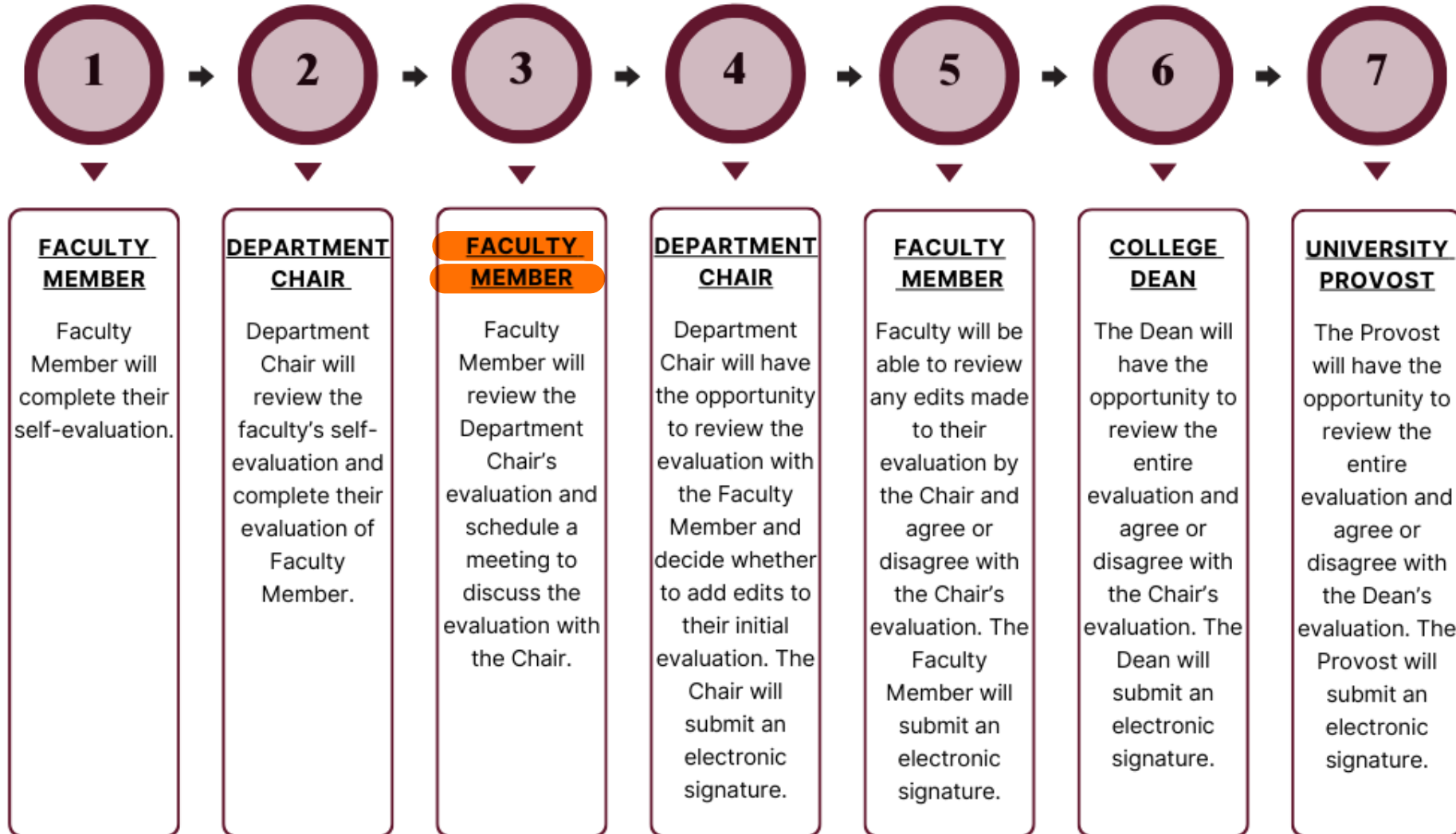


College of Nursing and Health Sciences - PPE



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](#).

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 a user profile '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.

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 card icon
Infobase Learning Cloud	Lightbulb icon
Library	Open book icon
Rec Sports	Sports equipment icon
Voter Registration	Laptop with checkmark icon
Employee Resources	TIT logo
Class Search	Magnifying glass icon
Advisor TAMU Scheduler	Clock icon
Advisor Degree Works	Checkmark icon

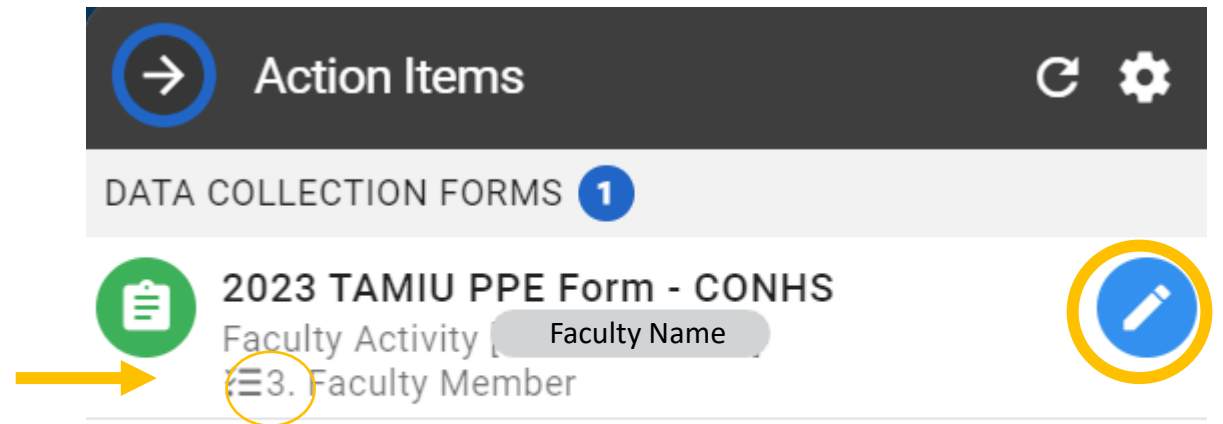


AEFIS Homepage



Faculty Member Review of Evaluation – Step 3

Click on the
Pencil



The screenshot shows a mobile application interface. At the top is a dark grey header with a blue circular arrow icon, the text "Action Items", and a refresh and settings icon. Below the header is a light grey bar with the text "DATA COLLECTION FORMS" and a blue circle containing the number "1". The main content area displays a list item for a form titled "2023 TAMIU PPE Form - CONHS". The form has a green clipboard icon on the left and a blue pencil icon on the right. The form content includes the text "Faculty Activity" followed by a greyed-out field labeled "Faculty Name", and a list of "3. Faculty Member". A yellow arrow points to the green clipboard icon, and a yellow circle highlights the "3. Faculty Member" text.

Faculty Member Review Evaluation

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

2023 TAMIU PPE Form - CONHS

EXPORT EXIT FORM

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 Click to open section and review

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

2023 TAMIU PPE Form - CONHS



EXPORT

EXIT FORM

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



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

Enter response here.

3 Teaching (Select one)

0

1

2

3

4

5



Faculty Member Review Evaluation

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

2023 TAMIU PPE Form - CONHS

Enter response here.

7 Areas for Professional Growth

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.

example ppe 4.docx

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.

2023 TAMIU PPE Form - CONHS

Enter response here.

7 Areas for Professional Growth

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.

example ppe 4.docx

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.

Save Changes and return later. → CONTINUE LATER

SUBMIT THE FORM ← Submit Form to Chair for scheduled meeting.

Faculty Member Review Evaluation - Complete

2023 TAMIU PPE Form - CONHS

EXPORT EXIT FORM

7 Areas for Professional Growth

Enter response here.

8 Please provide supporting documentation, if necessary for your evaluation. 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?

example ppe 4.docx


YES, SUBMIT THE FORM CANCEL

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.

CONTINUE LATER SUBMIT THE FORM

click




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



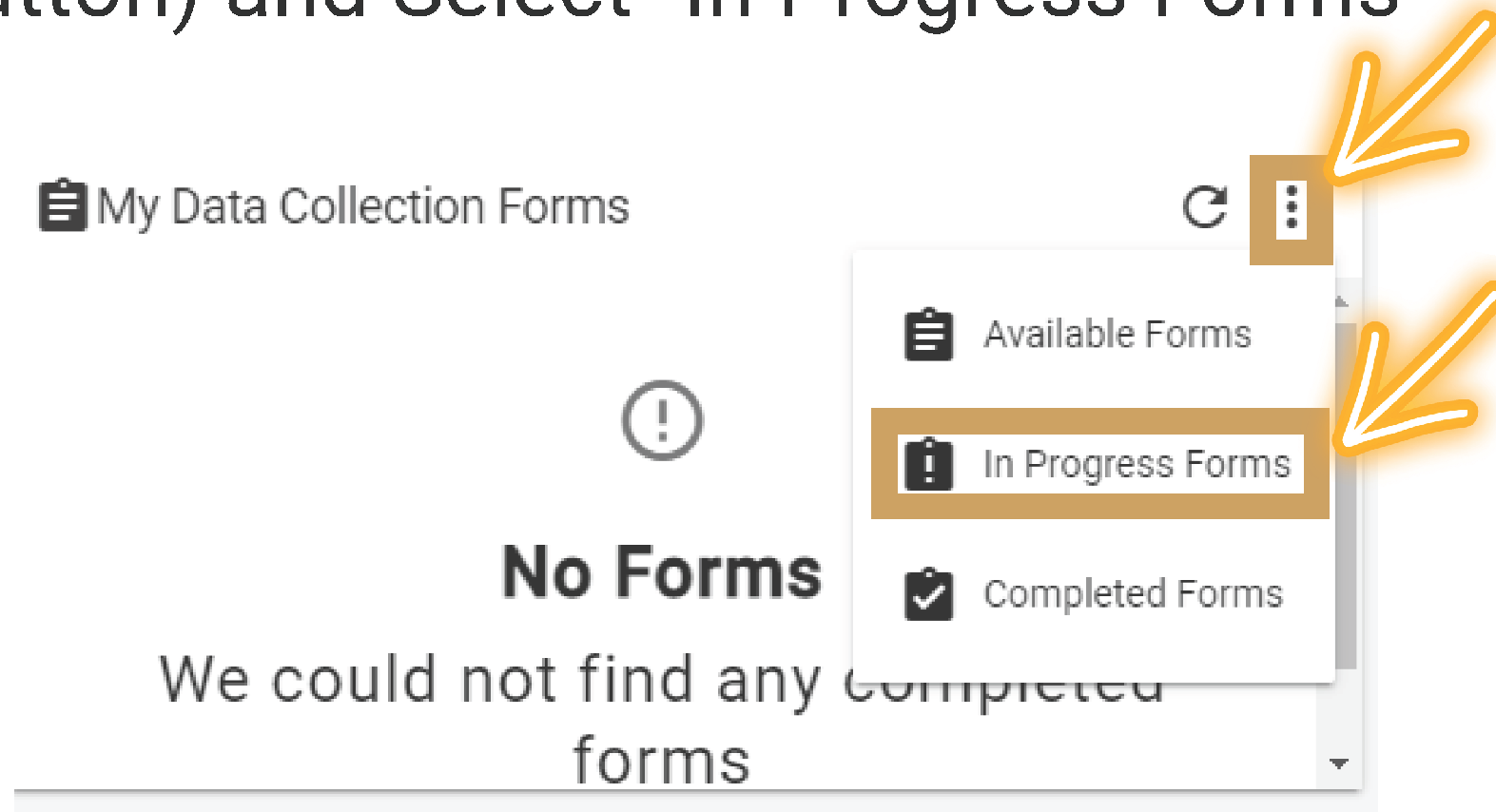
Congratulations!

You have completed all your course evaluations

My Assignments

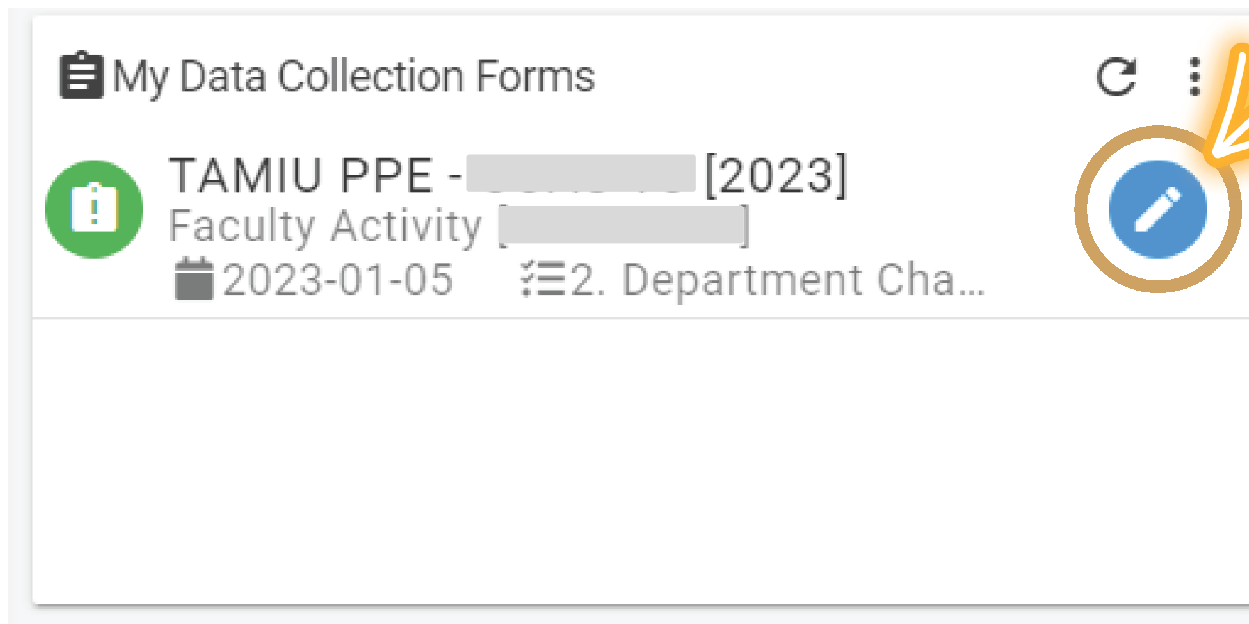
Locating Your Submitted PPE Form

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!