

2025 PROFESSIONAL PORTFOLIO EVALUATION

Faculty Training - Step 1

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Texas A&M International University

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Purpose of Step 1

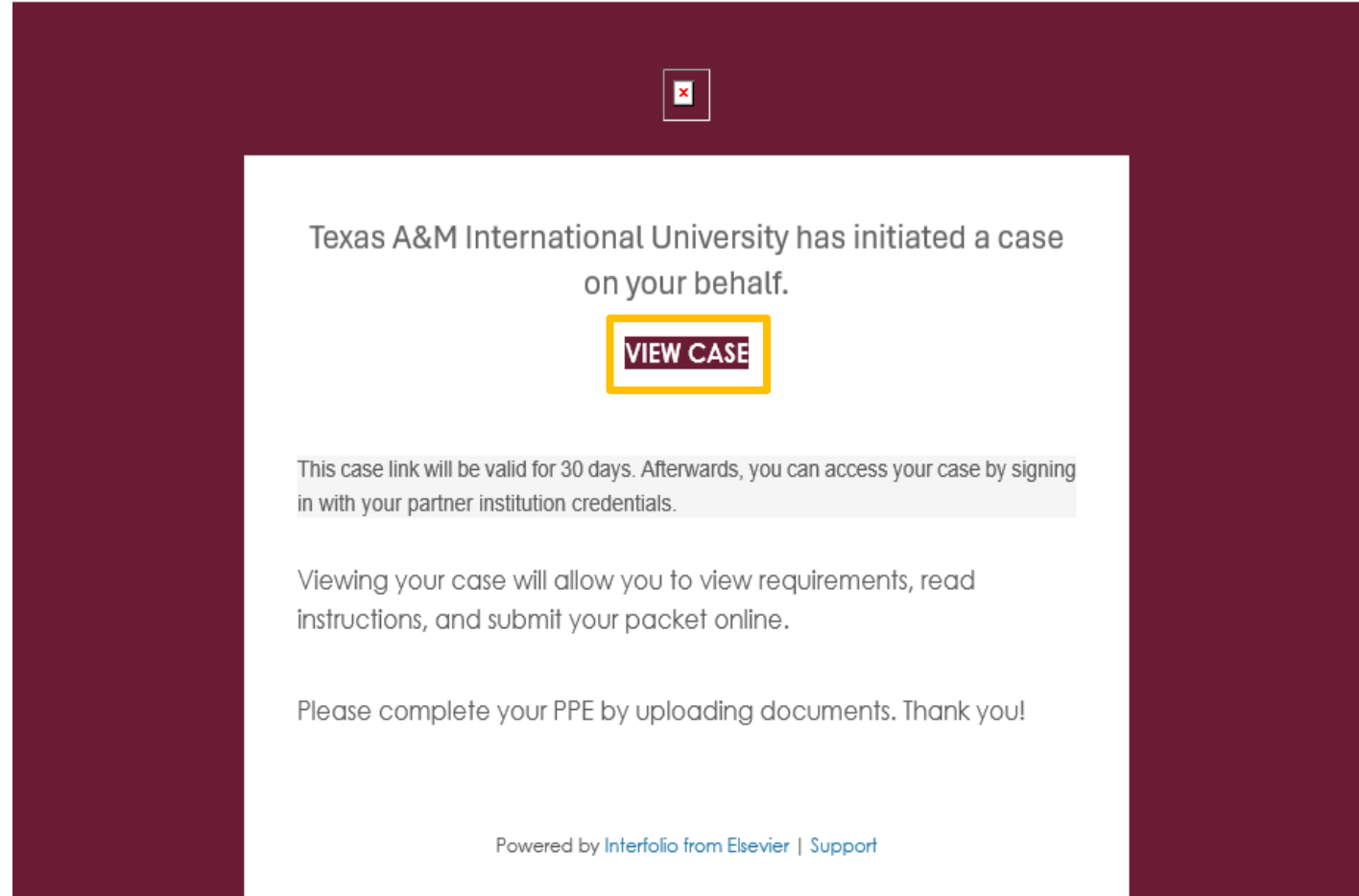
- Step 1 of the Professional Portfolio Evaluation (PPE) is for faculty members to complete their self evaluation including their supporting documentation.



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Email Notification

- You will receive an email prompting you to log in to your Interfolio account to start your PPE.
- The link in the email will take you directly to the Interfolio login page.





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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

The screenshot shows the Interfolio Home Page interface. At the top right, there is a user profile dropdown menu labeled "Faculty Name". The main content area is divided into sections: "Home", "Your Packets", "Review, Promotion and Tenure", and "Cases". The "My Tasks" section shows "1 Unread Tasks". A search bar with a "Search" button is located on the right. Below the search bar, there are two statistics: "0 Read Tasks". A table lists tasks with columns for "Title" and "Due Date". One task is highlighted with a yellow box and labeled "Faculty Name". The task title is "PPE TEST | Texas A&M International University | Review". An orange arrow points from a text box below to the "Faculty Name" label in the task card.

Faculty Name

1 Unread Tasks

0 Read Tasks

Title	Due Date
Faculty Name	
PPE TEST Texas A&M International University Review	

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

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Entering Your Case

- After selecting your name, you'll be directed to the packet's **Overview** page. This page outlines all the sections within the packet, the requirements for each one, and shows your progress toward completing them. If any instructions are available, you can access that information by clicking **"View Instructions"**.

Home
Your Packets
Review, Promotion and Tenure
Cases

Texas A&M International University > Your Packets >

PPE TEST

Unit: Texas A&M International University | Type: Review | Packet Deadline Type: Hard Deadline | Packet Due Date

[View Instructions](#) [Preview Packet](#)

Overview | Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Texas A&M University International Curriculum Vitae

Not Yet Submitted Unlocked

Type	# Required	# Added
Texas A&M University International Curriculum Vitae	1 required	0

Credentialing

Not Yet Submitted Unlocked

Type	# Required	# Added
Transcripts	1 required	0

Teaching

Not Yet Submitted Unlocked

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Editing Your Case

- You can complete each section's requirements by editing the section or by opening the **Packet** tab.

Home

Your Packets

Review, Promotion and Tenure

Cases

Texas A&M International University > Your Packets >

PPE TEST

View Instructions Preview Packet

Unit: Texas A&M International University | Type: Review | Packet Deadline Type: Hard Deadline | Packet Due Date:

Overview Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide.

Texas A&M University International Curriculum Vitae

Not Yet Submitted Unlocked

Type	# Required	# Added
Texas A&M University International Curriculum Vitae	1 required	0

Edit

Credentialing

Not Yet Submitted Unlocked

Type	# Required	# Added
Transcripts	1 required	0

Edit

Teaching

Not Yet Submitted Unlocked

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Packet Tab

- Here, you'll see the **Packet** tab—this is where you can upload your narratives and files to complete the requirements. You can look over each section in the document reader and submit them once they're done.
- Note: All information added to your PPE must be submitted as an uploaded document. There are no fields available for typing your response directly into the system.

The screenshot displays the 'PPE TEST' interface for Texas A&M International University. The page is titled 'PPE TEST' and includes navigation links for 'View Instructions' and 'Preview Packet'. The main content area is divided into sections for 'Texas A&M University International Curriculum Vitae' and 'Credentialing'. Each section shows a 'Submit' button, a status of 'Not Yet Submitted' with an 'Unlocked' tag, and a progress indicator of '0 of 1 Required Files'. The 'Curriculum Vitae' section has an 'Add' button highlighted with a yellow box and an arrow pointing to it. The 'Credentialing' section also has an 'Add' button. The footer contains copyright information for Elsevier Inc. and links for Privacy Policy and Cookie Settings.

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Adding Files

- You will be able to add files or upload a new file from your computer by clicking on “Add New File”.

The screenshot displays the user interface for adding files to a curriculum vitae. A modal window is open, titled "Add Texas A&M University International Curriculum Vitae". At the top of the modal, it indicates "1 Required" and provides two options: "Choose Existing" and "Add New File", with the latter highlighted by a yellow box. Below these options are tabs for "All Materials" and "Packets". A search bar with a "Filter" button is present. A list of files is shown, each with a checkbox and a file icon:

- All
- Credentials
- crij-6399-191-15742_1725635461305_Maddan
- Jervis Interview 10_17
- Journal of Ethnicity in Criminal Justice - Decision on Manuscript
- Maddan Bio
- Support for gun control author details

At the bottom of the modal are "Add" and "Cancel" buttons. The background interface shows a sidebar with "Home", "Your Packets", and "Cases" sections, and a main content area with "Instructions", "Preview Packet", and "Submit" buttons. A footer at the bottom left of the page reads "© 2025 Elsevier Inc. Privacy Policy Cookie Settings".

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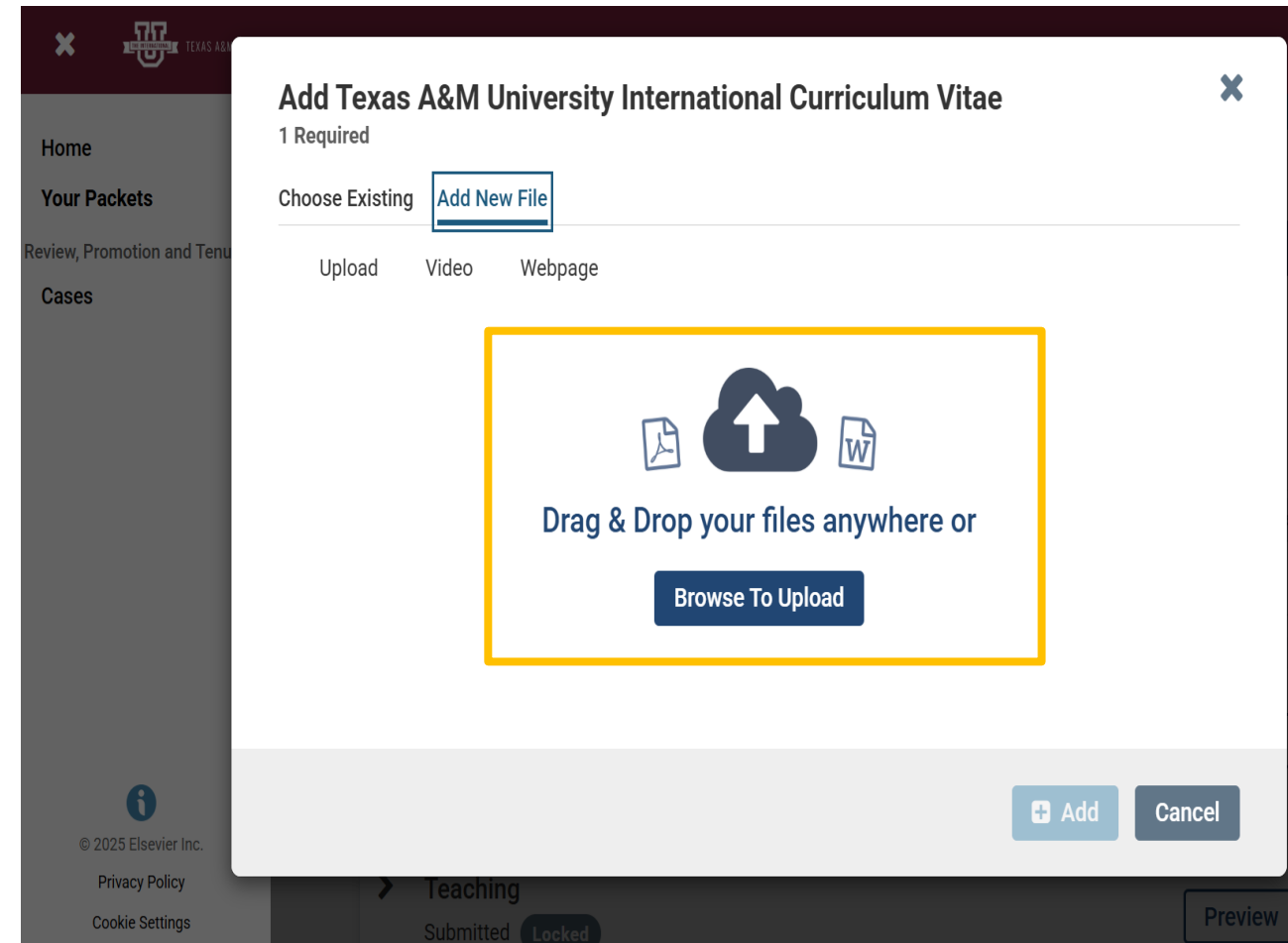


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Adding Files Continued

- When you select **'Add New File'**, this window will appear. You can upload your materials by either **dragging and dropping** the file into the window or by choosing **'Browse'** to locate it on your computer.



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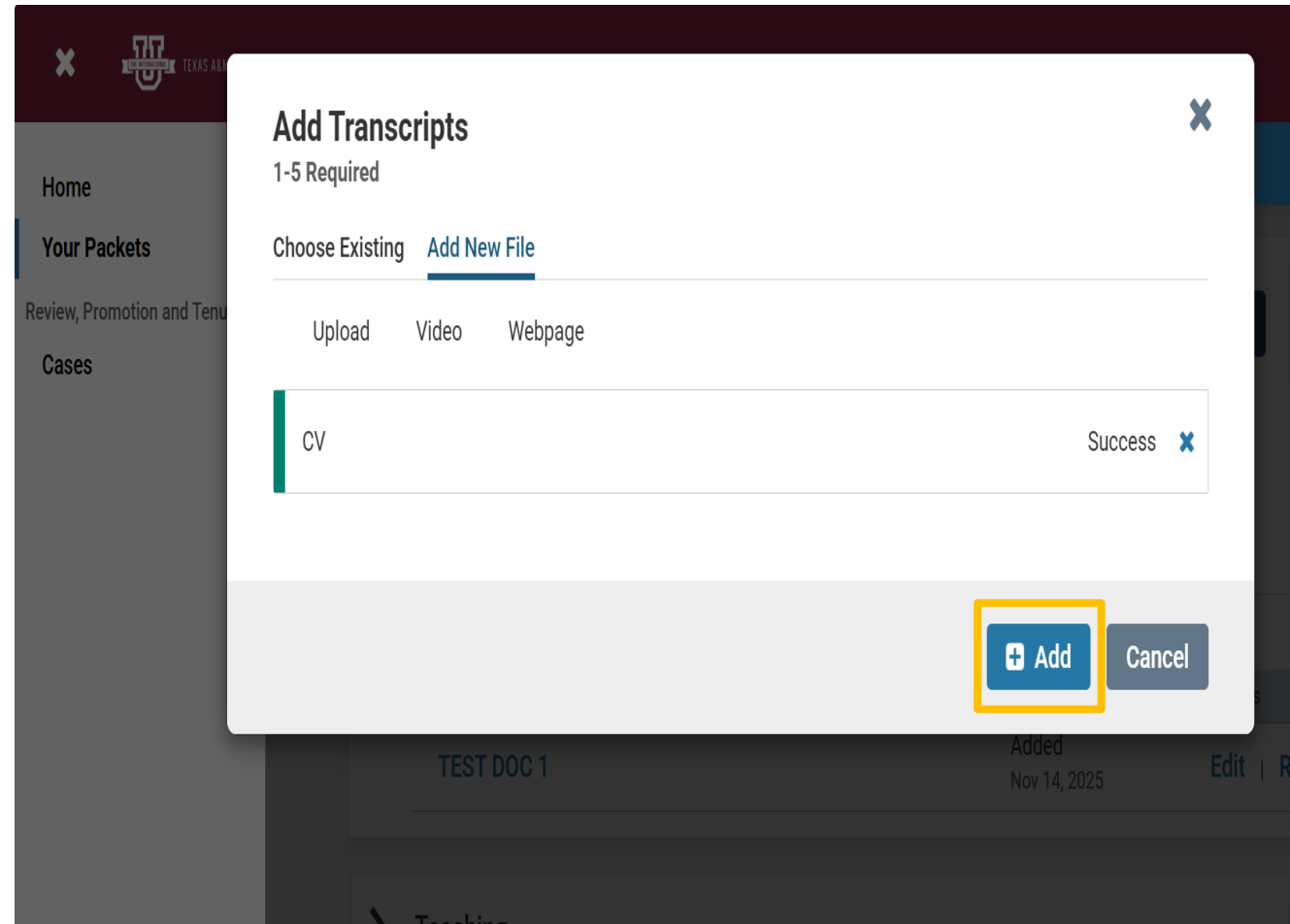


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Adding Files Continued

- After uploading your file, click the **'Add'** button to ensure it is properly saved to your available documents.



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Submitting the Section

- Once you've met all the requirements, you can **submit** the section. After submission, the section locks automatically, and you won't be able to make changes unless an administrator unlocks it. If you need it reopened, reach out to an Interfolio administrator in the Office of the Provost and VP for Academic Affairs.

The screenshot shows the 'Your Packets' page for a 'PPE TEST' section. The page is titled 'PPE TEST' and includes navigation links for 'View Instructions' and 'Preview Packet'. The page is organized into a table with columns for 'Unit', 'Type', 'Packet Deadline Type', and 'Packet Due Date'. The 'Unit' is 'Texas A&M International University' and the 'Type' is 'Review'. The 'Packet Deadline Type' is 'Hard Deadline' and the 'Packet Due Date' is not specified.

The page is divided into 'Overview' and 'Packet' tabs. The 'Packet' tab is active, showing a list of packets. The first packet is 'Texas A&M University International Curriculum Vitae', which is 'Not Yet Submitted' and 'Unlocked'. It has a 'Submit' button highlighted in yellow and a 'Preview' button. The packet is 1 of 1 required files. Below the packet name, it says 'Add your curriculum vitae here.' and 'Texas A&M University International Curriculum Vitae 1 required, 1 Added'. There is an 'Add' button. Below this is a table with columns for 'Title', 'Details', and 'Actions'. The table has one row with 'TAMIU CV' in the 'Title' column, 'Added Oct 24, 2025' in the 'Details' column, and 'Edit | Remove' in the 'Actions' column.

The second packet is 'Credentialing', which is also 'Not Yet Submitted' and 'Unlocked'. It has a 'Submit' button and is 0 of 1 required files. Below the packet name, it says 'Add copies of transcripts here (official or unofficial)'. Below this is a table with columns for 'Title', 'Details', and 'Actions'. The table has one row with 'Transcripts 1-5 required, 0 Added' in the 'Title' column, 'Added Oct 24, 2025' in the 'Details' column, and 'Add' in the 'Actions' column. Below the table, it says 'Add all bachelor's, master's, and doctorate transcripts here (official or unofficial)'. At the bottom of the packet, it says 'No files have been added yet.'

At the bottom left of the page, there is a footer with the text '© 2025 Elsevier Inc.', 'Privacy Policy', and 'Cookie Settings'.

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Confirmation

- You will receive a warning notifying you that the section will be locked once it is submitted.
- To confirm your submission click **yes**.

The screenshot displays a web application interface for Texas A&M International University. A confirmation dialog box is overlaid on the page, asking: "You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the section Texas A&M University International Curriculum Vitae at this time?" The "Yes" button is highlighted with a yellow border. The background page shows a submission form for "PPE TEST" with sections for "Texas A&M University International Curriculum Vitae" and "Credentialing". The CV section shows a file named "TAMIU CV" added on Oct 24, 2025. The Credentialing section shows 0 of 1 required files added.

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Submitted Section

- You can view which sections have been submitted and locked, as well as those that are still unlocked and not yet submitted.

The screenshot shows a web interface for a 'PPE TEST' submission. The page title is 'PPE TEST' and the unit is 'Texas A&M International University'. The submission type is 'Review' and the deadline is 'Hard Deadline'. The page is divided into two main sections: 'Submitted' and 'Not Yet Submitted'. The 'Submitted' section is highlighted with a yellow box and shows a 'Locked' status. The 'Not Yet Submitted' section is also highlighted with a yellow box and shows an 'Unlocked' status. The 'Submitted' section includes a 'Preview' button and a '1 of 1 Required Files' indicator. The 'Not Yet Submitted' section includes a 'Submit' button and a '0 of 1 Required Files' indicator. The 'Submitted' section also includes a table with the following data:

Title	Details
TAMIU CV	Added Oct 24, 2025

The 'Not Yet Submitted' section includes a table with the following data:

Transcripts	1-5 required, 0 Added
Add all bachelor's, master's, and doctorate transcripts here (official or unofficial)	
No files have been added yet.	

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Preview Packet

- You can use the document reader to preview the packet and see how it will appear to your department chair during the review process.
- This is end for step 1.

The screenshot shows the 'PPE TEST' interface on the Texas A&M International University portal. The page title is 'PPE TEST' and the unit is 'Texas A&M International University'. The type is 'Review' and the packet deadline type is 'Hard Deadline'. The page is divided into sections: 'Home', 'Your Packets', 'Review, Promotion and Tenure', and 'Cases'. The 'Your Packets' section is active, showing a list of packets. The 'Preview Packet' button is highlighted in yellow. The list of packets includes:

Unit	Type	Packet Deadline Type	Packet Due Date
Texas A&M International University	Review	Hard Deadline	

Overview Packet

Expand All Collapse All

Texas A&M University International Curriculum Vitae	Submitted Locked	Preview	1 of 1 Required Files
Credentialing	Submitted Locked	Preview	1 of 1 Required Files
Teaching	Submitted Locked	Preview	3 of 3 Required Files
Service	Submitted Locked	Preview	2 of 2 Required Files
Creative Works and Scholarship	Submitted Locked	Preview	3 of 2 Required Files

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Questions About the PPE

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