

2025 PROFESSIONAL PORTFOLIO EVALUATION

Provost Training – Step 7

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Texas A&M International University

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Purpose of Step 7

- Step 7 of the Professional Portfolio Evaluation (PPE) is for the Provost to review the faculty member's entire evaluation and agree or disagree with the dean's response. This step will serve as the electronic signature for the Provost.



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Email Notification

- You will receive an email prompting you to log in to your Interfolio account to review the faculty member's PPE.

Faculty name PPE



Texas A&M International University <noreply@interfolio.com>

To Verastigui, Jessica L.

Retention Policy TAMIU2010-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.



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: Provost's Response | Step 6: 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

Interfolio Home Page Screenshot

Navigation Menu (Left):

- 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 Header: Texas A&M International University >

Cases

CREATE CASE

Search cases

Search: sean [Filter]

1 of 1 cases

Filtered By: Active Cases

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

Step 6 of 6: Provost Review ⚠️ Required Documents

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



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Access to PPE

- On the main case page you will click on **Read Case** to review the entire PPE with the faculty response, the department chair's responses, and the dean's response.

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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Review Faculty PPE

- You can review the entire PPE by clicking on the section listed in the left-hand menu.
- You can scroll down or use the arrows at the bottom of the form to review the supporting documentation and evaluation.

Faculty Member Name

Return to Case

Download Search PDF Search

Packet Annotations

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

Test CV for Interfolio

Previous Material < 1 / 1 > Next Material

GO BEYOND >



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Return to Case

- Once you are done reviewing the faculty's PPE, you can click on ***Return to Case***.

The screenshot displays a web interface for reviewing a faculty member's PPE. At the top, there is a header with 'Faculty Member Name' and a 'Return to Case' button highlighted in a yellow box. Below the header, there is a navigation menu with 'Packet' and 'Annotations' tabs. The main content area shows a list of documents, including 'TEXAS A&M UNIVERSITY INTERNATIONAL CURRICULUM VITAE', 'TEST CV', 'CREDENTIALING', 'TEACHING', 'SERVICE', 'CREATIVE WORKS AND SCHOLARSHIP', 'FACULTY EVALUATION FORM BY DEPT. CHAIR', 'FACULTY MEMBER ACKNOWLEDGEMENT OF EVALUATION', 'DEPT. CHAIR FINAL REVIEW OF EVAL', 'FACULTY MEMBER'S FINAL RESPONSE', 'DEAN'S RESPONSE', and 'PROVOST'S RESPONSE'. The 'TEST CV' document is currently selected and displayed in the main viewing area. The interface also includes a 'Download' button, a 'Search PDF' input field, and a 'Search' button. At the bottom, there are navigation controls for 'Previous Material' and 'Next Material', along with icons for zooming and other document actions.

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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 divided into a left sidebar and a main content area. The sidebar contains navigation links such as 'Home', 'Your Packets', 'Faculty180', 'Announcements & Help', 'Profile', 'Activities', 'Forms & Reports', 'Vitas & Biosketches', 'Find Colleagues', and 'Account Access'. The main content area displays the case details for a faculty member named 'Faculty Member Name'. The 'Unit' is 'Fine and Performing Arts', the 'Template' is 'PPE COAS - Fine & Performing Arts Tenure', and the 'Status' is 'Select Status'. The 'Case Materials' section is highlighted with a yellow box, and the 'Case Details' link is marked with a '1' in a blue circle. Below this, there is a search bar for case materials by title and a 'Read Case' button. The 'Candidate Packet' section shows a list of materials, including 'Texas A&M University International Curriculum Vitae' which is locked. A table below lists the materials with columns for Title, Details, and Actions.

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

GO BEYOND >



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Case Details Page

- On the *Case Details* page, locate *Forms* and select **Fill Out Form** to complete the Provost Response.

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 [input] [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 Jessica Verastigui

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
Provost's Response 1 required questions	Committee Members	Manage Respondents
Provost's Response 1 required questions	Jessica Verastigui (You)	Fill Out Form

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Provost Response Form

- This is the view of the Provost Response form. You will read the statement and select if you agree or disagree with the Dean's evaluation.
- If you do not agree with the dean's evaluation of the faculty, you will be able to provide the evaluation you believe the faculty member should have.

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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Privacy Policy

Cookie Settings

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

Provost's Response

I have reviewed this performance evaluation and I AGREE with the Dean's evaluation.

I have reviewed this performance evaluation and I DO NOT AGREE with the previous evaluation. Below are the scores I suggest based on my assessment.

Comments

0 / 8000 characters

Teaching

0

1

2

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Submit Provost Response Form

- When you have finished completing the form, select ***Submit Form*** to finalize it.
- Note: saving responses does not submit the form.

The screenshot shows the Texas A&M International University Provost Response Form interface. The top navigation bar is maroon with the university logo and name. The left sidebar contains a navigation menu with the following 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, Templates (highlighted), Administration, Reports, and Users & Groups. The main content area is divided into two sections: 'Research' and 'Service'. The 'Research' section contains a list of radio buttons labeled 0 through 5. The 'Service' section contains a list of radio buttons labeled 0 through 5. At the bottom of the form, there are three buttons: 'Submit Form' (highlighted with a yellow border), 'Save Responses', and 'Return to Case'. The footer of the page includes the copyright notice '© 2025 Interfolio, Inc.', 'Privacy Policy', and 'Cookie Settings'.

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Confirm Submission

- To finalize your response, confirm your submission and select **Yes**.
- This completes the PPE process.

The screenshot shows a web application interface for Texas A&M International University. On the left is a sidebar menu with items: Home, Your Packets, Faculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches (with a dropdown arrow), Find Colleagues, and Account Access. Below this is a section for 'Review, Promotion and Tenure' with sub-items: Cases, Templates, Administration, Reports, and Users & Groups. The main content area is divided into two sections: 'Research' with checkboxes labeled 0 through 5, and 'Service' with radio buttons labeled 0 through 5. A 'Confirm' dialog box is overlaid on the right side, containing the text: 'Submitting the form "Provost's 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.' Below the text are two buttons: 'Yes' (highlighted with a yellow border) and 'No'. The footer of the page includes a copyright notice: '© 2025 Interfolio, Inc.'

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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

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