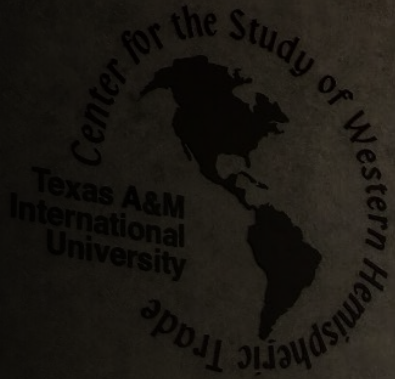


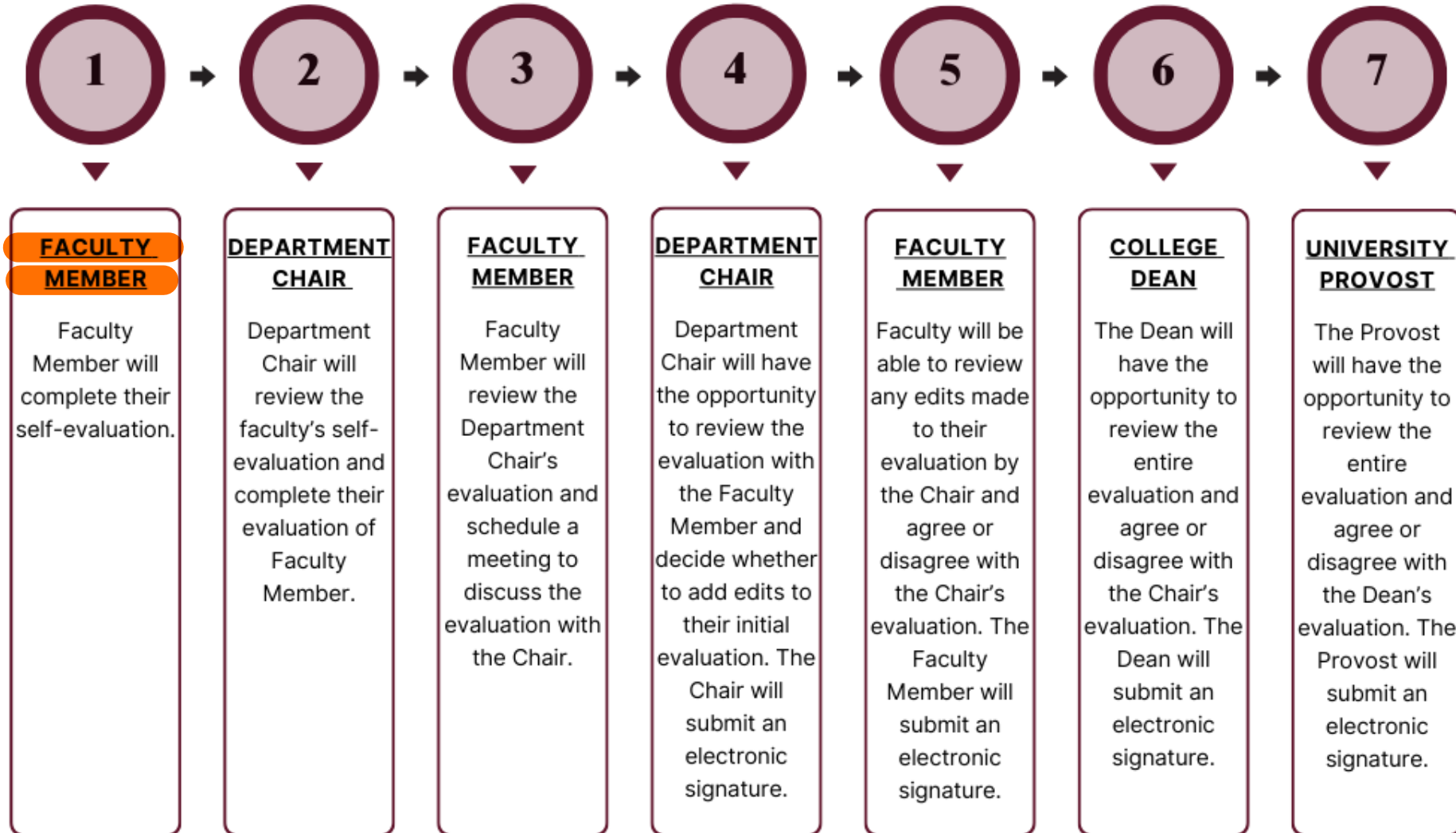


A.R. Sanchez, Jr. School of Business – PPE



Texas A&M International University

PPE 7-Step Workflow



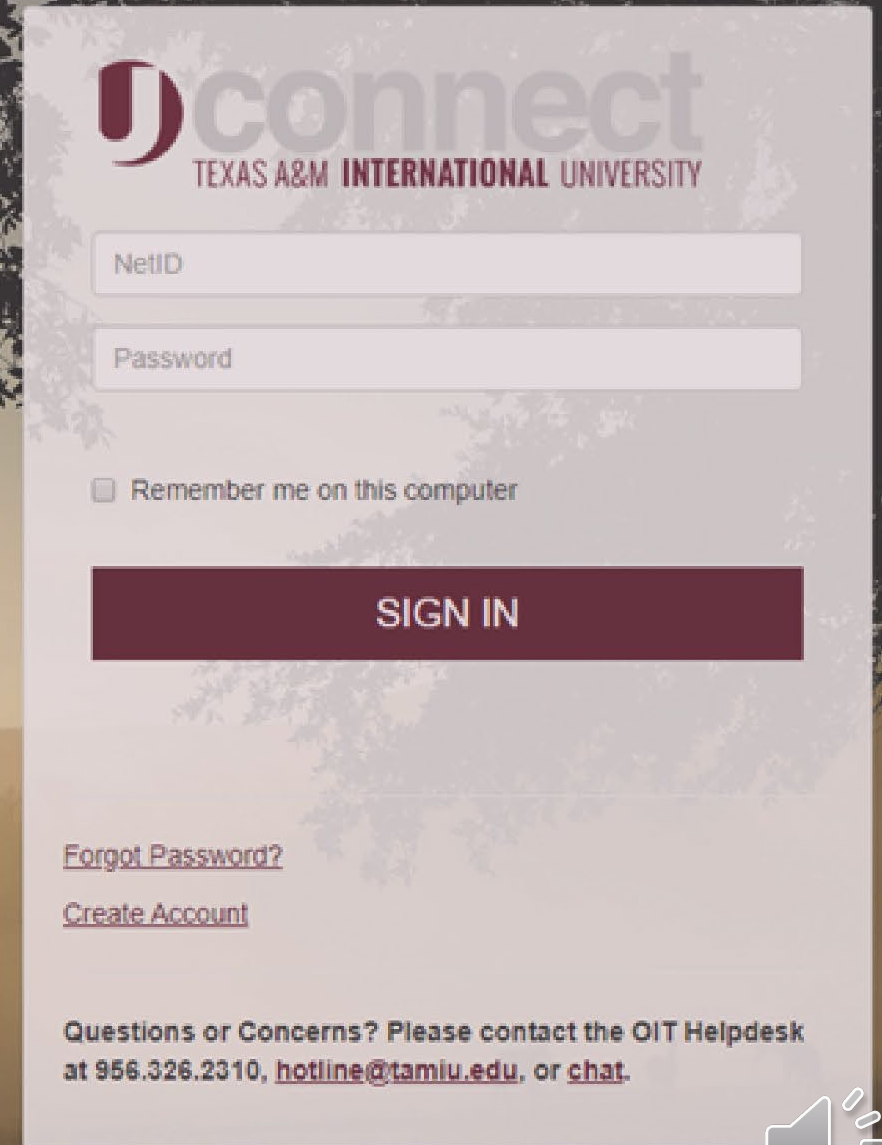
Logging into AEFIS

Website:

<https://tamiu.aefis.net>

Make sure and have Duo
Connect to login.

Login with your TAMIU
Credentials



connect
TEXAS A&M INTERNATIONAL UNIVERSITY

NetID

Password

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 top navigation bar includes the TIT logo on the left and a user profile 'jessica.verastigui' on the right. The dashboard contains the following app tiles:

- eLearning (Blackboard)
- Email
- TAMUS SSO
- Employee Newsletter
- TAMU Calendar
- WebFocus 9.2.1 (NEW)
- WebFocus 8207.28.06 (OLD)
- Handshake Student Job Portal
- AEFIS** (highlighted with a yellow box and an arrow)
- Room Reservations (Ad Astra)
- Make a Payment
- TAMU OneCard
- Infobase Learning Cloud
- Library
- Rec Sports
- Voter Registration
- Employee Resources
- Class Search
- Advisor TAMU Scheduler
- Advisor Degree Works



AEFIS Homepage

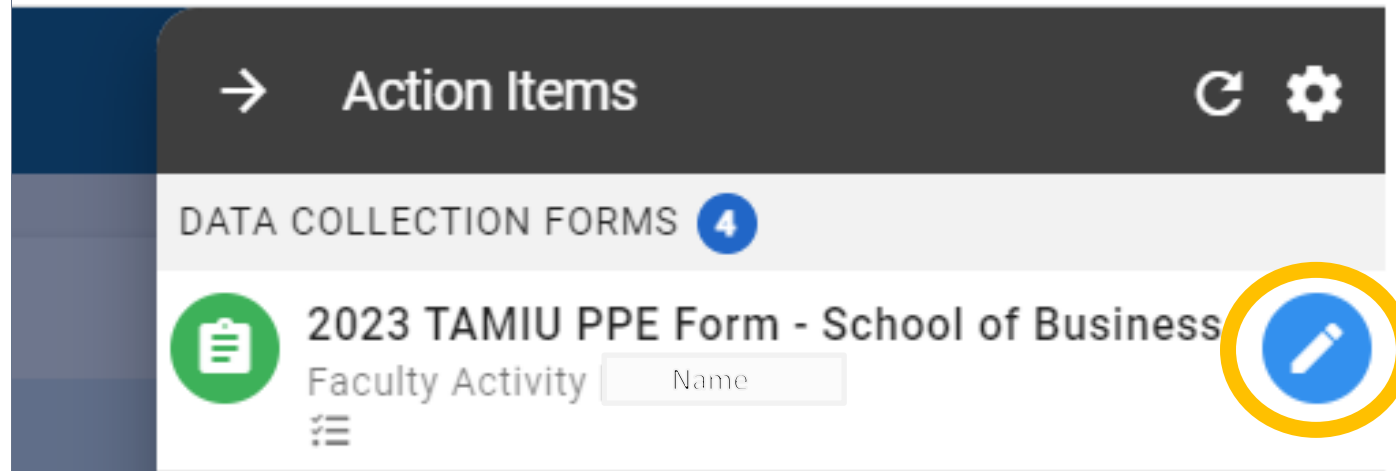
Faculty Self Evaluation – Step 1

Entering Your PPE Form



The screenshot shows a mobile application interface. At the top, a dark blue header bar contains a white right-pointing arrow, the text "Action Items", a white refresh icon, and a white gear icon. Below the header is a light gray bar with the text "DATA COLLECTION FORMS" and a blue circle containing the number "4". The main content area features a list item with a green circular icon containing a white clipboard, the text "2023 TAMIU PPE Form - School of Business", and "Faculty Activity" followed by a text input field containing the word "Name". To the right of the list item is a blue circular icon containing a white pencil. A small menu icon is visible below the "Faculty Activity" text.

Click on the
Pencil



The screenshot shows a mobile application interface for 'Action Items'. At the top, there is a dark header with a right-pointing arrow, the text 'Action Items', a refresh icon, and a settings gear icon. Below the header is a grey bar with the text 'DATA COLLECTION FORMS' and a blue circle containing the number '4'. The main content area displays a list item: a green clipboard icon, the text '2023 TAMIU PPE Form - School of Business', 'Faculty Activity', and a text input field with the placeholder 'Name'. To the right of the list item is a blue circular pencil icon, which is highlighted by a yellow circle and a yellow arrow pointing upwards from below.



PPE Form Page

PPE Form Main Page

- SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 2-2 LOAD ^
- SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 3-2 LOAD ^
- SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 3-3 LOAD ^
- SELF-ASSESSMENT OF TEACHING ACTIVITIES ^
- SELF-ASSESSMENT OF SERVICE ACTIVITIES ^
- Faculty Curriculum Vitae ⬆

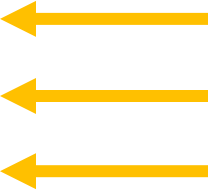
CONTINUE LATER

SUBMIT THE FORM

Select your teaching load

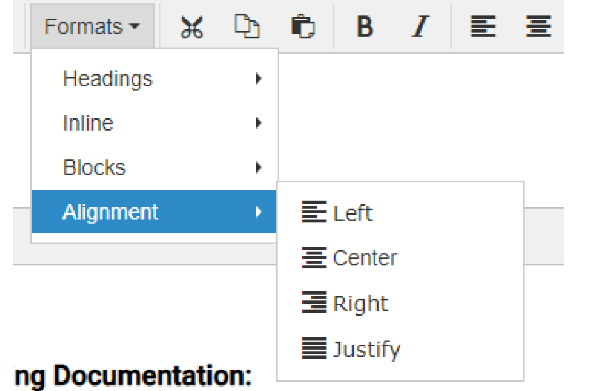
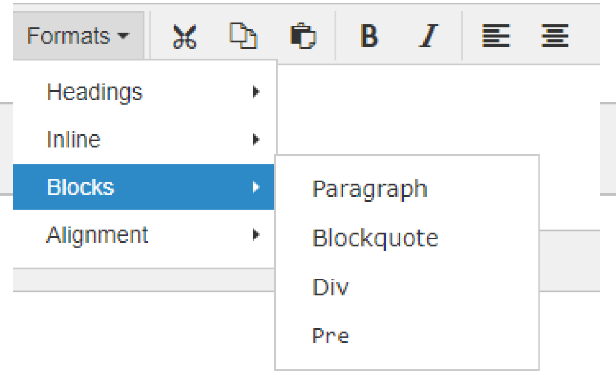
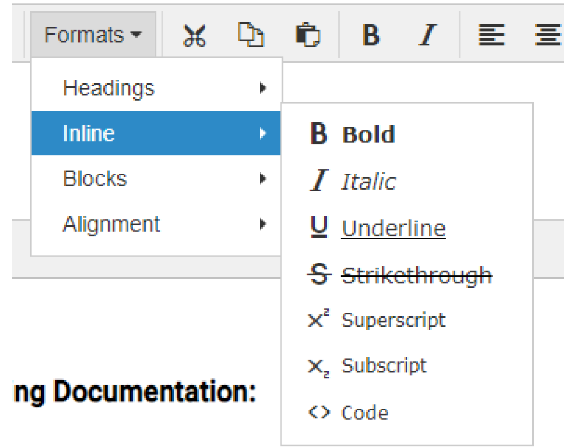
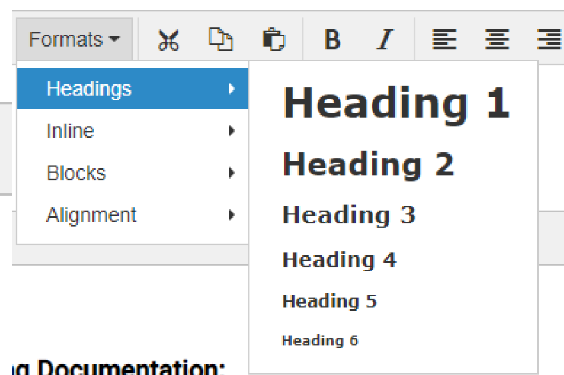
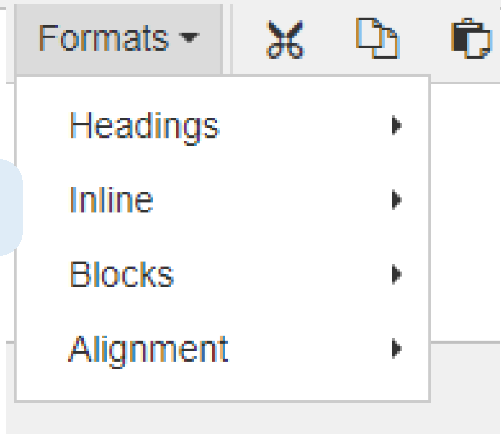
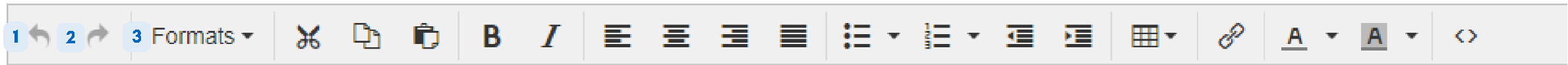
Name

SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 2-2 LOAD	^
SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 3-2 LOAD	^
SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 3-3 LOAD	^
SELF-ASSESSMENT OF TEACHING ACTIVITIES	^
SELF-ASSESSMENT OF SERVICE ACTIVITIES	^
Faculty Curriculum Vitae	^

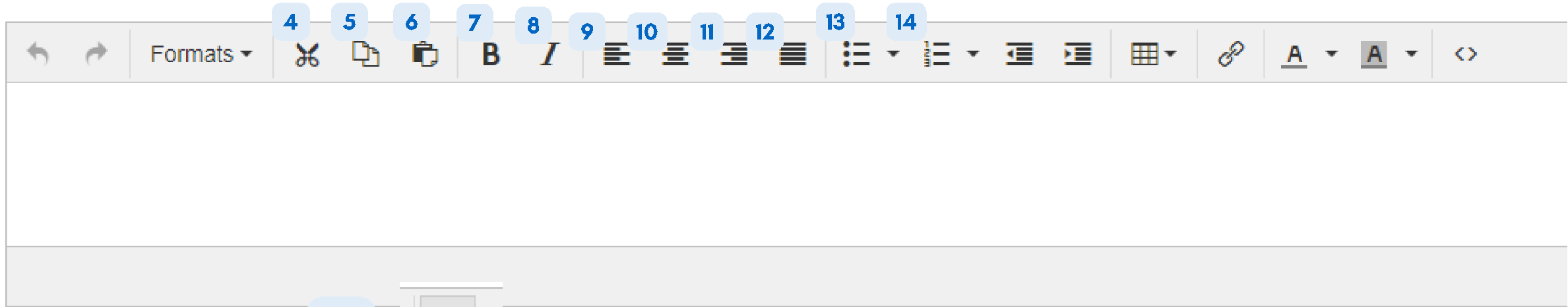


CONTINUE LATER SUBMIT THE FORM

Text Box



Text Box



4, 5,
& 6

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

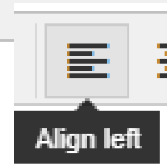
7.



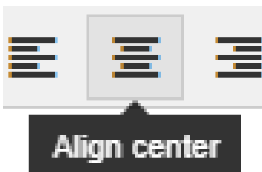
8.



9.



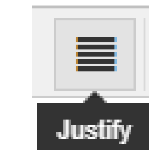
10.



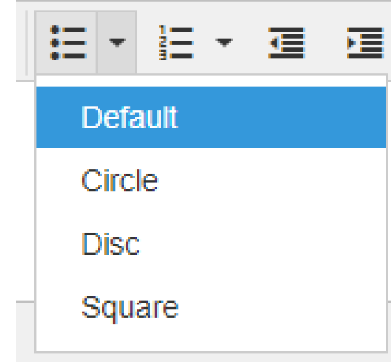
11.



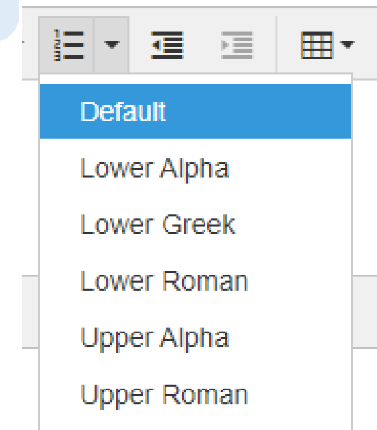
12.



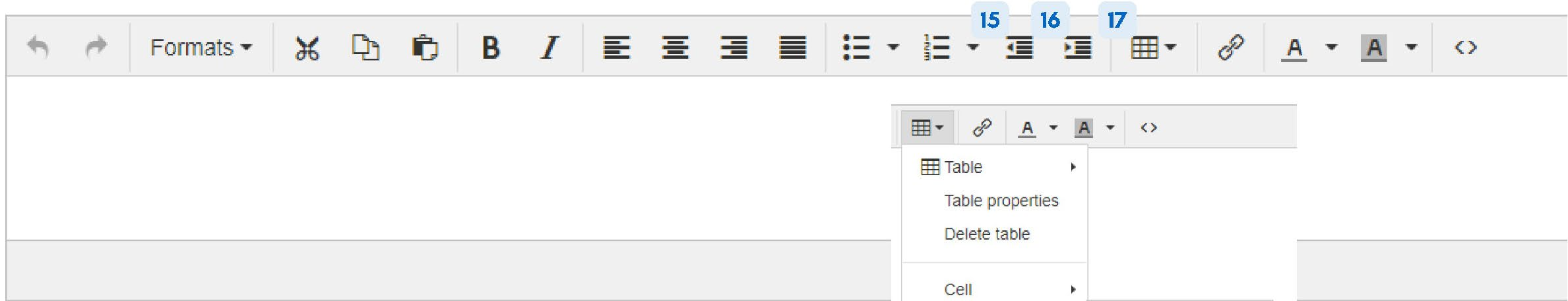
13.



14.



Text Box



15.



Decrease indent

17.

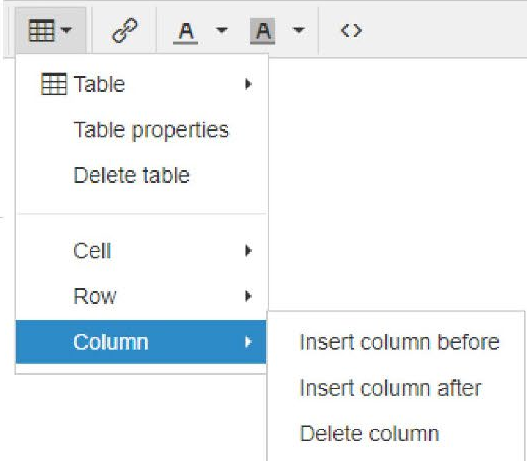
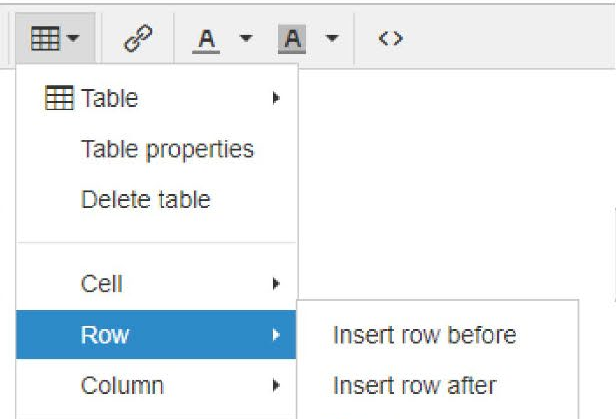
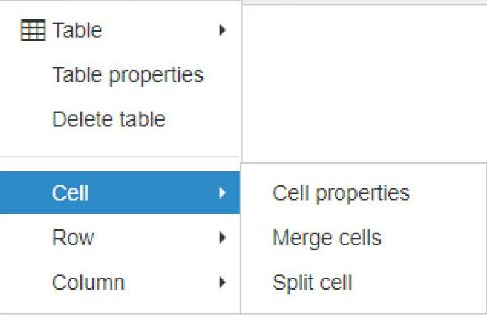
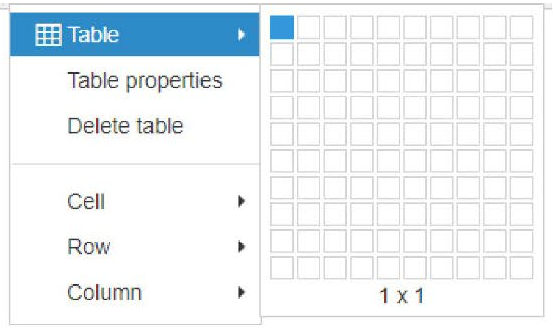


Table

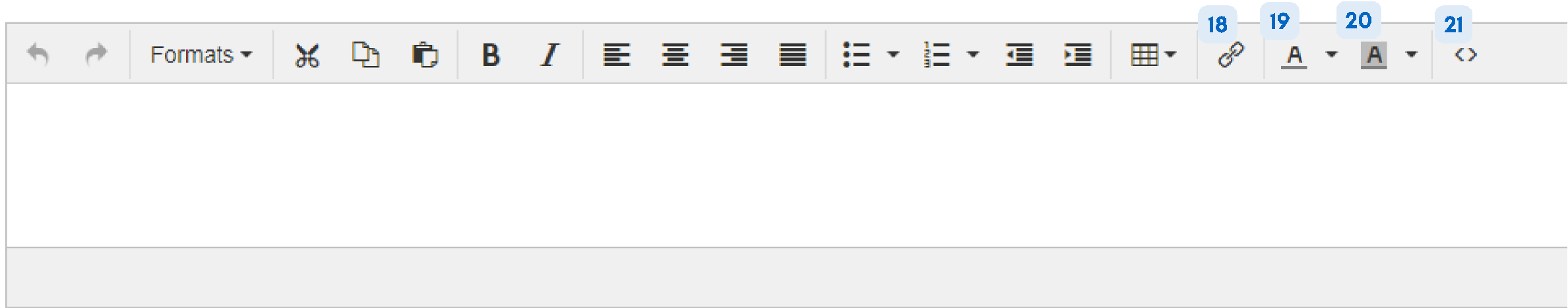
16.



Increase indent



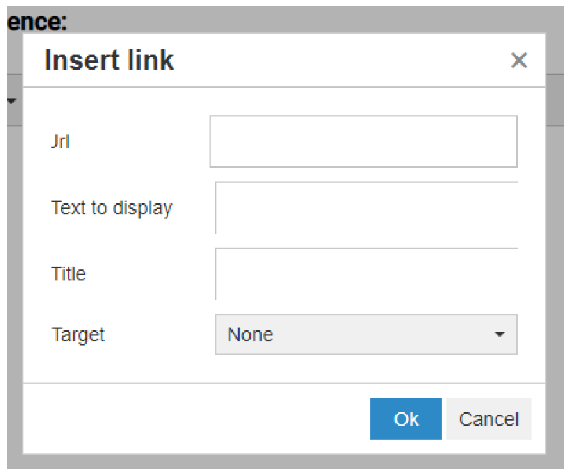
Text Box



18.



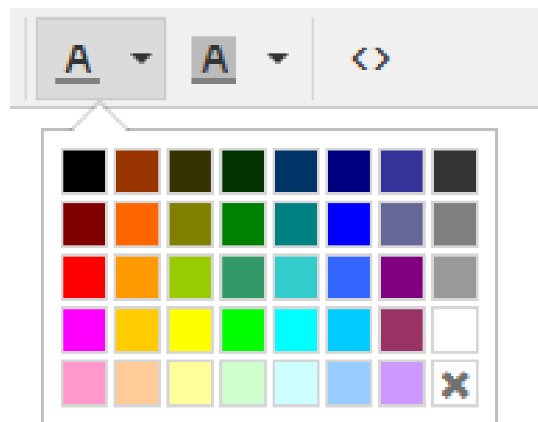
Insert/edit link



19.



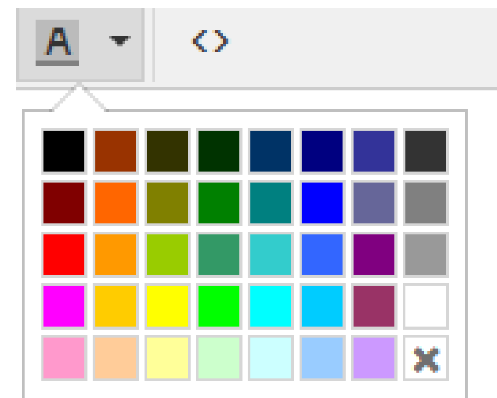
Text color



20.



Background color

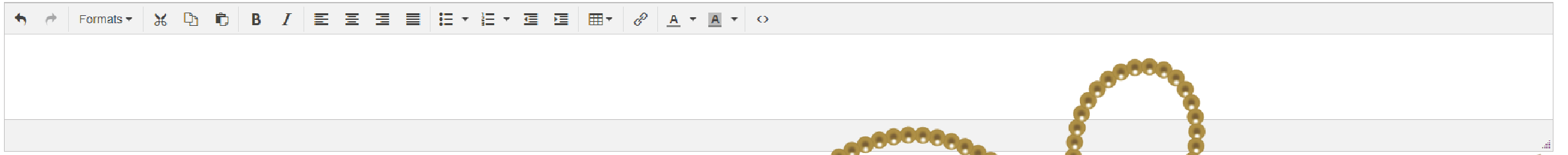


21.



Source code

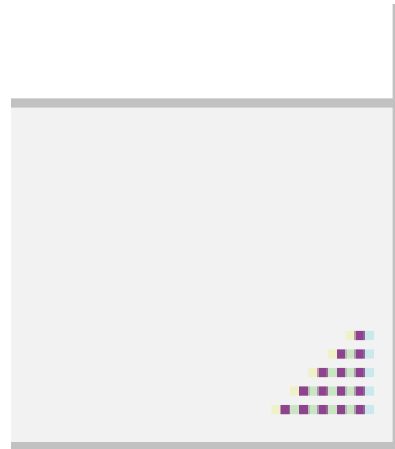
Text Box



*



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



Expectation Selections

5 Instructions: In the next sections, please check the research activities you accomplished this year. A comment box will appear for each selection, please highlight significant information related to these activities. A higher-level activity may also be substituted for a lower-level activity. Also – where possible – if an activity is performed twice count twice (e.g., if a person chairs two committees, each may count as an independent activity toward the required number of activities in each category).

6 **Level 5 Expectations, Exemplary:**

- Tier 1
- Receive a "Revise and Resubmit" / "Acceptance" from a Elite Journal
- Receipt of the designation as the College/University Researcher of the Year OR
- Receipt of a competitive external research grant OR
- Publication of a peer-reviewed scholarly book/textbook

← Select which apply

7 **Level 4 Expectations, Highly Proficient:**

- 2 Tier 2
- Receive a "Revise and Resubmit" / "Acceptance" from a Top Tier Journal

8 **Level 3 Expectations, Proficient, Two of the following activities:**

- Publication of an article in a refereed journal that is publicly available
- Publication of proceedings from a top scholarly meeting that is publicly available
- Publication of a chapter in a peer-reviewed scholarly book
- Presentation of a paper at an academic conference meeting/ Presentation of a paper at Research Presentation Series
- Completion of a publicly available research report from an externally funded grant (minimum of \$10,000)
- Other: Demonstrated significant progress toward writing a scholarly or peer reviewed book

Expectation Selections Continued

Once you select a button, a text box will appear under the section.

2023 TAMIU PPE Form - School of Business v4

5 Instructions: In the next sections, please check the research activities you accomplished this year. A comment box will appear for each selection, please highlight significant information related to these activities. A higher-level activity may also count twice (e.g., if a person chairs two committees, each may count as an independent activity toward the required number of activities in each category).

6 Level 5 Expectations, Exemplary:

- 1 Tier 1
- Receive a "Revise and Resubmit" / "Acceptance" from an Elite Journal
- Receipt of the designation as the College/University Researcher of the Year OR
- Receipt of a competitive external research grant OR
- Publication of a peer-reviewed scholarly book/textbook

7

1 Tier 1:

← → Formats ✂ 📄 📁 **B** *I* ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♁ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓ 🔗 A A <>

Enter your responses in text box.

8 Level 4 Expectations, Highly Proficient:

- 2 Tier 2
- Receive a "Revise and Resubmit" / "Acceptance" from a Top Tier Journal

Self-Assessment of Teaching/Service Activities

Level 0 Expectations, Egregiously Deficient:

No research activity or participation in research activities

Rich text editor toolbar with icons for undo, redo, formats, cut, copy, paste, bold, italic, text color, background color, link, unlink, and source code. A tooltip for the 'Cut' icon is visible.



13

Overall self-assessment of research performance this year (select one):

- Exemplary 5
- Highly Proficient 4
- Proficient 3
- Deficient 2
- Seriously Deficient 1
- Egregiously Deficient 0

Once complete with your self-assessment of research activities for **faculty teaching**, more forward to the self-assessment of teaching/service activities boxed out below.

SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 3-2 LOAD



SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 3-3 LOAD



SELF-ASSESSMENT OF TEACHING ACTIVITIES



SELF-ASSESSMENT OF SERVICE ACTIVITIES



Self-Assessment of Teaching Activities

SELF-ASSESSMENT OF TEACHING ACTIVITIES



1 CALENDAR YEAR
(Please only include activities that have occurred during the calendar year being reported.)

This year's teaching goals:

← → Formats ✂ 📄 📌 **B** *I* [List Icons] [Table Icon] [Link Icon] A A <>

Enter your responses in text box.

3 This year's key teaching accomplishments:

← → Formats ✂ 📄 📌 **B** *I* [List Icons] [Table Icon] [Link Icon] A A <>

Enter your responses in text box.

4 Next year's teaching goals:

← → Formats ✂ 📄 📌 **B** *I* [List Icons] [Table Icon] [Link Icon] A A <>

Enter your responses in text box.



Supporting Documentation



EXPORT

EXIT FORM



14

Overall self-assessment of teaching performance this year (select one):

- Exemplary 5
- Highly Proficient 4
- Proficient 3
- Deficient 2
- Seriously Deficient 1
- Egregiously Deficient 0

15

Supporting Documentation:

Please provide supporting documentation to justify your teaching activities.

To upload, please select the add a new document link 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.](#) ←

Select Document Artifacts

Uploading your Supporting Documentation

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

2023 TAMIU PPE Form - School of Business v4

14 Overall self-assessment of teaching performance this year (select one):

Exemplary 5
 Highly Proficient 4
 Proficient 3
 Deficient 2
 Seriously Deficient 1
 Egregiously Deficient 0

15 Supporting Documentation:

Please provide supporting documentation to justify your teaching activities.

To upload, please select the add a new document link to upload your files. Once uploaded, you will be able to view the document in the list below.

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

Select Document Artifacts

+ Add Document

Drop files to upload (or click)

CLOSE

Supporting Documentation Continued

2023 TAMIU PPE Form - School of Business v4

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.

14

Overall self-assessment of teaching performance this year (select one):

- Exemplary 5
- Highly Proficient 4
- Proficient 3
- Deficient 2
- Seriously Deficient 1
- Egregiously Deficient 0

15

Supporting Documentation:

Please provide supporting documentation to justify your teaching activities.

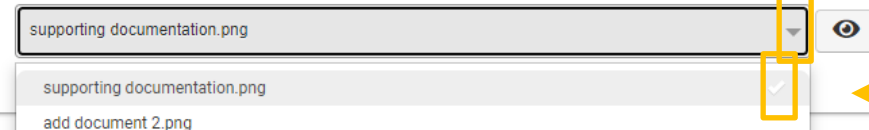
To upload, please select the add a new document link to upload your files. Once uploaded, please select the files within the dropdown menu.

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

supporting documentation.png

supporting documentation.png

add document 2.png



Supporting Documentation Continued

You can view your documents by pressing the eye image.

2023 TAMIU PPE Form - School of Business v4

14 Overall self-assessment of teaching performance this year (select one):


- Exemplary 5
- Highly Proficient 4
- Proficient 3
- Deficient 2
- Seriously Deficient 1
- Egregiously Deficient 0

15 Supporting Documentation:

Please provide supporting documentation to justify your teaching activities.

To upload, please select the add a new document link 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](#).

supporting documentation.png 

supporting documentation.png ✓

add document 2.png

Self-Assessment of Service Activities

- **Make sure to click on the dropdown arrow to open the section:**

2023 TAMIU PPE Form - School of Business v4

supporting documentation.png

EXPORT EXIT FORM

SELF-ASSESSMENT OF SERVICE ACTIVITIES

1 CALENDAR YEAR
(Please only include activities that have occurred during the calendar year being reported.)

2 This year's service goals:

Text Response Here

3 This year's key service accomplishments:

Text Response Here

Faculty Curriculum Vitae

SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 2-2 LOAD



SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 3-2 LOAD



SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 3-3 LOAD



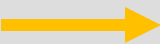
SELF-ASSESSMENT OF TEACHING ACTIVITIES



SELF-ASSESSMENT OF SERVICE ACTIVITIES



Faculty Curriculum Vitae



1 Please upload your personal CV:

Please select the add a new document link 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](#).

Select Document Artifacts

CONTINUE LATER

SUBMIT THE FORM

Uploading your Supporting Documentation

- Drag your file or click to upload.

SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 2-2 LOAD

SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 3-2 LOAD

SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 3-3 LOAD

SELF-ASSESSMENT OF TEACHING ACTIVITIES

SELF-ASSESSMENT OF SERVICE ACTIVITIES

Faculty Curriculum Vitae

1 Please upload your personal CV:

Please select the add a new document link to upload your files. Once uploaded, please select the files with the appropriate document type.

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

Select Document Artifacts

+ Add Document

Drop files to upload (or click)

CLOSE

CONTINUE LATER

SUBMIT THE FORM

Uploading your Supporting Documentation

SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 2-2 LOAD

SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 3-2 LOAD

SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 3-3 LOAD

SELF-ASSESSMENT OF TEACHING ACTIVITIES

SELF-ASSESSMENT OF SERVICE ACTIVITIES



Faculty Curriculum Vitae

1

Please upload your personal CV:

Please select the add a new document link 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](#).

Select Document Artifacts  

Faculty Member CV .docx

CONTINUE LATER

SUBMIT THE FORM

- Select your document.

Submit The Form

SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 2-2 LOAD ^

SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 3-2 LOAD ^

SELF-ASSESSMENT OF RESEARCH ACTIVITIES FOR FACULTY TEACHING A 3-3 LOAD ^

SELF-ASSESSMENT OF TEACHING ACTIVITIES ^

SELF-ASSESSMENT OF SERVICE ACTIVITIES ^

Faculty Curriculum Vitae v

1 **Please upload your personal CV:**

Please select the add a new document link 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](#).

Select Document Artifacts

Faculty Member CV .docx

Save Changes
and return later

Submit form to
Chair of Dept.

By Clicking Submit you are verifying the above information is correct.

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  



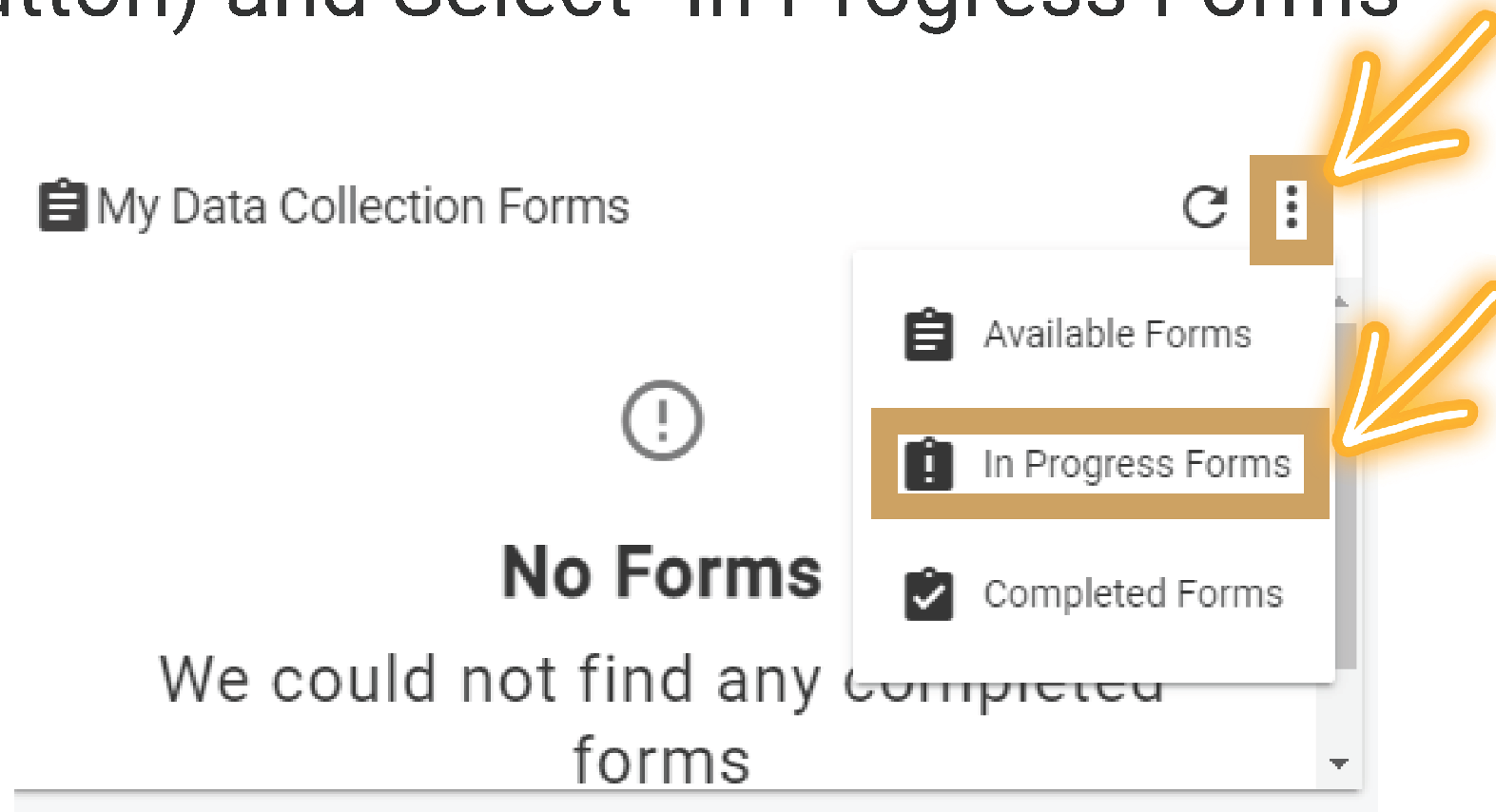
Congratulations!

You have completed all your course evaluations

 My Assignments  

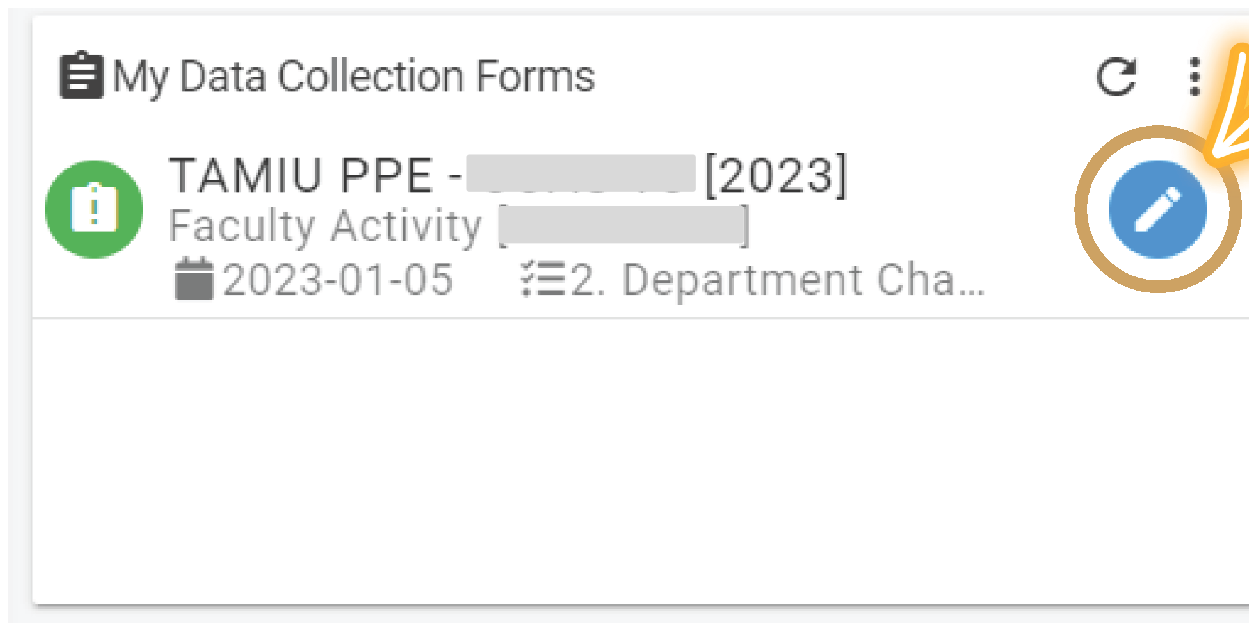
Locating Your Submitted PPE Form

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



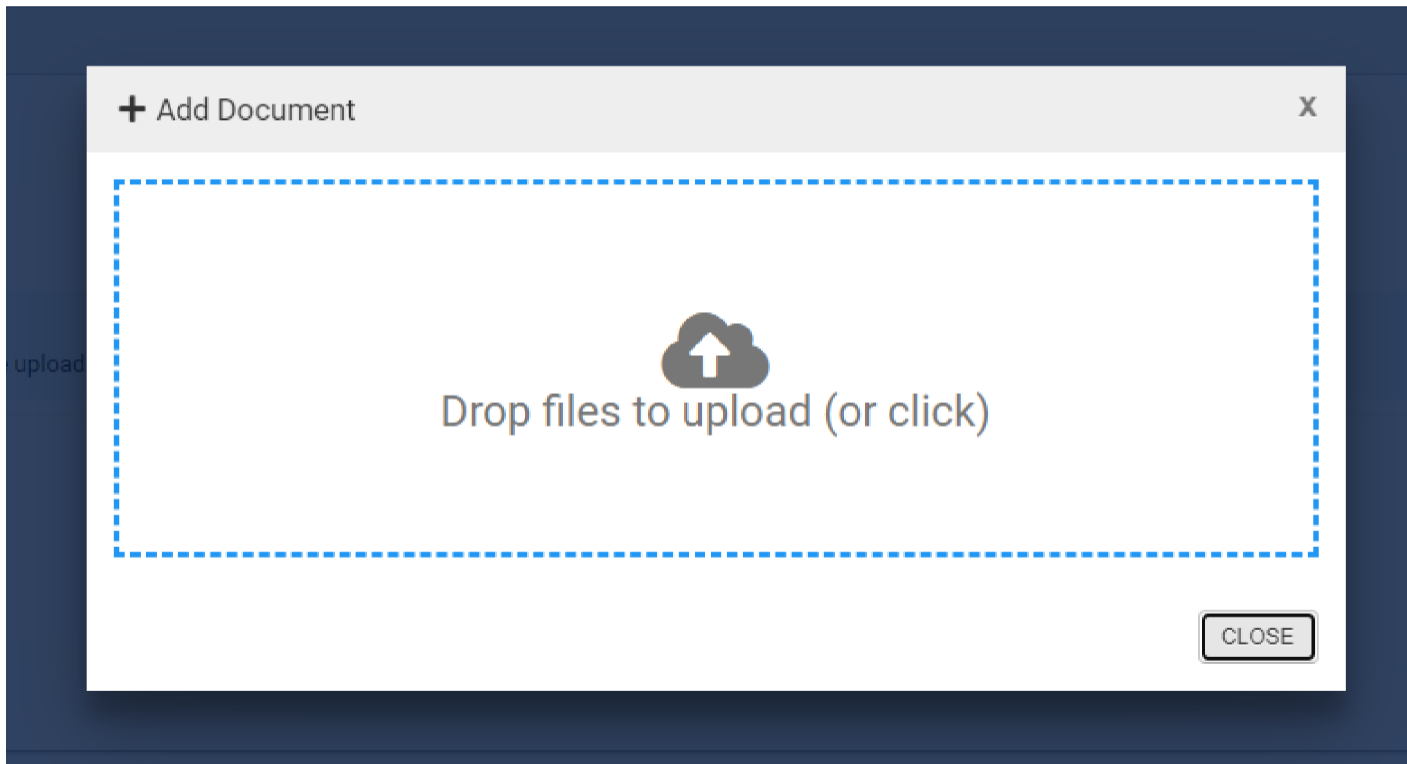
Locating Your Submitted PPE Form

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.****

Uploading your Supporting Documentation




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:

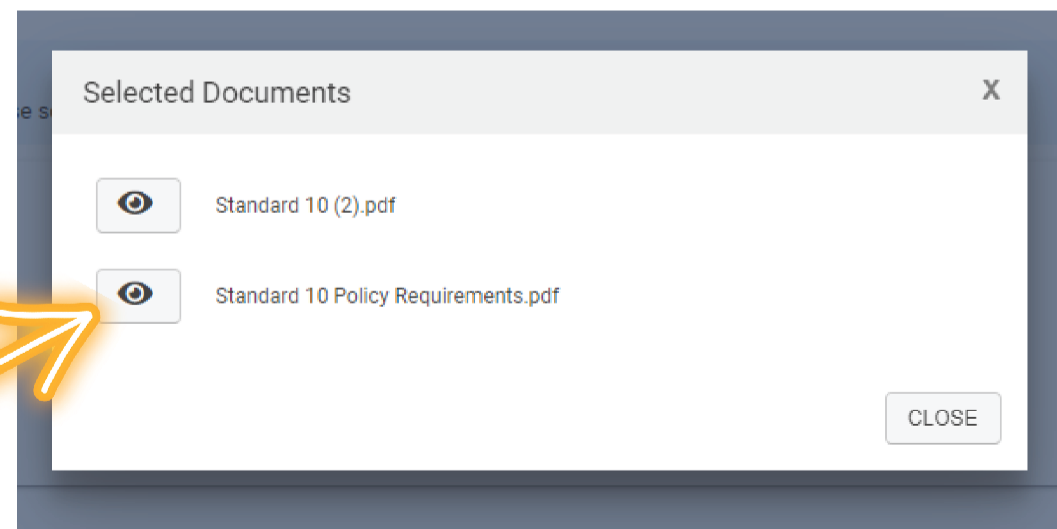
Select a document artifact attached to this form or [add a new document](#).

Standard 10 (2).pdf, Standard 10 Policy Requirements.pdf



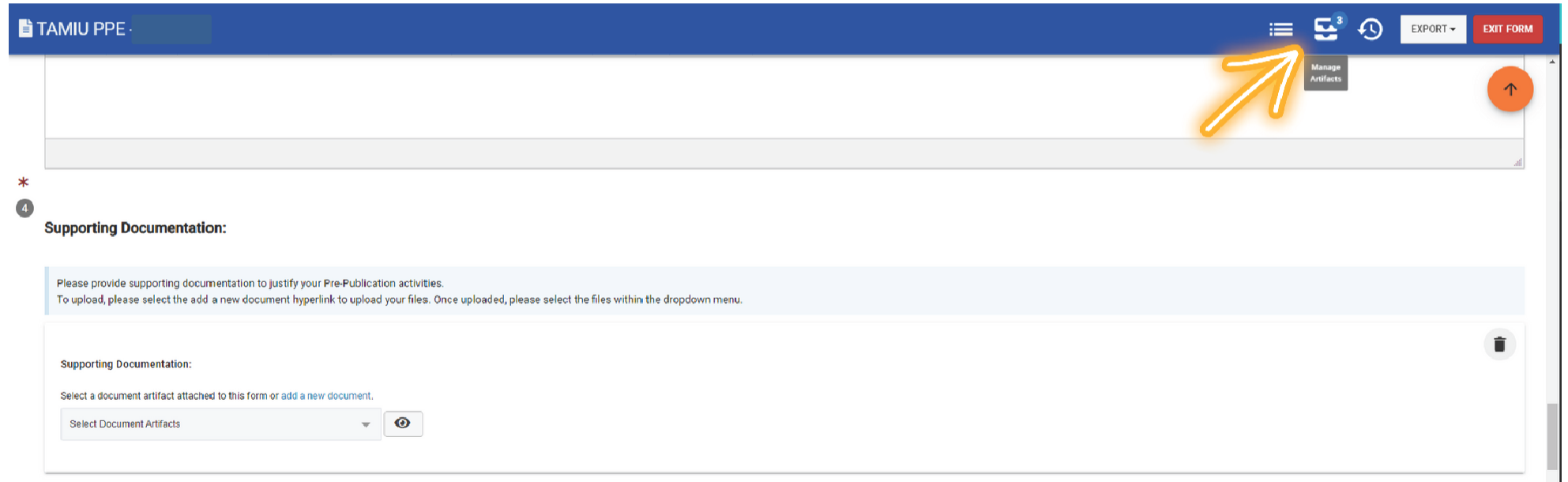
3. You can view your documents by pressing the eye image

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



Deleting your Supporting Documentation

1. Click on this box entitled Manage Artifacts



TAMIU PPE

EXPORT EXIT FORM

Manage Artifacts

Supporting Documentation:

Please provide supporting documentation to justify your Pre-Publication activities.
To upload, please select the add a new document hyperlink to upload your files. Once uploaded, please select the files within the dropdown menu.

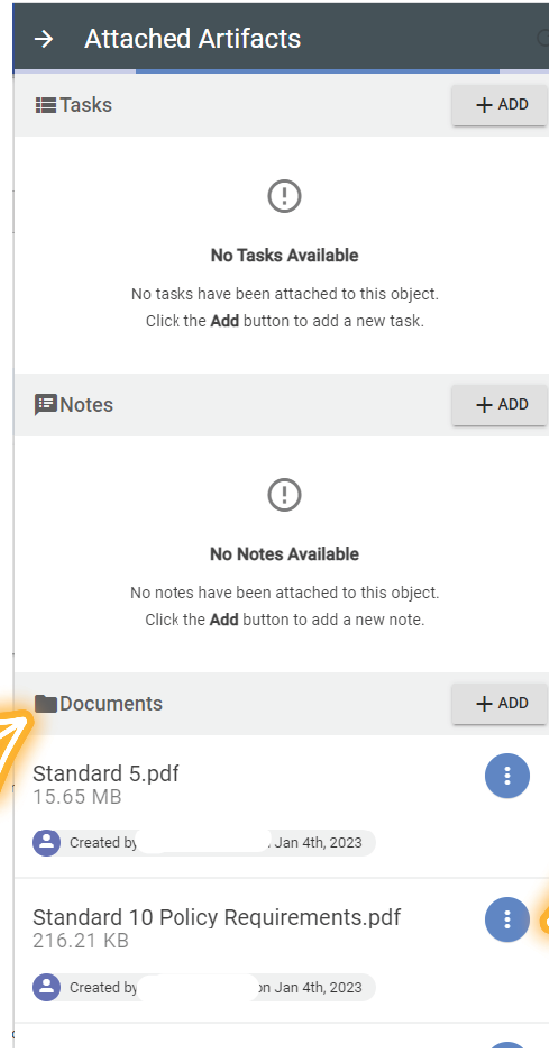
Supporting Documentation:

Select a document artifact attached to this form or [add a new document](#).

Select Document Artifacts

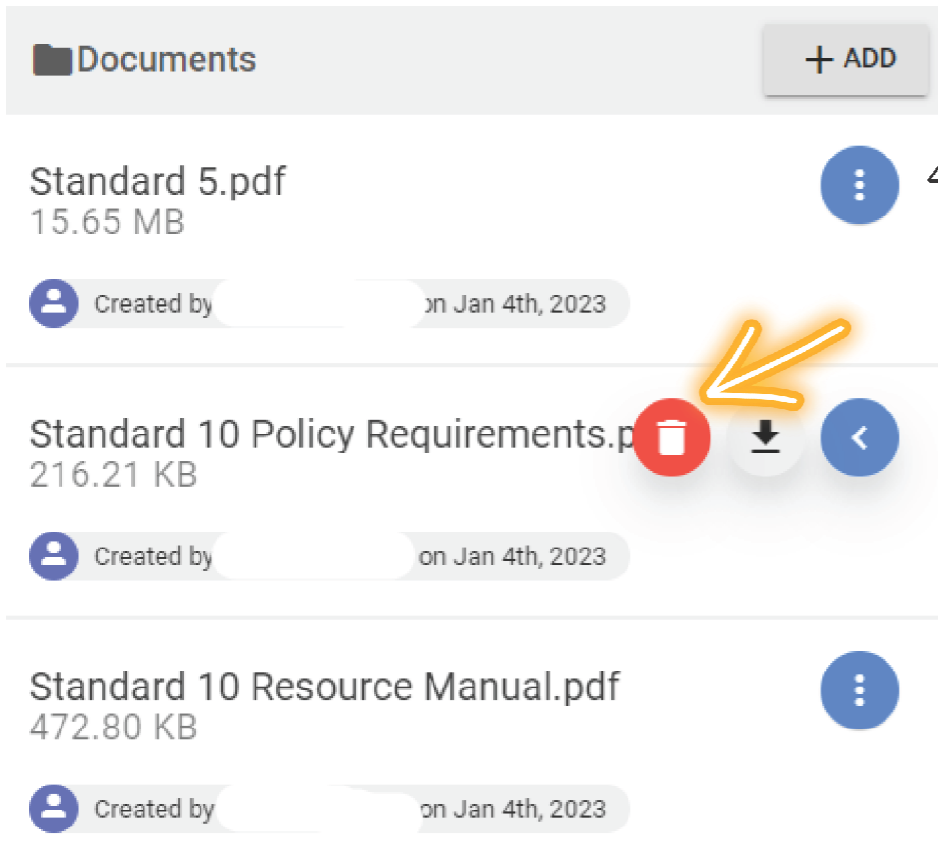
Deleting your Supporting Documentation

2. Find the Documents Area

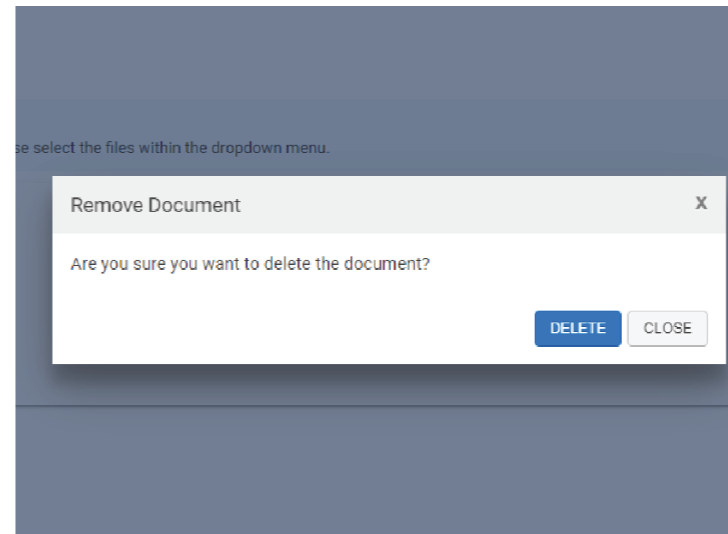


3. Locate the document you wish to delete, and hover your mouse over the blue button.

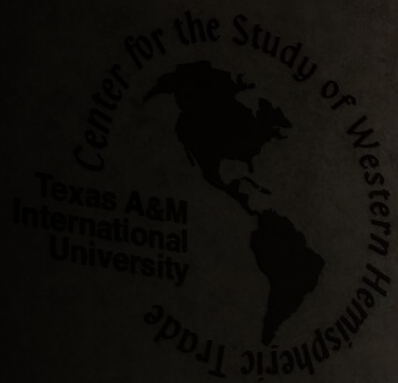
Deleting your Supporting Documentation



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



Thank you!

