

2025 PROFESSIONAL PORTFOLIO EVALUATION

Faculty Training – Step 5

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

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Step 5 Purpose

- The purpose of Step 5 is for the faculty member to review any edits made to their evaluation by the department chair and agree or disagree with the chair's evaluation. The faculty member will 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 your evaluation completed by your department chair.

Fw: ppe

EN Faculty Member Email

Retention Policy TAMU2010-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

Faculty Name

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 Member Response | Step 4: **Faculty Name**

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

Texas A&M International University >

Cases

Search cases

1 of 1 cases

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

Step 4 of 6: Candidate Reviews Final Assessment ⚠️ Required Documents

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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 Chair Signature

- On the main case page you will click on **Read Case** to review your department chair's signature and any final edits made to evaluation.

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.

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

Credentiaing Locked Unlock

GO BEYOND >



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Review Dept. Chair Final Review

- Review Dept. chair signature and final scores if edited.
- Click on **“Chair Electronic Signature”** under the section listed as **“Dept. Chair Final Review of Eval”**.
- You can scroll down or use the arrows at the bottom of the form to review the evaluation.

Faculty Member Name

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
- > FACULTY MEMBER ACKNOWLEDGEMENT OF EVALUATION
- ▼ DEPT. CHAIR FINAL REVIEW OF EVAL
 - Chair Electronic Signature | Chair Acknowledgement and Approval of PPE
- > FACULTY MEMBER'S FINAL RESPONSE
- > DEAN'S RESPONSE
- > PROVOST'S RESPONSE

Chair Electronic Signature

Candidate Name
Sean Maddan

Responses from:
Step 3: Chair Acknowledgement and Approval of PPE

1 Responses Submitted

Name	Role	Details
Jessica Verastigui jessica.verastigui@tamui.edu	Manager	Submitted Nov 17, 2025 at 3:17 PM

Previous Material < 1 / 2 > Next Material

GO BEYOND >



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Return to Case

- Once you are done reviewing the department chair's electronic signature, you can click on ***Return to Case***.

The screenshot shows a web application interface for reviewing a case. At the top right, there is a blue button labeled "Return to Case" with a circular arrow icon. Below this, the interface is divided into a left sidebar and a main content area. The sidebar contains a list of document sections, with "DEPT. CHAIR FINAL REVIEW OF EVAL" expanded to show "Chair Electronic Signature | Chair Acknowledgement and Approval of PPE". The main content area displays the "Chair Electronic Signature" document, which includes the candidate name "Sean Maddan" and a table of responses. The table shows one response submitted by Jessica Verastigui, a Manager, on Nov 17, 2025 at 3:17 PM. At the bottom of the interface, there are navigation controls including "Previous Material", "1 / 2", and "Next Material".

Faculty Member Name

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
- FACULTY MEMBER ACKNOWLEDGEMENT OF EVALUATION
- DEPT. CHAIR FINAL REVIEW OF EVAL
 - Chair Electronic Signature | Chair Acknowledgement and Approval of PPE
- FACULTY MEMBER'S FINAL RESPONSE
- DEAN'S RESPONSE
- PROVOST'S RESPONSE

Chair Electronic Signature

Candidate Name
Sean Maddan

Responses from:
Step 3: Chair Acknowledgement and Approval of PPE

1 Responses Submitted

Name	Role	Details
Jessica Verastigui jessica.verastigui@tamui.edu	Manager	Submitted Nov 17, 2025 at 3:17 PM

Previous Material 1 / 2 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**.

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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Cookie Settings

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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Case Details Page

- This is what the Case Details page looks like. On this page, you will see the form **“Faculty Member Response”** and select **“Fill Out Form”** to provide your final response. You will agree or disagree with your department chair’s evaluation.

The screenshot shows the Case Details page for a faculty member. The page includes a navigation sidebar on the left, a breadcrumb trail at the top, and a main content area. The main content area displays the faculty member's name, unit, template, and status. Below this, there are tabs for Case Materials, with 'Case Details' selected. The 'Reviewing as' section shows Sean Maddan as the reviewer. A 'Required Items' section indicates that 1 item is missing. A table of forms is shown at the bottom, with the 'Faculty Member Response' form highlighted and a 'Fill Out Form' button visible.

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

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

Reviewing as: Sean Maddan

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.

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

GO BEYOND >



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Faculty Member Response

- This is the form view. Read the statement and select your response. Once complete, click **Submit Form**.
- **Note:** Saving your response does **not** submit the form.

The screenshot shows a web application interface for submitting a faculty member response. The page title is "Faculty Member Response" and the breadcrumb trail is "Texas A&M International University > Cases > Sean Maddan >". The left sidebar contains a navigation menu with items: 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 has a "Faculty Member Response" section with two radio button options: "I have reviewed this performance evaluation and I AGREE with the Chair's evaluation." and "I have reviewed this performance evaluation and I DO NOT AGREE with the Chair's evaluation." Below this is a "Comments" section with a rich text editor toolbar (including icons for undo, redo, bold, italic, underline, link, unlink, list, list, link, unlink, and a search icon) and a large text input area. At the bottom right of the comments area, it says "0 / 8000 characters". At the bottom of the page, there are three buttons: "Submit Form" (highlighted with a yellow border), "Save Responses", and "Return to Case".

GO BEYOND >



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Confirm Submission

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

The screenshot displays the Texas A&M International University web portal. 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 shows a 'Faculty Member Response' form with two radio button options: 'I have reviewed this performance evaluation' (selected) and 'I have not reviewed this performance evaluation'. A 'Confirm' dialog box is overlaid on the form, containing the text: 'Submitting the form "Faculty Member 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.' The dialog box has a close button (X) in the top right and two buttons at the bottom: 'Yes' (highlighted with a yellow box) and 'No'. At the bottom of the page, there are three buttons: 'Submit Form', 'Save Responses', and 'Return to Case'. A character count '0 / 8000' is visible in the bottom right corner of the form area.

GO BEYOND >



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Confirm Submission

- After you confirm your final response, you will be redirected to the main page.
- Next you will select **Send Case** and then **Forward to College Dean** for review of PPE.

The screenshot shows the 'Case Details' page in the Texas A&M International University system. The page includes a navigation menu on the left, a breadcrumb trail at the top, and a main content area. The 'Send Case' button is highlighted in yellow, and a dropdown menu is open showing 'Forward to College Dean Review' as the selected option. The page also displays 'Required Items', 'Forms', and 'Committee Members' sections.

Navigation Menu:

- 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

Page Content:

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.

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 us

Forms

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

Committee Members (1)

Buttons: Email, Edit

Footer: © 2025 Interfolio, Inc. Privacy Policy

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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 college dean that they will now have your PPE case.
- In the subject 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, College Dean Review. 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

GO BEYOND >



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End of Step 5

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

Texas A&M International University >

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>