



College of Education – PPE

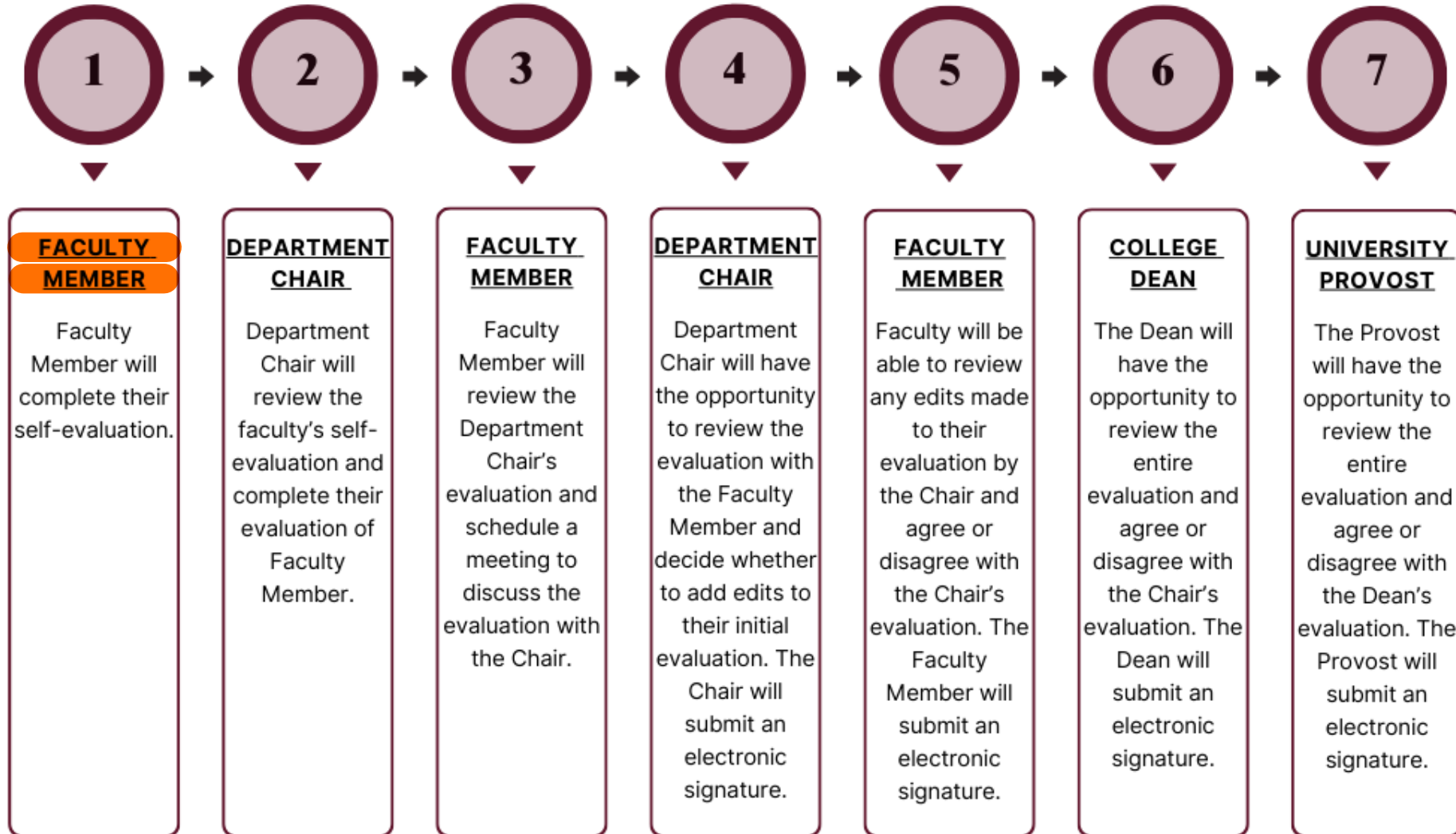


Anthony J. and Georgia A. Pellegrino Hall

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 Internatinal 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 user interface for 'My Apps' with a dark maroon header. The header contains the TIT logo on the left and the user name 'jessica.verastigui' on the right. Below the header is a grid of application tiles. A yellow box highlights the 'AEFIS' tile, and a yellow arrow points from the 'Handshake Student Job Portal' tile to it. The tiles are arranged in a 4x5 grid:

Tile 1	Tile 2	Tile 3	Tile 4 (Highlighted)	Tile 5
eLearning (Blackboard)	Email	TAMUS SSO	Employee Newsletter	TAMIU Calendar
WebFocus 9.2.1 (NEW)	WebFocus 8207.28.06 (OLD)	Handshake Student Job Portal	AEFIS	Room Reservations (Ad Astra)
Make a Payment	TAMIU OneCard	Infobase Learning Cloud	Library	Rec Sports
Voter Registration	Employee Resources	Class Search	Advisor TAMIU Scheduler	Advisor Degree Works

A speaker icon is located in the bottom right corner of the dashboard.



AEFIS Homepage

Faculty Self Evaluation – Step 1

Entering Your PPE Form



The screenshot shows a user interface for 'Action Items'. At the top, there is a dark header with a blue arrow icon, the text 'Action Items', a refresh icon, and a settings icon. Below the header is a grey bar labeled 'DATA COLLECTION FORMS' with a blue circle containing the number '3'. The main content area features a list item for '2023 TAMIU PPE Form - CoED'. This item includes a green clipboard icon, the text 'Faculty Activity' followed by a text input field containing 'Name', and a blue pencil icon. Below the main title, there is a sub-item '1. Faculty Submission' with a list icon.



PPE Form Page

PPE Form Page

- Click on arrow to go to each section.

2023 TAMIU PPE Form - CoED v4

EXPORT EXIT FORM

Name

Faculty Curriculum Vitae (Required) and AFE (optional)

Teaching

Research

Service

CONTINUE LATER SUBMIT THE FORM


Faculty Curriculum Vitae and AFE


Faculty Curriculum Vitae (Required) and AFE (optional) ▼

1
Supporting Documentation:

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

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 [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.

Faculty Curriculum Vitae (Required) and AFE (optional)

1 **Supporting Documentation:**

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

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

Teaching

Research

Service

+ Add Document

Drop files to upload (or click)

CLOSE

Uploading your Supporting Documentation

1. Once uploaded, please select the files needed within the dropdown menu.
2. The checkmarks mean you have selected the document to appear.

Faculty Curriculum Vitae (Required) and AFE (optional)

1 **Supporting Documentation:**

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

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](#).

Faculty Member CV .docx

Faculty Member CV .docx

Uploading your Supporting Documentation

You can view your documents by pressing the eye image.

Faculty Curriculum Vitae (Required) and AFE (optional)

1

Supporting Documentation:

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

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](#).

Faculty Member CV .docx

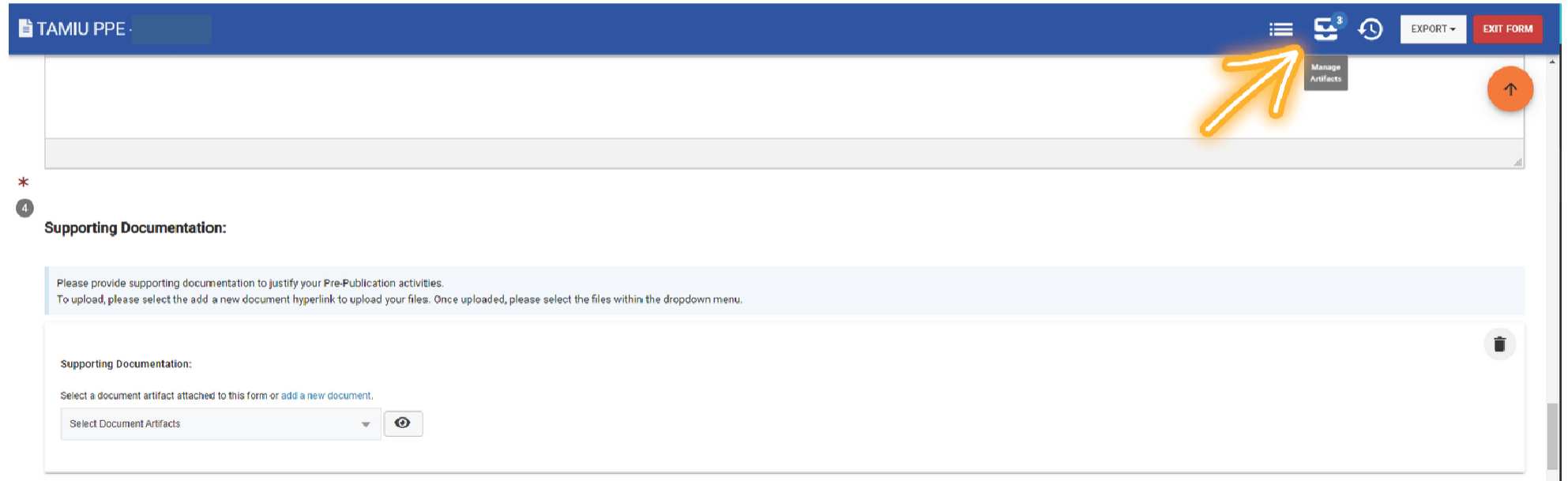


Faculty Member CV .docx



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.

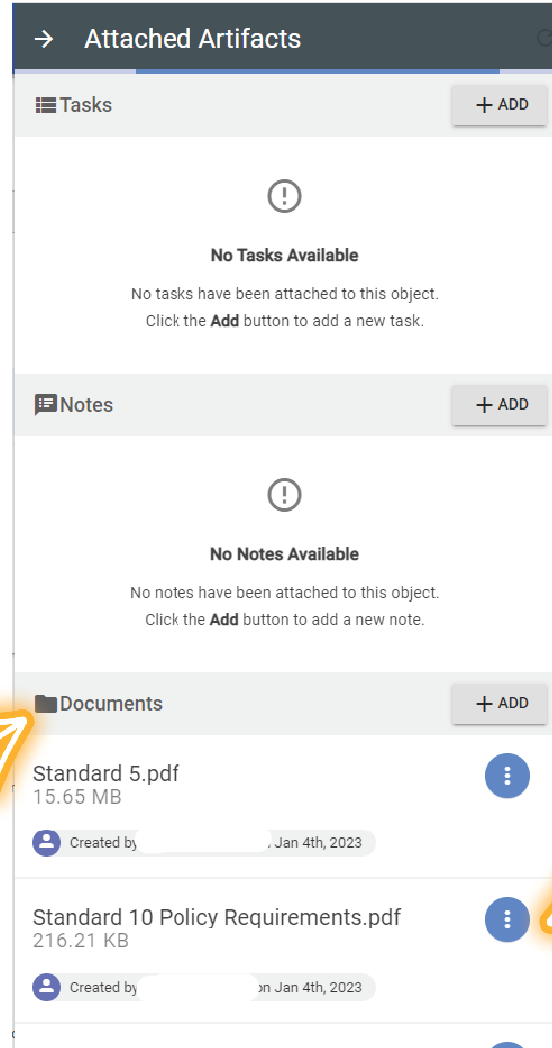
Supporting Documentation:

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

Select Document Artifacts

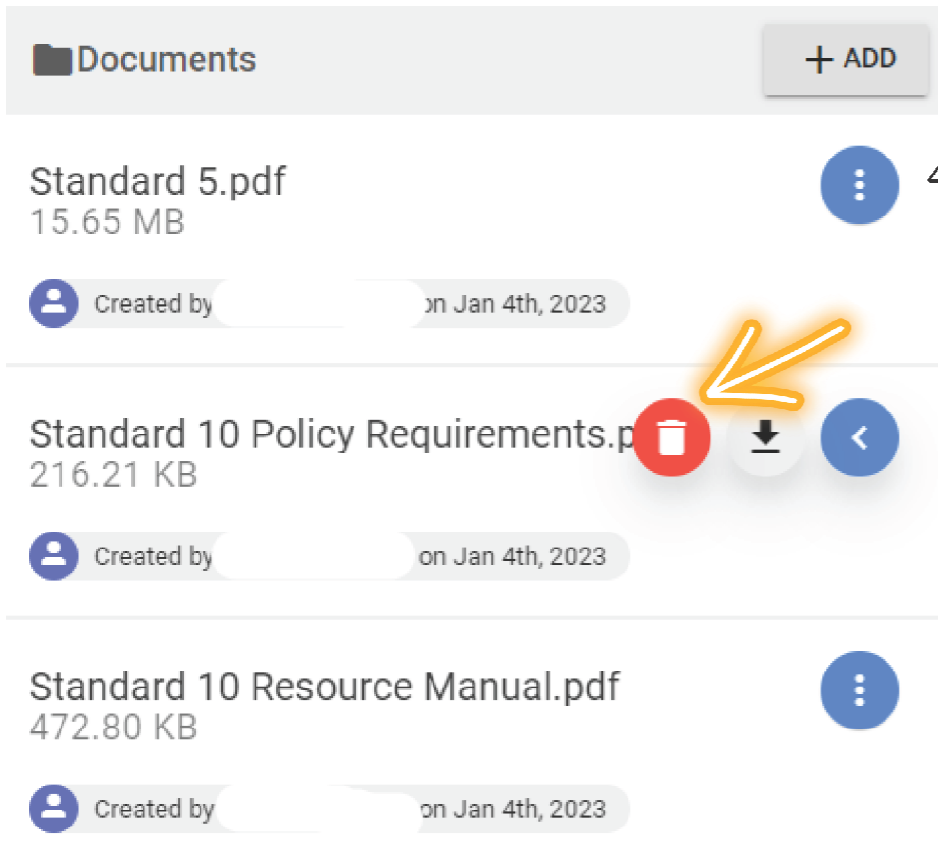
Deleting your Supporting Documentation

2. Find the Documents Area

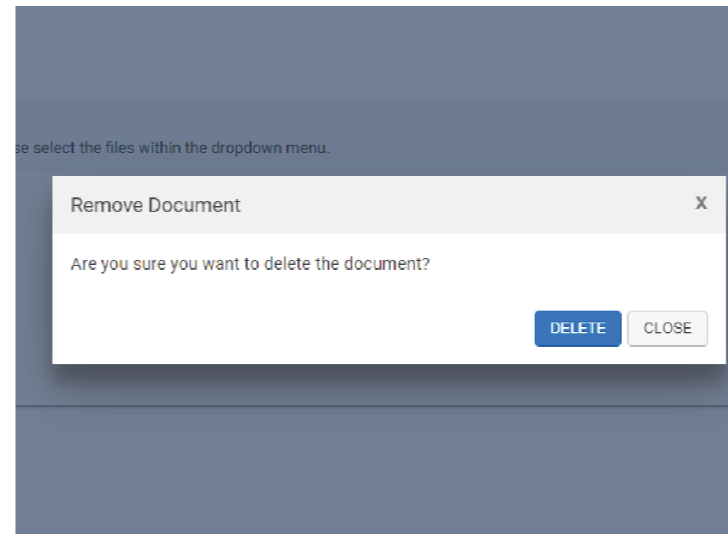


3. Locate the document you wish to delete, and hover your mouse over the blue button.

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

Teaching Section

- Once you are done attaching your CV, you can move forward to the Teaching section. Click the arrow circled in yellow to open the section.

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




CONTINUE LATER


SUBMIT THE FORM

Teaching Section Continued

- You must complete the “Rationale for Self-Assessment of Teaching Achievements”.
- The remaining information will be obtained through your Faculty Portfolio through AEFIS.


Teaching 

1 **Rationale for Self-Assessment of Teaching Achievements:**




Enter your responses in text box.

* 2 **Faculty Development:**

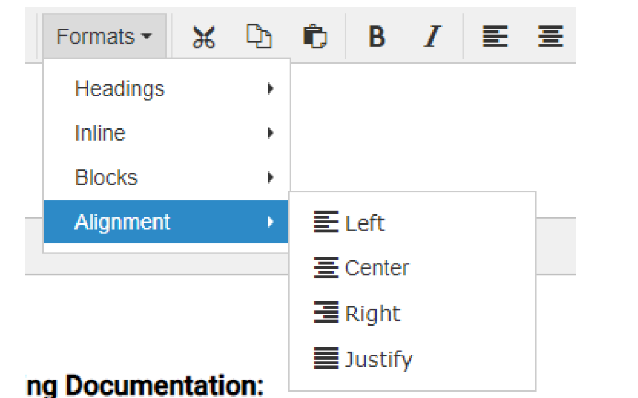
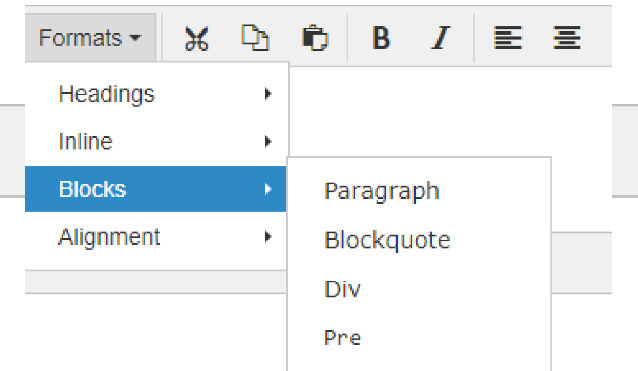
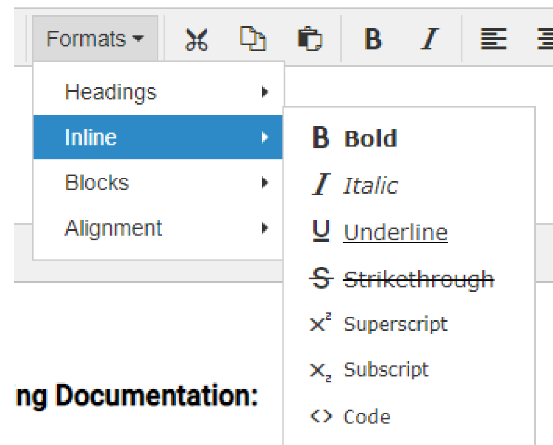
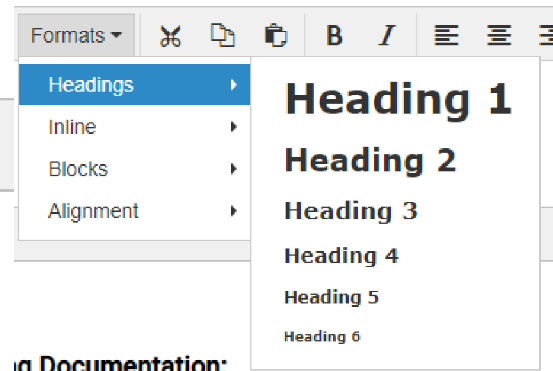
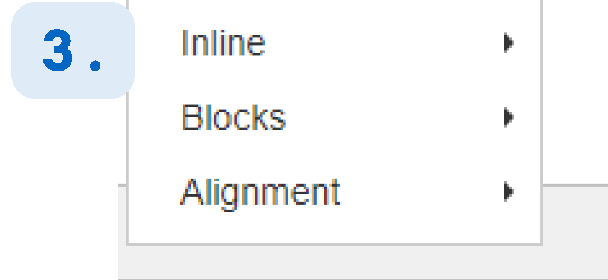
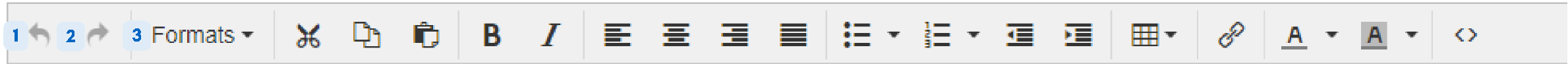
 [DETAILS](#)

3 **Honors and Awards:**

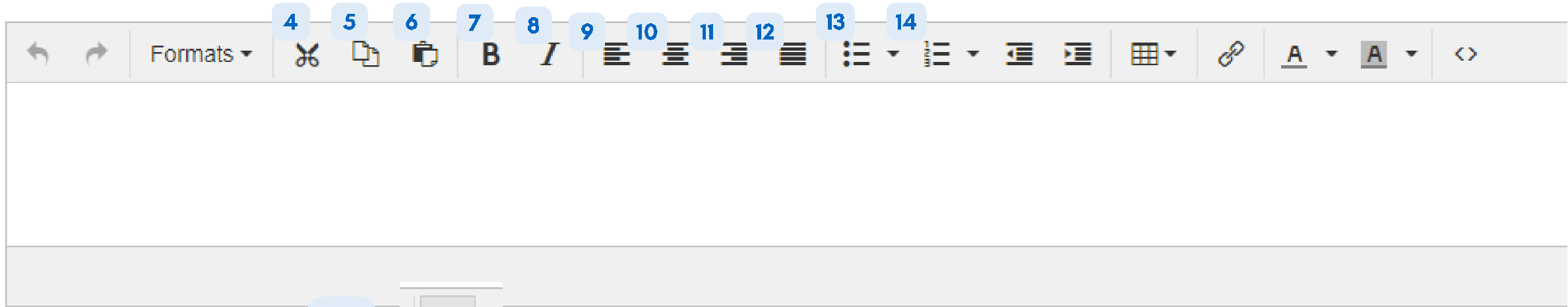
 [DETAILS](#)

4

Text Box



Text Box



4, 5,
& 6

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

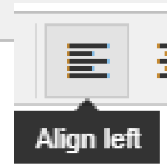
7.



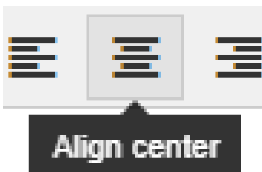
8.



9.



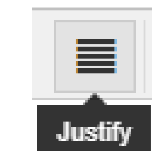
10.



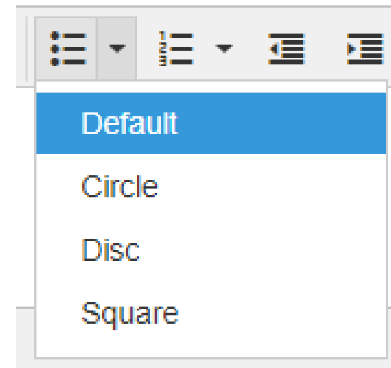
11.



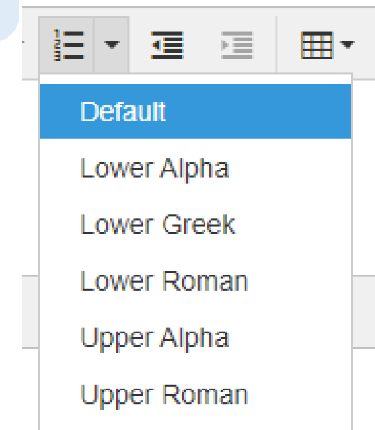
12.



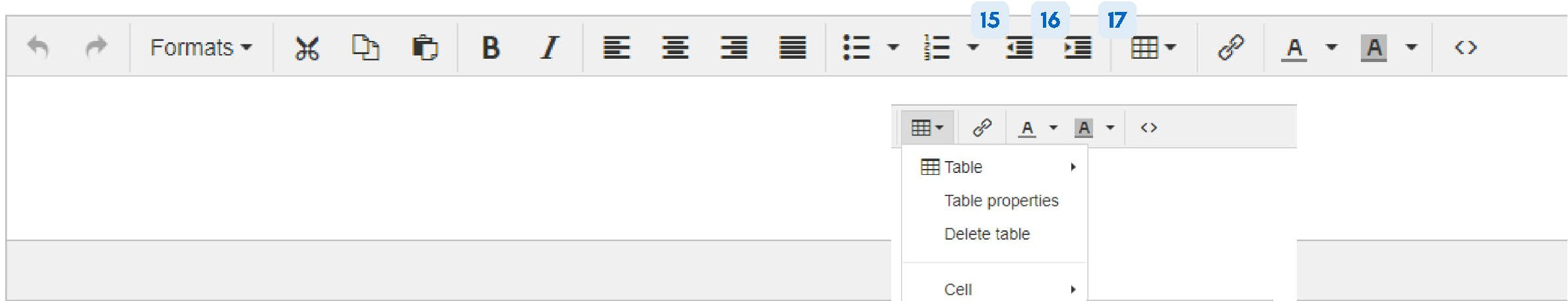
13.



14.



Text Box



15.



Decrease indent

17.



Table

16.



Increase indent

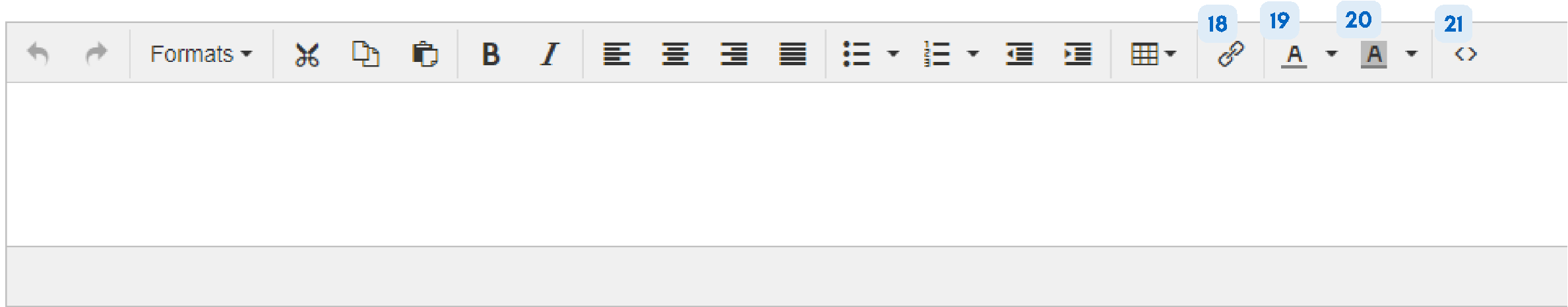
Table context menu showing options: Table properties, Delete table, Cell, Row, Column. A 1x1 grid is shown to the right.

Cell context menu showing options: Cell properties, Merge cells, Split cell.

Table context menu with 'Row' selected, showing sub-menu options: Insert row before, Insert row after, Delete row, Row properties, Cut row, Copy row, Paste row before, Paste row after.

Table context menu with 'Column' selected, showing sub-menu options: Insert column before, Insert column after, Delete column.

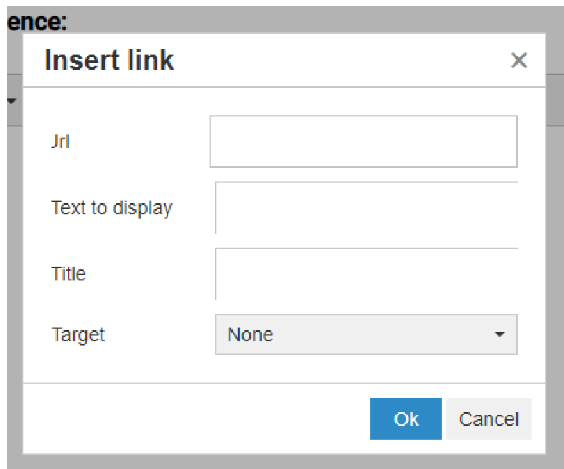
Text Box



18.



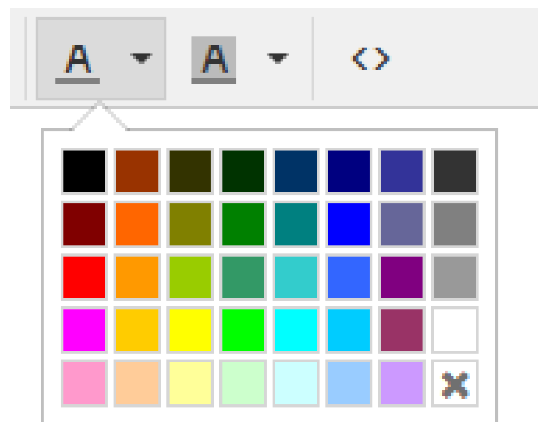
Insert/edit link



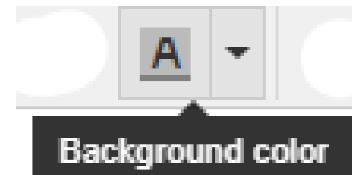
19.



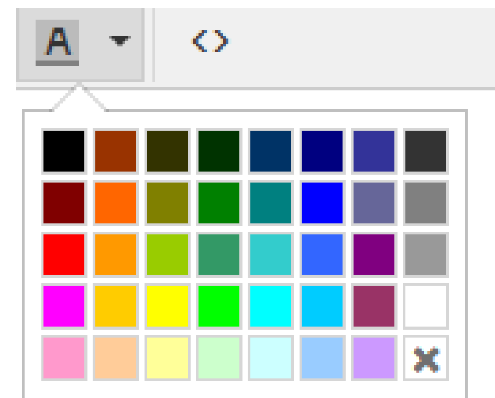
Text color



20.



Background color

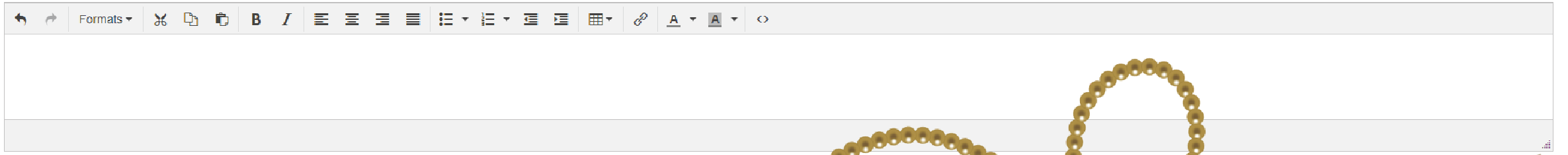


21.



Source code

Text Box



*




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




Teaching Section Continued

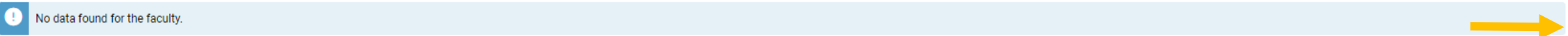


- The information in the blue with “Details” on the right is generated through your Faculty Portfolio through AEFIS.
- If you need to edit the information, click on “Details” to take you to your Faculty Portfolio.

Teaching 

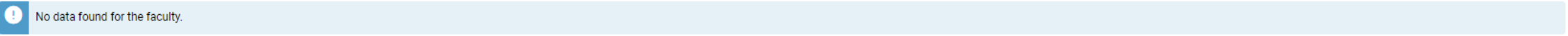

1 **Rationale for Self-Assessment of Teaching Achievements:**



* 2 **Faculty Development:**

3 **Honors and Awards:**

Editing your Faculty Portfolio

When you click details, it will take you to your faculty portfolio, where you can add the information.

Your portfolio should have one of three statuses

1. Draft
2. Published
3. In Revision

Next to your name, you will see your status

Faculty Name Draft
👤 faculty.name

Faculty Name Published
👤 faculty.name

Faculty Name In Revision
👤 faculty.name

Professional Credentials and Development

<input type="checkbox"/>	Parent Category	Name
<input type="checkbox"/>	Education	

Editing your Faculty Portfolio

Draft Status

When in Draft status, your faculty portfolio is editable from the start. Following the Faculty Portfolio Training, you can add and edit this area as you need to. The information will not appear until you publish your portfolio.

We suggest that if you feel you will have more edits, then you should wait to publish until you have all the edits necessary.

Editing your Faculty Portfolio Published Status

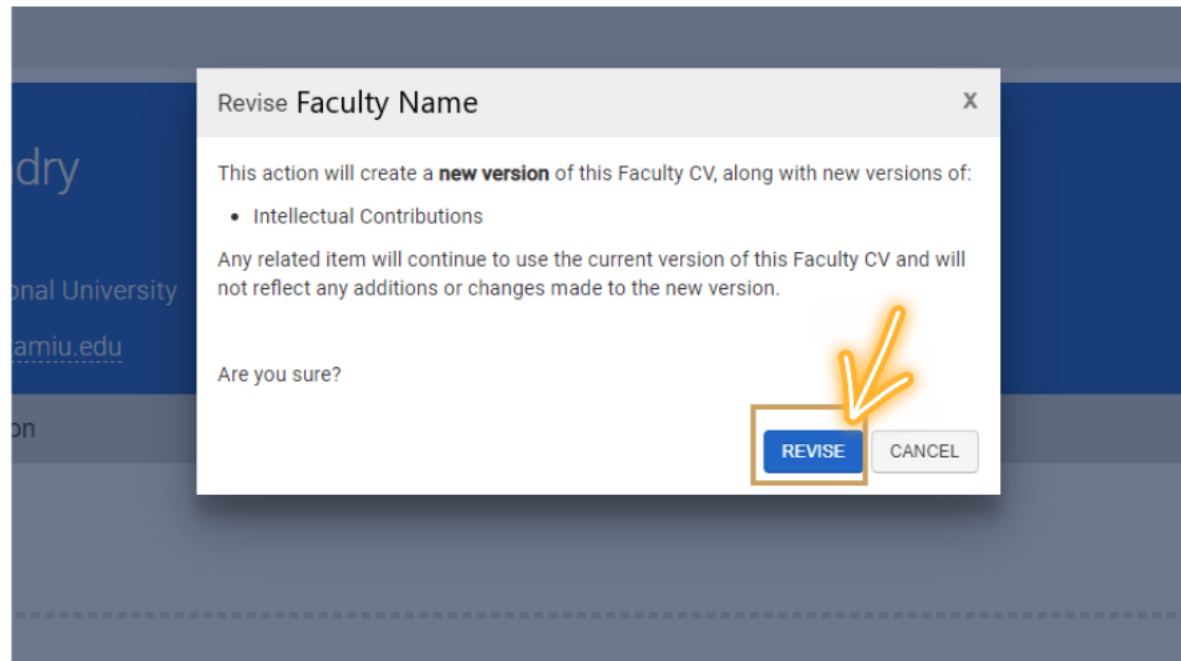
When in Published status, your faculty portfolio must be changed to In Revision status. To do this click on "Revise"



The screenshot shows a user interface for editing a faculty portfolio. At the top, the 'Faculty Name' is listed as 'faculty.name' with a green 'Published' status tag. To the right, there are three buttons: 'Revise' (highlighted with a yellow box and arrow), 'Actions', and 'Export'. Below this is a 'Portfolio Form' section with a 'PREVIEW PORTFOLIO' button and another 'Export' button. At the bottom, a blue header displays a profile card for 'Faculty Name' with initials 'ML', a 'None' status, and the affiliation 'Texas A&M International University'.

Editing your Faculty Portfolio Published Status

After clicking revise, you will see a message asking you to confirm that you wish to revise. Click Revise. This will put your Faculty Portfolio In Revision Status.




Editing your Faculty Portfolio In Revision Status

When In Revision status, your faculty portfolio is editable from the start. Following the Faculty Portfolio Training, you can add and edit this area as you need to. The information will not appear until you publish your portfolio.

We suggest that if you feel you will have more edits, then you should wait to publish until you have all the edits necessary.

Publishing your Faculty Portfolio

Click Publish



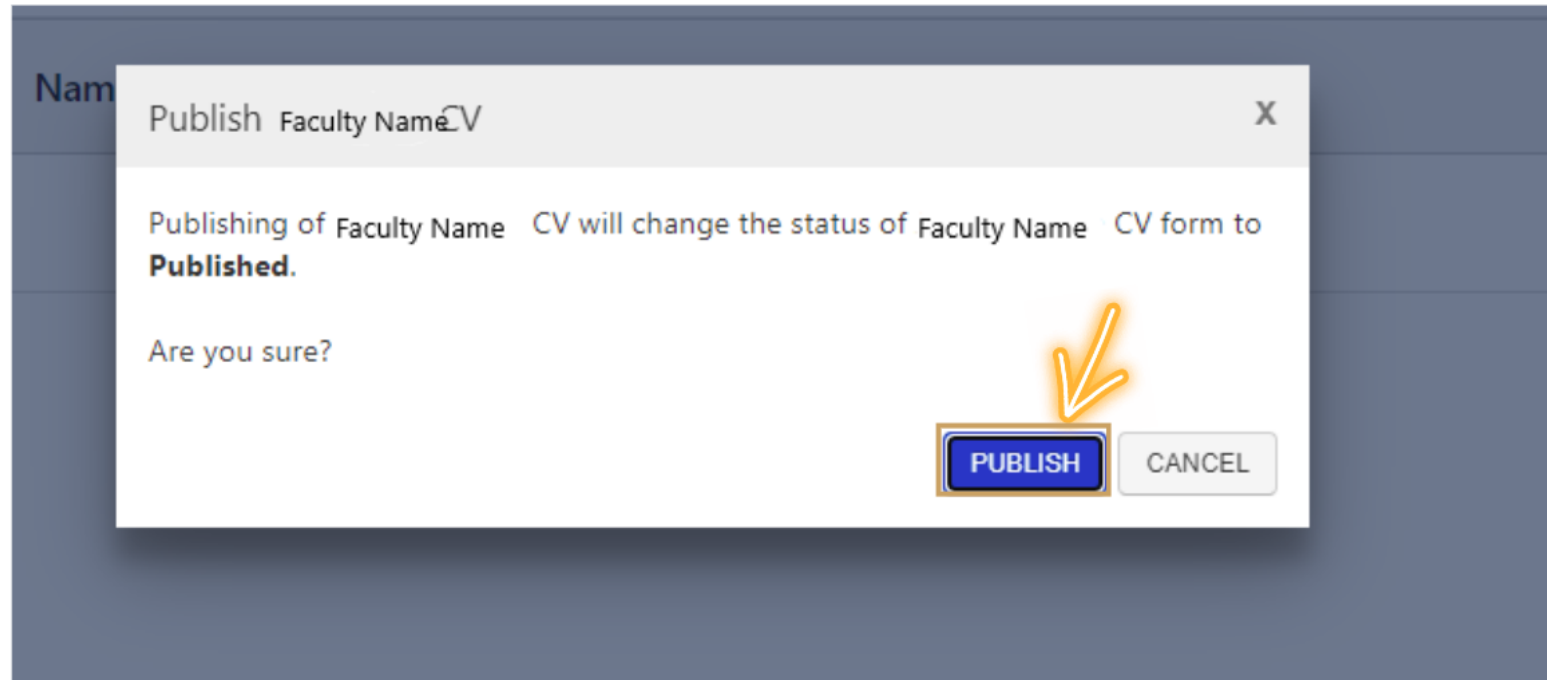
Faculty Name Draft
faculty.name

Action Items 0 Notes 0 Documents 0 Tagged In 0

Professional Credentials and Development DELETE + ADD

<input type="checkbox"/>	Parent Category	Name	Title and Description
--------------------------	-----------------	------	-----------------------

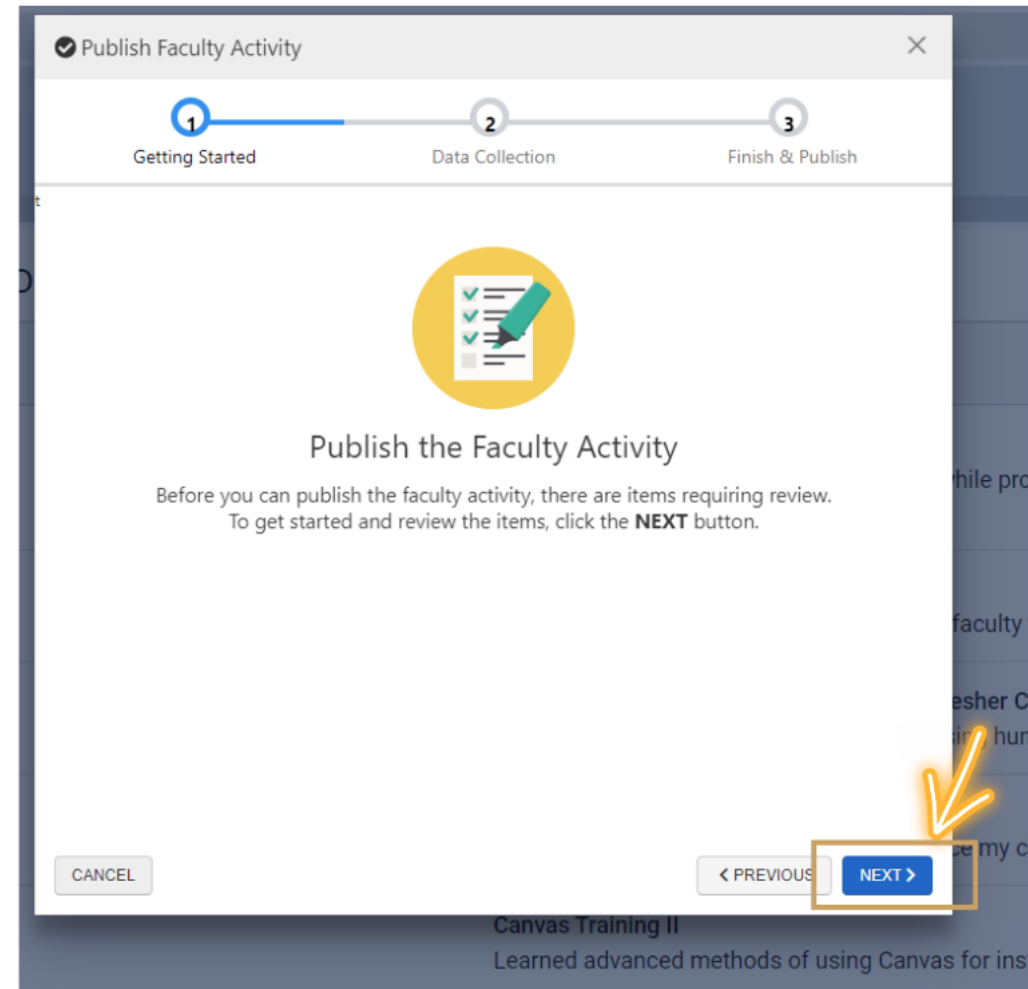
Publishing your Faculty Portfolio - Draft Status



After clicking Publish, you will see a message asking you to confirm that you wish to publish. Click Publish. This will put your Faculty Portfolio In Published Status.

Publishing your Faculty Portfolio - In Revision

When your Faculty Portfolio is In Revision, this text box will appear.



Click Next

Publishing your Faculty Portfolio - In Revision

A textbox with a dropdown will appear. The three options are

1. Keep Existing Form tied to the old faculty activity version without changes.
2. Create a new faculty activity Form and migrate in already populated entries
3. Create a new faculty activity Form and start over with no populated entries

✓ Publish Faculty Activity

Getting Started Data Collection Finish & Publish

Faculty activity has **In Progress** Data Collection Forms

Previous versions of this faculty activity have running Data Collection forms. You may update these forms using one of the following options:.

Data Collection

TAMIU PPE -CONHS

- Create a new faculty activity Form and start over with no populated entries.
- Keep Existing Form tied to the old faculty activity version without changes.
- Create a new faculty activity Form and migrate in already populated entries.
- Create a new faculty activity Form and start over with no populated entries.

CANCEL < PREVIOUS NEXT >

Canvas Training II

Publishing your Faculty Portfolio - In Revision

From those three options Select
Option 2

2. Create a new faculty activity Form
and migrate in already populated
entries

Then click Next

✓ Publish Faculty Activity

Getting Started Data Collection Finish & Publish

Faculty activity has **In Progress** Data Collection Forms

Previous versions of this faculty activity have running Data Collection forms. You may update these forms using one of the following options:

Data Collection

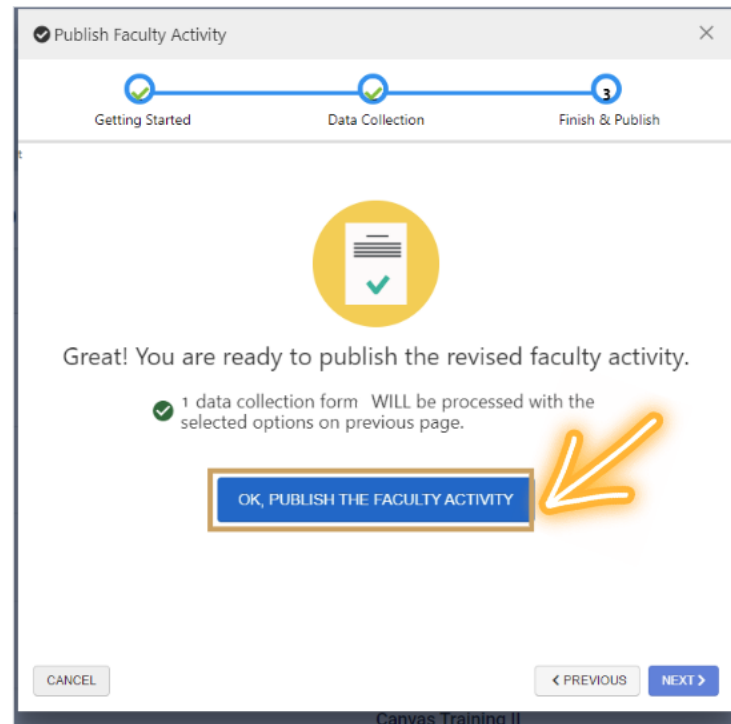
TAMIU PPE -CONHS

Create a new faculty activity Form and migrate in already populated entries.

CANCEL < PREVIOUS NEXT >

Canvas Training II


Publishing your Faculty Portfolio - In Revision




After clicking Next, you will see a message asking you to confirm that you wish to publish. Click Ok, Publish The Faculty Activity. This will put your Faculty Portfolio In Published Status.

Teaching Section

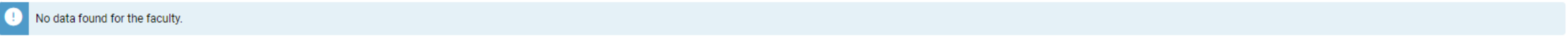
- Once the information is updated on the Faculty Portfolio, the new information should appear on your PPE.

Teaching 

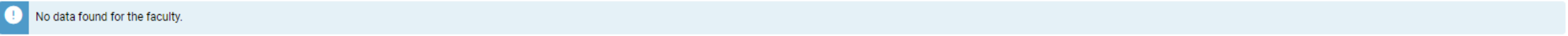
1 **Rationale for Self-Assessment of Teaching Achievements:**



2 **Faculty Development:**

 [DETAILS](#)

3 **Honors and Awards:**

 [DETAILS](#)

Research Section

- Once you are done with the Teaching section, you can move forward to the Research section. Click the arrow circled in yellow to open the section.

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



[CONTINUE LATER](#) [SUBMIT THE FORM](#)

Service Section

- Once you are done with the Research section, you can move forward to the Service section. Click the arrow circled in yellow to open the section.

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



[CONTINUE LATER](#) [SUBMIT THE FORM](#)

Submitting the Form

- At the end of the form in the service section, you will see the following.
- You have the option to continue later, or to submit your completed form.

The screenshot shows a form submission interface. At the top left, a step indicator '9' is followed by the section title 'Academic, Government, Military, and Professional Positions:'. Below this is a light blue bar with an information icon and the text 'No data found for the faculty.'. To the right of this bar is a dark blue button labeled 'DETAILS'. Below the bar, a yellow-bordered box contains the text '10 By Clicking Submit you are verifying the above information is correct'. At the bottom of the form, there are two buttons: 'CONTINUE LATER' (light gray) and 'SUBMIT THE FORM' (dark blue). Two yellow boxes with arrows point to these buttons. The left box contains the text 'Save Changes and return later.' and the right box contains 'Submit form to Department Chair.'

9 Academic, Government, Military, and Professional Positions:

No data found for the faculty.

DETAILS

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

CONTINUE LATER SUBMIT THE FORM

Save Changes and return later.

Submit form to Department Chair.

Submitting the Form

6

Consulting:

No data found for the faculty.

DETAILS

7

Professional Memberships:

No data found for the faculty.

DETAILS

8

Administrative Assignments:

No data found for the faculty.

DETAILS

9

Academic, Government, Military, and Professional Positions:

No data found for the faculty.

DETAILS

10

By Clicking Submit you are verifying the above information is correct

Yes, Submit the Form Confirmation

Once submitted, this form will move to **2. Department Chair Review** step. You can access this form through the **My Forms** widget on your dashboard.

Are you sure?

YES, SUBMIT THE FORM CANCEL

↑
click

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



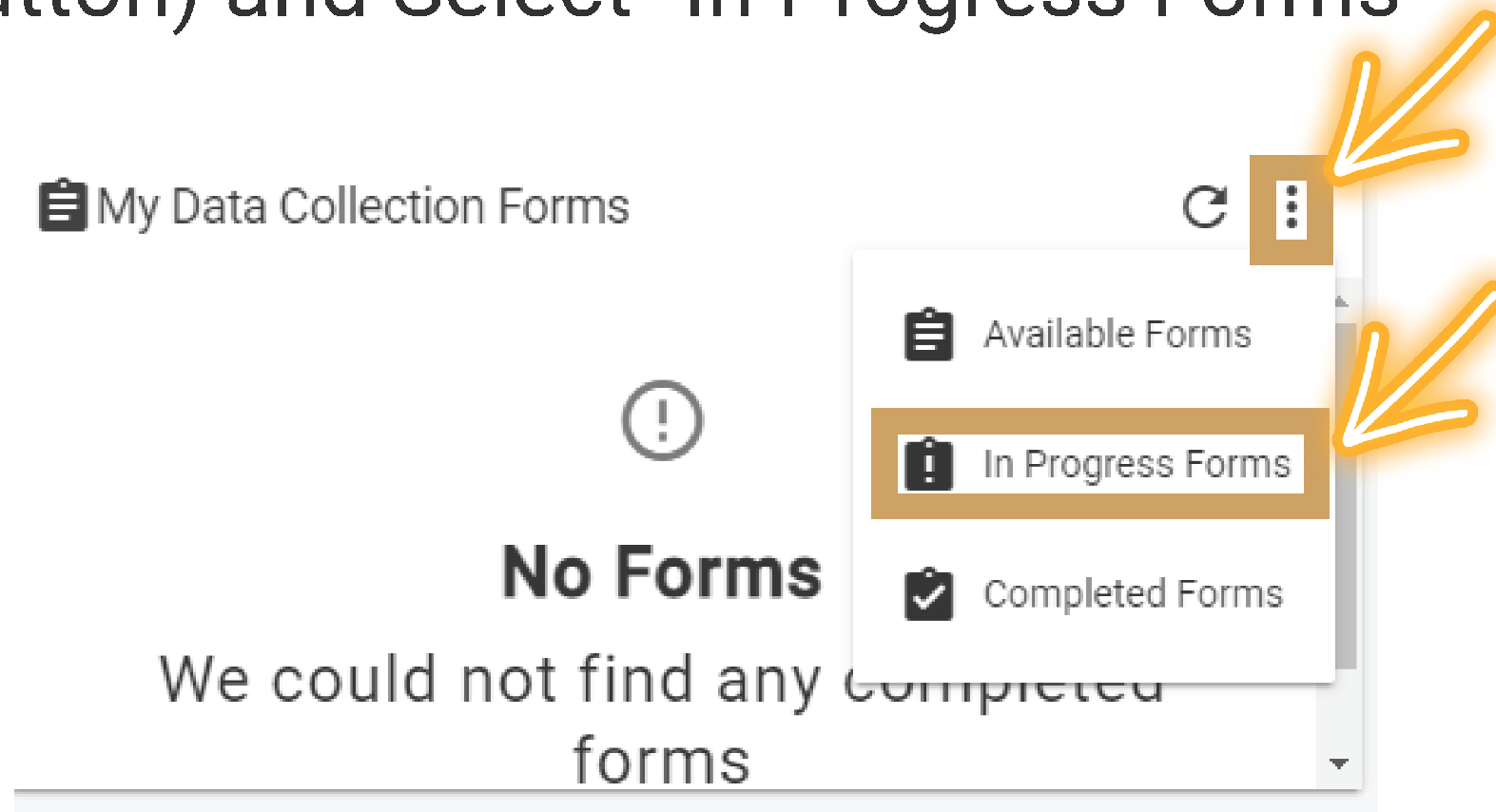
Congratulations!

You have completed all your course evaluations

My Assignments

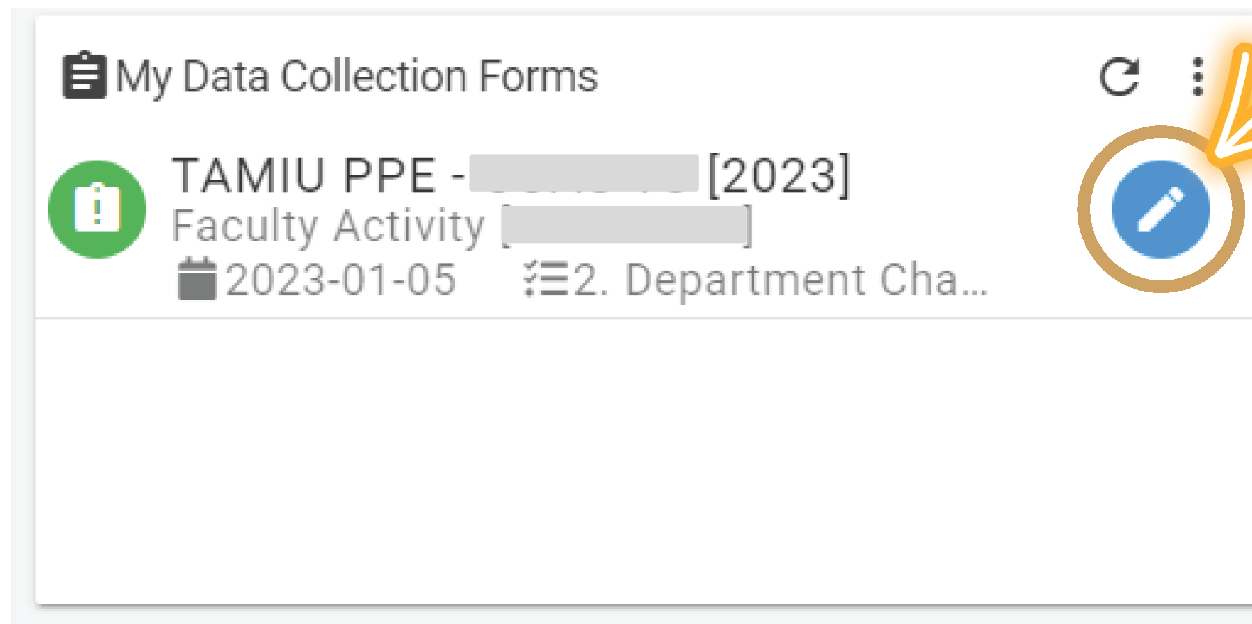
Locating Your Submitted PPE Form

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.****

Thank you!

