

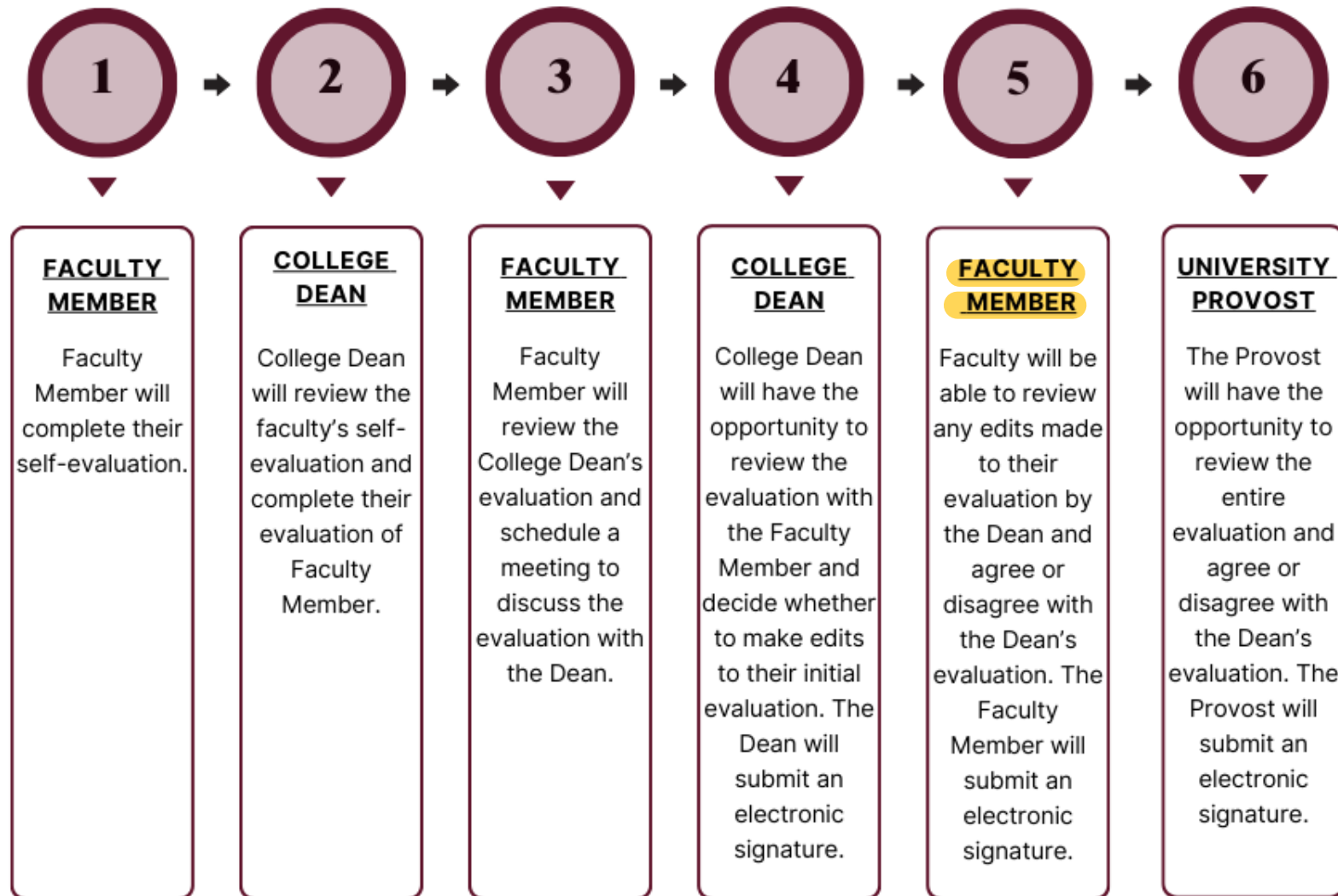


Library— PPE



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 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 from the Handshake Student Job Portal tile to it. The top navigation bar includes the TIT logo on the left and the user name 'jessica.verastigui' on the right.

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 icons
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

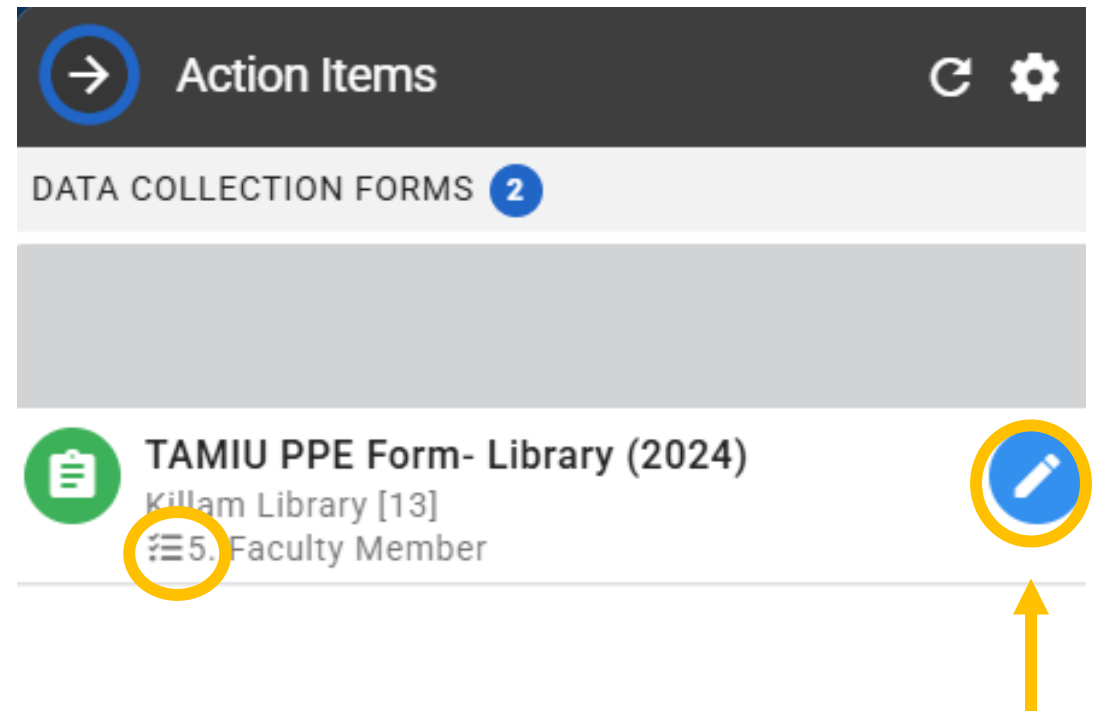


AEFIS Homepage

Librarian – Step 5

Click on the Pencil

- Make sure that the form is in Step 5.



Review Faculty Evaluation



EXPORT

EXIT FORM

Killam Library

13

Librarian Name



1

Name:

Librarian Name

Performance



Professional Development, Research, Creativity

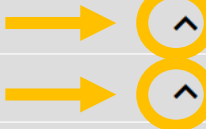


Service



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

To review if information was updated, select the arrow to the right:



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

Faculty Member Meeting



Dean Electronic Signature



Faculty Member Response



CONTINUE LATER

SUBMIT THE FORM



Review Evaluation

- You will be able to review the evaluation to see if the Dean made any edits after the meeting.

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
 4



Faculty Member Response

- Once done reviewing the evaluation, you will then select the arrow for the section “Faculty Member Response”.

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.

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	^
Faculty Member Response	^





CONTINUE LATER


SUBMIT THE FORM


Faculty Member Response

- Read the statement under “Faculty Member Response” and select a response. You will be able to leave a comment.

 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 

Faculty Member Response 

1

Faculty Member Response

I have reviewed and discussed this performance evaluation with my Dean, and I AGREE with the evaluation.

I have reviewed and discussed this performance evaluation with my Dean, and I DO NOT AGREE with the evaluation

Comments

Enter Additional Comments

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

CONTINUE LATER

SUBMIT THE FORM

Submit the Form

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

Faculty Member Meeting	^
Dean Electronic Signature	^
Faculty Member Response	v

1

Faculty Member Response

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I have reviewed and discussed this performance evaluation with my Dean, and I DO NOT AGREE with the evaluation

Comments

Enter Additional Comments

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



Submit the Form

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

Faculty Member Response

1 Faculty Member Response

I have reviewed and discussed this performance evaluation with my Dean, and

I have reviewed and discussed this performance evaluation with my Dean, and

Comments

Enter Additional Comments

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

CONTINUE LATER SUBMIT THE FORM


Yes, Submit the Form Confirmation

Once submitted, this form will move to **6. Provost of University** step. You can access this form through the **My Forms** widget on your dashboard.

Are you sure?

YES, SUBMIT THE FORM CANCEL

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  



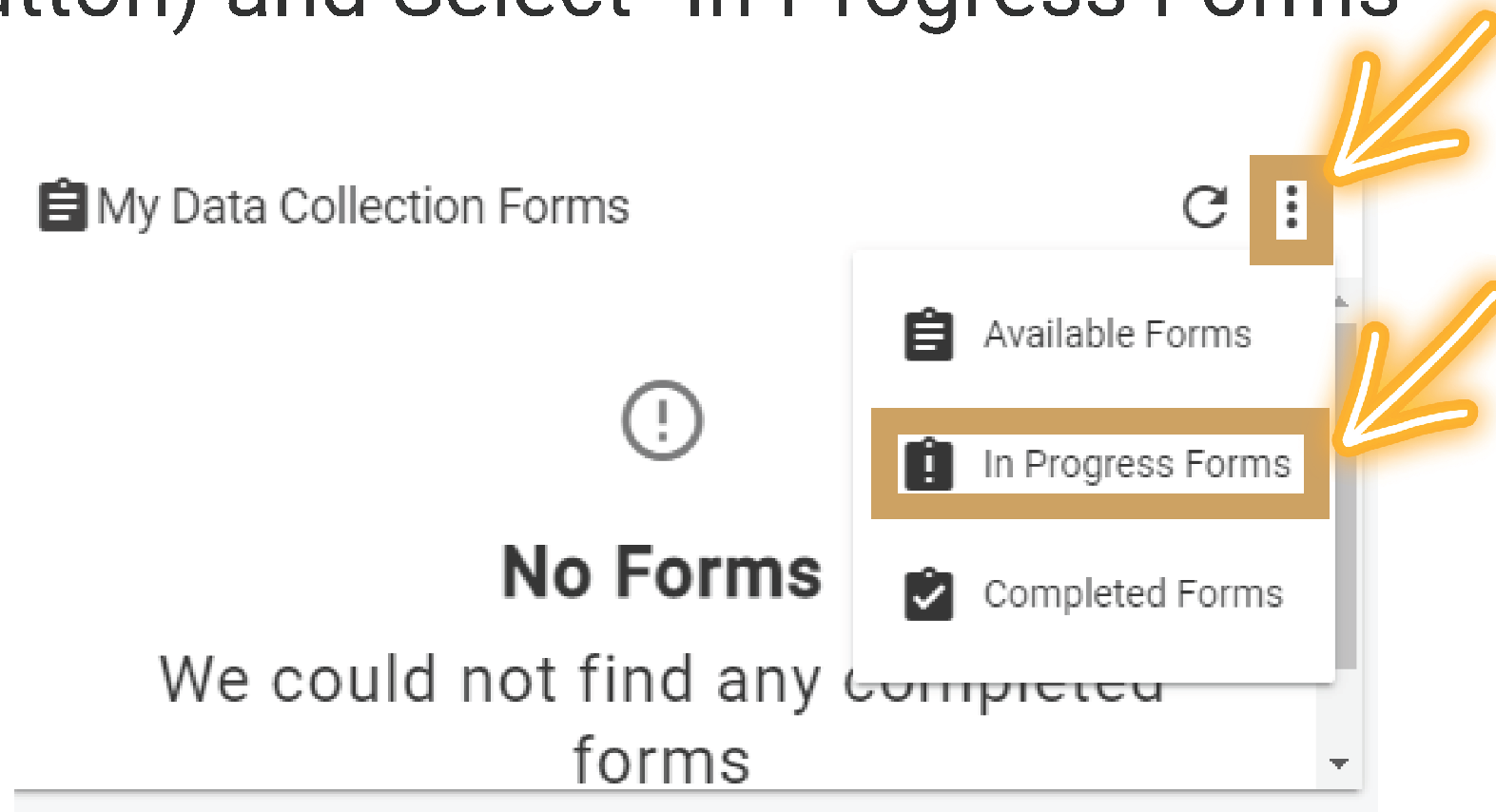
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 My Assignments  

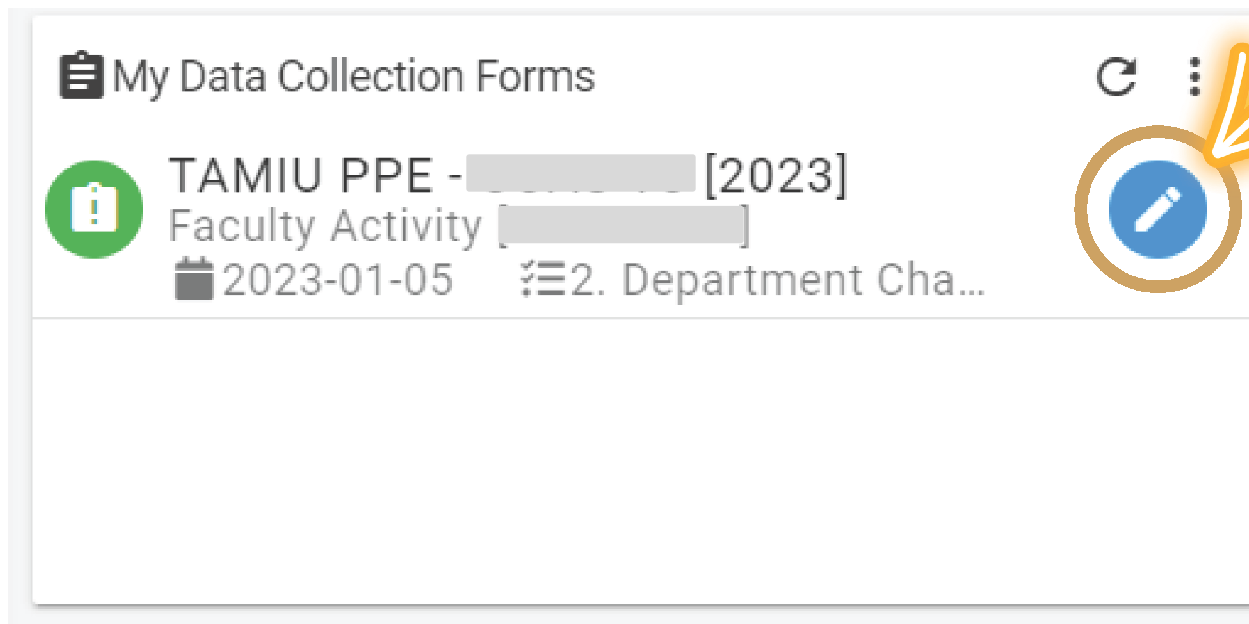
Locating Your Submitted PPE Form

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!