main content area for the 'Cases' section contains the following text: 'Official Annual Faculty Evaluation Form. 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. If a tenured faculty member receives deficient scores in an area for consecutive years, then the Post-Tenure Review process begins immediately (see TAMU Faculty Handbook).'

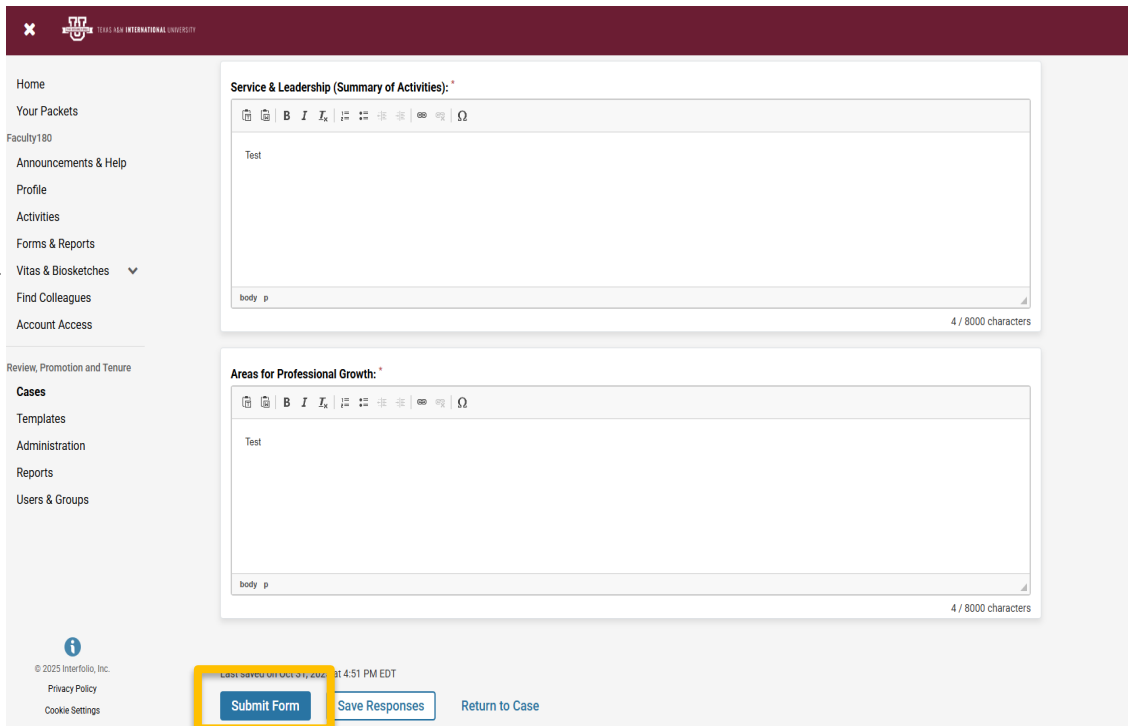
Below this text are three evaluation sections, each with a title and a radio button for 'Yes' and 'No':

- Faculty Member has consistently followed TAMUS Policies and TAMU Policies and Procedures: \***  
☐ Yes  
☐ No
- Research \*  
(Check one)**  
☐ 0  
☐ 1  
☐ 2  
☐ 3  
☐ 4  
☐ 5
- Teaching \*  
(Check one)**  
☐ 0

At the bottom left of the sidebar, there is a copyright notice: '© 2025 Interfolio, Inc. Privacy Policy Cookie Settings'.

# Submit Form

- Once you have completed the evaluation, click ***Submit Form***.
- Please note: saving your responses does not submit the form.



The screenshot shows a web application interface for Texas A&M International University. The header is maroon with the university logo and name. A left sidebar contains navigation links: Home, Your Packets, Faculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches (with a dropdown arrow), Find Colleagues, and Account Access. Below these are links for Review, Promotion and Tenure, Cases, Templates, Administration, Reports, and Users & Groups. At the bottom of the sidebar are copyright and policy links. The main content area has two sections: 'Service & Leadership (Summary of Activities):' and 'Areas for Professional Growth:'. Each section contains a rich text editor with a toolbar (bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, undo, redo, link, unlink, help) and a text area with the word 'Test' and a character count of 4 / 8000 characters. At the bottom of the page, there is a footer with a copyright notice, a 'Submit Form' button (highlighted with a yellow box), a 'Save Responses' button, and a 'Return to Case' link. The time '11:4:51 PM EDT' is also displayed.



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# Confirm Submission

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

A screenshot of the Texas A&M International University website. The page is dark-themed with a maroon header. A white dialog box titled 'Confirm' is overlaid on the right side. The dialog box contains the text: 'Submitting the form "Official Annual Faculty Evaluation Form" 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: a red 'Yes' button and a blue 'No' button. The 'Yes' button is highlighted with a yellow square. The background of the website shows a sidebar with navigation links and a main content area with text and formatting tools.



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# Send Case Forward

- Click ***Send Case***, then select ***Forward to Candidate Review*** to send the PPE back to the faculty member.

The screenshot displays the 'Cases' page in the Texas A&M International University system. The user is logged in as Jessica Verastigui. The page features a sidebar with navigation links: Home, Your Packets, Faculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, and Account Access. The main content area shows the 'Cases' section with a 'Faculty Member Name' field, a 'Unit' dropdown (Fine and Performing Arts), and a 'Template' dropdown (PPE COAS - Fine & Performing Arts). A 'Send Case' button is highlighted with a yellow box, and its dropdown menu is open, showing the option 'Forward to Candidate Review of Assessment'. Below this, there is a 'Case Materials' section with a search bar and a 'Read Case' button. At the bottom, there is a 'Candidate Packet' section with a 'Locked' status and an 'Unlock' button.



- 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  
  
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Texas A&M International University

Sean M.

Case Materials

Search case materials

✕ + Expand All

Candidate Review

Any materials I have added will appear here as well as materials I am reviewing or files in an unreviewed state.

▼ Texas A&M International University

Add your custom message

Texas A&M International University

Title

TEST CASE

Jessica Verastigui | 1 members

The following reviewers will gain access to the case:

Faculty Member Name

☒ Send a message to the reviewers gaining access.

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

Subject \*

Message Subject ✕

You must provide a subject.

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,

Preview

Continue

Cancel

Jessica Verastigui

Case Options ▼

Settings Move

will be able to replace or delete any

Unlock

Add File

Actions Edit



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# Send Case Email Cont.

- Select ***Continue*** to forward the packet to the faculty member.
- This completes the current step.



# 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](mailto:jessica.verastigui@tamiu.edu)
- General questions or concerns
  - Please contact Sean Maddan at [sean.maddan@tamiu.edu](mailto:sean.maddan@tamiu.edu)