

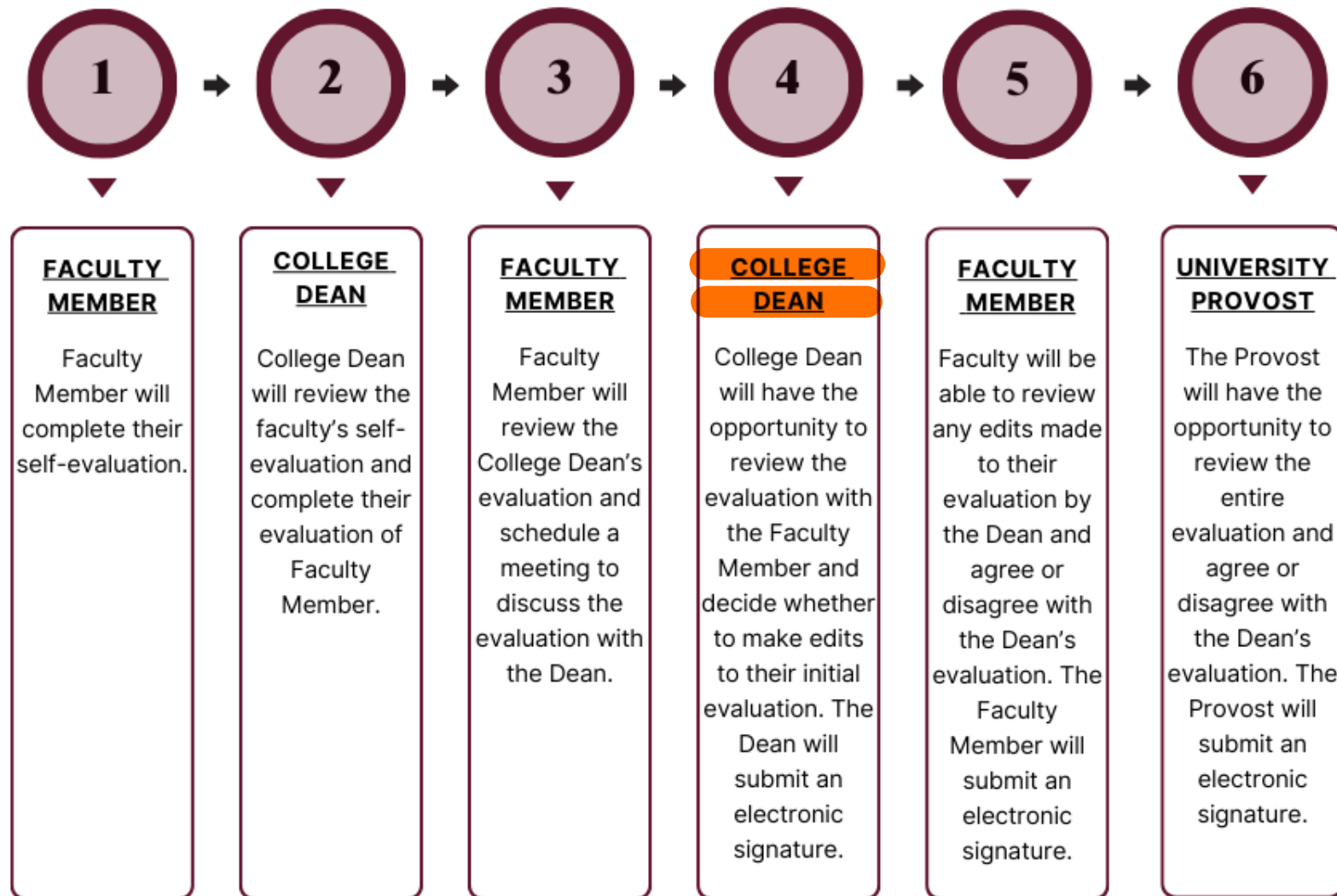


University College – PPE



Texas A&M International University

UC PPE 6-Step Workflow



Logging into AEFIS

Website:

<https://tamiu.aefis.net>

Make sure and have Duo
Connect to login.

Login with your TAMIU
Credentials



Remember me on this computer

SIGN IN

[Forgot Password?](#)

[Create Account](#)

Questions or Concerns? Please contact the OIT Helpdesk at 956.326.2310, hotline@tamiu.edu, or [chat](#).

Log in through Uconnect

The screenshot shows a 'My Apps' dashboard with a grid of application tiles. The tiles are arranged in four rows and five columns. The AEFIS app tile is highlighted with a yellow border, and a yellow arrow points from the Handshake Student Job Portal tile to it.

App Name	Icon Description
eLearning (Blackboard)	Laptop icon
Email	Envelope icon
TAMUS SSO	Lock icon
Employee Newsletter	IN logo
TAMU Calendar	Calendar icon
WebFocus 9.2.1 (NEW)	Grid icon
WebFocus 8207.28.06 (OLD)	Grid icon
Handshake Student Job Portal	Briefcase icon
AEFIS	AEFIS logo
Room Reservations (Ad Astra)	Calendar with checkmark icon
Make a Payment	Card icon
TAMU OneCard	Person with ID card icon
Infobase Learning Cloud	Lightbulb icon
Library	Open book icon
Rec Sports	Sports equipment icon
Voter Registration	Laptop with checkmark icon
Employee Resources	TAMU logo
Class Search	Magnifying glass icon
Advisor TAMU Scheduler	Clock icon
Advisor Degree Works	Checkmark icon



AEFIS Homepage

Dean Review– Step 4

Click on the Pencil

- Make sure that the form is in Step 4.

The screenshot shows the 'Action Items' app interface. At the top, there is a dark header with a right arrow, the text 'Action Items', a refresh icon, and a settings gear icon. Below the header is a section titled 'DATA COLLECTION FORMS' with a blue circle containing the number '4'. The list contains four items, each with a green clipboard icon on the left and a blue pencil icon on the right. The items are:

- 2023 TAMIU PPE Form - COED
Faculty Activity [redacted]
- 2023 TAMIU PPE Form - UC
Faculty Activity [redacted]
2. Department Dean Review
- 2023 TAMIU PPE Form - UC
Faculty Activity [redacted]
2. Department Dean Review
- 2023 TAMIU PPE Form - UC
Faculty Activity [redacted] Faculty Name [redacted]
4. Dean Submission

The pencil icon for the bottom item is circled in yellow, and a yellow arrow points upwards to it. At the bottom right of the list, there is a dark blue button labeled 'HIDE ITEMS'.

Review Faculty Evaluation

Faculty Name

Teaching Activity (70%)

Service Activities (20%)

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

Faculty Member Meeting

Dean Electronic Signature

To review information, select the arrows to the right:



CONTINUE LATER

SUBMIT THE FORM

Review Faculty Evaluation

- You (the Dean) can edit your evaluation of the faculty member. If you decide to make an edit, do not erase previous response, please add "Edit" and include your new response.

Teaching Activity (70%) 

Service Activities (20%) 

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 comments here.
Edit MM/DD/YYYY: Enter comments here

3 Teaching (Select one)

- 0
- 1
- 2
- 3



Dean Electronic Signature

- Once done reviewing the evaluation with the faculty member, you will then select the arrow for the section “Dean Electronic Signature”.

2023 TAMIU PPE Form - UC

EXPORT EXIT FORM

Enter response here.

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 8.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.

Faculty Member Meeting

Dean Electronic Signature

CONTINUE LATER SUBMIT THE FORM

Dean Electronic Signature

- Read the statement under “Dean Electronic Signature” and select a response.

2023 TAMIU PPE Form - UC

Navigation icons: menu, notifications (8), refresh, EXPORT, EXIT FORM

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 8.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.

Faculty Member Meeting

Dean Electronic Signature

1 By submitting this document, I acknowledge that I have reviewed and discussed this PPE with the faculty member. Additionally, I understand this submission to be considered my electronic signature of the form.

2 I acknowledge the statement above.

Yes

No

*

CONTINUE LATER SUBMIT THE FORM

Submit the Form

- After selecting response, click on “Submit The Form” at the bottom of the page.

2023 TAMIU PPE Form - UC

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.

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2 I acknowledge the statement above.

Yes
 No

*

Submit the Form

2023 TAMIU PPE Form - UC

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Faculty Member Meeting

Dean Electronic Signature

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2 I acknowledge the statement above.

Yes
 No

* CONTINUE LATER SUBMIT THE FORM

EXPORT EXIT FORM

Yes, Submit the Form Confirmation

Once submitted, this form will move to **5. Faculty Member** step. You can access this form through the **My Forms** widget on your dashboard.

Are you sure?

YES, SUBMIT THE FORM CANCEL

click



Thank you!