

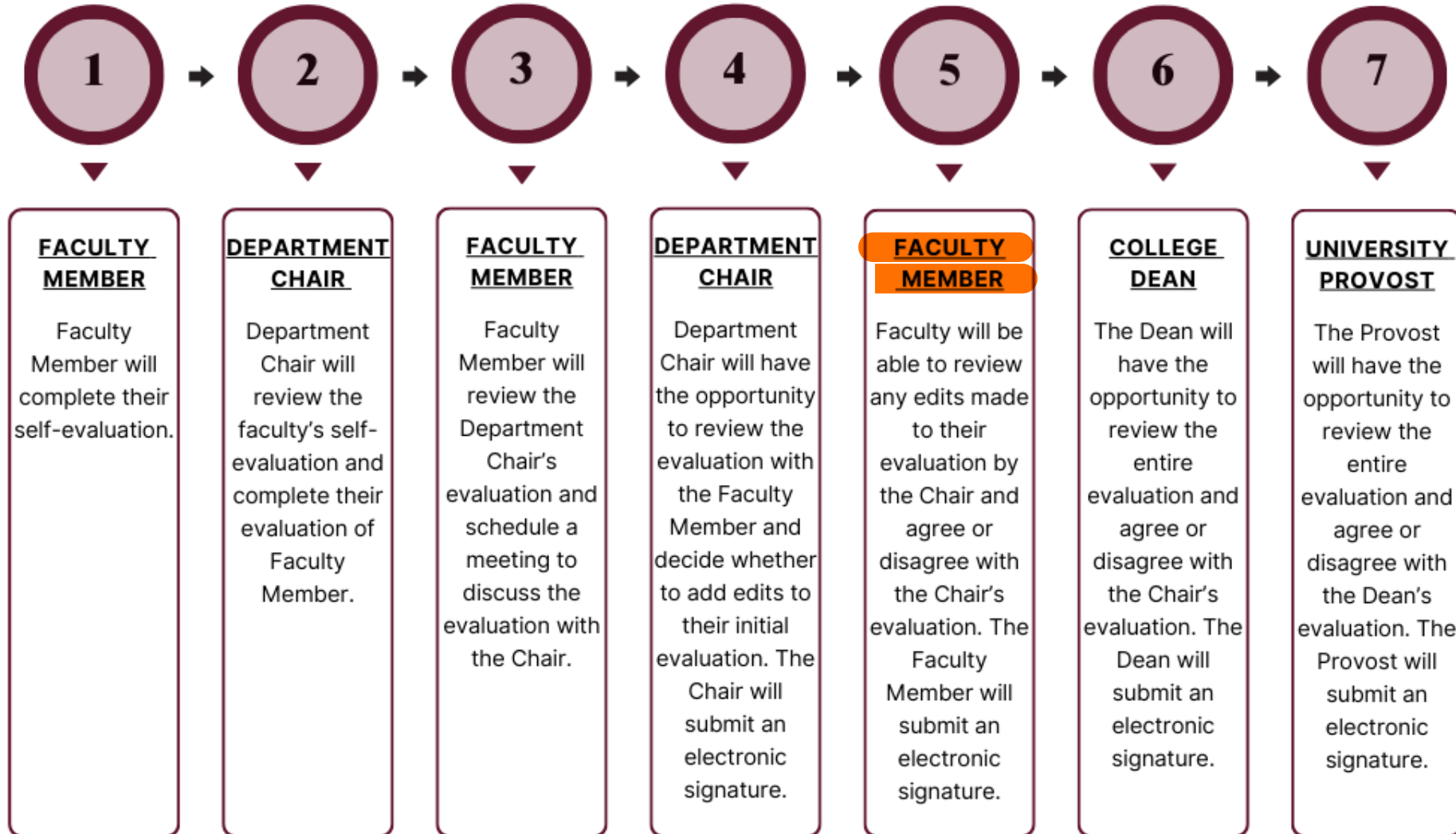


College of Arts and Sciences – PPE



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, or [chat](#).

OR Log in through Uconnect

The screenshot shows the 'My Apps' dashboard for TTIU. The dashboard features a grid of application tiles. The 'Handshake Student Job Portal' tile has a yellow arrow pointing to the 'AEFIS' tile, which is also enclosed in a yellow rectangular box. 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 |
| AEFIS | AEFIS logo |
| Room Reservations (Ad Astra) | Calendar with checkmark icon |
| Make a Payment | Card icon |
| TAMU OneCard | Person with ID icon |
| Infobase Learning Cloud | Lightbulb icon |
| Library | Open book icon |
| Rec Sports | Sports icons |
| 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 |

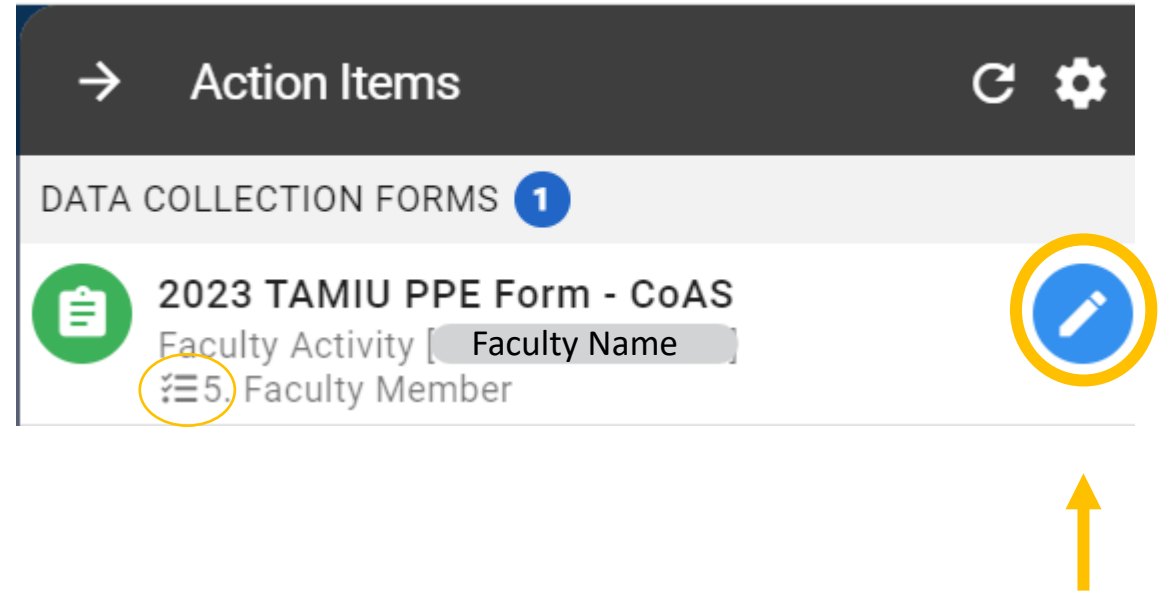


AEFIS Homepage



Faculty Member Review – Step 5

Click on the
Pencil



Review to see if any updates were made:



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) <i>Version 1</i> | Click to open section and review → ^ |
| Official Annual Faculty Evaluation (For Fixed-Term Faculty) <i>Version 1</i> | Click to open section and review → ^ |
| Faculty Member Meeting | ^ |
| Chair Electronic Signature | ^ |
| Faculty Member Response | ^ |

CONTINUE LATER

SUBMIT THE FORM

Faculty Member Response:

- Once done reviewing any updated responses, you will then click on the arrow for the Faculty Member Response.

2023 TAMIU PPE Form - CoAS

Enter response here.

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

Click to open and respond. →

CONTINUE LATER

SUBMIT THE FORM

Faculty Member Response:

- After reviewing any edits made by the department chair, you will then answer whether you agree or disagree with the evaluation. You will be allowed to add comments as well.

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

1 Faculty Member Response

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

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

Comments

Enter Additional Comments

* 2 By submitting this document, I acknowledge that I have reviewed and discussed this PPE with my department chair. 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 College Dean

Submit form to Dean:

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

1 Faculty Member Response

- I have reviewed and discussed this performance evaluation with my Chair, and
- I have reviewed and discussed this performance evaluation with my Chair, and

Comments

Enter Additional Comments

*

2 By submitting this document, I acknowledge that I have reviewed and discussed this PPE with my department chair. 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 **6. Dean of College** step. You can access this form through the **My Forms** widget on your dashboard.

Are you sure?

YES, SUBMIT THE FORM CANCEL





Thank you!