

2025 PROFESSIONAL PORTFOLIO EVALUATION

Department Chair Training – Step 4

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Office of the Provost & VP for Academic Affairs
Texas A&M International University

Step 4 Purpose

- The purpose of Step 4 is for the department chair to have the opportunity to review the evaluation with the faculty member and decide whether to keep or add edits to the initial evaluation. The chair will submit an electronic signature and an updated evaluation if necessary.

Email Notification

- You will receive an email prompting you to log in to your Interfolio account to complete the electronic signature form.


Faculty Name PPE



Texas A&M International University <noreply@interfolio.com>
To: Verastigui, Jessica L.

Retention Policy TAMU2010-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.

Sean Maddan'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,
Sean Maddan

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

- Respond to form: Chair Electronic Signature | Step 3: 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

- After meeting and discussing the evaluation with the faculty member, you will then complete the electronic signature by clicking on case details.
- If you login through the link in the email, you will arrive at the main dashboard for the faculty member that completed their PPE and click on **Case Details**.
- 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 interface for a faculty member. On the left is a sidebar menu with options 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 'Cases' section is highlighted. The main content area is titled 'Faculty Member Name' and includes buttons for 'Send Case' and 'Case Options'. Below this, there are tabs for 'Case Materials' and 'Case Details' (which is highlighted with a yellow box and a red '1'). A search bar for 'Search case materials by title' is present, along with a 'Read Case' button. A blue bar contains 'Expand All', 'Collapse All', 'Download', 'Share', 'Settings', and 'Move' options. The 'Candidate Packet' section explains that materials added are visible to the candidate. Below this, a 'Texas A&M University International Curriculum Vitae' is shown as 'Locked' with an 'Unlock' button. A table lists the curriculum vitae with columns for Title, Details, and Actions. The table contains one entry: 'TEST CV' with details 'Submitted by Sean Maddan Nov 14, 2025' and an 'Edit' action. At the bottom, a 'Credentialing' section is shown as 'Unlocked' with a 'Lock' button.

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Privacy Policy
Cookie Settings



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Case Details Page

- In the case details page you will locate the section that says **Forms** and select **Fill Out Form**.

The screenshot displays the 'Case Details' page for a faculty member. The sidebar on the left contains navigation links: Home, Your Packets, Faculty 180, 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 shows the 'Case Details' tab selected, with fields for Faculty Member Name, Unit (Fine and Performing Arts), Template (PPE COAS - Fine & Performing Arts Tenure), and Status (Select Status). Below these fields, the 'Reviewing as' section shows Jessica Verastigui. A 'Required Items' section indicates that 1 item is missing. A table lists the required items, with the 'Chair Electronic Signature' form highlighted. The 'Fill Out Form' button is circled in yellow.

Form Name	Assignee	Actions
Chair Electronic Signature 1 required questions	Committee Members	Manage Respondents
Chair Electronic Signature 1 required questions	Jessica Verastigui (You)	Fill Out Form



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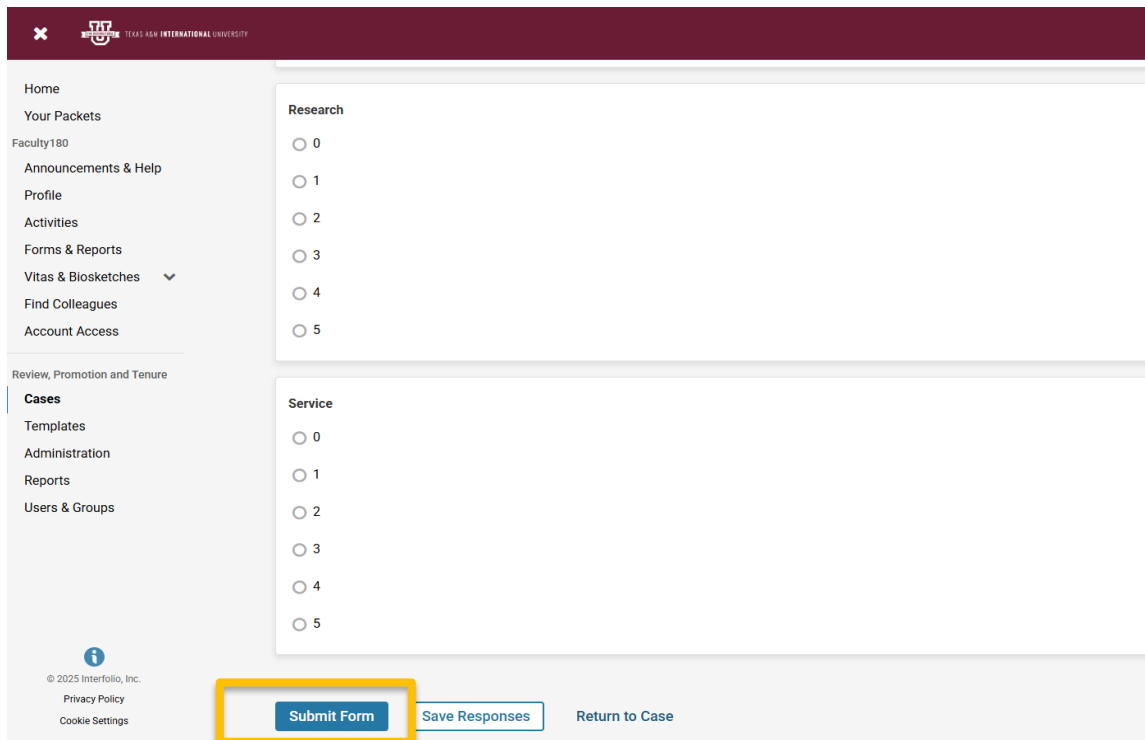
Chair Electronic Signature Form

- The form will let you acknowledge that you discussed the PPE with the faculty member and understand that submitting the document serves as your electronic signature.

The screenshot shows the 'Chair Electronic Signature' form in the Interfolio system. The header bar is maroon with the Texas A&M International University logo and name. Below the header, the breadcrumb trail reads: 'Texas A&M International University > Cases > Sean Maddan >'. The main content area is titled 'Chair Electronic Signature' and contains a question: 'Do you acknowledge that you have reviewed and discussed this PPE with the faculty member, and understand that submitting this document serves as your electronic signature? *'. Below the question is a subtext: 'Should you wish to update your ratings, you can do so in the questions below.' There are two radio button options: 'Yes' and 'No'. Below the radio buttons is a 'Comments' section with a rich text editor toolbar and a large text area. At the bottom right of the comments section, it says '0 / 8000 characters'. Below the comments section is a 'Teaching' section with three radio button options: '0', '1', and '2'. On the left side of the form, there is a sidebar with a navigation menu. The menu items are: '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'. At the bottom of the sidebar, there is a copyright notice: '© 2025 Interfolio, Inc.', and links for 'Privacy Policy' and 'Cookie Settings'.

Submit Form

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



The screenshot shows a web interface for Texas A&M International University. On the left is a navigation menu with links: 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. At the bottom of the menu are links for Privacy Policy and Cookie Settings. The main content area has two sections: 'Research' and 'Service', each with a vertical list of radio buttons numbered 0 through 5. At the bottom of the page, there are three buttons: 'Submit Form' (highlighted with a yellow box), 'Save Responses', and 'Return to Case'. The footer includes the copyright notice '© 2025 Interfolio, Inc.' and the 'GO BEYOND' logo.



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Confirmation

- Once you have submitted the form you will get a confirmation window. You can click yes to submit your response.

A screenshot of the Texas A&M International University web portal. The left sidebar contains 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 is titled 'Chair Electronic Signature' and contains a form with the question 'Do you acknowledge that you have reviewed this document serves as your electronic signature? *'. Below the question are two radio buttons: 'Yes' (selected) and 'No'. A confirmation dialog box is overlaid on the right side of the screen, titled 'Confirm'. The dialog box contains the text: 'Submitting the form "Chair Electronic Signature" 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.' At the bottom of the dialog box are two buttons: 'Yes' (highlighted with a yellow border) and 'No'. The background form also includes a 'Comments' section with a rich text editor and a character count '0 / 800'.



- Once you submit the confirmation you will be redirected to the Case Details page. Here you will click ***Send Case***, then select **Forward to Candidate Reviews Final Assessment** to send the PPE back to the faculty member.

GO BEYOND>



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Send Case Email

- After clicking to forward the case, a message prompt will appear. In the subject field, enter one of the following: 'PPE,' 'PPE Evaluation,' or 'Annual Evaluation.'

Send Case Forward

Great job! You're sending the case forward to the next step, Candidate Reviews Final Assessment. The following reviewers will lose access to the case:

Unit
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 *
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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Send Case Email Cont.

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

Send Case Forward

Great job! You're sending the case forward to the next step, Candidate Reviews Final Assessment. The following reviewers will lose access to the 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 *

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](#)

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