

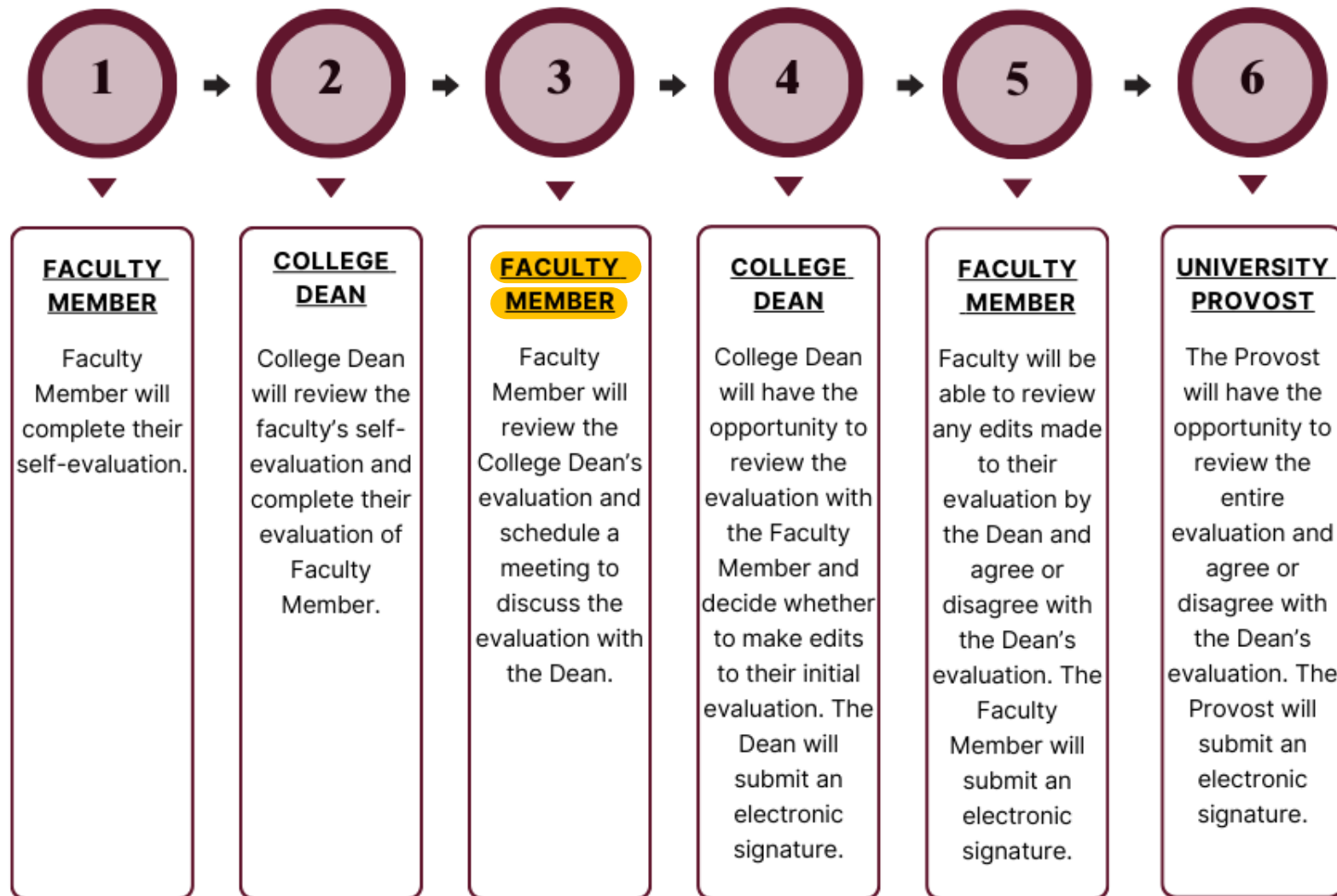


# Library— PPE



# 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 'My Apps' dashboard with a grid of application tiles. The tiles are arranged in four rows and five columns. The AEFIS app tile is highlighted with a yellow border, and a yellow arrow points to it from the Handshake Student Job Portal tile.

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	TAMU logo
Class Search	Magnifying glass icon
Advisor TAMU Scheduler	Clock icon
Advisor Degree Works	Checkmark icon



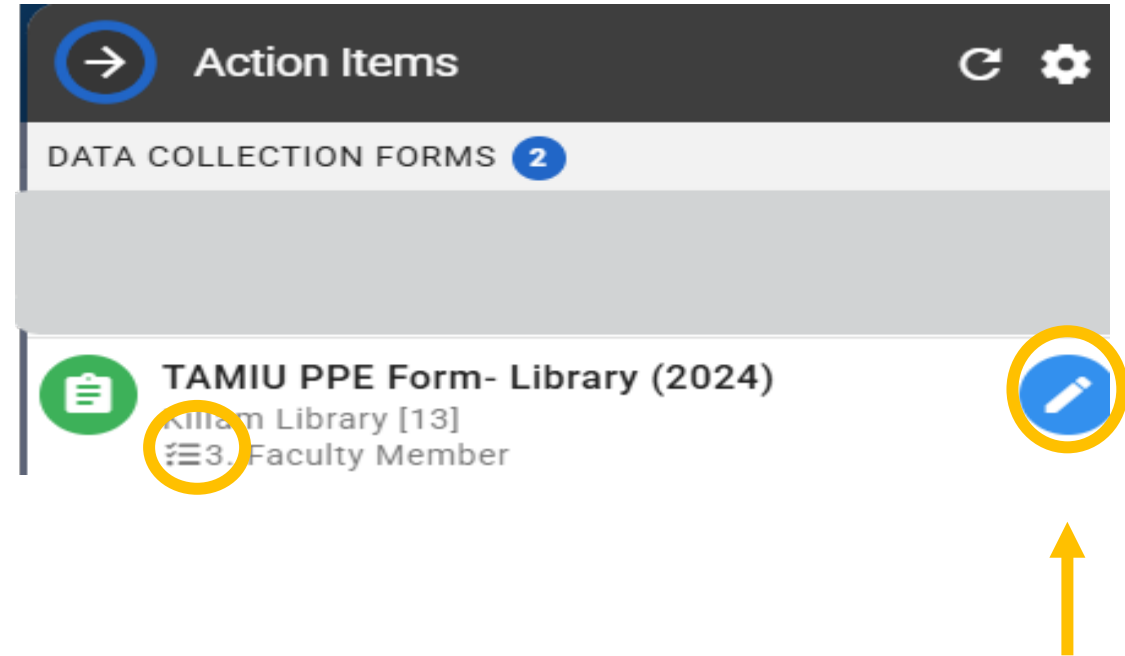
# AEFIS Homepage

# Librarian– Step 3

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# Click on the Pencil

- Make sure that the form is in Step 3.



# Review Dean's Evaluation

Killam Library

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Librarian Name



1

Name:

Librarian Name

Performance



Professional Development, Research, Creativity



Service



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

To review information, select the arrow to the right.



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



Faculty Member Meeting



CONTINUE LATER

SUBMIT THE FORM



# Review Dean's Evaluation

- You can view the evaluation that is completed by your Dean.

TAMIU PPE Form- Library (2024)

EXPORT EXIT FORM

## 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 TAMIU Faculty Handbook)

2 Faculty Member has consistently followed TAMUS Policies and TAMIU 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

# Review Dean's Evaluation

- Once done reviewing the evaluation by your Dean, you will then select the arrow for the section "Faculty Member Meeting".

TAMIU PPE Form- Library (2024) EXPORT EXIT FORM

2  
 3  
 4  
 5

6 **Areas for Professional Growth:**

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.

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

Faculty Member Meeting ➔ ⬆️

# Faculty Member Meeting

- Read the statement under “Faculty Member Meeting” and select a response.

TAMIU PPE Form- Library (2024)



EXPORT EXIT FORM



## 7 Supporting Documentation:

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## Faculty Member Meeting



1 By submitting this document, I acknowledge that I have reviewed the dean's comments and scheduled a meeting to discuss the PPE with my dean.

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.

TAMIU PPE Form- Library (2024) EXPORT EXIT FORM

7 **Supporting Documentation:**

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**Faculty Member Meeting**

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2 I acknowledge the statement above.

Yes  
 No

\*

Save Changes and return later. → CONTINUE LATER SUBMIT THE FORM ← Submit form back to Dean for meeting.

# Submit the Form

- Don't forget to schedule a meeting with your Dean to discuss your evaluation.

TAMIU PPE Form- Library (2024) EXPORT EXIT FORM

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**Faculty Member Meeting**

1 By submitting this document, I acknowledge that I have reviewed the dean's comments and scheduled a meeting to discuss the PPE with my dean.

2 I acknowledge the statement above.

Yes  
 No

\*

Yes, Submit the Form Confirmation


Once submitted, this form will move to **4. Dean Submission** 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!**

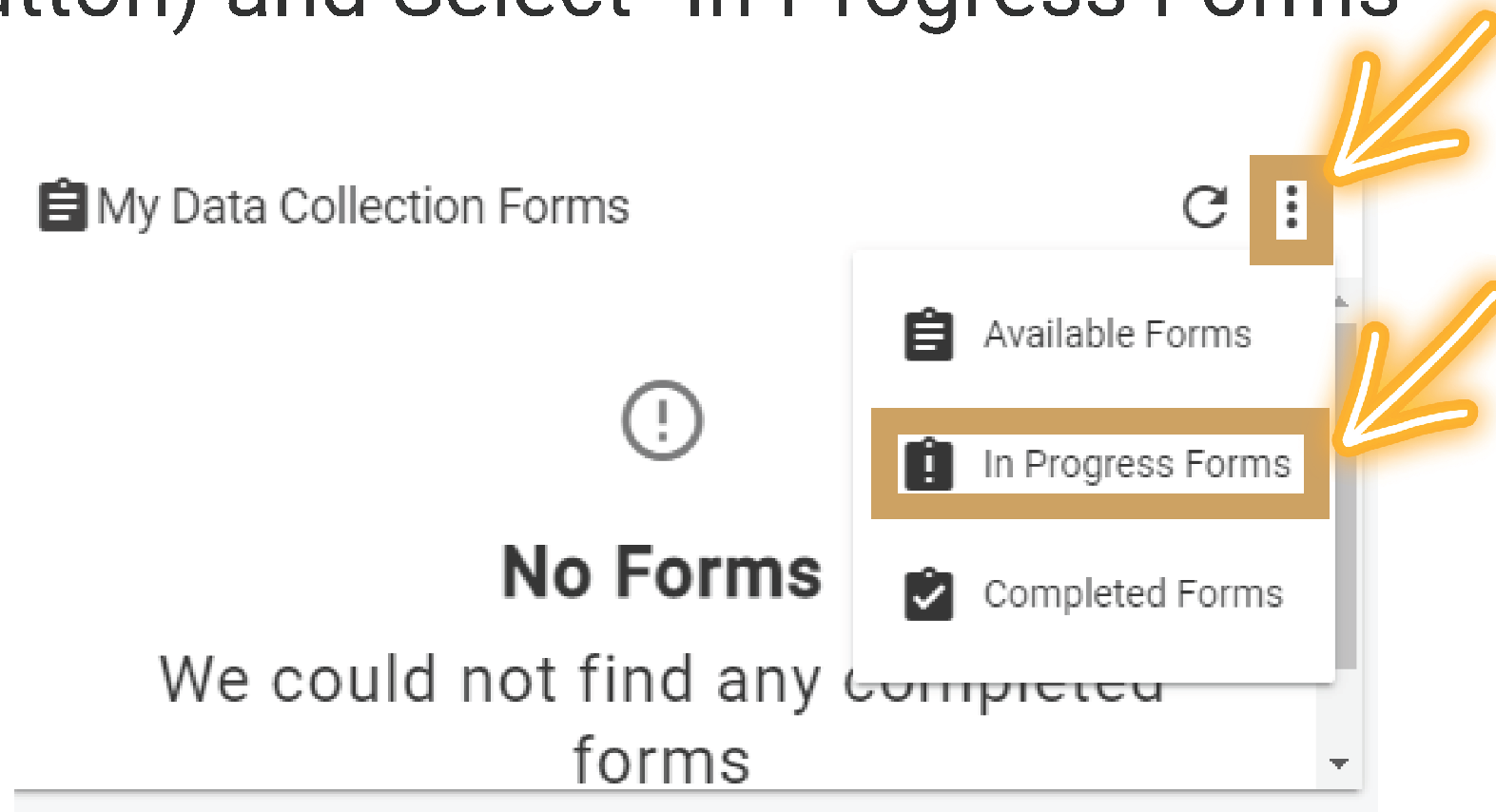
You have completed all your course evaluations

 My Assignments  



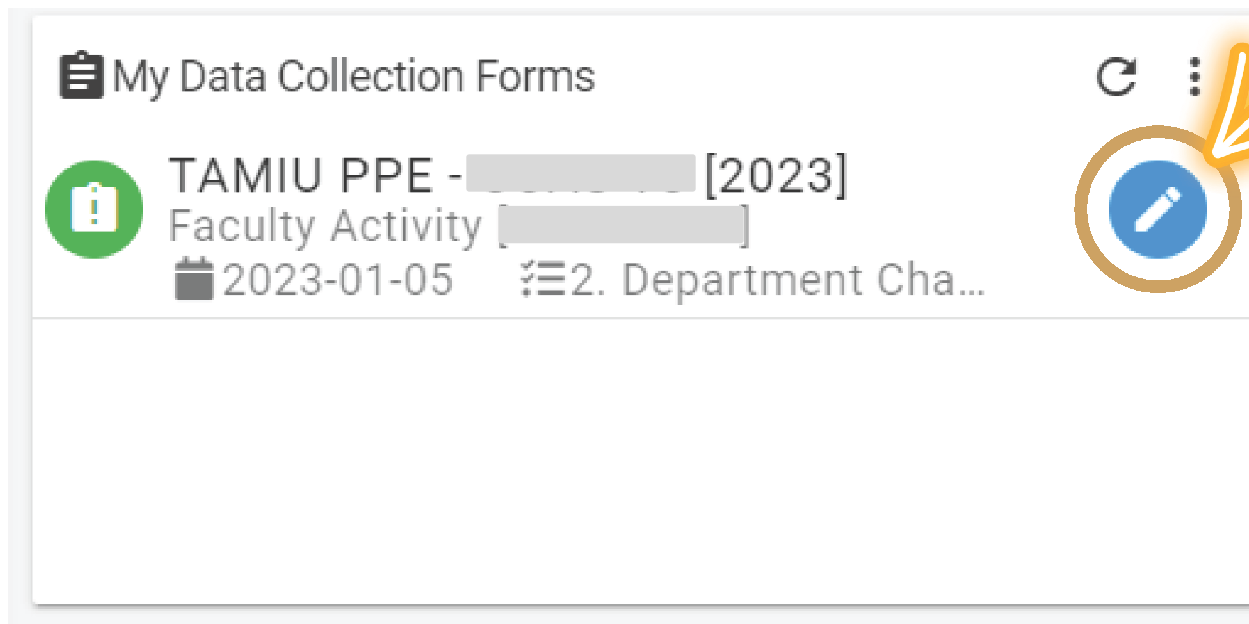
# Locating Your Submitted PPE Form

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.\*\***



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Thank you!