# College of Nursing and Health Sciences - PPE

# Texas A&M International University
# PPE 7-Step Workflow

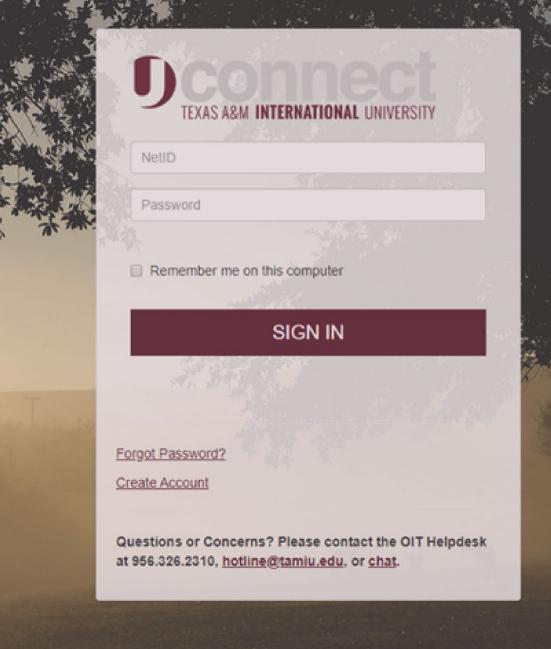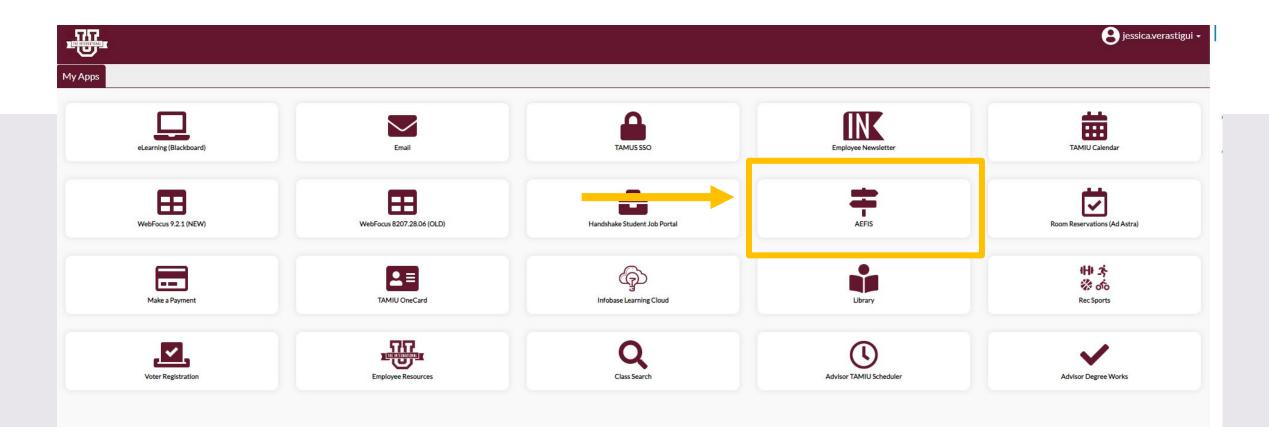| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| **FACULTY MEMBER** | **DEPARTMENT CHAIR** | **FACULTY MEMBER** | **DEPARTMENT CHAIR** | **FACULTY MEMBER** | **COLLEGE DEAN** | **UNIVERSITY PROVOST** |
| Faculty Member will complete their self-evaluation. | Department Chair will review the faculty's self-evaluation and complete their evaluation of Faculty Member. | Faculty Member will review the Department Chair's evaluation and schedule a meeting to discuss the evaluation with the Chair. | Department Chair will have the opportunity to review the evaluation with the Faculty Member and decide whether to add edits to their initial evaluation. The Chair will submit an electronic signature. | Faculty will be able to review any edits made to their evaluation by the Chair and agree or disagree with the Chair's evaluation. The Faculty Member will submit an electronic signature. | The Dean will have the opportunity to review the entire evaluation and agree or disagree with the Chair's evaluation. The Dean will submit an electronic signature. | The Provost will have the opportunity to review the entire evaluation and agree or disagree with the Dean's evaluation. The Provost will submit an electronic signature. |

# Logging into AEFIS

Website:

https://tamiu.aefis.net

Make sure and have Duo Connect to login.
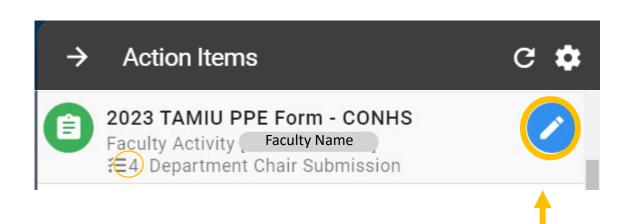
Login with your TAMIU Credentials
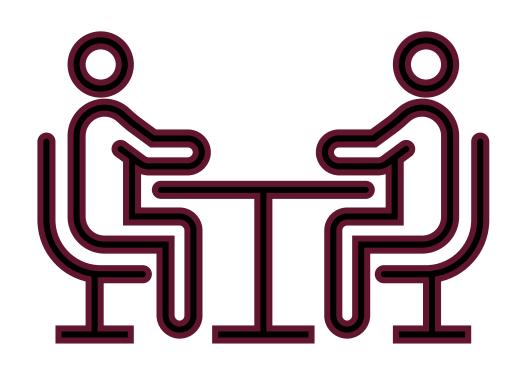
# Log in through Uconnect

# AEFIS Homepage

# Department Chair Review– Step 4

# Click on the Pencil

During this step, the faculty member will meet with the Department Chair to review their evaluation together.

# Need to make changes during/after the meeting?

Education & Licensures and Certification ⌃

A. Teaching ⌃

B. Scholarship ⌃

C. Service ⌃

D. Consulting/Clinical Practice (if applicable) ⌃

E. Honors and Awards (if applicable)
(submitted by Faculty directly for Chair Review) ⌃

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

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

Select the faculty's evaluation

Faculty Member Meeting ⌃

Chair Electronic Signature ⌃

CONTINUE LATER    SUBMIT THE FORM

# Update your responses:

If you are going to change your response, please state which comment is your updated response.

(E.g. "Edit mm/dd/yyyy: After reviewing with the faculty member...)

# Chair Electronic Signature

- Once you are done reviewing and editing any responses, you will then click on the arrow to open "Chair Electronic Signature".

# Chair Electronic Signature

EXPORT ▾  EXIT FORM

Enter response here.

**8**

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.

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

example ppe 4.docx

**Faculty Member Meeting** ⌃

**Chair Electronic Signature** ⌄

**1** By submitting this document, I acknowledge that I have reviewed and discussed this PPE with the faculty member. 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
Faculty member

📄 2023 TAMIU PPE Form - CONHS    ≣ 📧¹ 🕓 [EXPORT ▾] [EXIT FORM]

Enter response here.

⑧

Please provide supporting documentation, if necessary for your evalua~~tion~~ ...~~aded~~, please select the files within the dropdown menu.

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

example ppe 4.docx

**Yes, Submit the Form Confirmation**    ✕

Once submitted, this form will move to **5. Faculty Member** step. You can access this form through the **My Forms** widget on your dashboard.

Are you sure?

[YES, SUBMIT THE FORM]    [CANCEL]

**Faculty Member Meeting**    ⌃

**Chair Electronic Signature**    ⌄

① By submitting this document, I acknowledge that I have reviewed and discussed this PPE with the faculty member. Additionally, I understand this submission to be considered my electronic signature of the form.

click

[CONTINUE LATER]    [SUBMIT THE FORM]

# Extra AEFIS PPE Tips

# Uploading your Supporting Documentation

**+ Add Document**                                          x

Drop files to upload (or click)

CLOSE

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
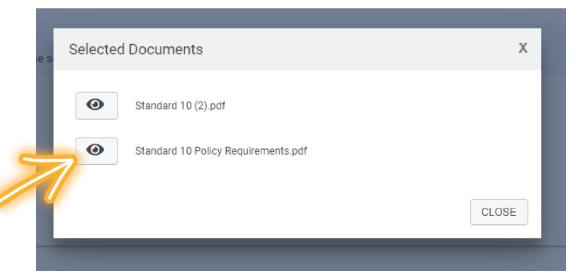
**Supporting Documentation:**

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

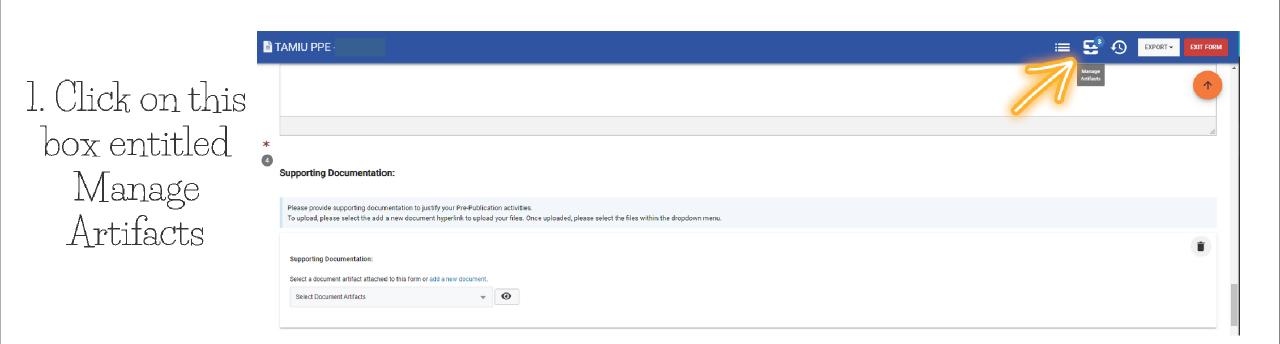Standard 10 (2).pdf, Standard 10 Policy Requirements.pdf ▾   👁

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

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

Selected Documents                                    X

👁   Standard 10 (2).pdf

👁   Standard 10 Policy Requirements.pdf

CLOSE

# Deleting your Supporting Documentation

1. Click on this box entitled Manage Artifacts

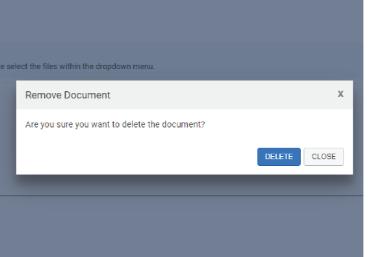# Deleting your Supporting Documentation



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



**Documents**                                    + ADD

Standard 5.pdf
15.65 MB

Created by          on Jan 4th, 2023

Standard 10 Policy Requirements.p
216.21 KB

Created by          on Jan 4th, 2023

Standard 10 Resource Manual.pdf
472.80 KB

Created by          on Jan 4th, 2023

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

se select the files within the dropdown menu.

**Remove Document**                               x

Are you sure you want to delete the document?

DELETE     CLOSE

# Thank you!