# University College – PPE

# Texas A&M International University
# UC PPE 6-Step Workflow

**1** → **2** → **3** → **4** → **5** → **6**

| FACULTY MEMBER | COLLEGE DEAN | FACULTY MEMBER | COLLEGE DEAN | FACULTY MEMBER | UNIVERSITY PROVOST |
|---|---|---|---|---|---|
| Faculty Member will complete their self-evaluation. | College Dean will review the faculty's self-evaluation and complete their evaluation of Faculty Member. | Faculty Member will review the College Dean's evaluation and schedule a meeting to discuss the evaluation with the Dean. | College Dean will have the opportunity to review the evaluation with the Faculty Member and decide whether to make edits to their initial evaluation. The Dean will submit an electronic signature. | Faculty will be able to review any edits made to their evaluation by the Dean and agree or disagree with the Dean's evaluation. The Faculty Member will submit an electronic signature. | The Provost will have the opportunity to review the entire evaluation and agree or disagree with the Dean's evaluation. The Provost will submit an electronic signature. |

# Logging into AEFIS

Website:

https://tamiu.aefis.net

Make sure and have Duo
Connect to login.
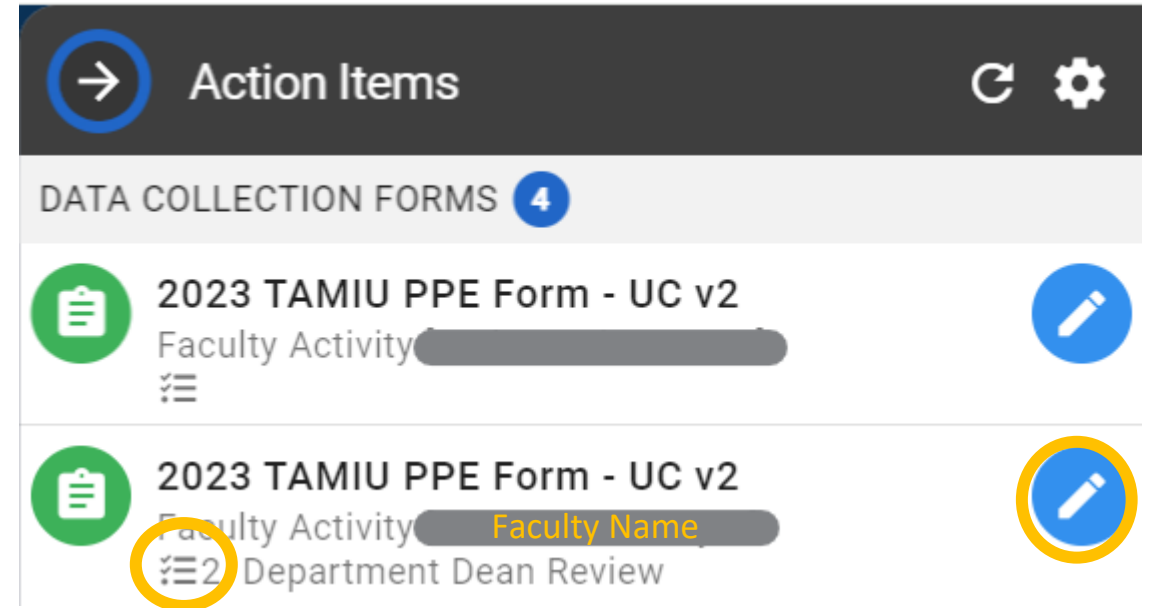
Login with your TAMIU
Credentials

# Log in through Uconnect

# AEFIS Homepage

# College Dean Evaluation on Faculty Member – Step 2

# Click on the Pencil

- Make sure that the form is in Step 2.

📄 2023 TAMIU PPE Form - UC v2  ≡  📧² 🕓  EXPORT ▾  EXIT FORM
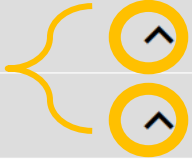
Faculty Name

| | |
|---|---|
| Teaching Activity (70%) | ˄ |
| Service Activities (20%) | ˄ |
| Official Annual Faculty Evaluation (For Fixed-Term Faculty) *Version 1* | ˄ |

To review information, select the arrows to the right:

Select a workflow action below

✔Approve    ➔Needs Information

CONTINUE LATER    SUBMIT THE FORM

# Review Faculty Member Self Evaluation

- After reviewing the faculty member's self evaluation, you can move forward to complete your evaluation on the faculty.

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**Faculty Name**

Teaching Activity (70%) ⌃

Service Activities (20%) ⌃

Official Annual Faculty Evaluation (For Fixed-Term Faculty) *Version 1*   Open section to begin evaluation. → ⌃

Select a workflow action below

✔ Approve    ➔ Needs Information

CONTINUE LATER    SUBMIT THE FORM

# Official Annual Faculty Evaluation (For Fixed-Term Faculty)

- Answer the Faculty Evaluation.

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**Official Annual Faculty Evaluation (For Fixed-Term Faculty)** *Version 1*   ⌄

**1** The scale goes from lowest to highest (0=egregiously deficient, 1=seriously deficient, 2=deficient, 3=meets expectations 4=exceeds expectations, 5=significantly exceeds expectations, exemplary). If a faculty member manifests deficiencies (any score below a 3 in any area), then an approved professional developmental plan to redress the deficiency must be attached.

**2**

Faculty Member has consistently followed TAMUS Policies and TAMIU Policies and Procedures. If no, please add clarification in comment box below rating:
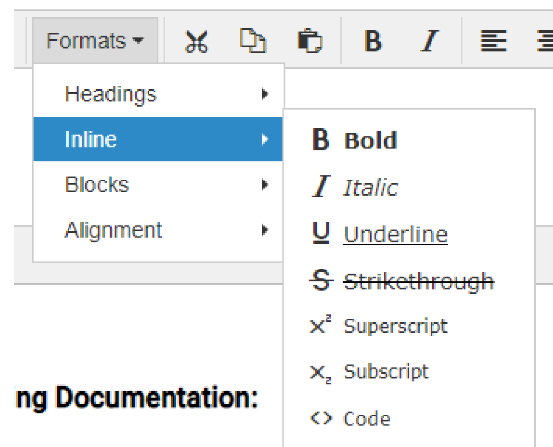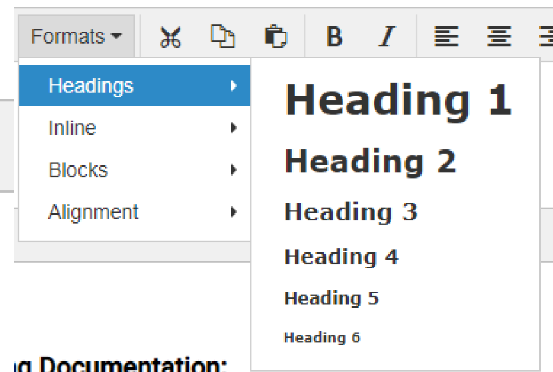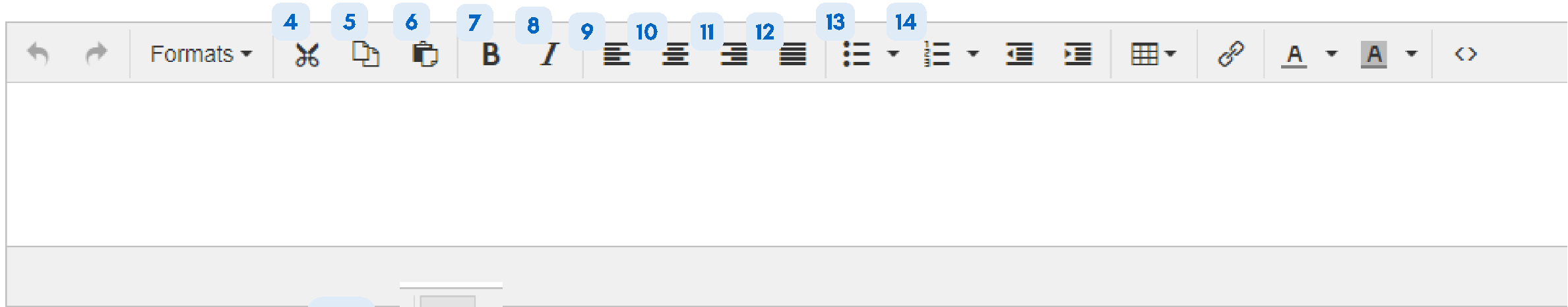
○ Yes
○ No

Comments

Enter Additional Comments

**3**

Teaching (Select one)

○ 0
○ 1
○ 2
○ 3
○ 4
○ 5

# Official Annual Faculty Evaluation (For Fixed-Term Faculty)

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**5**

Teaching (Summary of Achievements)

| ↶ ↷ | Formats ▾ | ✂ 📋 📋 | **B** *I* | ≡ ≡ ≡ ≡ | ☰▾ ☰▾ ☰ ☰ | ⊞▾ | 🔗 | A ▾ A ▾ | <> |

**Enter response here.**

h3

**6**

Service and Leadership (Summary of Achievements)

| ↶ ↷ | Formats ▾ | ✂ 📋 📋 | **B** *I* | ≡ ≡ ≡ ≡ | ☰▾ ☰▾ ☰ ☰ | ⊞▾ | 🔗 | A ▾ A ▾ | <> |

**Enter response here.**

h3

# Text Box
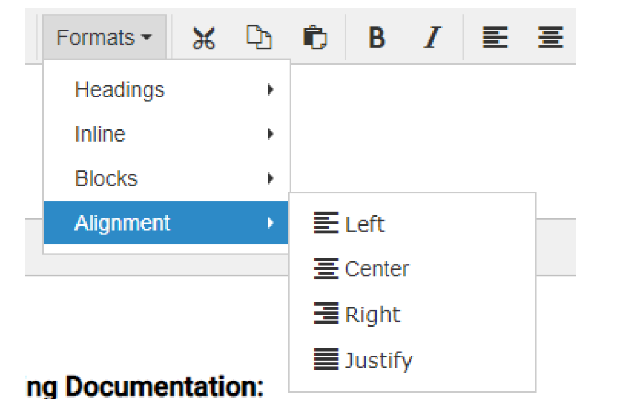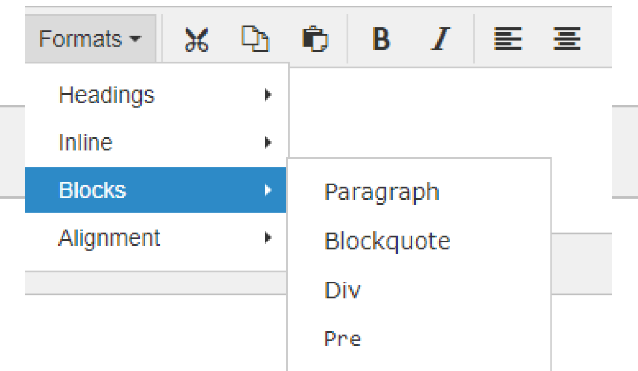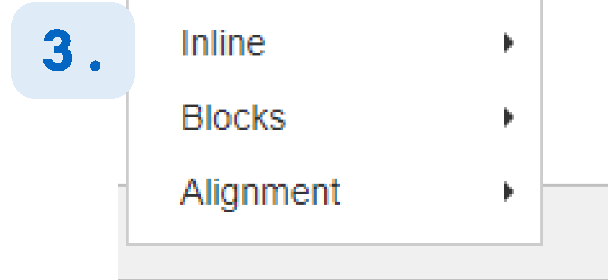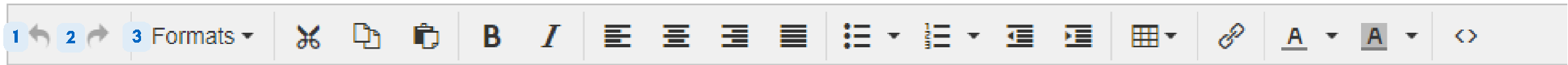
# Text Box

4   5   6   7   8   9   10   11   12   13   14

**4, 5, & 6**

Buttons do not work. You must use Ctrl+X/C/V or COMMAND+X/C/V (Apple)

**7.** Bold

**8.** Italic

**9.** Align left

**10.** Align center

**11.** Align right

**12.** Justify

**13.** Bullet list

Default
Circle
Disc
Square

**14.** Numbered list

Default
Lower Alpha
Lower Greek
Lower Roman
Upper Alpha
Upper Roman
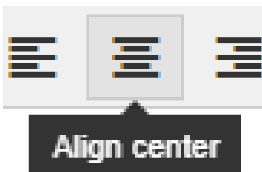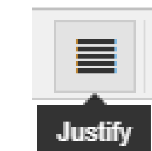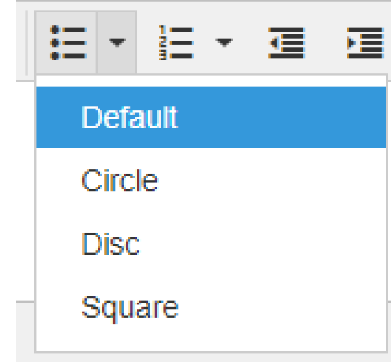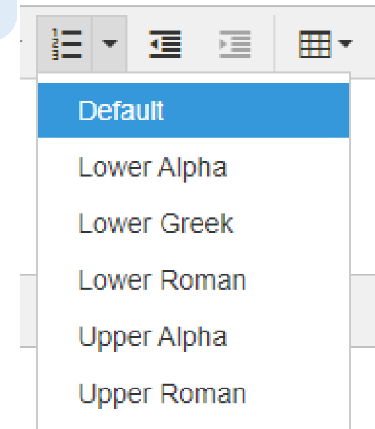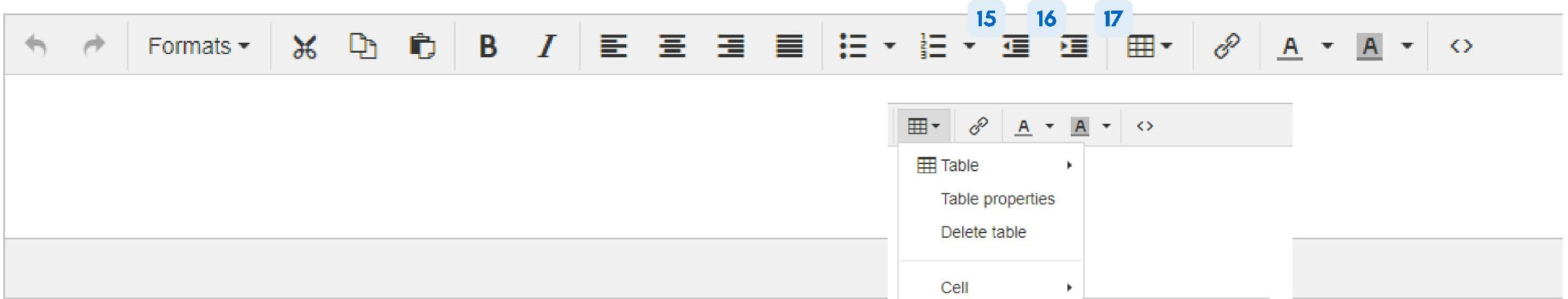
# Text Box



**15.** Decrease indent

**16.** Increase indent

**17.** Table
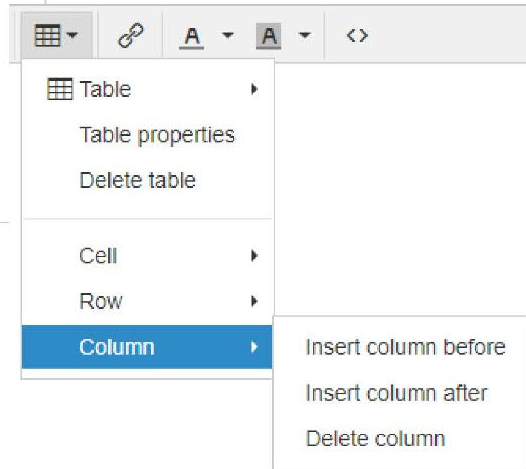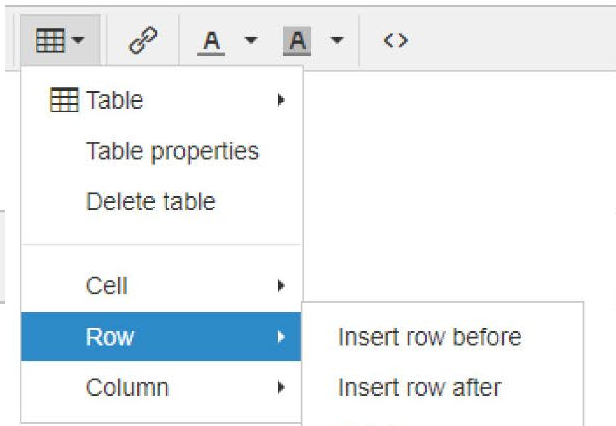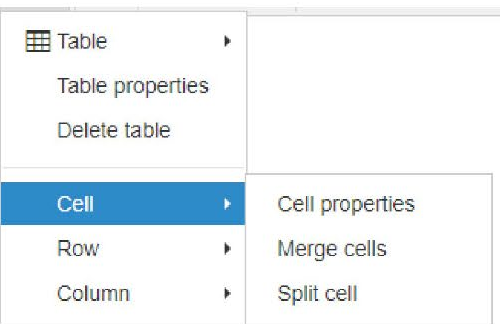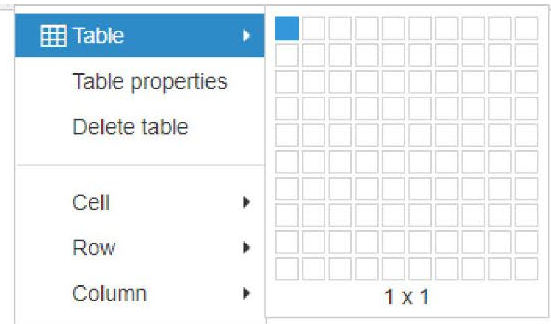
# Text Box



18. Insert/edit link

Insert link ✕

Jrl

Text to display

Title

Target    None    ▾

Ok    Cancel
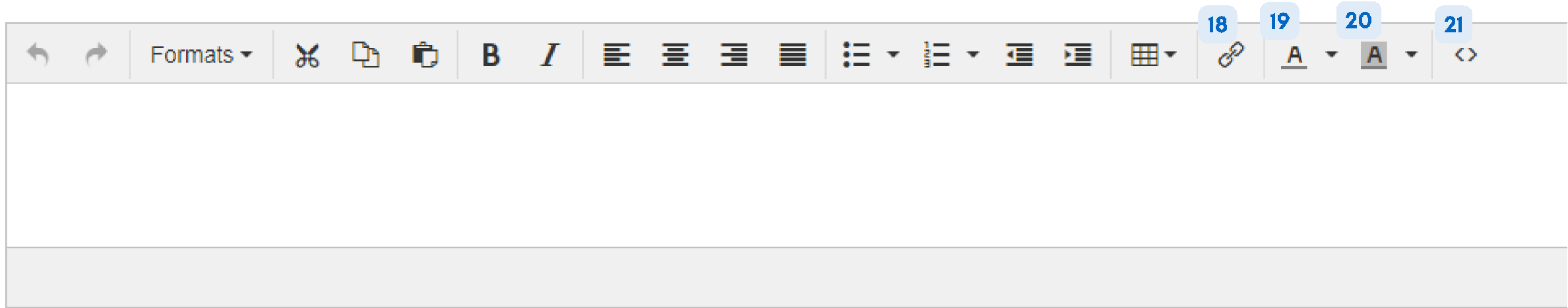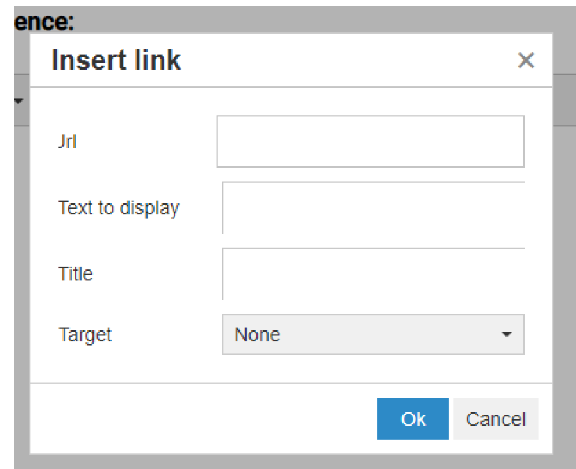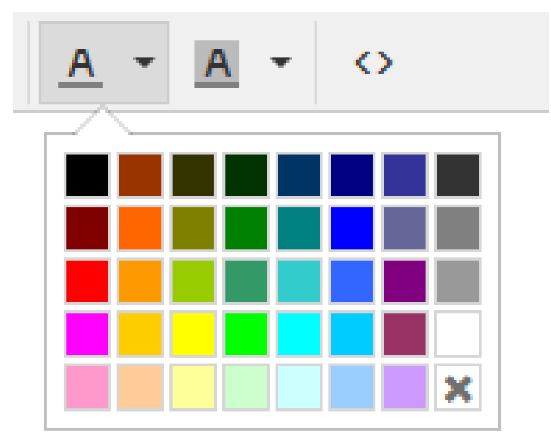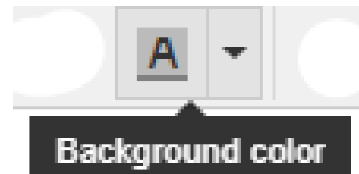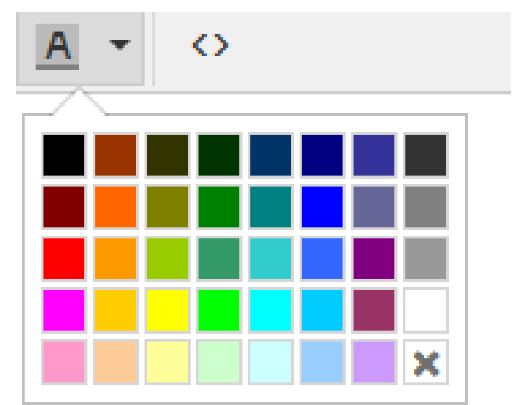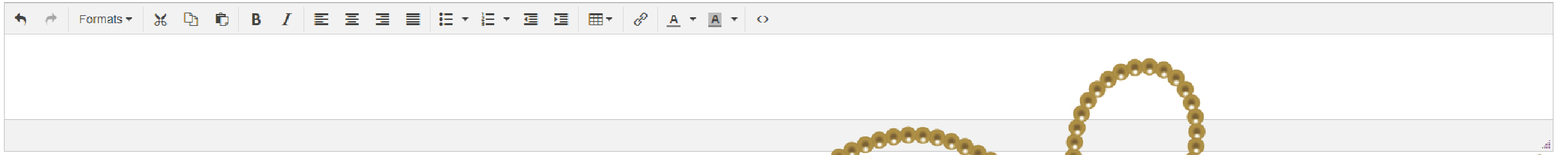
19. Text color

20. Background color

21. Source code

# Text Box

This corner can be dragged down to make the text box bigger.

# Supporting Documentation

- Clink on hyperlink that says "add a new document" to upload supporting documentation.

- Drag your files or click to upload.
- Max per each upload: 5 documents.
- No max on the total amount of documents.

# Supporting Documentation Continued

1. Once uploaded, please select the files needed within the dropdown menu.
2. The checkmarks mean you have selected in the document to appear in the final portfolio.

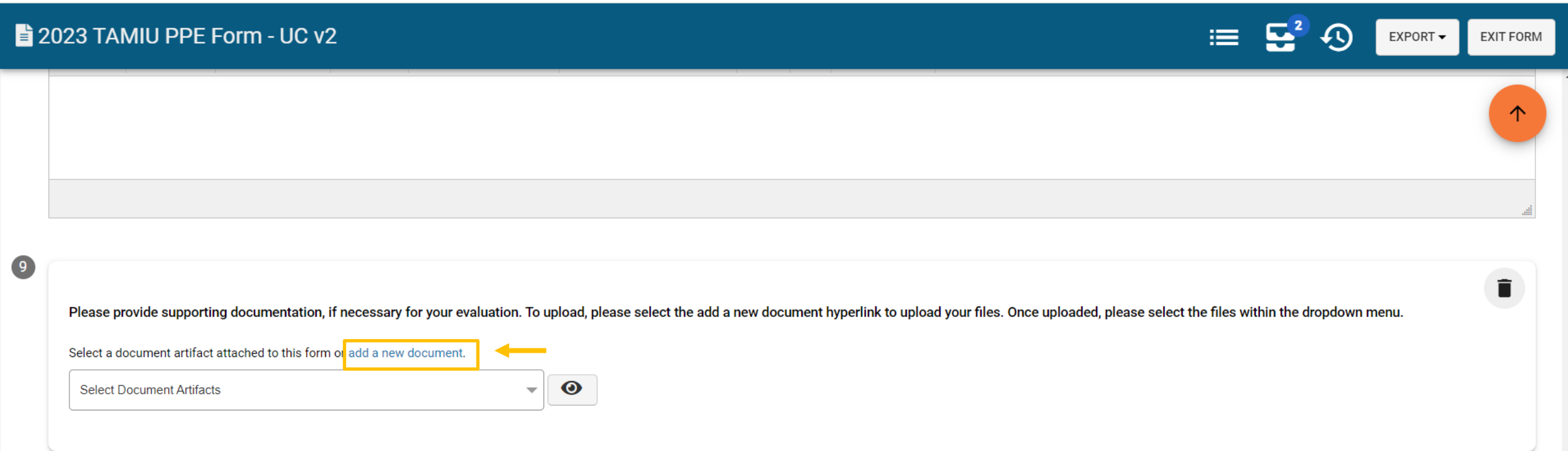You can view your documents by pressing the eye image.

# Submit The Form

EXPORT ▾    EXIT FORM

⑨

Please provide supporting documentation, if necessary for your evaluation. To upload, please select the add a new document hyperlink to upload your files. Once uploaded, please select the files within the dropdown menu.
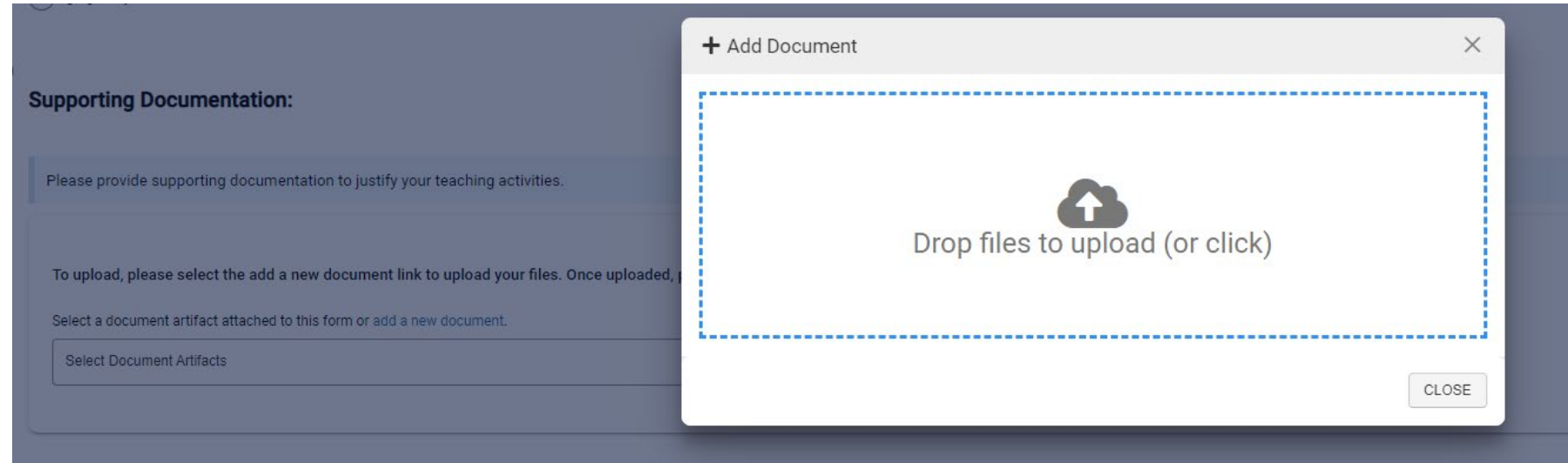
Select a document artifact attached to this form or add a new document.

| example PPE 1.docx, example PPE 2.docx | ▾ | 👁 |

⑩ By submitting this document, I acknowledge that I have reviewed this PPE, and I am ready to discuss this PPE with the faculty member.

Select a workflow action below

Approve to move forward. ➡ ✔Approve ↪Needs Information ⬅ Send back to Faculty for more information.

Save Changes and return later. ➡ CONTINUE LATER    SUBMIT THE FORM ⬅ Submit form back to Faculty Member for review.

# Submit The Form

EXPORT ▾   EXIT FORM

⑨

Please provide supporting documentation, if necessary for your evaluation. To upload, please select the add a new document hyperlink to upload your files. Once uploaded, please select the files within the dropdown menu.

Select a document artifact attached to this form or add a new document.

example PPE 1.docx, example PPE 2.docx

**Yes, Submit the Form Confirmation**                    ✕

Once submitted, this form will move to **3. Faculty Member** step. You can access this form through the **My Forms** widget on your dashboard.

Are you sure?

⑩ By submitting this document, I acknowledge that I have reviewed this PPE, and I a...

**YES, SUBMIT THE FORM**      CANCEL

Select a workflow action below

✔ Approve      ➔ Needs Information

click

CONTINUE LATER      SUBMIT THE FORM

# Extra AEFIS PPE Tips

# Uploading your Supporting Documentation
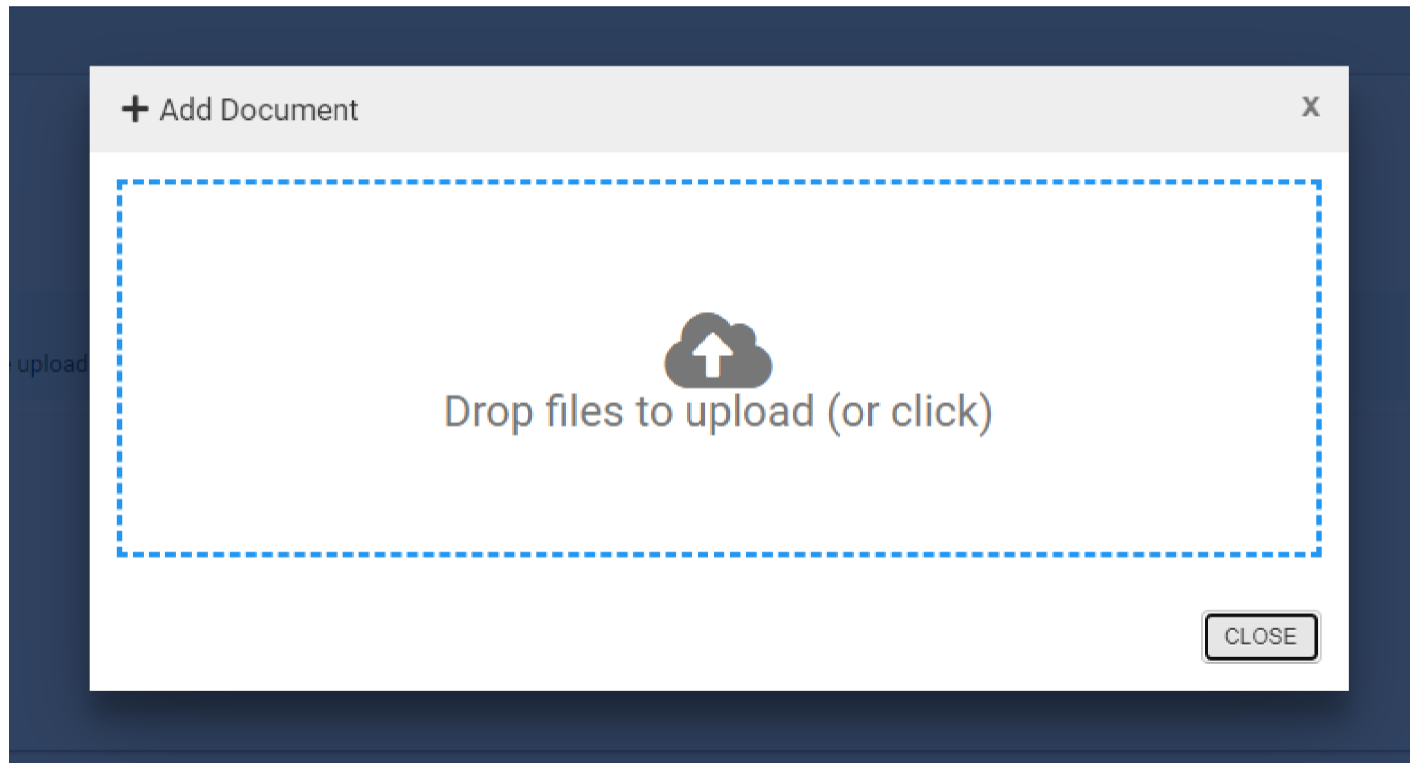
**+ Add Document**                                      x

Drop files to upload (or click)

CLOSE

Drag your files or click to upload.
Max per each upload: 5 documents
No Max on the total amount of documents

# Uploading your Supporting Documentation

Select a document artifact attached to this form or add a new document.

| Select Document Artifacts | ▼ | 👁 |

Standard 10 (2).pdf

Standard 10 Policy Requirements.pdf

Standard 10 Resource Manual.pdf

Standard 5.pdf

1. Once uploaded, please select the files needed within the dropdown menu.

2. The checkmarks mean you have selected the document to appear for your superiors

**Supporting Documentation:**

Select a document artifact attached to this form or add a new document.

| Standard 10 (2).pdf, Standard 10 Policy Requirements.pdf | ▼ | 👁 |

Standard 10 (2).pdf ✔

Standard 10 Policy Requirements.pdf ✔

Standard 10 Resource Manual.pdf

Standard 5.pdf

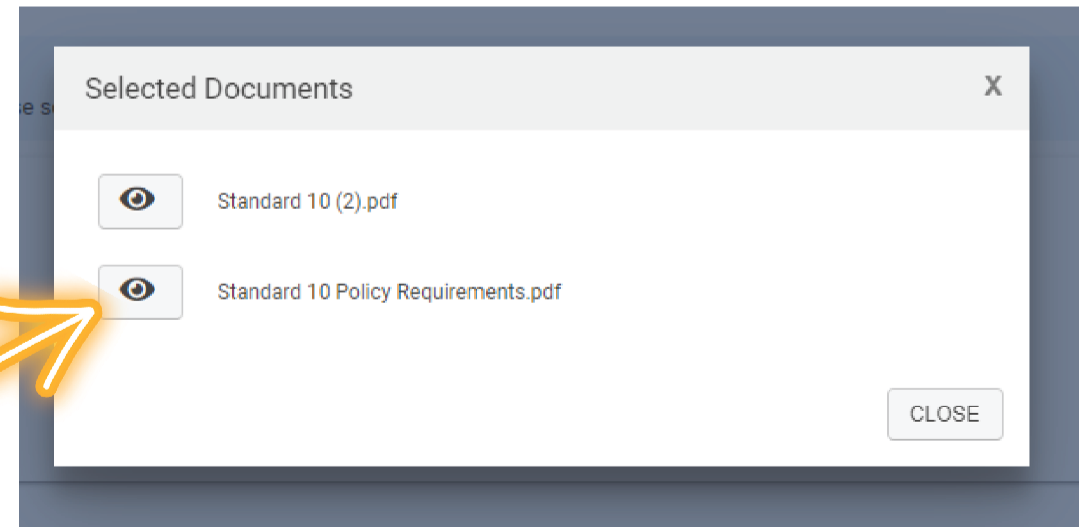# Uploading your Supporting Documentation

**Supporting Documentation:**

Select a document artifact attached to this form or add a new document.
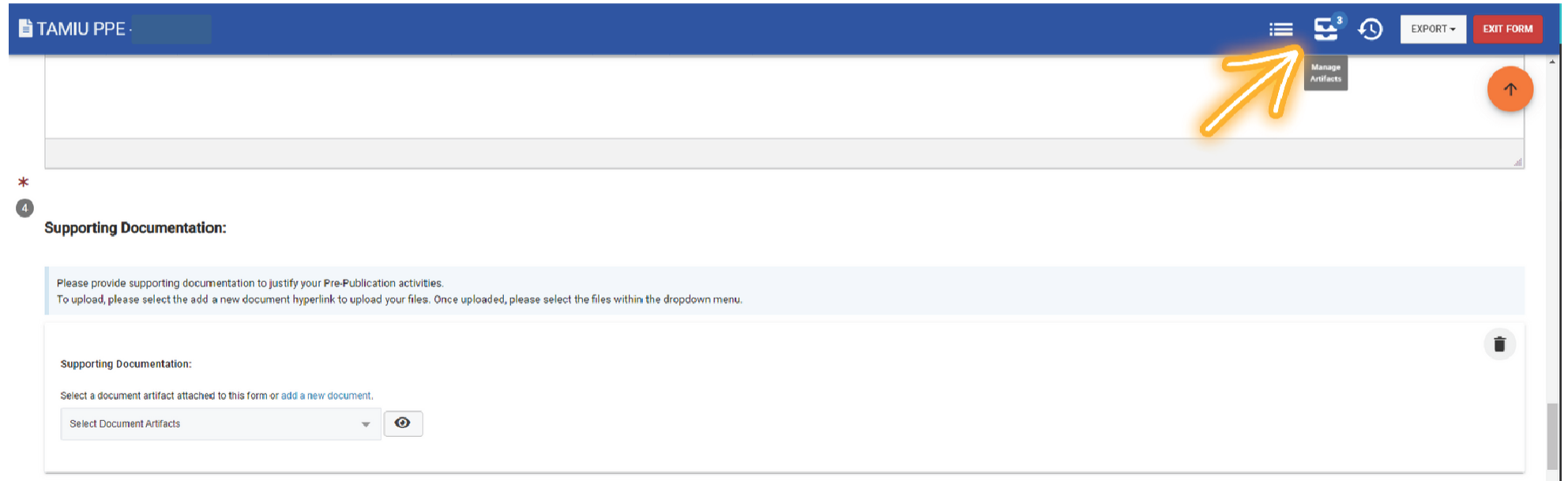
| Standard 10 (2).pdf, Standard 10 Policy Requirements.pdf | ▾ | 👁 |

3. You can view your documents by pressing the eye image

4. Click the eye image of the document you want to see

**Selected Documents**                                                      X

👁    Standard 10 (2).pdf

👁    Standard 10 Policy Requirements.pdf

CLOSE

# Deleting your Supporting Documentation

1. Click on this box entitled Manage Artifacts

# Deleting your Supporting Documentation



2. Find the Documents Area
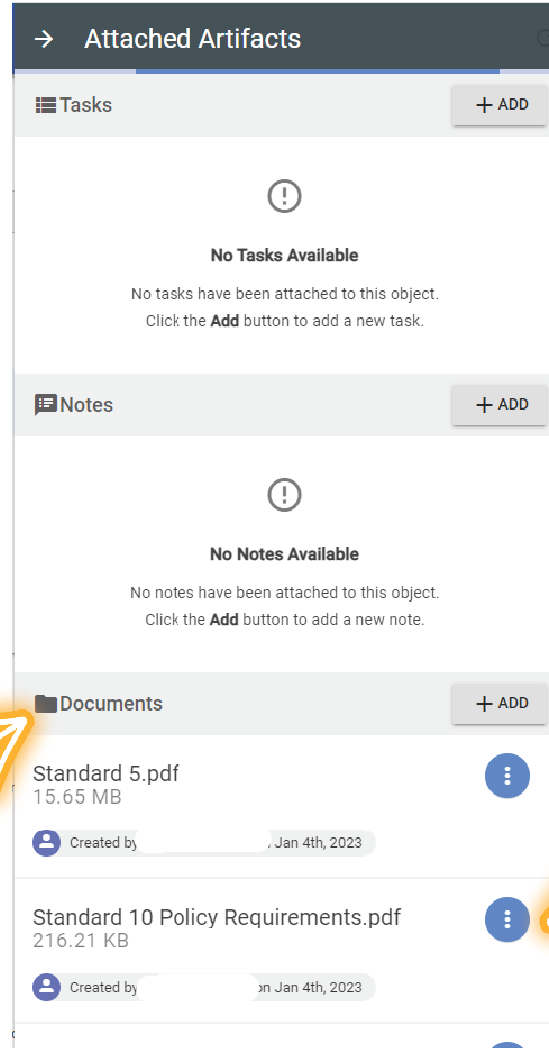
3. Locate the document you wish to delete, and hover your mouse over the blue button.

# Deleting your Supporting Documentation
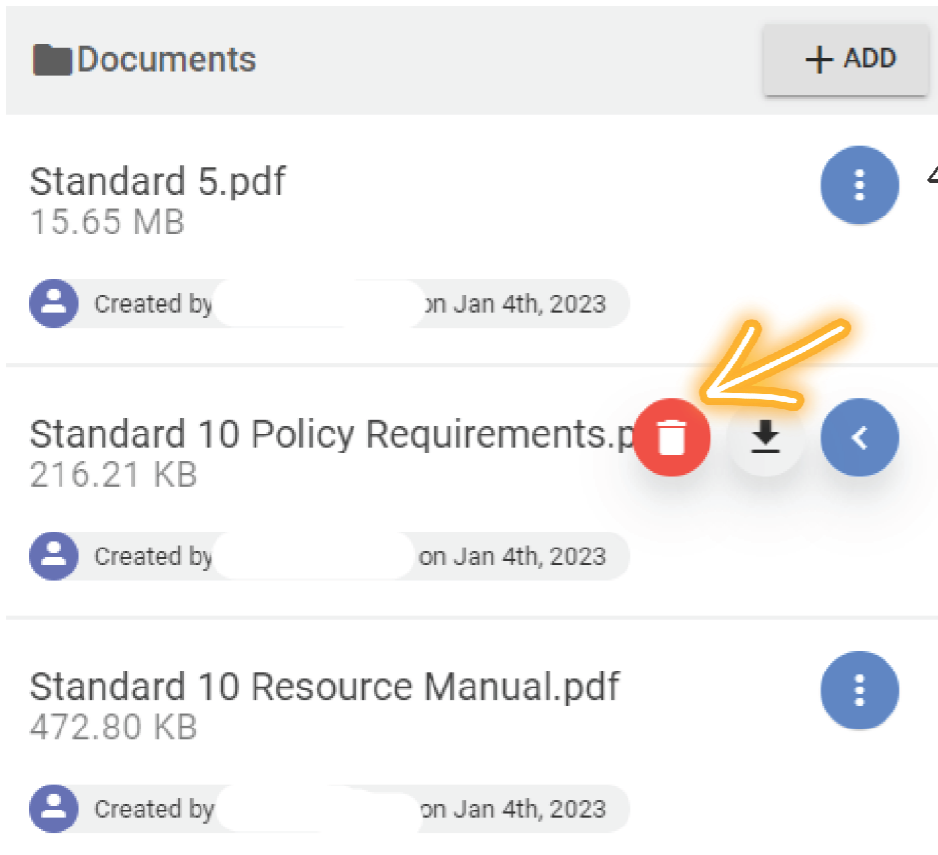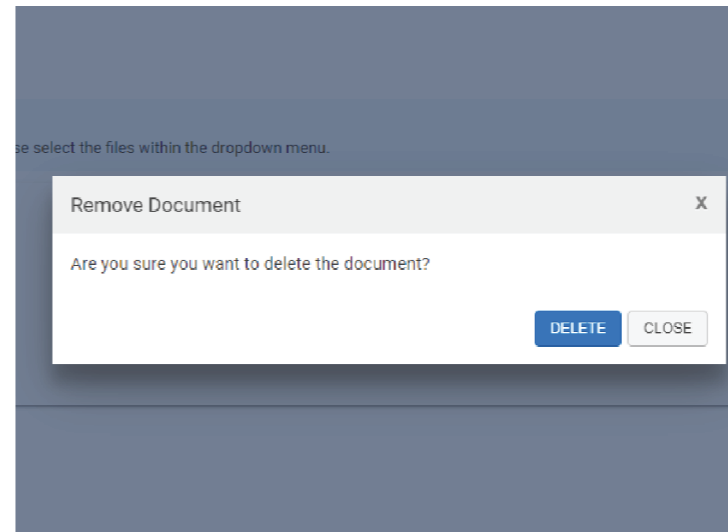
📁 **Documents**   [+ ADD]

**Standard 5.pdf**
15.65 MB

👤 Created by ▢ on Jan 4th, 2023

**Standard 10 Policy Requirements.p**
216.21 KB

👤 Created by ▢ on Jan 4th, 2023

**Standard 10 Resource Manual.pdf**
472.80 KB

👤 Created by ▢ on Jan 4th, 2023

4. Select the Red Trash Can to delete

5. This text will pop up asking if you're sure you want to delete. Go ahead and click delete

se select the files within the dropdown menu.

**Remove Document**                                        x

Are you sure you want to delete the document?

[DELETE]  [CLOSE]

# Thank you!