

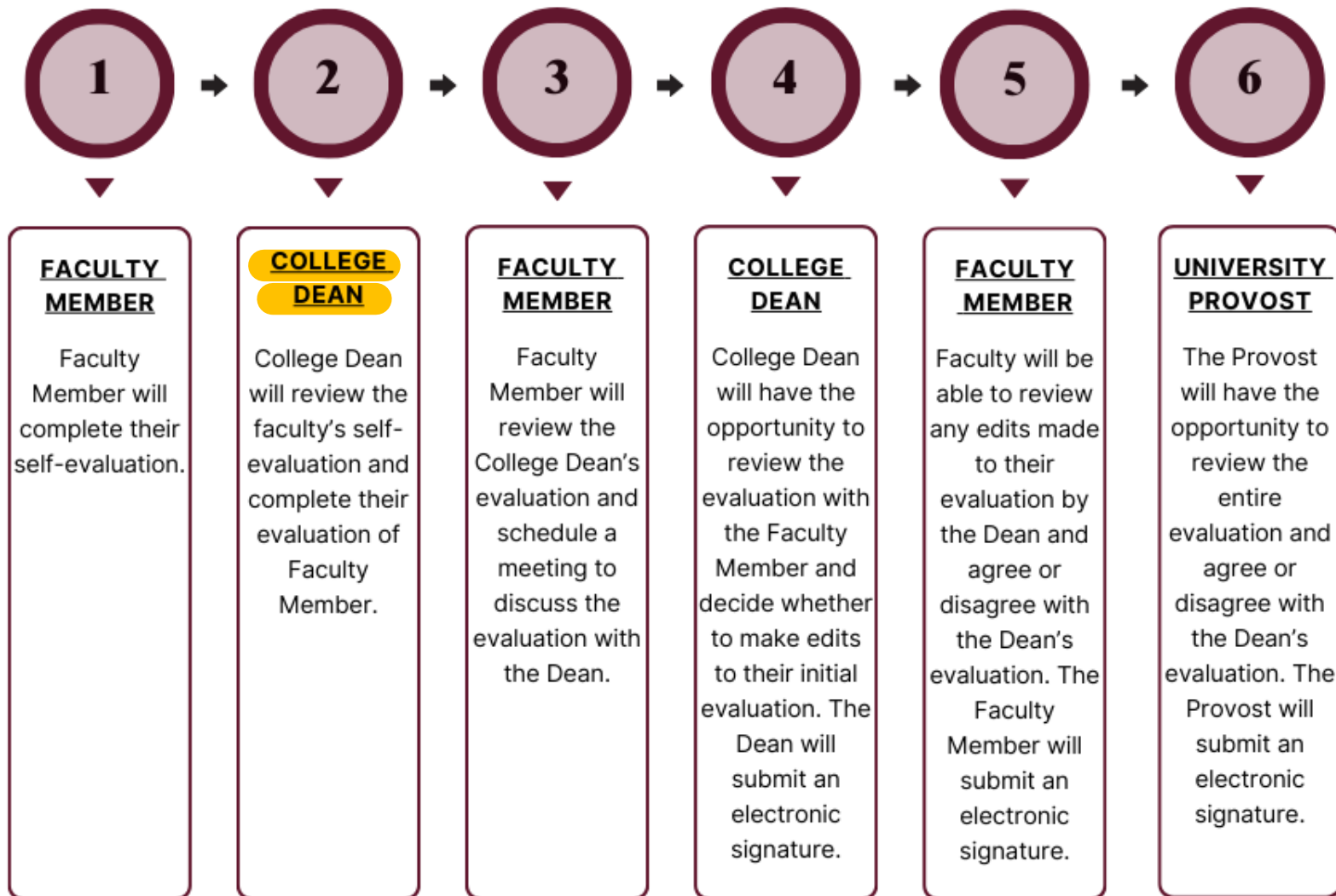


Library— PPE



Texas A&M International University

UC PPE 6-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 displays a 'My Apps' dashboard with a grid of application tiles. The top navigation bar includes the TIT logo on the left and the user profile 'jessica.verastigui' on the right. The dashboard contains the following 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

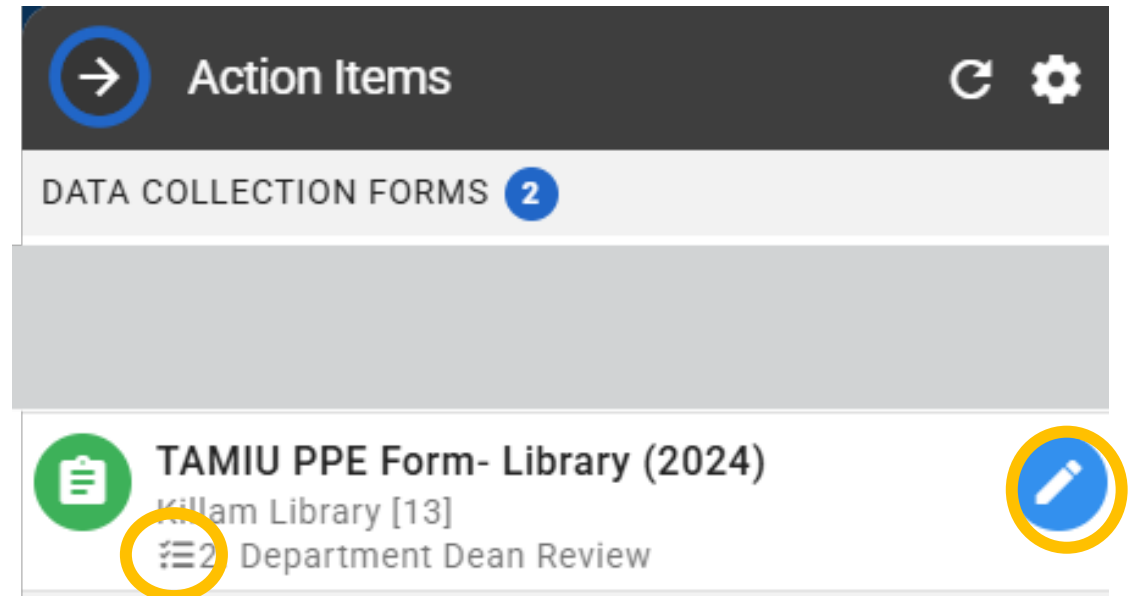


AEFIS Homepage


Dean Evaluation on Librarian – Step 2

Click on the Pencil

- Make sure that the form is in Step 2.



Review Faculty Member Self Evaluation

Killam Library
 13

Librarian Name

1

Name:

Librarian Name

Performance

Professional Development, Research, Creativity

Service

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

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

To review information, select the arrows to the right:



Select a workflow action below

✓ Approve

↻ Needs Information

CONTINUE LATER

SUBMIT THE FORM

Review Faculty Member Self Evaluation

- After reviewing the faculty member's self evaluation, you can move forward to complete your evaluation on the faculty. Please select which version needs to be completed.

TAMIU PPE Form- Library (2024) ☰ 📄² 🔄 EXPORT EXIT FORM

Killam Library
📄 13

Librarian Name ▼

1 **Name:**

Librarian Name

Performance ^

Professional Development, Research, Creativity ^

Service ^

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

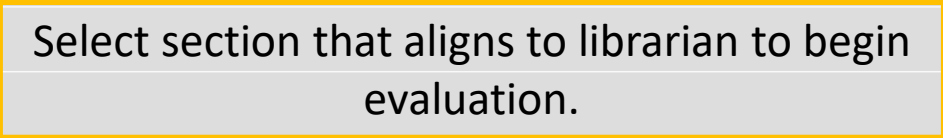
Official Annual Faculty Evaluation (For Fixed-Term Faculty) Version 1 ^

Select a workflow action below

✓ Approve ↻ Needs Information

CONTINUE LATER **SUBMIT THE FORM**

Select section that aligns to librarian to begin evaluation.



Official Annual Faculty Evaluation

- Answer the Faculty Evaluation.

Official Annual Faculty Evaluation (For Tenure-Track & Tenured 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=signi-cantly 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. If a tenured faculty member receives deficient scores in an area for consecutive years, then the Post-Tenure Review process begins immediately (see TAMU Faculty Handbook)

2 Faculty Member has consistently followed TAMUS Policies and TAMU Policies and Procedures. If no, please add clarification in the comment box below the rating:

- Yes
- No

3 Professional Development/Research :

(Select one)

- 0
- 1
- 2
- 3
- 4
- 5

4 Librarianship:

(Select one)

- 0
- 1
- 2
- 3



Official Annual Faculty Evaluation (For Fixed-Term Faculty)



6 Professional Development/Research :

(Summary of Achievements)

← → Formats ✂ 📄 🗑 **B** *I* [Text Alignment] [List] [Table] [Link] A A <>

Enter Text Here

7 Librarianship:

(Summary of Achievements)

← → Formats ✂ 📄 🗑 **B** *I* [Text Alignment] [List] [Table] [Link] A A <>

Enter Text Here

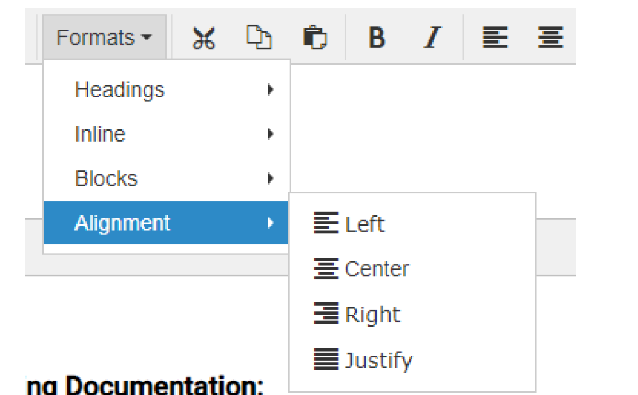
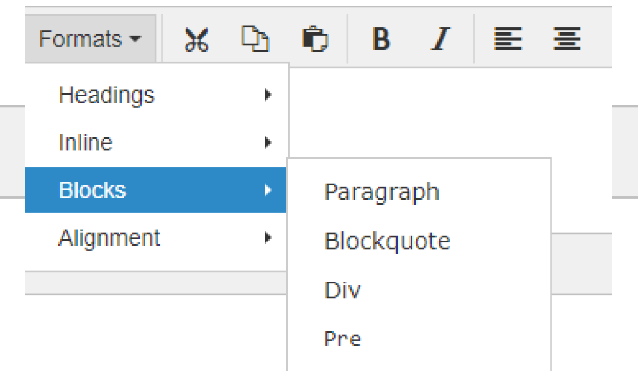
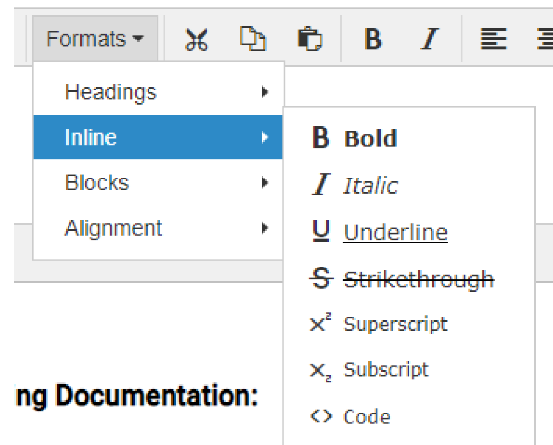
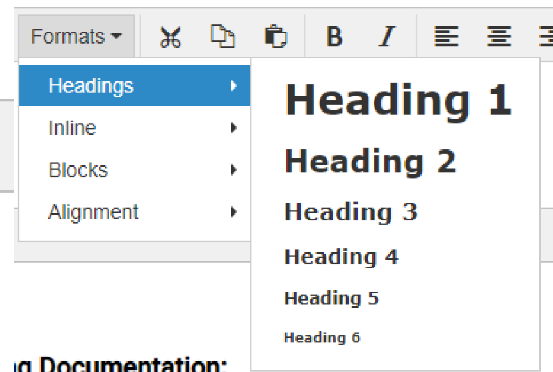
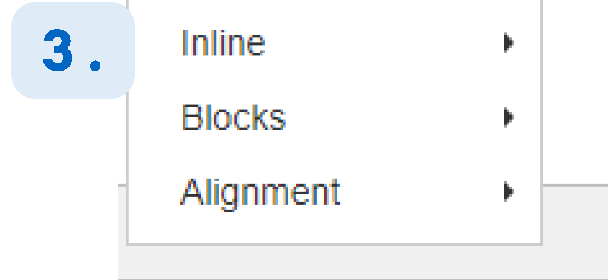
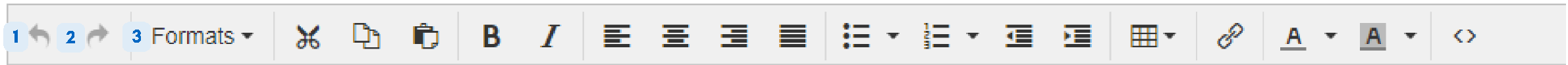
8 Service and Leadership :

(Summary of Achievements)

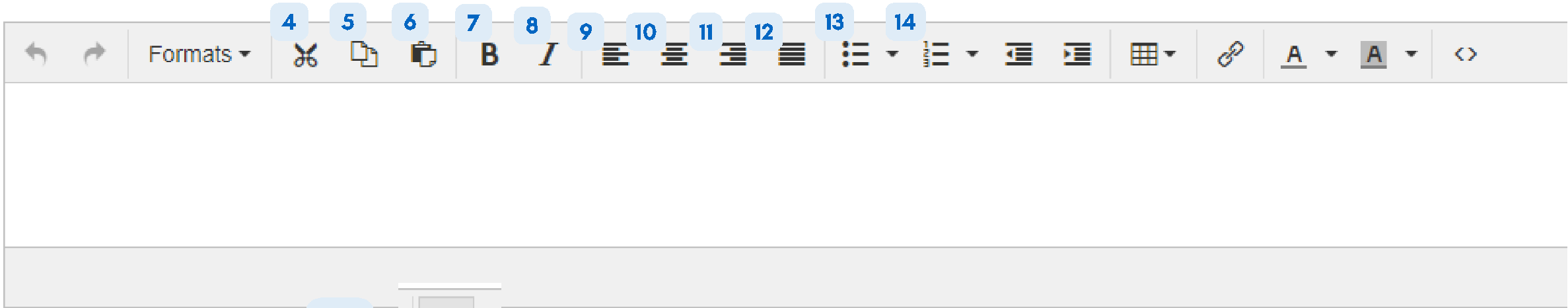
← → Formats ✂ 📄 🗑 **B** *I* [Text Alignment] [List] [Table] [Link] A A <>



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.



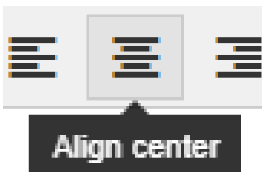
8.



9.



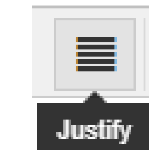
10.



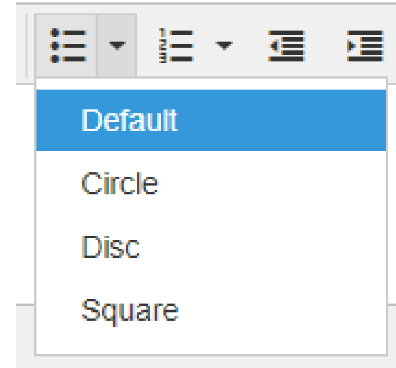
11.



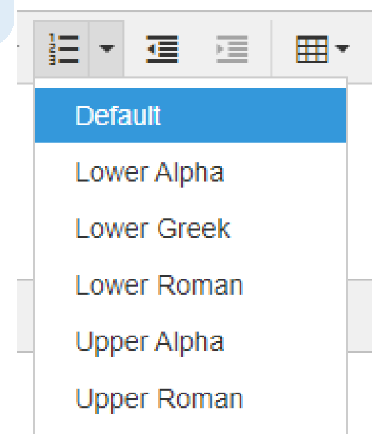
12.



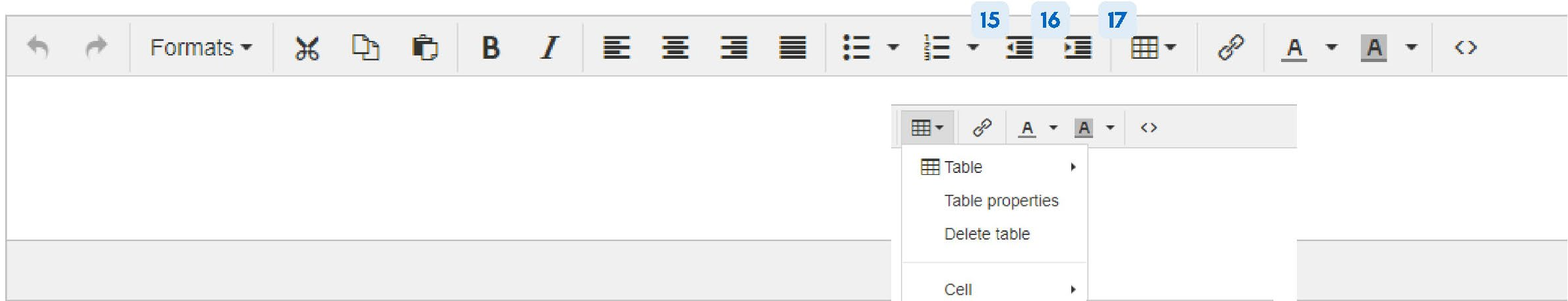
13.



14.



Text Box



15.



Decrease indent

17.

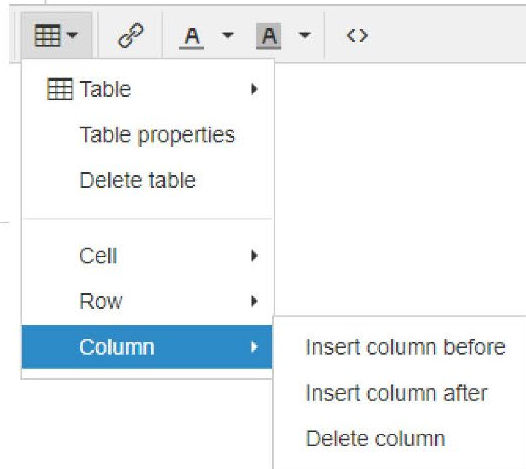
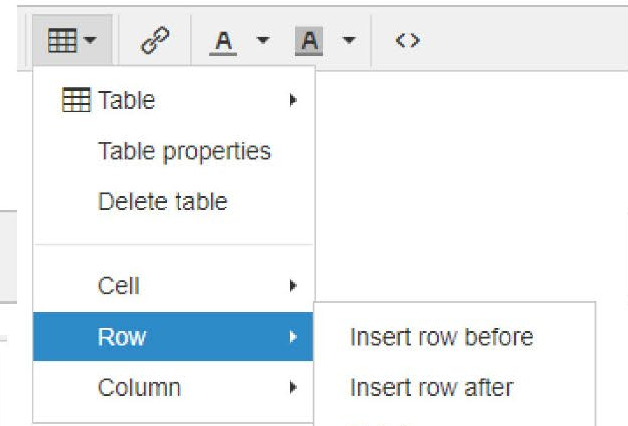
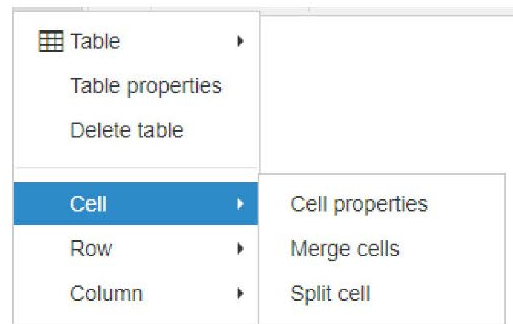
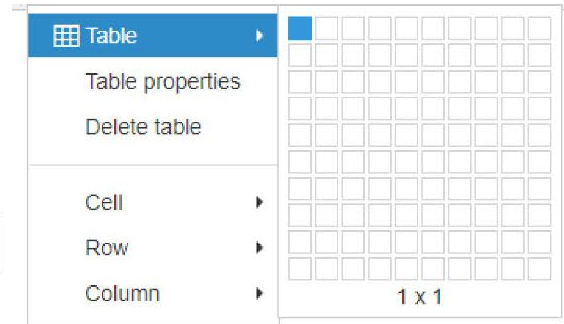


Table

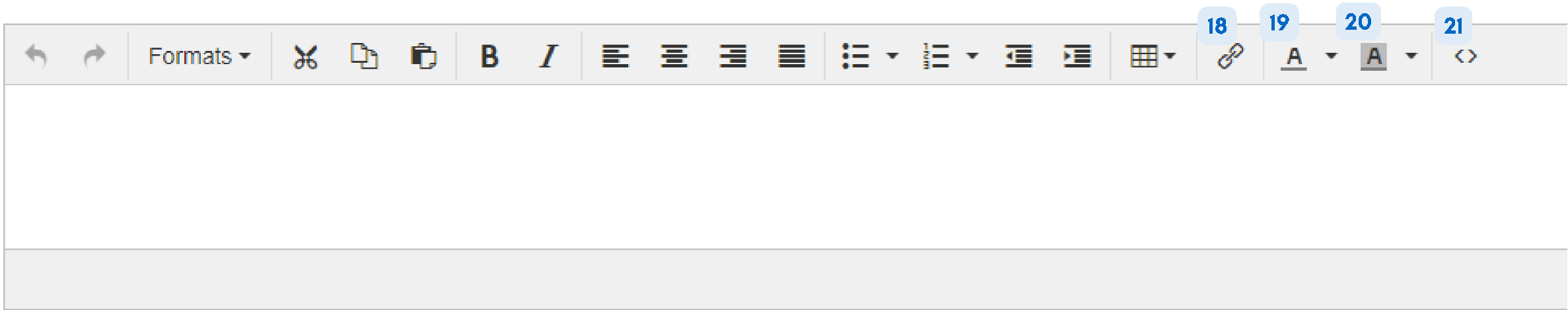
16.



Increase indent



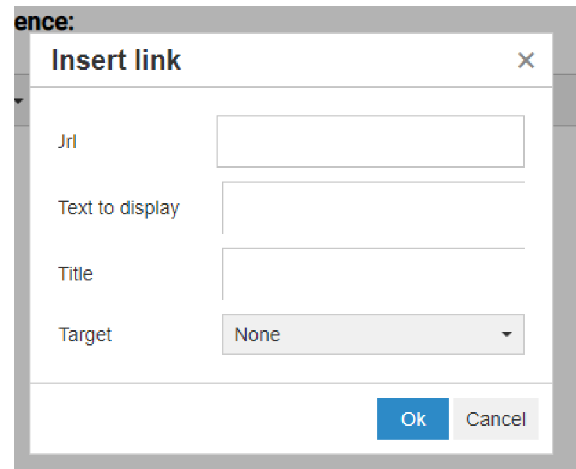
Text Box



18.



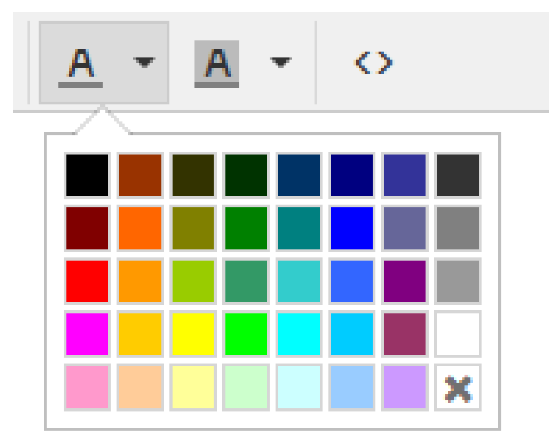
Insert/edit link



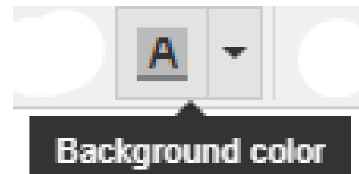
19.



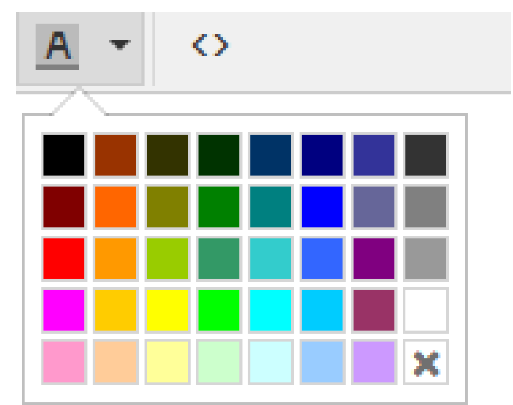
Text color



20.



Background color

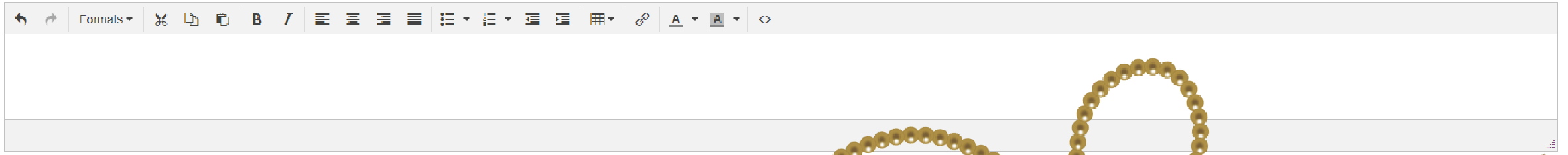


21.



Source code

Text Box



*

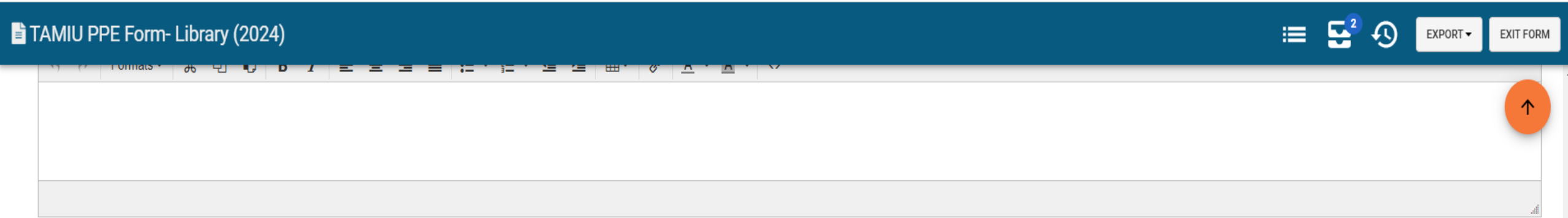


This corner can be dragged down to make the text box bigger.



Supporting Documentation

- Click on hyperlink that says “add a new document” to upload supporting documentation.



10 Supporting Documentation:

(Summary of Achievements)

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.

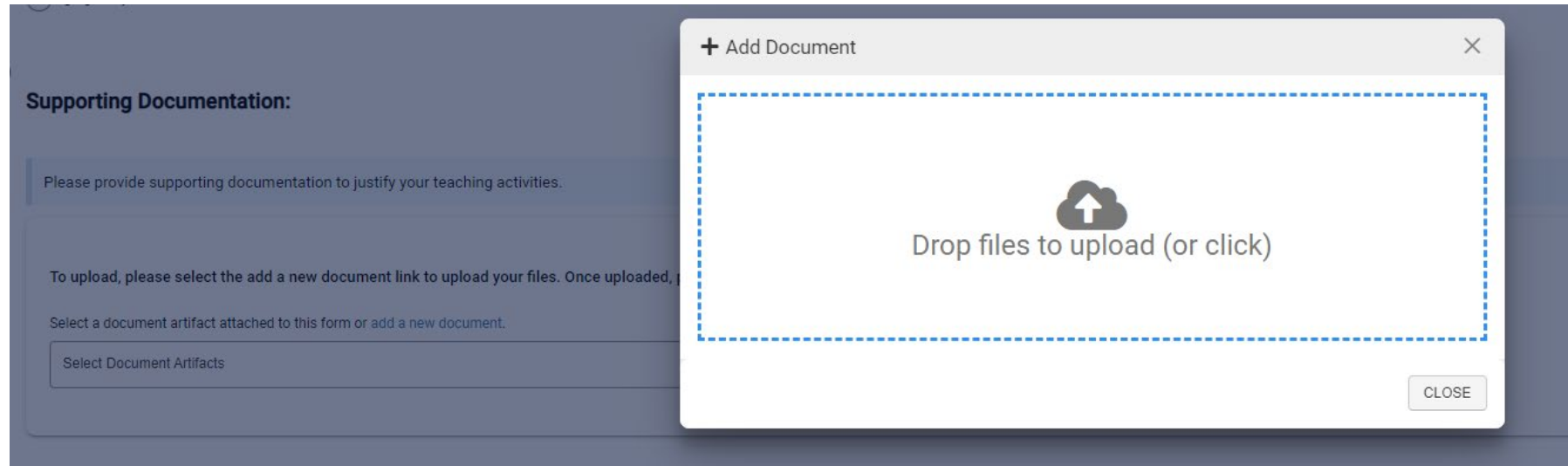
Select a document artifact attached to this form or [add a new document.](#)

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.



Supporting Documentation Continued

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

TAMIU PPE Form- Library (2024)

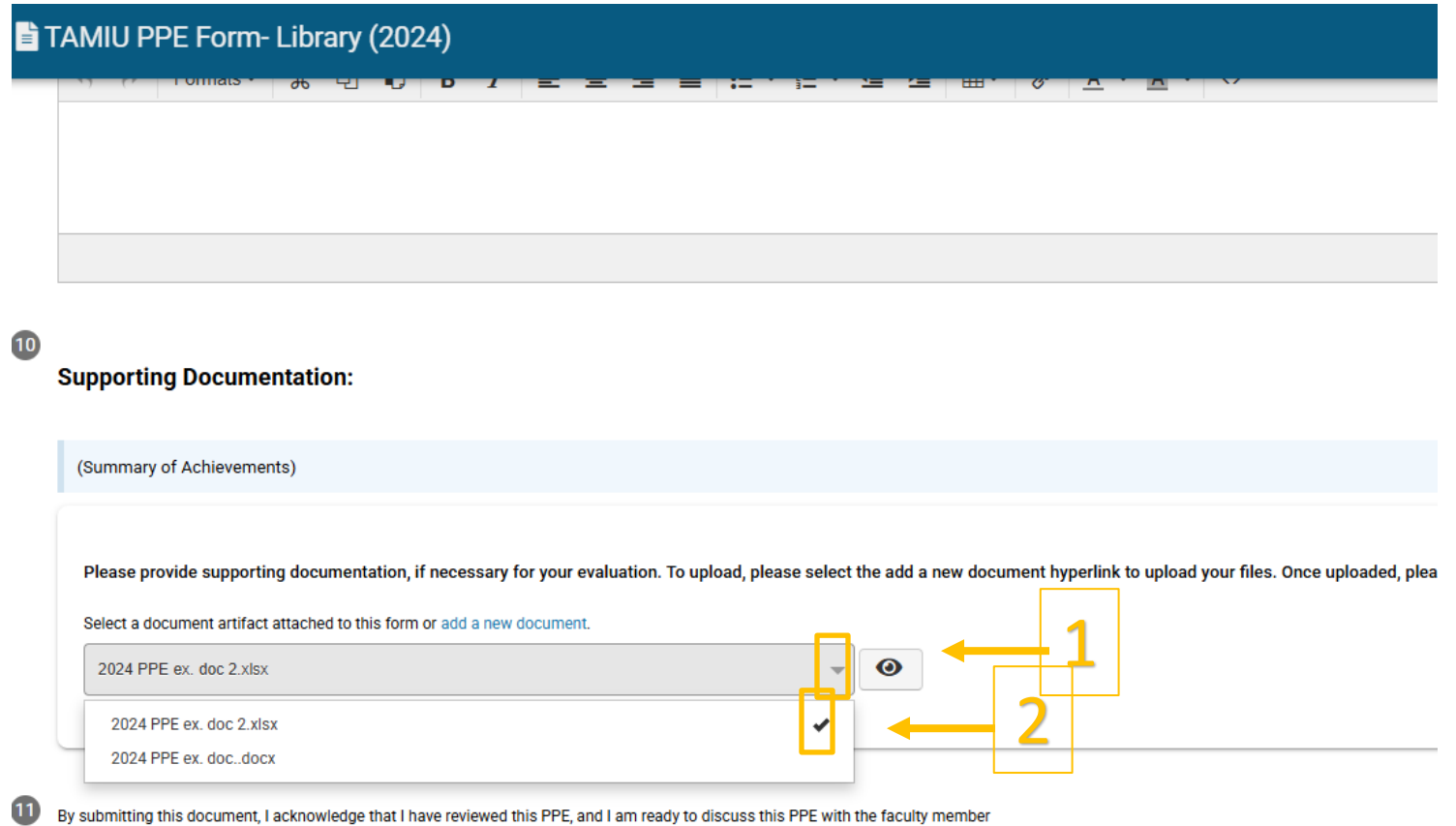
10 Supporting Documentation:

(Summary of Achievements)

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

| | | |
|-------------------------|-------------------------------------|--------------------------|
| 2024 PPE ex. doc 2.xlsx | <input type="checkbox"/> | <input type="checkbox"/> |
| 2024 PPE ex. doc 2.xlsx | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2024 PPE ex. doc..docx | <input type="checkbox"/> | <input type="checkbox"/> |

11 By submitting this document, I acknowledge that I have reviewed this PPE, and I am ready to discuss this PPE with the faculty member



Supporting Documentation Continued

You can view your documents by pressing the eye image.


TAMIU PPE Form- Library (2024)

10 **Supporting Documentation:**

(Summary of Achievements)

Please provide supporting documentation, if necessary for your evaluation. To upload, please select the add a new document hyperlink to upload

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

2024 PPE ex. doc 2.xlsx 

2024 PPE ex. doc 2.xlsx ✓

2024 PPE ex. doc..docx

11 By submitting this document, I acknowledge that I have reviewed this PPE, and I am ready to discuss this PPE with the faculty member

Submit The Form

Rich text editor toolbar with options: Undo, Redo, Bold, Italic, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Table, Link, Unlink, Source code.

7 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.

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

2024 PPE ex. doc 2.xlsx

8 By submitting this document, I acknowledge that I have reviewed this PPE, and I am ready to discuss this PPE with the faculty member

Approve to move forward.



Select a workflow action below

✓ Approve ↻ Needs Information



Send back to Faculty for more information.

Save Changes and return later.



CONTINUE LATER SUBMIT THE FORM



Submit form back to Faculty Member for review.

Submit The Form

Yes, Submit the Form Confirmation ✕

Once submitted, this form will move to **3. Faculty Member** step. You can access this form through the **My Forms** widget on your dashboard.

Are you sure?

YES, SUBMIT THE FORM CANCEL

Select a workflow action below

✓ Approve

↻ Needs Information

click

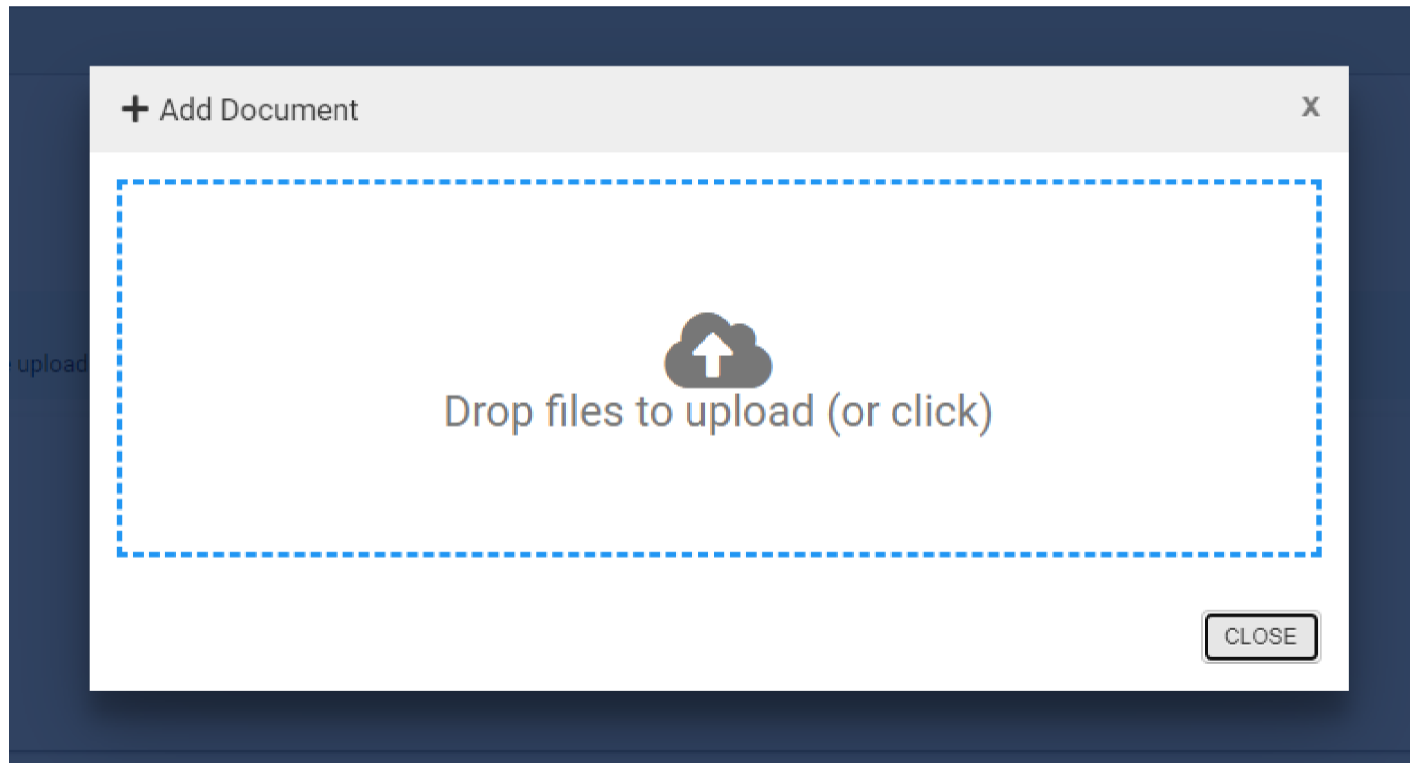
CONTINUE LATER

SUBMIT THE FORM



Extra AEFIS PPE Tips

Uploading your Supporting Documentation



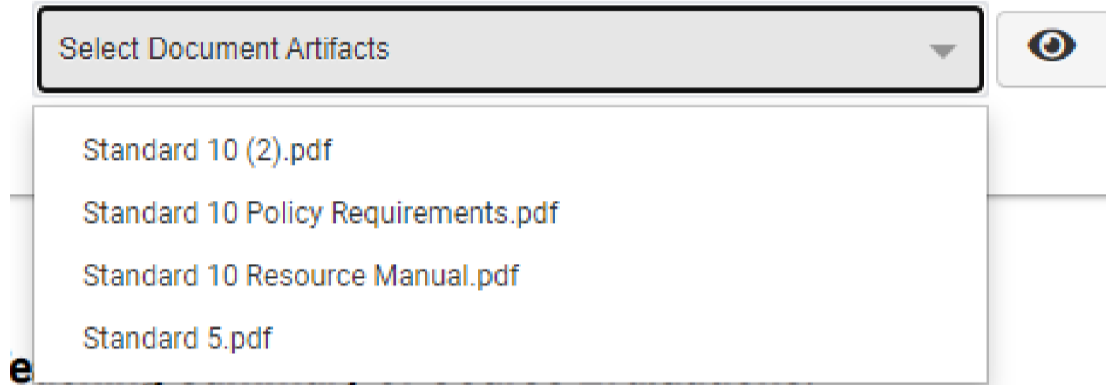
Drag your files or click to upload.

Max per each upload: 5 documents

No Max on the total amount of documents

Uploading your Supporting Documentation

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



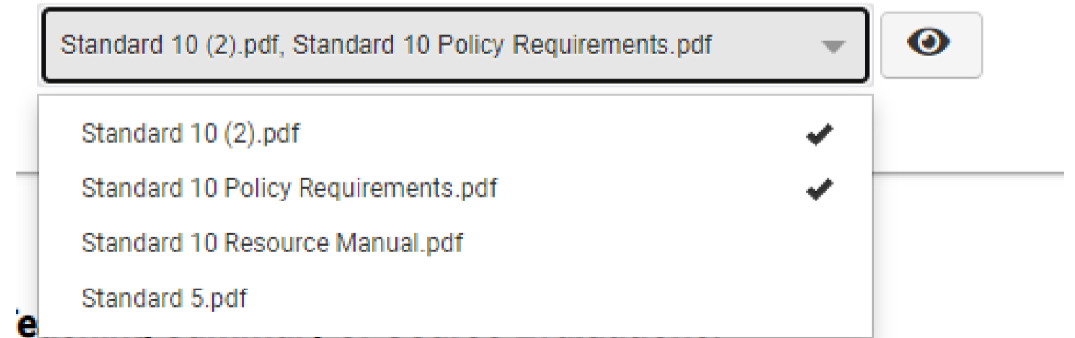
A screenshot of a web form's document selection interface. At the top is a grey dropdown menu with the text "Select Document Artifacts" and a downward arrow. To the right of the dropdown is a small square button with an eye icon. Below the dropdown, a white menu is open, listing four document artifacts: "Standard 10 (2).pdf", "Standard 10 Policy Requirements.pdf", "Standard 10 Resource Manual.pdf", and "Standard 5.pdf". A thin grey line extends from the right side of the menu.

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](#).



A screenshot of the same web form's document selection interface, but now showing two documents selected. The grey dropdown menu at the top displays "Standard 10 (2).pdf, Standard 10 Policy Requirements.pdf" with a downward arrow. The white menu below lists the same four document artifacts, but the first two, "Standard 10 (2).pdf" and "Standard 10 Policy Requirements.pdf", have small black checkmarks to their right. A thin grey line extends from the right side of the menu.

Uploading your Supporting Documentation

Supporting Documentation:

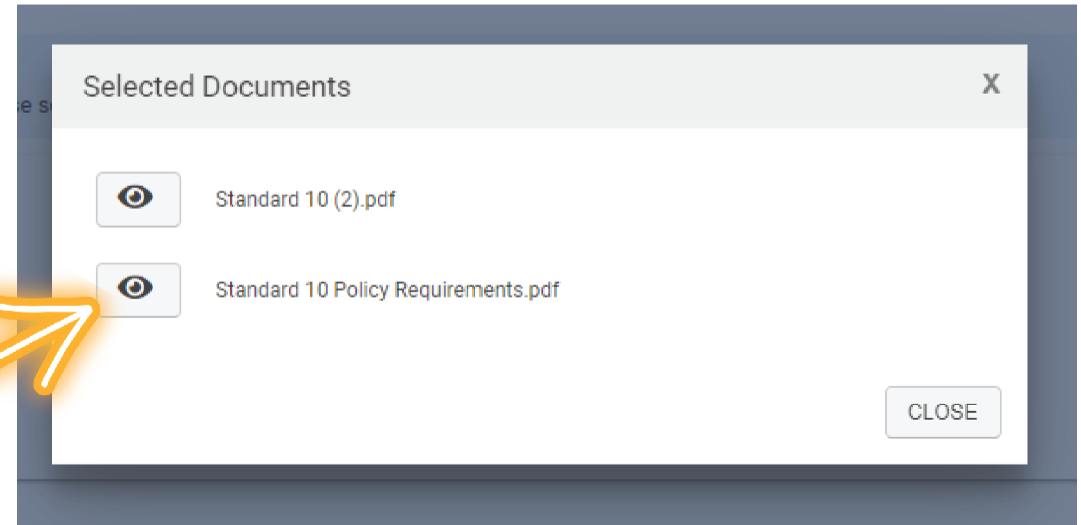
Select a document artifact attached to this form or [add a new document](#).

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



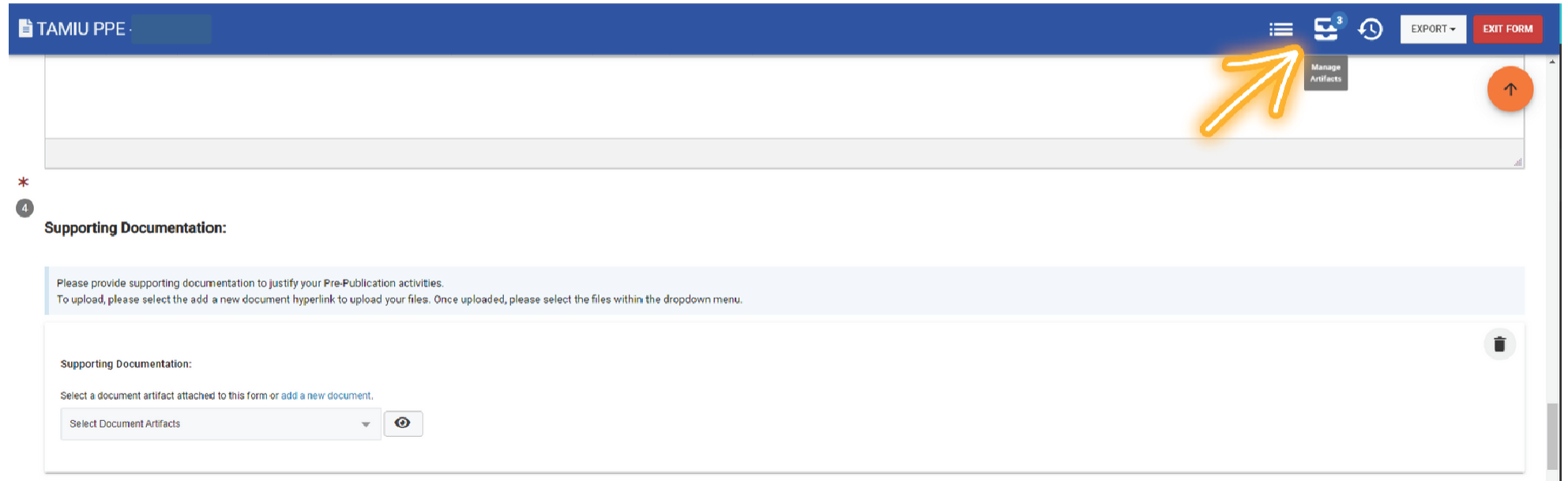
3. You can view your documents by pressing the eye image

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



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.

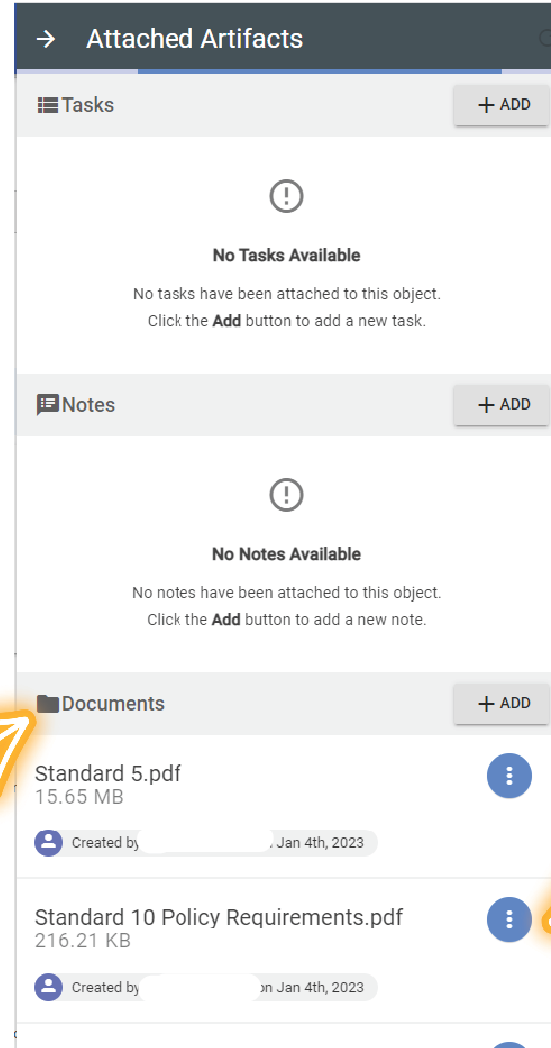
Supporting Documentation:

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

Select Document Artifacts

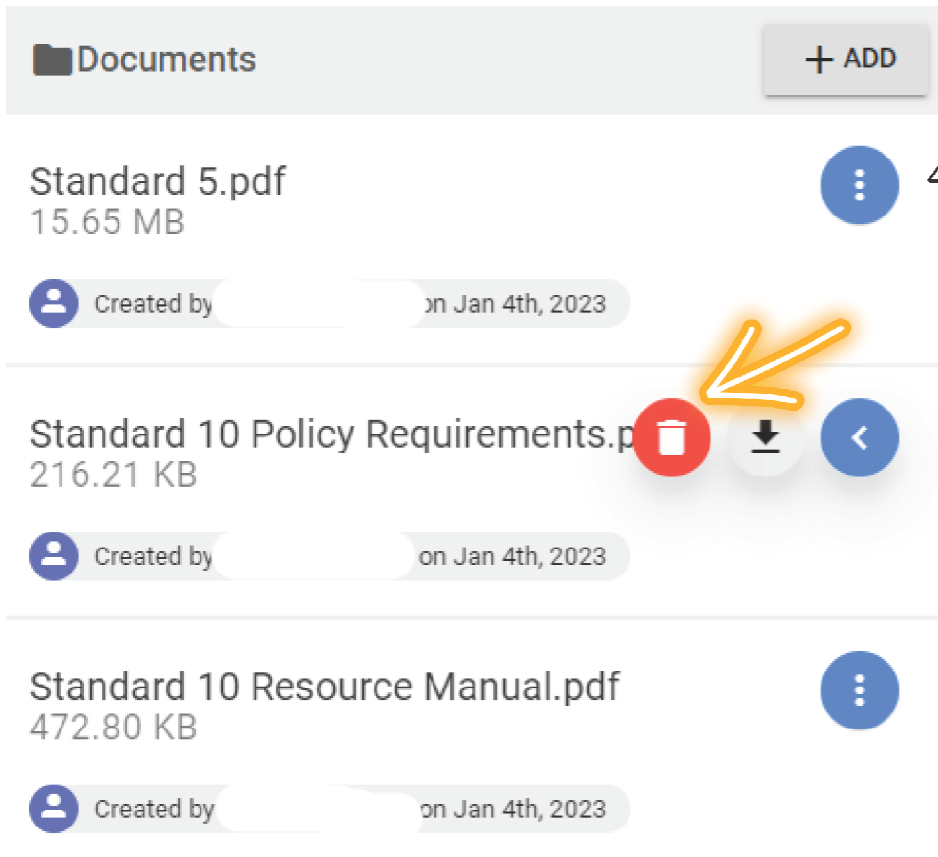
Deleting your Supporting Documentation

2. Find the Documents Area

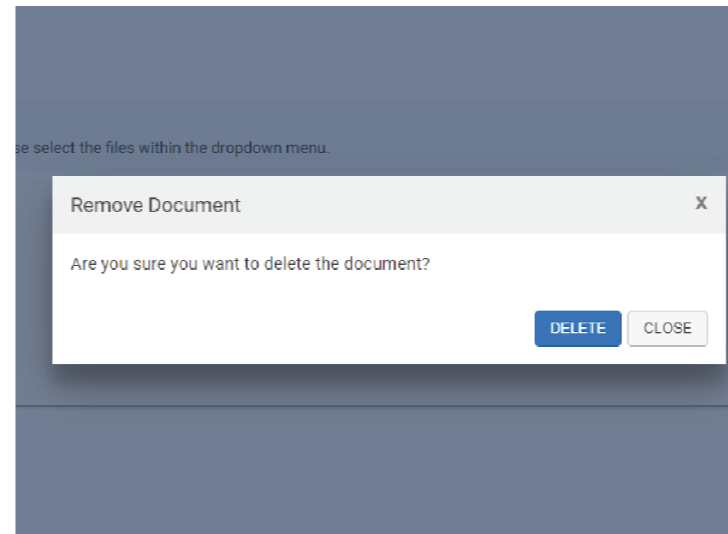


3. Locate the document you wish to delete, and hover your mouse over the blue button.

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



Thank you!