



College of Education – PPE

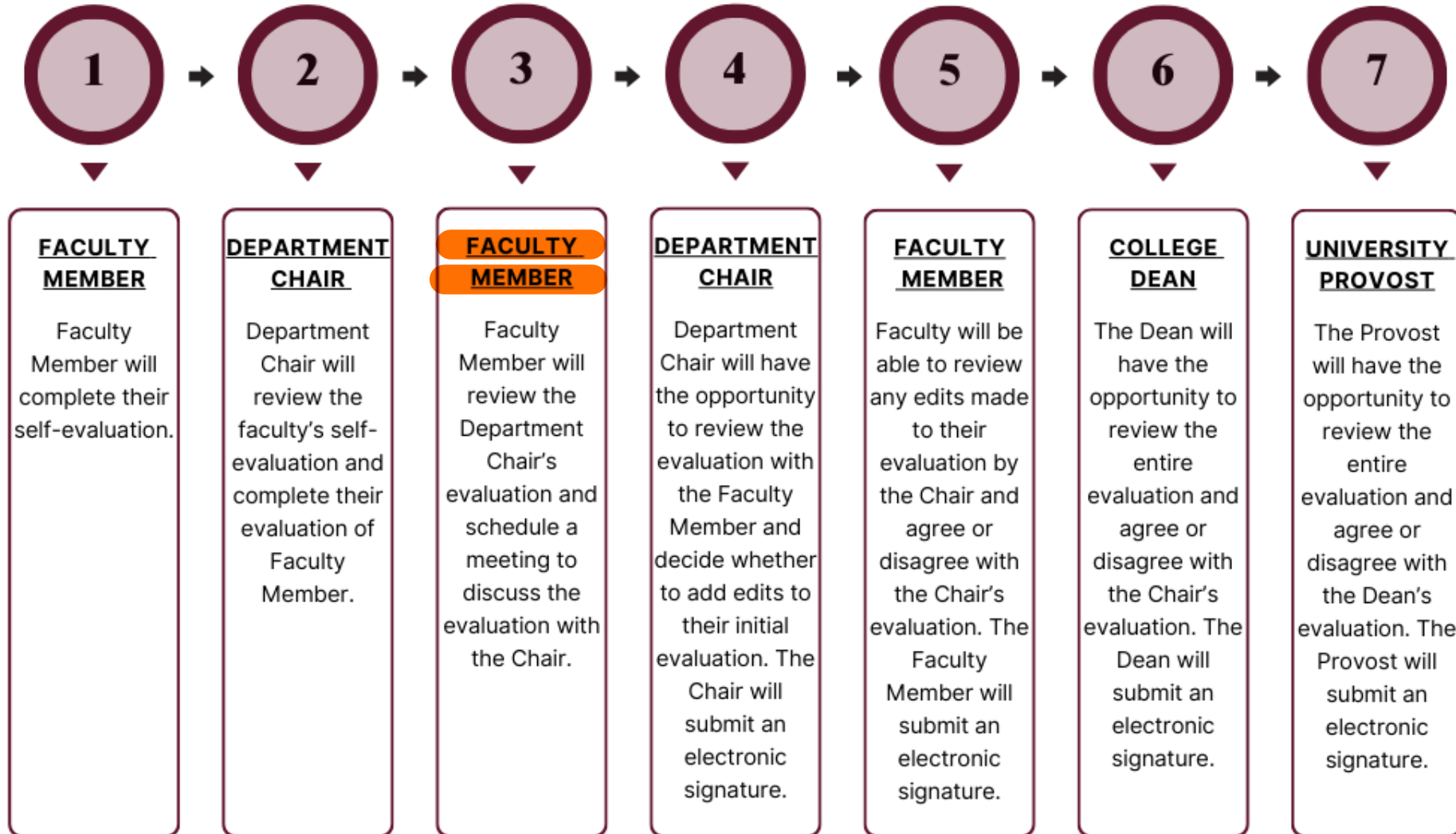


Anthony J. and Georgia A. Pellegrino Hall

The image shows a two-story brick building with a balcony on the upper level. The balcony has a metal railing and is supported by several teal-colored columns. The building has several rectangular windows on the second floor. In the foreground, there are lush green bushes with bright pink flowers. The sky is blue with some white clouds.

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](#).

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 a yellow arrow pointing to it)
- 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

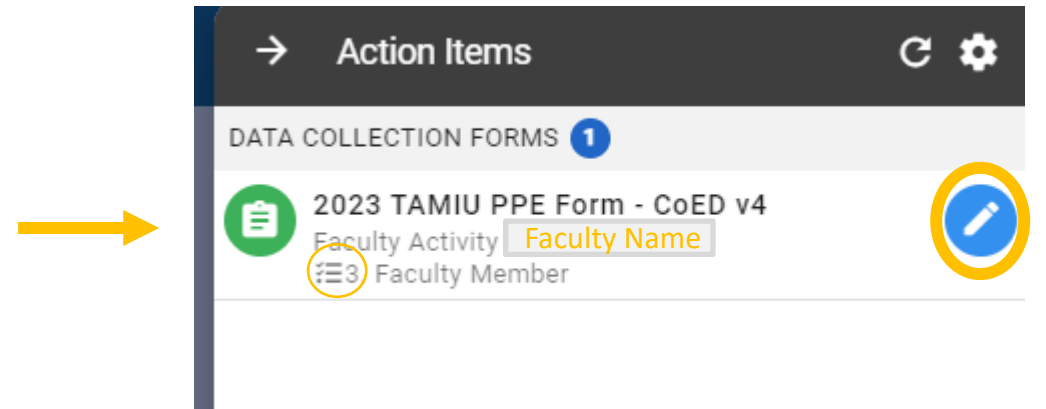


AEFIS Homepage



Faculty Member Review of Evaluation – Step 3

Click on the Pencil



Faculty Member Review Evaluation

- Select the Official Annual Faculty Evaluation section that aligns with your position.

| | | |
|------------------------------------------------------------------------------------------|----------------------------------|-----|
| Faculty Curriculum Vitae (Required) and AFE (optional) | | ^ |
| Teaching | | ^ |
| Research | | ^ |
| Service | | ^ |
| 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 | | ^ |

CONTINUE LATER

SUBMIT THE FORM

Faculty Member Review Evaluation

- You will be able to **review** what the department chair has put on your evaluation.

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

Example

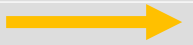
3

Faculty Member Review Evaluation

- When you finish reviewing your Chair's evaluation, you will then open the "Faculty Member Meeting" section.

| | |
|------------------------------------------------------------------------------------------|---|
| Faculty Curriculum Vitae (Required) and AFE (optional) | ^ |
| Teaching | ^ |
| Research | ^ |
| Service | ^ |
| Official Annual Faculty Evaluation (For Tenure-Track & Tenured Faculty) <i>Version 1</i> | ^ |
| Official Annual Faculty Evaluation (For Fixed-Term Faculty) <i>Version 1</i> | ^ |
| Faculty Member Meeting | ^ |

Click to open section and review



CONTINUE LATER

SUBMIT THE FORM

Faculty Member Review Evaluation

- Schedule a meeting with the department chair to discuss the PPE. Once done scheduling meeting, submit the form.

Faculty Member Meeting ⌵

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

2 I acknowledge the statement above.

Yes ←

No

*

Save Changes and return later. →

CONTINUE LATER **SUBMIT THE FORM**

← Submit Form to Chair for scheduled meeting.

Faculty Member Review Evaluation - Complete

Faculty Curriculum Vitae (Required) and AFE (optional)

Teaching

Research

Service

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

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

Faculty Member Meeting

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

2 I acknowledge the statement above.

Yes

No

*

CONTINUE LATER

SUBMIT THE FORM

Yes, Submit the Form Confirmation

Once submitted, this form will move to **4. Department Chair Submission** 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!