

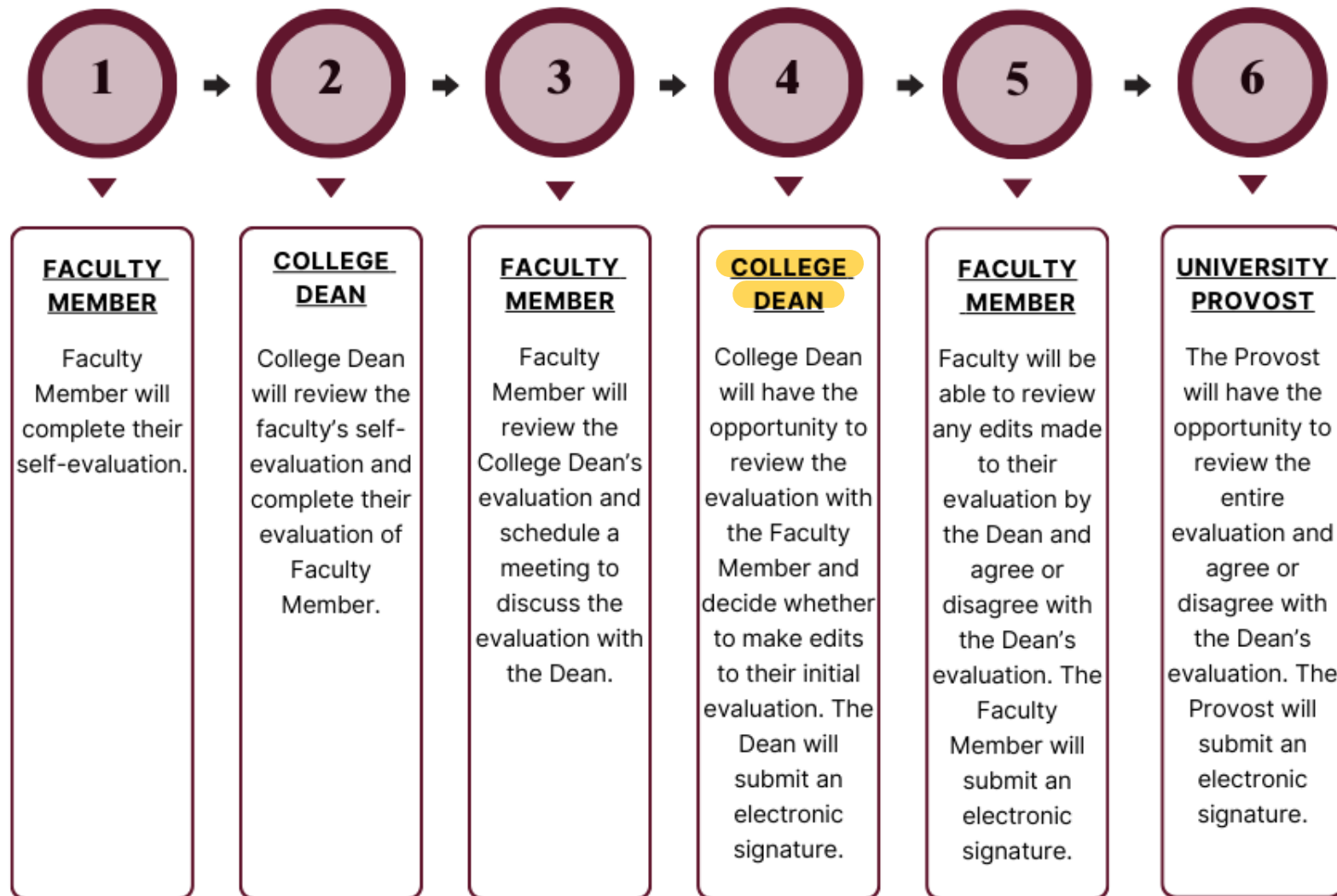


# Library— PPE



# 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](mailto: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.

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
<b>AEFIS</b>	<b>AEFIS logo</b>
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



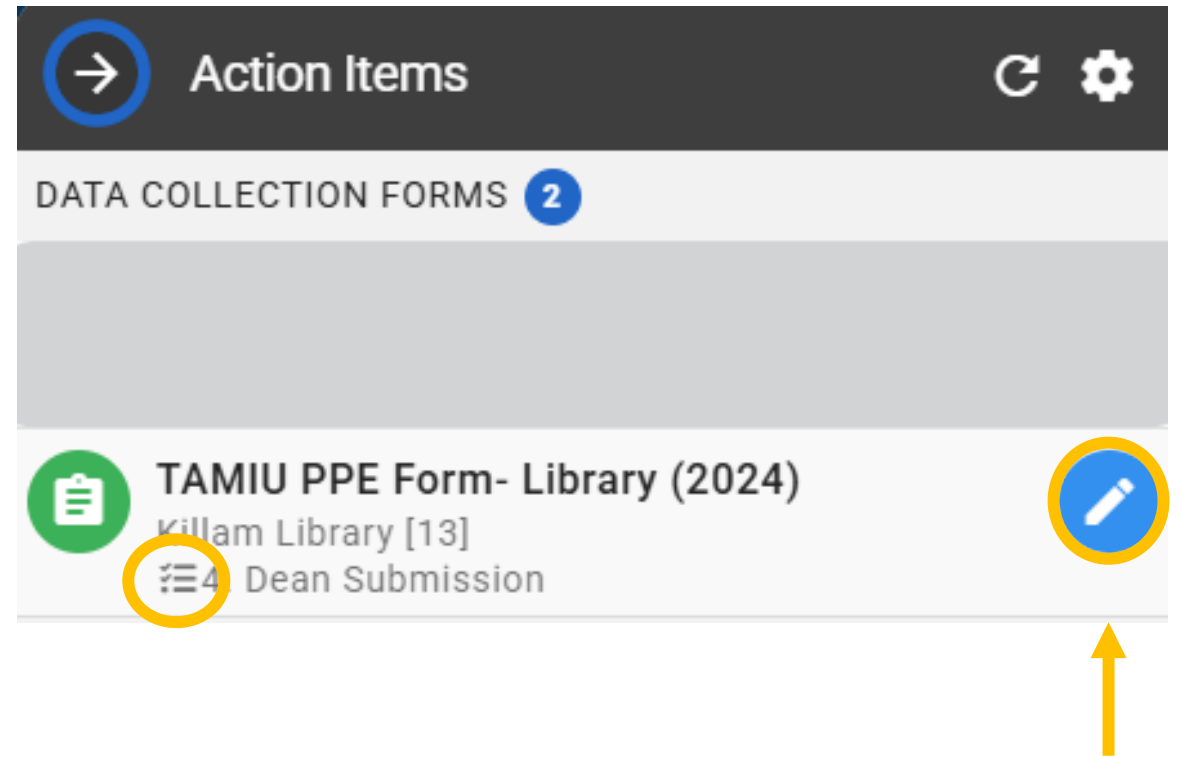
# AEFIS Homepage

# Dean Review– Step 4

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# Click on the Pencil

- Make sure that the form is in Step 4.



# Review Faculty Evaluation

Killam Library  
13

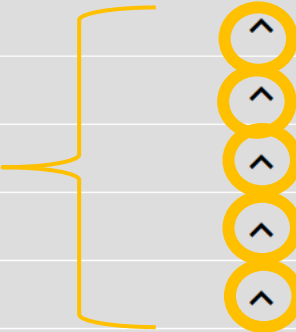
Librarian Name [dropdown arrow]

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
- Faculty Member Meeting
- Dean Electronic Signature

To review information, select the arrows to the right:





# Review Faculty Evaluation

- The Dean can edit the evaluation of the librarian. If you decide to make an edit, do not erase previous response, please add “Edit” and include your new response.

## 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 comments here.  
Edit MM/DD/YYYY: Enter comments here

3 Teaching (Select one)


- 0
- 1
- 2
- 3



# Dean Electronic Signature

- Once done reviewing the evaluation with the faculty member, you will then select the arrow for the section “Dean Electronic Signature”.


Enter response here.




9

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 8.docx 



10

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

Faculty Member Meeting	
Dean Electronic Signature	 

CONTINUE LATER

SUBMIT THE FORM

# Dean Electronic Signature

- Read the statement under “Dean Electronic Signature” and select a response.

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 8.docx



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

## Faculty Member Meeting



## Dean 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.

- 2 I acknowledge the statement above.

Yes

No

\*

CONTINUE LATER

SUBMIT THE FORM

# Submit the Form

- After selecting response, click on “Submit The Form” at the bottom of the page.

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 8.docx



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

Faculty Member Meeting



Dean 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.

2

I acknowledge the statement above.

Yes

No

\*

Save Changes and return later.



CONTINUE LATER

SUBMIT THE FORM



Submit form back to faculty member for signature.

# Submit the Form

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 8.docx



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

Faculty Member Meeting

Dean Electronic Signature

1 By submitting this document, I acknowledge that I have reviewed and discussed the

signature of the form.

2 I acknowledge the statement above.

Yes

No

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

↑  
click

CONTINUE LATER

SUBMIT THE FORM

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Thank you!