

2025 PROFESSIONAL PORTFOLIO EVALUATION

Faculty Training – Step 3

Jessica Verastigui, MS
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Texas A&M International University

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Purpose of Step 3

- Step 3 of the Professional Portfolio Evaluation (PPE) is for faculty members to review the department chair's evaluation and schedule a meeting to discuss the evaluation with the department chair.



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Email Notification

- You will receive an email prompting you to log in to your Interfolio account to review your evaluation completed by your department chair.
- The link in the email will take you directly to the Interfolio login page.

The screenshot shows an email titled "Faculty Member Email" from EN (Interfolio) to Jessica L. Verastigui. The email includes a retention policy notice, a "Start your reply all with:" section with buttons for "Thank you!", "Got it, thanks!", "Received, thank you.", and "Feedback", and a main body of text. The main text states that a case is now available for review and includes a "REVIEW CANDIDATE" button. Below this, it says "Dear committee members," and provides information about the review process. A list of items to be completed before sending the case to the next step is provided, with "Step 2: Faculty Name" highlighted. The footer of the email reads "Powered by Interfolio from Elsevier | Support".

Faculty Member Email

To: Verastigui, Jessica L.

Retention Policy: TAMIU2010-Inbox (30 days) Expires: 12/14/2025

This item will expire in 27 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.

Start your reply all with: [Thank you!](#) [Got it, thanks!](#) [Received, thank you.](#) [Feedback](#)

Faculty Name 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,
Jessica Verastigui

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

- Respond to form: Faculty Evaluation Acknowledgment | Step 2: Faculty Name

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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

Home
Your Packets
Review, Promotion and Tenure
Cases

Texas A&M International University >

Cases

Search cases

1 of 1 cases

Name	Type	Template Name	Status
Faculty Name Fine and Performing Arts	Review	PPE COAS - Fine & Performing Arts Tenure	

Step 2 of 6: Candidate Review of Assessment ▲ Required Documents

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



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Access to Evaluation

- When you enter your case, this main page allows you to review your chair's evaluation and complete the required forms.
- Click **Read Case** to review the evaluation.

Texas A&M International University > Cases >

Home
Your Packets
Review, Promotion and Tenure
Cases

Faculty Member Name
Unit: Fine and Performing Arts
Template: PPE COAS - Fine & Performing Arts Tenure
Status: Select Status

Send Case
Case Options

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

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Credentialing Unlocked Lock

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Review your Evaluation

- Review your evaluation by chair.
- Click on the drop-down arrow that says, “Faculty evaluation form by dept. chair” and then click on, “Official Annual faculty evaluation form”.
- You can scroll down or use the arrows at the bottom of the form to review the evaluation.

Sean Maddan

Return to Case

Download Search PDF Search

Packet Annotations

- > TEXAS A&M UNIVERSITY INTERNATIONAL CURRICULUM VITAE
- > CREDENTIALING
- > TEACHING
- > SERVICE
- > CREATIVE WORKS AND SCHOLARSHIP
- ▼ FACULTY EVALUATION FORM BY DEPT. CHAIR
 - Official Annual Faculty Evaluation Form | Department/Division Chair Review
- > FACULTY MEMBER ACKNOWLEDGEMENT OF EVALUATION
- > DEPT. CHAIR FINAL REVIEW OF EVAL
- > FACULTY MEMBER'S FINAL RESPONSE
- > DEAN'S RESPONSE
- > PROVOST'S RESPONSE

Official Annual Faculty Evaluation Form

Candidate Name
Sean Maddan

Responses from:
Step 1: Department/Division Chair Review

1 Responses Submitted

Name	Role	Details
Jessica Verastigui jessica.verastigui@amiu.edu	Manager	Submitted Nov 14, 2025 at 5:51 PM

Previous Material < 1 / 2 > Next Material

GO BEYOND >



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Return to Case

- Once you are finished reviewing your evaluation, you can ***Return to Case.***

Sean Maddan

Download Search PDF Search

Packet Annotations

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

Official Annual Faculty Evaluation Form

Candidate Name
Sean Maddan

Responses from:
Step 1: Department/Division Chair Review

1 Responses Submitted

Name	Role	Details
Jessica Verastigui jessica.verastigui@tamui.edu	Manager	Submitted Nov 14, 2025 at 5:51 PM

Previous Material < 1 / 2 > Next Material

Return to Case

GO BEYOND >



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Case Details

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

The screenshot shows the 'Case Details' page in the Interfolio system. The page is titled 'Texas A&M International University > Cases >'. The main content area is divided into several sections:

- Faculty Member Name:** A dropdown menu.
- Unit:** Fine and Performing Arts
- Template:** PPE COAS - Fine & Performing Arts Tenure
- Status:** Select Status
- Case Materials:** A list of materials, with 'Case Details' highlighted and a notification badge '1'.
- Search case materials by title:** A search bar with a 'Read Case' button.
- Actions:** Expand All, Collapse All, Download, Share, Settings, Move.
- Candidate Packet:** A section for adding materials to the candidate packet. It includes a 'Texas A&M University International Curriculum Vitae' entry, which is currently 'Locked' and has an 'Unlock' button. Below this is a table of submitted materials.

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

At the bottom of the page, there is a 'Credentialing' section with an 'Unlocked' status and a 'Lock' button.

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Case Details Page

- This is the *Case Details* page. Here, you will see the *Forms* section. Click **Fill Out Form** to acknowledge that you have reviewed the evaluation completed by your department chair.

The screenshot shows the 'Case Details' page in the Interfolio system. The page is titled 'Texas A&M International University > Cases >'. The left sidebar contains navigation links: Home, Your Packets, Review, Promotion and Tenure, and Cases. The main content area displays the following information:

- Faculty Member Name:** [Redacted]
- Unit:** Fine and Performing Arts
- Template:** PPE COAS - Fine & Performing Arts Tenure
- Status:** Select Status
- Case Materials:** Case Details (1)
- Reviewing as:** Sean Maddan

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

Required Items (1 missing)

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.

Forms

Form Name	Assignee	Actions
Faculty Evaluation Acknowledgment 1 required questions	Committee Members	Manage Respondents
Faculty Evaluation Acknowledgment 1 required questions	Sean Maddan (You)	Fill Out Form

Committee Members (1) [Email] [Edit]

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Faculty Evaluation Acknowledgment

- On this form, read the statement and choose your response. After selecting your response, click **Submit Form** to complete the process.

Important: Clicking *Save* will not submit the form.

Home

Your Packets

Review, Promotion and Tenure

Cases

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

Faculty Evaluation Acknowledgment

I acknowledge that my response below does not indicate agreement or disagreement with the evaluation, but only confirms that I have reviewed it. *

Yes

No

Submit Form Save Responses Return to Case

GO BEYOND >



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Confirm Submission

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

The screenshot shows a web interface for Texas A&M International University. A modal dialog box titled "Confirm" is open, displaying the text: "Submitting the form 'Faculty Evaluation Acknowledgment' 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 box) and "No".

The background form is titled "Faculty Evaluation Acknowledgment" and contains the text: "I acknowledge that my response below does not contain any confidential information." Below this text are two radio button options: "Yes" (selected) and "No".

At the bottom of the form, there is a timestamp: "Last saved on Nov 17, 2025 at 12:01 PM EST" and three buttons: "Submit Form", "Save Responses", and "Return to Case".

GO BEYOND >



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Confirm Submission

- Once you have confirmed your acknowledgment, you will return to the *Case Details* page.
- Then, click **Send Case** and select **Forward to Chair: Acknowledgment and Approval of PPE**.

Home
Your Packets
Review, Promotion and Tenure
Cases

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
Sean Maddan

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

Send Case
Forward to
Chair Acknowledgement and Approval of
PPE
Backwards to
Department/Division Chair Review

Case Options

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.

Forms

Form Name	Assignee	Actions
Faculty Evaluation Acknowledgment 1 required questions	Committee Members	Manage Respondents
Faculty Evaluation Acknowledgment 1 required questions	Sean Maddan (You)	Edit Submission

Committee Members (1) Email Edit

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Send Case Forward Email

- Once you send the case forward you will be prompted to send a message to inform your department chair that they will now have your PPE case.
- In the subject area you can put your name and PPE (e.g. Verastigui 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, Chair Acknowledgement and Approval of PPE. The following reviewers will lose access to the case:

Faculty Member Name

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,
Sean Maddan

Preview Continue Cancel

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End of Step 3

- Once the email is sent, the PPE case will now be with your department chair for final chair approval.
- This completes the current step.

Home

Your Packets

Review, Promotion and Tenure

Cases

Texas A&M International University >

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>