

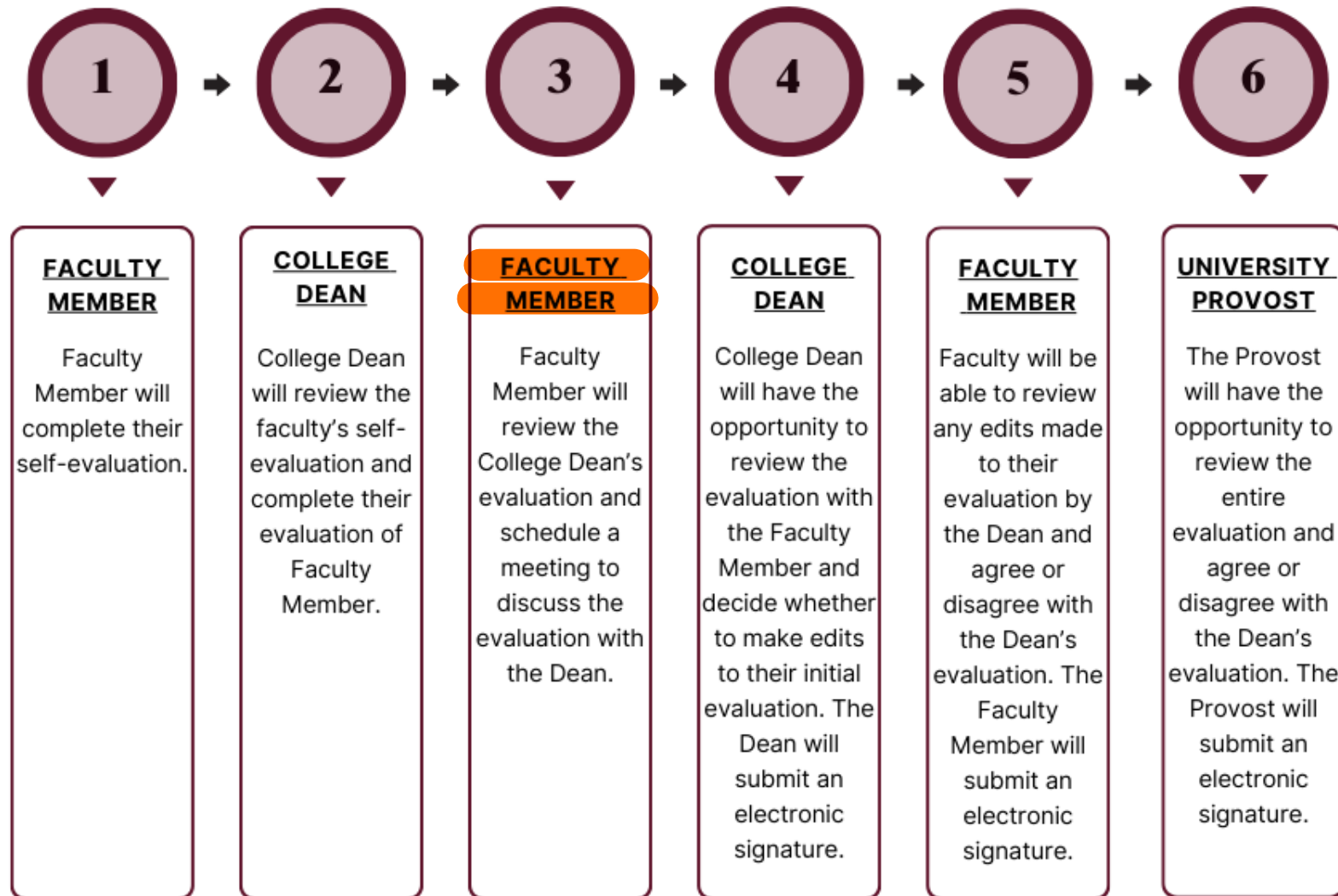


University College – PPE



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 user interface for 'My Apps' with a dark maroon header. The header contains the TIT logo on the left and the user name 'jessica.verastigui' on the right. Below the header is a grid of application tiles. A yellow arrow points from the 'Handshake Student Job Portal' tile to the 'AEFIS' tile, which is enclosed in a yellow rectangular box. The 'AEFIS' tile is located in the second row, fourth column of the grid.

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	TIT logo
Class Search	Magnifying glass icon
Advisor TAMU Scheduler	Clock icon
Advisor Degree Works	Checkmark icon

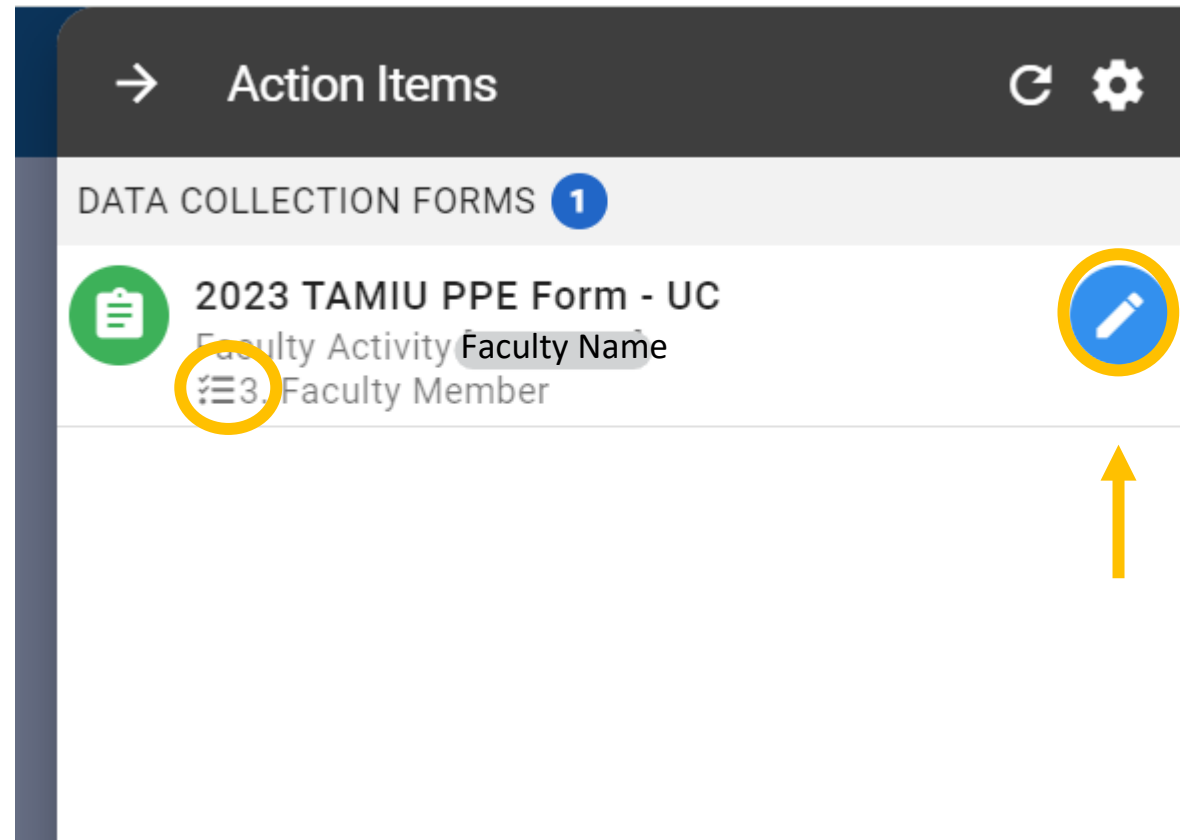


AEFIS Homepage

Faculty Member – Step 3

Click on the Pencil

- Make sure that the form is in Step 3.



Review Dean's Evaluation

Faculty Name

Teaching Activity (70%) ^

Service Activities (20%) ^

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

Faculty Member Meeting ^

To review information, select the arrow to the right:



CONTINUE LATER

SUBMIT THE FORM

Review Dean's Evaluation

- You can view the evaluation that is completed by your college Dean.

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

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.

3 Teaching (Select one)

0
 1
 2
 3

Review Dean's Evaluation

- Once done reviewing the evaluation by your Dean, you will then select the arrow for the section "Faculty Member Meeting".

2023 TAMIU PPE Form - UC

EXPORT EXIT FORM

8

Dean Response

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.

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

CONTINUE LATER SUBMIT THE FORM

Faculty Member Meeting

- Read the statement under “Faculty Member Meeting” and select a response.

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.

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

1 By submitting this document, I acknowledge that I have reviewed the dean's comments and scheduled a meeting to discuss the PPE with my dean.

2 I acknowledge the statement above.

Yes

No

Submit the Form

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

2023 TAMIU PPE Form - UC

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.

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

1

By submitting this document, I acknowledge that I have reviewed the dean's comments and scheduled a meeting to discuss the PPE with my dean.

2

I acknowledge the statement above.

Yes

No

*

Save Changes and return later. → CONTINUE LATER SUBMIT THE FORM ← Submit form back to Dean for meeting.

Submit the Form

- Don't forget to schedule a meeting with your Dean to discuss your evaluation.

The screenshot shows a web interface for a 2023 TAMU PPE Form. A modal dialog box titled "Yes, Submit the Form Confirmation" is centered on the screen. The dialog contains the following text: "Once submitted, this form will move to 4. Dean Submission step. You can access this form through the My Forms widget on your dashboard." Below this text is the question "Are you sure?". There are two buttons at the bottom of the dialog: "YES, SUBMIT THE FORM" (highlighted with a yellow box and a yellow arrow pointing to it with the word "click" below) and "CANCEL". The background form is partially visible, showing a document upload area with the text "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." and a file named "example ppe 8.docx". At the bottom of the page, there are two buttons: "CONTINUE LATER" and "SUBMIT THE FORM".

2023 TAMU PPE Form - UC

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.

example ppe 8.docx

10

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

Yes, Submit the Form Confirmation

Once submitted, this form will move to 4. **Dean Submission** step. You can access this form through the **My Forms** widget on your dashboard.

Are you sure?

YES, SUBMIT THE FORM CANCEL

click

Faculty Member Meeting

1

By submitting this document, I acknowledge that I have reviewed the dean's comm

2


I acknowledge the statement above.

Yes

No

*

CONTINUE LATER SUBMIT THE FORM




Locating Your Submitted PPE Form

Locating Your Submitted PPE Form



☰ My Data Collection Forms ↻ ⋮




No Forms

We could not find any forms to complete

☰ My Assignments ↻ ⋮


☰ My Course Sections & Syllabi ↻ ⋮



No Course Sections

You have no course sections assigned to you for the current active term(s).

My Course Evaluations ↻ ⋮



Congratulations!




You have completed all your course evaluations


Go to your AEFIS Dashboard

Locating Your Submitted PPE Form

Locate the widget entitled
"My Data Collection Forms"







 My Data Collection Forms  



No Forms



We could not find any forms to complete


 My Course Sections & Syllabi  



No Course Sections


You have no course sections assigned to you for the current active term(s).

My Course Evaluations  



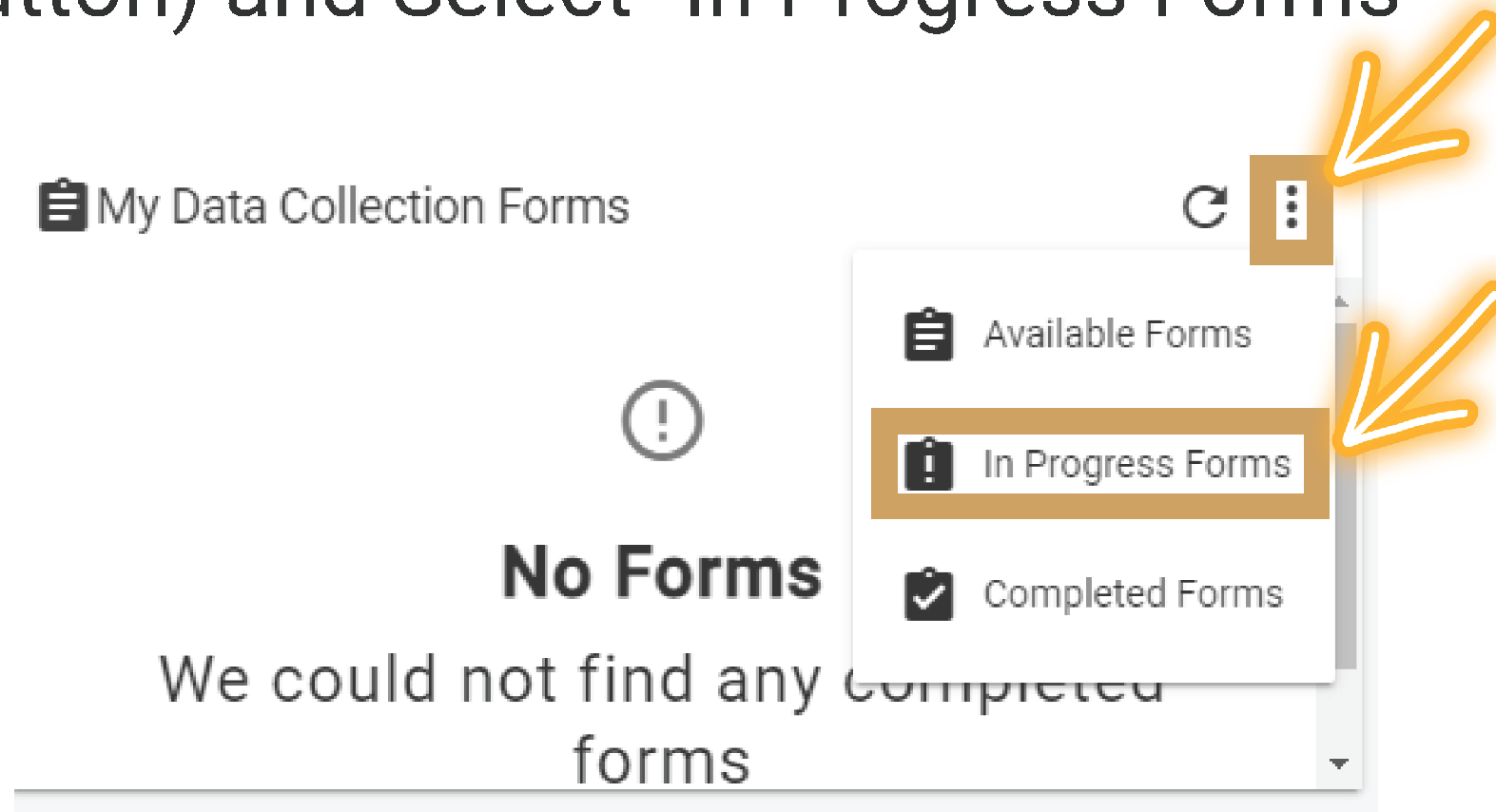
Congratulations!

You have completed all your course evaluations

 My Assignments  

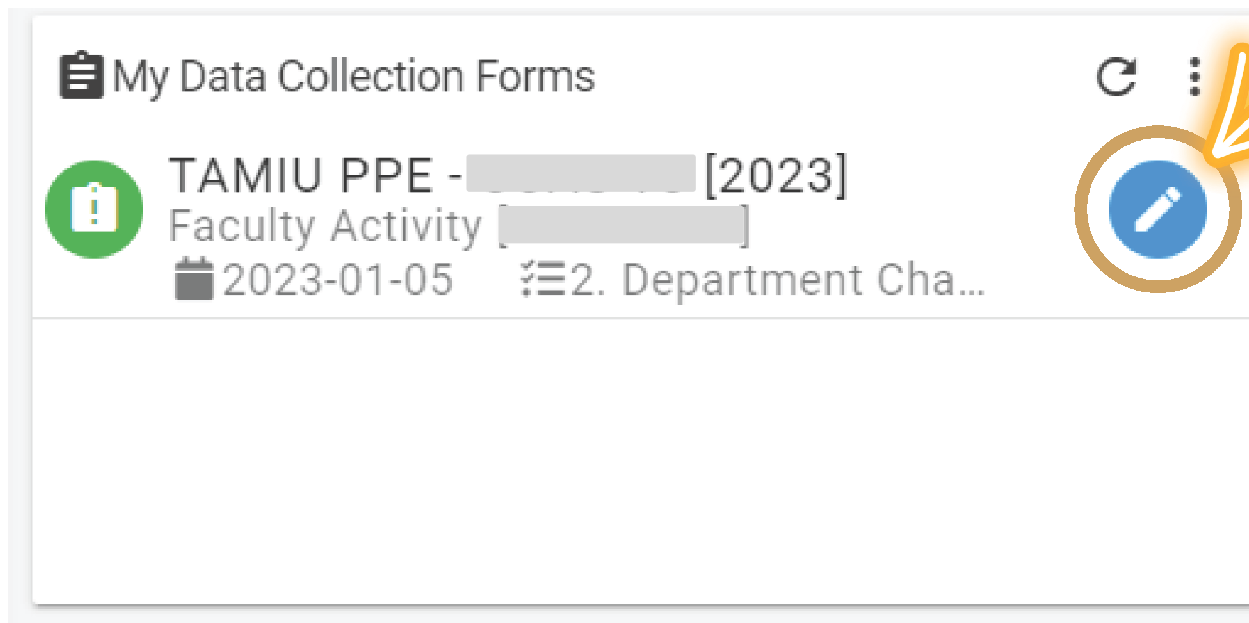
Locating Your Submitted PPE Form

Click on the triple vertical dots (this is a menu button) and Select "In Progress Forms"



Locating Your Submitted PPE Form

This will open up your recently submitted Document. You can enter it by clicking the pencil to print or save your responses.



****We suggest if you want to save or print your responses for your own archives that, you do so AFTER your submission by using this method.****



Thank you!