

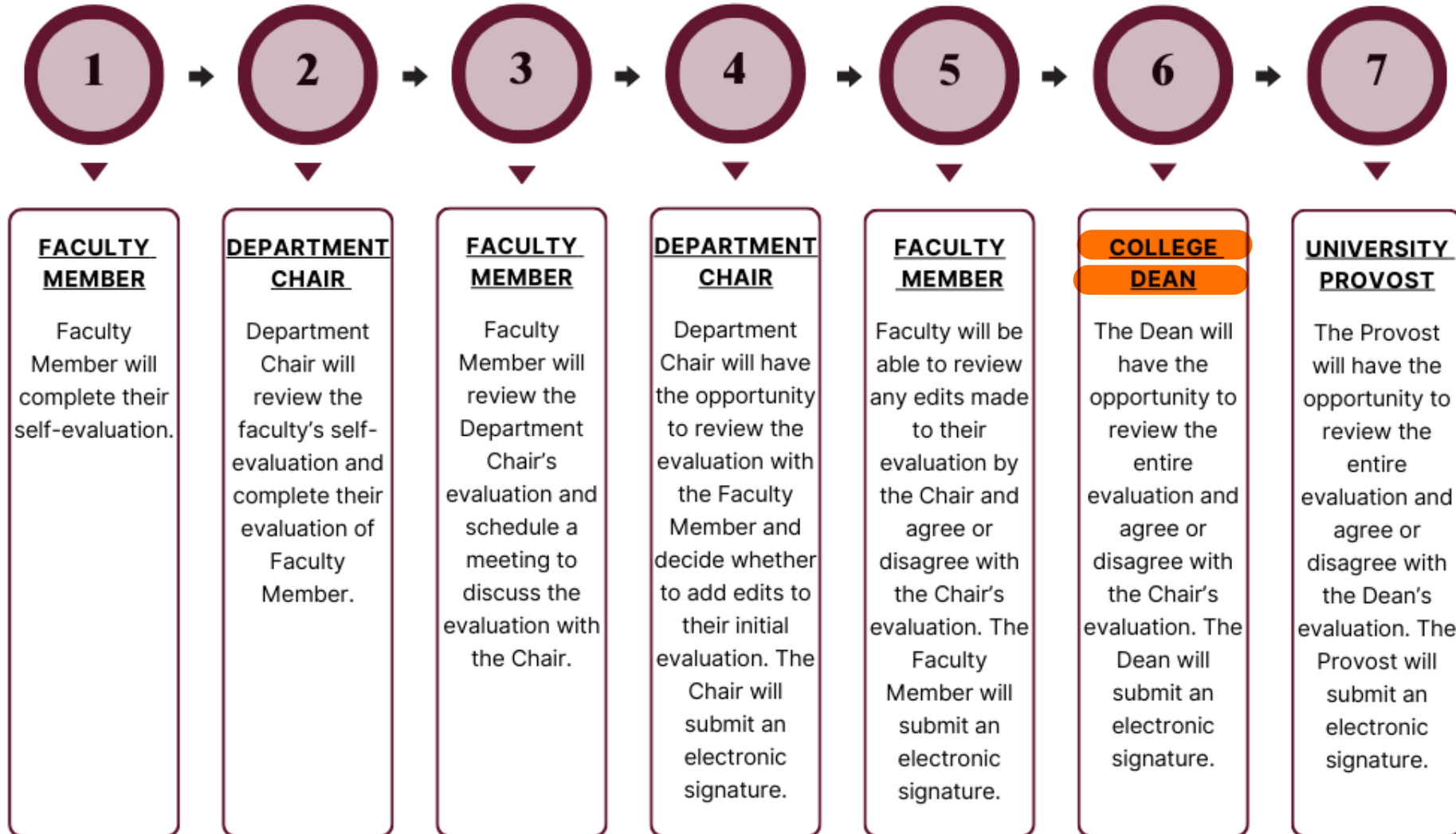


# College of Arts and Sciences – PPE



# 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



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](mailto:hotline@tamiu.edu), or [chat](#).

# OR Log in through Uconnect

The screenshot displays the 'My Apps' dashboard for TTIU. The dashboard features a grid of application tiles. The 'AEFIS' tile is highlighted with a yellow border, and a yellow arrow points from the 'Handshake Student Job Portal' tile to it. The user's name, 'jessica.verastigui', is visible in the top right corner.

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
<b>AEFIS</b>	<b>AEFIS logo</b>
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	TTIU logo
Class Search	Magnifying glass icon
Advisor TAMU Scheduler	Clock icon
Advisor Degree Works	Checkmark icon



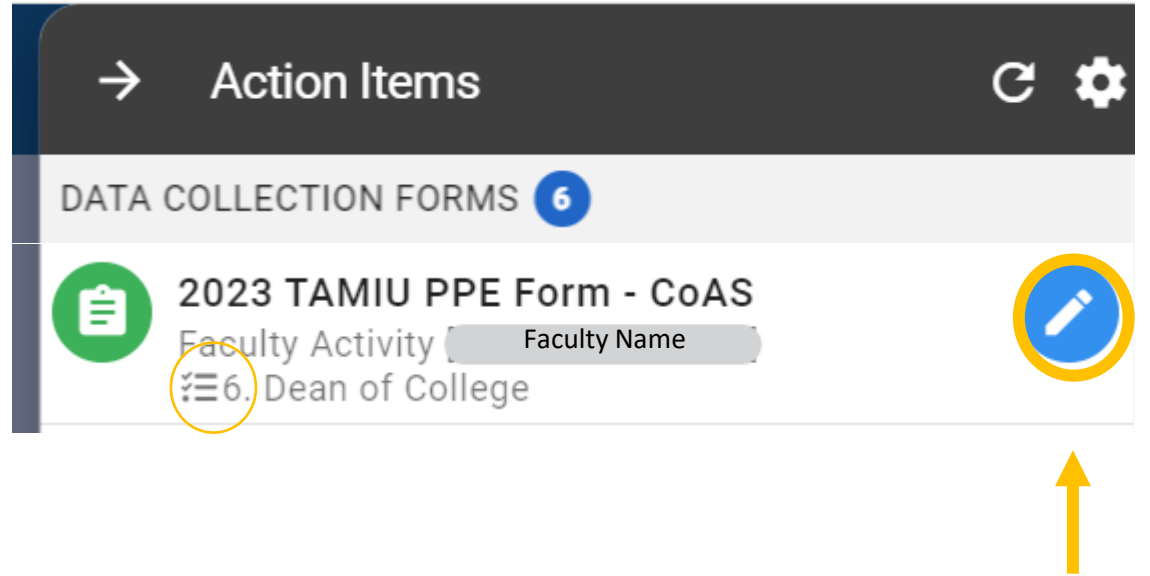
# AEFIS Homepage



# Dean Review – Step 6

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Click on the  
Pencil



# Review the Faculty Member's Evaluation:



EXPORT

EXIT FORM

Phase I. Teaching



Phase II: Research, Scholarly Activities, and Creative Work



The evaluation of a faculty member's engagement in research, publication, and creative work will be based on the criteria described in the evaluation for research in the rubrics developed for specific disciplines and found at the end of this document. The evaluation will be determined by evidence of the three types of activities listed below:

Phase III. University and Community Service



Faculty Curriculum Vitae



Official Annual Faculty Evaluation (For Tenure-Track & Tenured Faculty) *Version 1*

Select the arrows to review information



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



Faculty Member Meeting



Chair Electronic Signature



Faculty Member Response



Dean Response



CONTINUE LATER

SUBMIT THE FORM



# Dean's Response:

- Once you are done reviewing the evaluation, you will then provide your response on whether you agree/disagree with the evaluation. You may add comments as well.

8 Supporting Documentation:

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 👁 📁

9 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	^
Chair Electronic Signature	^
Faculty Member Response	^
Dean Response	^

Click to open and respond.  

# Complete Dean's Response:



EXPORT

EXIT FORM

9 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

Chair Electronic Signature

Faculty Member Response

Dean Response

1

Dean Response

- I have reviewed this performance evaluation and I AGREE with the Chair's evaluation.
- I have reviewed this performance evaluation and I DO NOT AGREE with the Chair's evaluation.

Comments

Enter Additional Comments

\*

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 form to Provost.

# Submit form to Provost:

2023 TAMIU PPE Form - CoAS



EXPORT

EXIT FORM

9 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

Chair Electronic Signature

Faculty Member Response

Dean Response

1 Dean Response

- I have reviewed this performance evaluation and I AGREE with the Chair's evaluation.
- I have reviewed this performance evaluation and I DO NOT AGREE with the Chair's evaluation.

Comments

Enter Additional Comments

\*

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 **7. Provost of University** step. You can access this form through the **My Forms** widget on your dashboard.

Are you sure?

YES, SUBMIT THE FORM

CANCEL



CONTINUE LATER

SUBMIT THE FORM



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Thank you!