

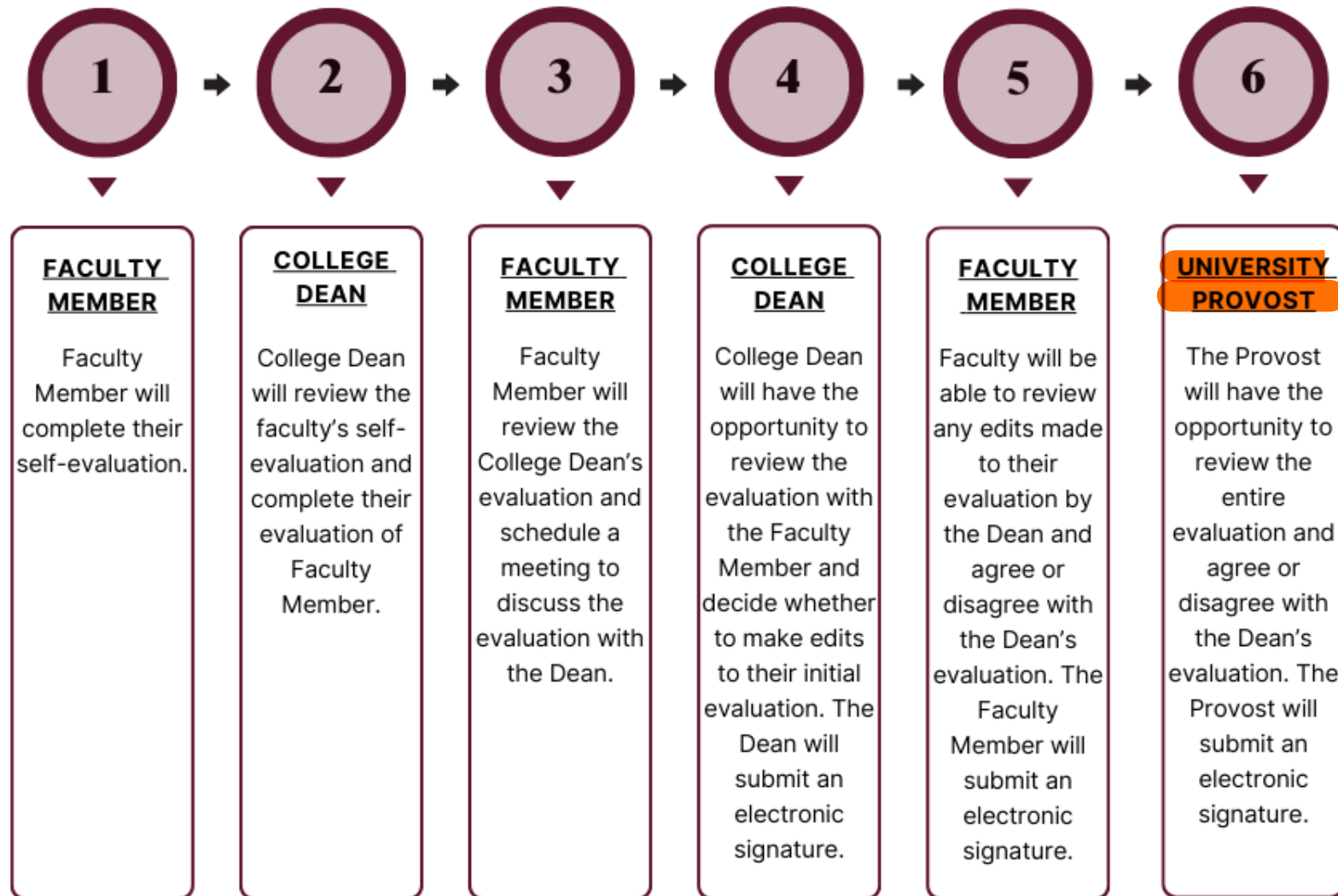


University College – PPE



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 tile is highlighted with a yellow border, and a yellow arrow points from the Handshake Student Job Portal tile to it. The top right corner shows a user profile for 'jessica.verastigui'.

| 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 |

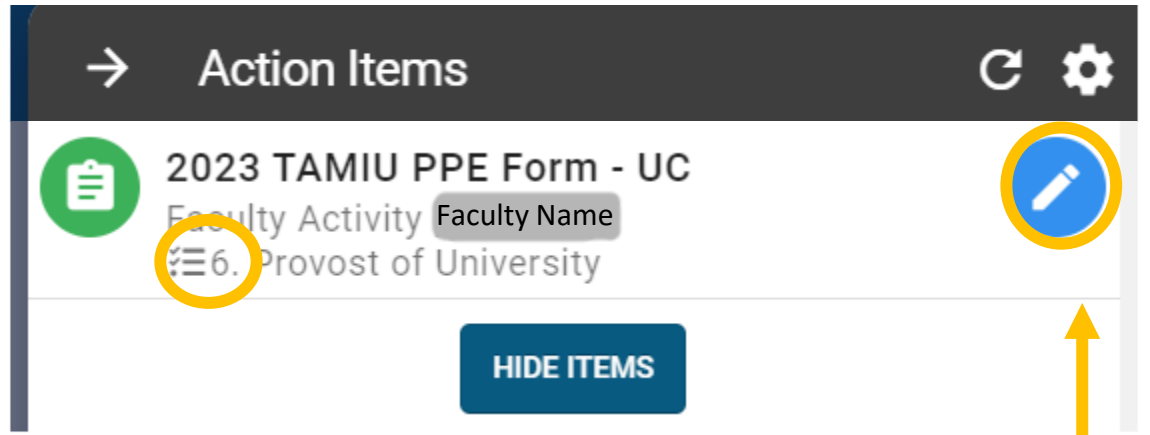


AEFIS Homepage

University Provost— Step 6

Click on the Pencil

- Make sure that the form is in Step 6.



Review Faculty Evaluation

Faculty Name

Teaching Activity (70%)

Service Activities (20%)

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

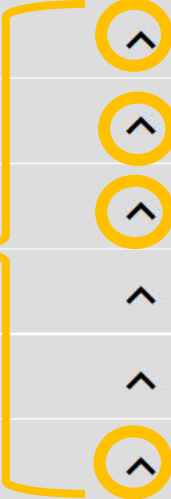
Faculty Member Meeting

Dean Electronic Signature

Faculty Member Response

Provost Response

To review information, select the arrows to the right:



CONTINUE LATER

SUBMIT THE FORM

Review Evaluation

- You will be able to review the faculty self-evaluation and the Dean's evaluation on faculty member.

2023 TAMIU PPE Form - UC



EXPORT

EXIT FORM

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

4

-



Provost Response

- Once done reviewing the evaluation, you will then select the arrow for the section “Provost Response”.

2023 TAMIU PPE Form - UC

EXPORT EXIT FORM

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

Faculty Member Response

1 Faculty Member Response

I have reviewed and discussed this performance evaluation with my Dean, and I AGREE with the evaluation.

I have reviewed and discussed this performance evaluation with my Dean, and I DO NOT AGREE with the evaluation.

Comments

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

Provost Response

CONTINUE LATER SUBMIT THE FORM

Provost Response

- Read the statement under “Provost Response” and select a response. You will be able to leave a comment.

2023 TAMIU PPE Form - UC



EXPORT

EXIT FORM

- I have reviewed and discussed this performance evaluation with my Dean, and I AGREE with the evaluation.
- I have reviewed and discussed this performance evaluation with my Dean, and I DO NOT AGREE with the evaluation

Comments



*

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

Provost Response



1

Provost 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 Dean's evaluation.

Comments

Enter response here.

*

2 By submitting this document, I acknowledge that I have reviewed this PPE document. Additionally, I understand this submission to be considered my electronic signature of the form.

CONTINUE LATER

SUBMIT THE FORM

Submit the Form

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

2023 TAMIU PPE Form - UC

EXPORT EXIT FORM

I have reviewed and discussed this performance evaluation with my Dean, and I AGREE with the evaluation.
 I have reviewed and discussed this performance evaluation with my Dean, and I DO NOT AGREE with the evaluation

Comments

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

Provost Response

1

Provost 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 Dean's evaluation.

Comments

Enter response here.

*
2 By submitting this document, I acknowledge that I have reviewed this PPE document. Additionally, I understand this submission to be considered my electronic signature of the form.

Save Changes and return later. → CONTINUE LATER SUBMIT THE FORM ← Submit to complete the PPE.

Submit the Form

- I have reviewed and discussed this performance evaluation with my Dean, and I AGREE with the evaluation.
- I have reviewed and discussed this performance evaluation with my Dean, and I DO NOT AGREE with the evaluation.

Comments



*

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

Provost Response

1

Provost 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 Dean's evaluation.

Comments

Enter response here.

*

2 By submitting this document, I acknowledge that I have reviewed this PPE document. Additionally, I understand this submission to be considered my electronic signature of the form.

Yes, Submit the Form Confirmation ✕

Once submitted, this form will move to **End** 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!