College of Arts and Sciences

PPE Form AEFIS Training

Logging into AEFIS

Website:

https://tamiu.aefis.net

Make sure and have Duo
Connect to login.

Login with your TAMIU
Credentials
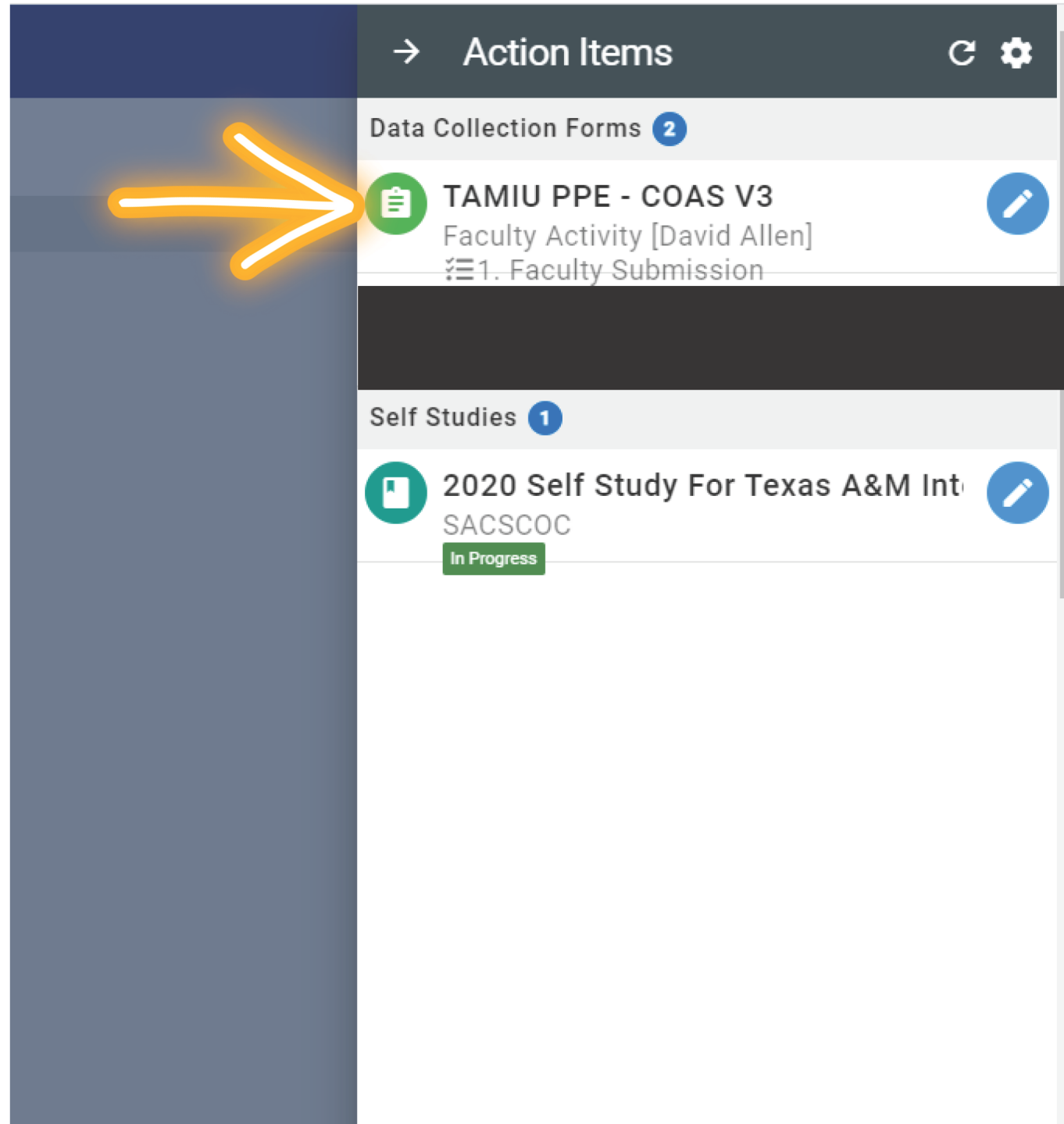
AEFIS Homepage

Entering Your PPE Form

Data Collection Forms 2

TAMIU PPE - COAS V3
Faculty Activity [David Allen]
1. Faculty Submission

Self Studies 1

2020 Self Study For Texas A&M Int
SACSCOC
In Progress

Click on the Pencil

Action Items

Data Collection Forms 2

TAMIU PPE - COAS V3
Faculty Activity [David Allen]
1. Faculty Submission

Self Studies 1

2020 Self Study For Texas A&M Int
SACSCOC
In Progress

PPE Form Page

Phase I Teaching

Phase I Teaching

Phase I. Teaching

1 The evaluation of faculty teaching efforts is to be based primarily on the evidence supplied by a teaching portfolio and supplemented by other relevant data. The evaluation will follow the criteria set forth in the rubric for evaluating teaching found at the end of this document. The portfolio must contain both student percept performance ("student evaluations") and a narrative describing the faculty member's efforts to achieve or maintain teaching excellence. The narrative must be accompanied by supporting documentation. Among the documents that should be considered for inclusion in the portfolio are:
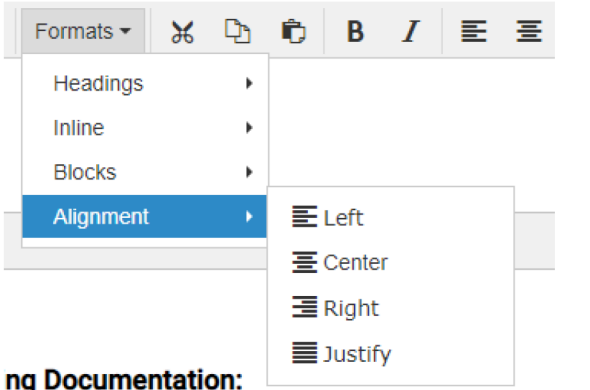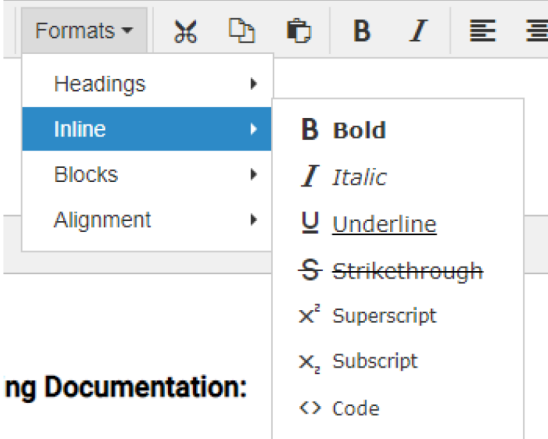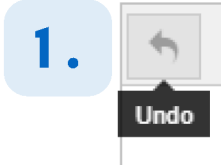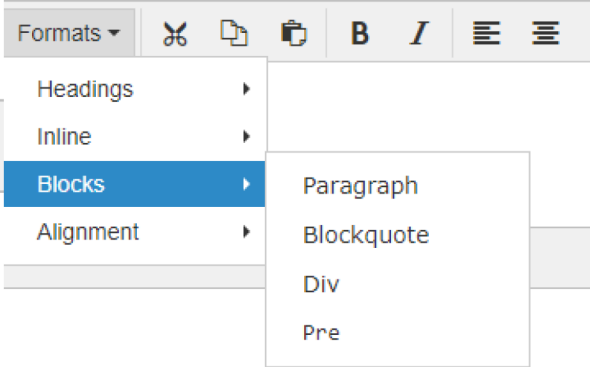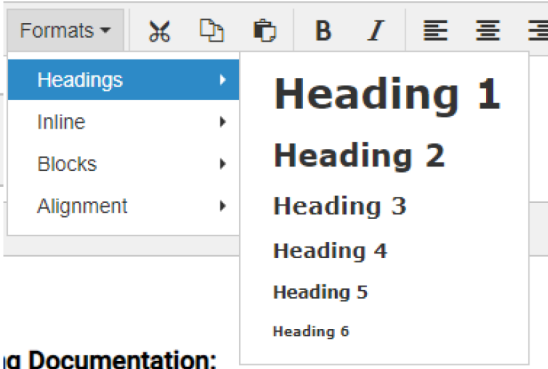
- Peer evaluations of teaching
- Student comments and testimonials
- Evidence of attendance at teaching workshops and conferences on pedagogy
- Course syllabi and learning objectives
- Students' scores on tests showing evidence of learning, possibly pre- and post-test results.
- Students' work showing evidence of learning which would include, but are not limited to, such items as workbooks, class logs, portfolios, essays, creative works, and projects.
- Supervision of master's theses.
- Teaching Independent Study courses
- Supervision of undergraduate student research
- Documentary evidence of assistance to students outside of class with course-related problems, advisement, securing employment, letters of recommendation, workshops and tutorial sessions.
- Special course materials prepared by the professor for students, such as workbooks, manuals, specialized instructional packets, collections of readings.
- Copies of corrected students work showing suggestions for improvement and encouragement.
- Evidence of innovation and/or general improvements in course development and delivery.
- Videotapes of teaching that reflect overall teaching effectiveness.
- Evidence of special preparations or modifications made to accommodate students with special needs.
- Development of teaching materials for on campus or on line course delivery.
- Instruction in Honors and WIN sections.
- Evidence of the use of student and professional feedback to improve teaching.

The preceding list is merely suggestive. Any evidence of teaching excellence should be included in the portfolio.

2

Narrative describing the faculty member's efforts to achieve or maintain teaching excellence:

Formats ▾   B   I   ≡ ≡ ≡ ≡   ⌄   ⌄   ⊞   🔗   A ▾   A ▾   <>

Enter your responses in this text box

Text Box

Text Box

4 **5** **6** **7** **8** **9** **10** **11** **12** **13** **14**

**4 , 5 ,
& 6**

**Buttons do not
work. You must
use
Ctrl+X/C/V or
COMMAND+X/
C/V (Apple)**

7. Bold

8. Italic

9. Align left

10. Align center

11. Align right

12. Justify

13. Bullet list

Default
Circle
Disc
Square

14. Numbered list

Default
Lower Alpha
Lower Greek
Lower Roman
Upper Alpha
Upper Roman

Text Box

15. Decrease indent

16. Increase indent

17. Table

Text Box

18. Insert/edit link

Insert link

Jrl

Text to display

Title

Target   None

Ok   Cancel

19. Text color

20. Background color

21. Source code

Text Box

Narrative describing the faculty member's efforts to achieve or maintain teaching excellence:

*

This corner can be pulled to make the text box bigger

Phase I Teaching

Uploading your Supporting Documentation

*

③

Supporting Documentation:

Please provide supporting documentation to justify your teaching 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 ▾

CLICK HERE

Phase I Teaching
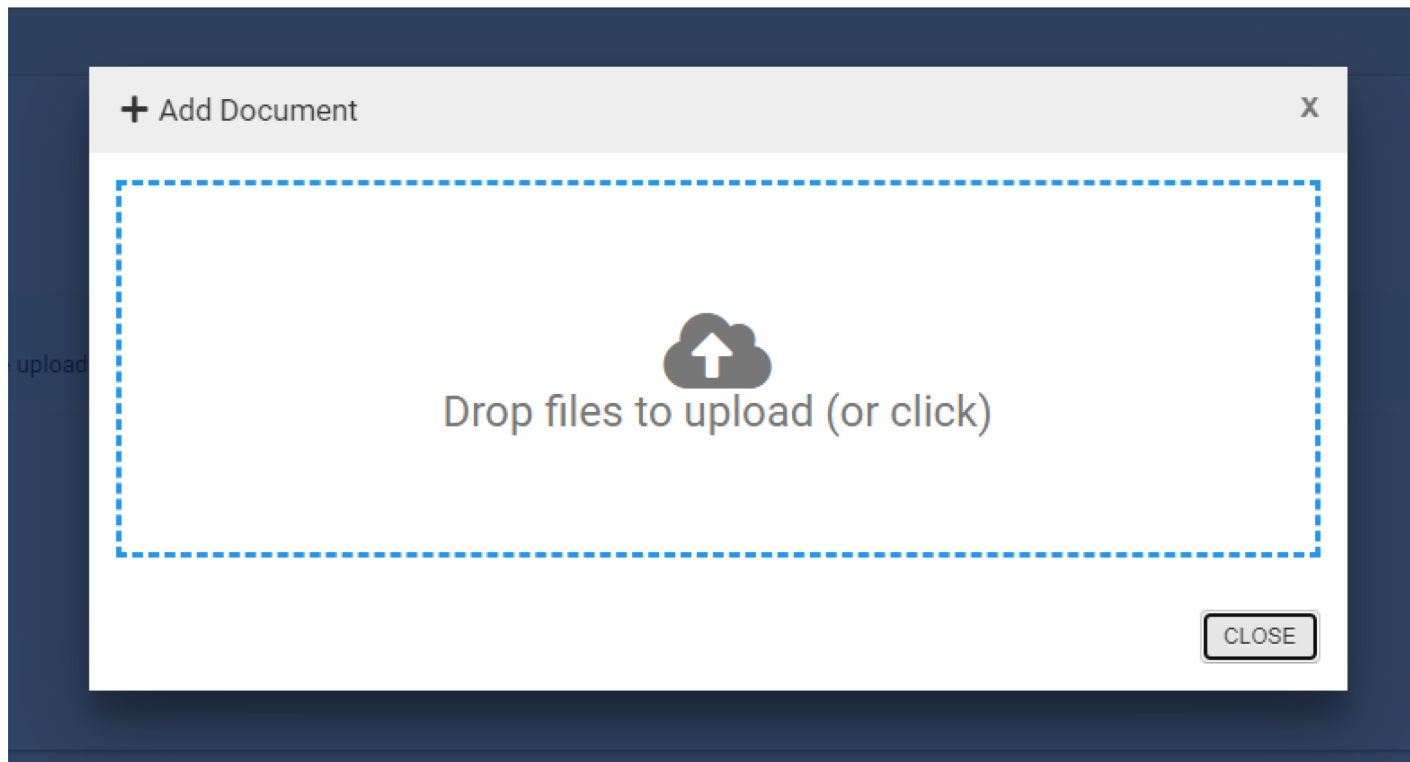
Uploading your Supporting Documentation

+ Add Document   x

Drop files to upload (or click)

CLOSE

Drag your files or click to upload.
Max per each upload: 5 documents
No Max on the total amount of documents

Phase I Teaching

Uploading your Supporting Documentation

Select a document artifact attached to this form or add a new document.

| Select Document Artifacts ▼ | 👁 |

Standard 10 (2).pdf

Standard 10 Policy Requirements.pdf

Standard 10 Resource Manual.pdf

Standard 5.pdf

1. Once uploaded, please select the files needed within the dropdown menu.

2. The checkmarks mean you have selected the document to appear in the final portfolio.

Supporting Documentation:

Select a document artifact attached to this form or add a new document.

| Standard 10 (2).pdf, Standard 10 Policy Requirements.pdf ▼ | 👁 |

Standard 10 (2).pdf ✔

Standard 10 Policy Requirements.pdf ✔

Standard 10 Resource Manual.pdf

Standard 5.pdf

Phase I Teaching
Uploading your Supporting Documentation

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

Supporting Documentation:

Select a document artifact attached to this form or add a new document.

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

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

Selected Documents   X

👁   Standard 10 (2).pdf

👁   Standard 10 Policy Requirements.pdf

CLOSE

Phase I Teaching
Uploading your Supporting Documentation

TAMIU PPE - COAS V3   EXPORT ▾   EXIT FORM

View   Search |◀ ◀ 1 of 1 ▶ ▶|
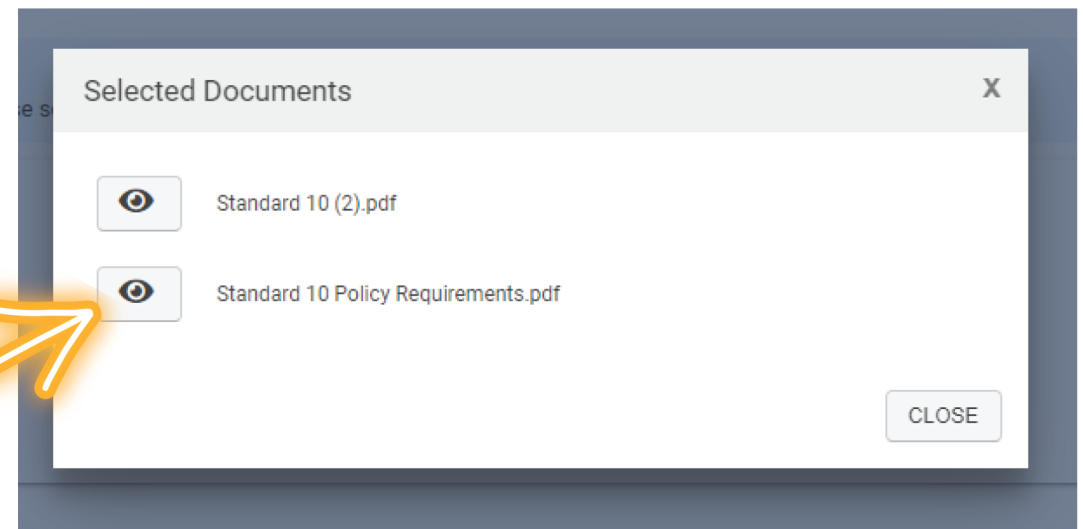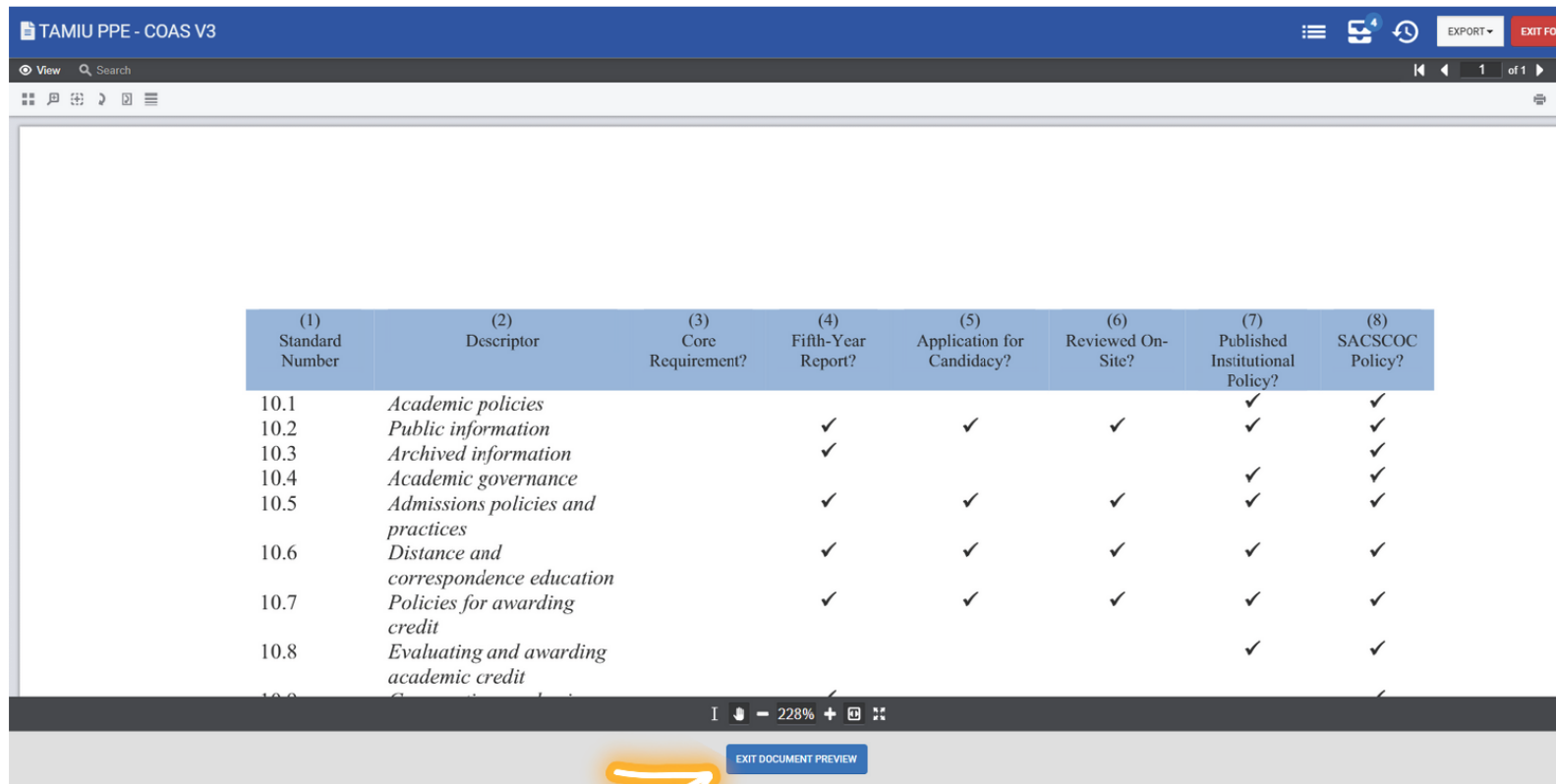
(1) Standard Number	(2) Descriptor	(3) Core Requirement?	(4) Fifth-Year Report?	(5) Application for Candidacy?	(6) Reviewed On-Site?	(7) Published Institutional Policy?	(8) SACSCOC Policy?
10.1	Academic policies					✓	✓
10.2	Public information		✓	✓	✓	✓	✓
10.3	Archived information		✓				✓
10.4	Academic governance					✓	✓
10.5	Admissions policies and practices		✓	✓	✓	✓	✓
10.6	Distance and correspondence education		✓	✓	✓	✓	✓
10.7	Policies for awarding credit		✓	✓	✓	✓	✓
10.8	Evaluating and awarding academic credit					✓	✓

I   — 228% +

EXIT DOCUMENT PREVIEW

5. From here you can view your document and to exit the document preview click the "EXIT DOCUMENT PREVIEW" at the bottom of the page.

Phase I Teaching

Deleting your Supporting Documentation

1. Click on this box entitled Manage Artifacts

TAMIU PPE - COAS V3

Manage Artifacts

EXPORT ▾ EXIT FORM

*

4 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

Phase I Teaching

Deleting your Supporting Documentation

Attached Artifacts

Tasks + ADD

No Tasks Available

No tasks have been attached to this object.
Click the **Add** button to add a new task.

Notes + ADD

No Notes Available

No notes have been attached to this object.
Click the **Add** button to add a new note.

Documents + ADD

Standard 5.pdf
15.65 MB

Created by Jan 4th, 2023

Standard 10 Policy Requirements.pdf
216.21 KB

Created by on Jan 4th, 2023

2. Find the Documents Area

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

Phase I Teaching

Deleting your Supporting Documentation

📁 **Documents**   **+ ADD**

Standard 5.pdf
15.65 MB
👤 Created by _____ on Jan 4th, 2023

4. Select the Red Trash Can to delete

Standard 10 Policy Requirements.p   🗑️ ⬇️ ❮
216.21 KB
👤 Created by _____ on Jan 4th, 2023

Standard 10 Resource Manual.pdf
472.80 KB
👤 Created by _____ on Jan 4th, 2023

se select the files within the dropdown menu.

Remove Document   x

Are you sure you want to delete the document?

DELETE   CLOSE

5. This text will pop up asking if you're sure you want to delete. Go ahead and click delete

Phase I Teaching
Teaching Summary of Course Evaluations

Teaching Summary of Course Evaluations:

ABCD 1301 101

📅 Spring 2022 👤 YOUR NAME (Course Section Director)
Survey: Spring 2022

Survey	Term	Start Date	End Date	Students	Responses	Response Rate
Spring 2022	Spring 2022	📅 2022-04-18	📅 2022-04-24	26	17	xx%

Questions		ENGL 4399 202			
	Avg	**StDev**	**Median**	**Mode**
The instructor engaged students in the subject matter. **Scale (1 - 5) 1 =** Strongly Disagree **5 =** Strongly Agree **Type:** Multi-Choice, Single Answer (*Metric)	XX	X.XX	X	X
The instructor provided feedback on my performance throughout the semester. **Scale (1 - 5) 1 =** Strongly Disagree **5 =** Strongly Agree **Type:** Multi-Choice, Single Answer (*Metric)	XX	X.XX	X	X
The course was well-organized. **Scale (1 - 5) 1 =** Strongly Disagree **5 =** Strongly Agree **Type:** Multi-Choice, Single Answer (*Metric)	XX	X.XX	X	X
Overall, the quality of the instruction in this course was: **Scale (1 - 5) 1 =** Very Poor **5 =** Excellent **Type:** Multi-Choice, Single Answer (*Metric)	XX	X.XX	X	X
The academic/creative challenge was: **Scale (1 - 5) 1 =** Much Lower **5 =** Much Higher	XX	X.XX	X	X

Phase I Teaching
Mean of the Median Calculation

You will need the responses from the previous section to calculate your mean of the median calculation. The first four questions will be used to calculate

Teaching Summary of Course Evaluations:

ABCD 1301 101

Spring 2022   YOUR NAME (Course Section Director)
Survey: Spring 2022

Survey	Term	Start Date	End Date	Students	Responses	Response Rate
Spring 2022	Spring 2022	2022-04-18	2022-04-24	26	17	xx%

Questions				ENGL 4399 202			
					Avg	StDev	Median	Mode

Questions	Avg	StDev	Median	Mode
The instructor engaged students in the subject matter. Scale (1 - 5) 1 = Strongly Disagree 5 = Strongly Agree Type: Multi-Choice, Single Answer (*Metric)	XX	X.XX	X	X
The instructor provided feedback on my performance throughout the semester. Scale (1 - 5) 1 = Strongly Disagree 5 = Strongly Agree Type: Multi-Choice, Single Answer (*Metric)	XX	X.XX	X	X
The course was well-organized. Scale (1 - 5) 1 = Strongly Disagree 5 = Strongly Agree Type: Multi-Choice, Single Answer (*Metric)	XX	X.XX	X	X
Overall, the quality of the instruction in this course was: Scale (1 - 5) 1 = Very Poor 5 = Excellent Type: Multi-Choice, Single Answer (*Metric)	XX	X.XX	X	X
The academic/creative challenge was: Scale (1 - 5) 1 = Much Lower 5 = Much Higher	XX	X.XX	X	X

Question 1
Question 2
Question 3
Question 4

Phase I Teaching

Mean of the Median Calculation
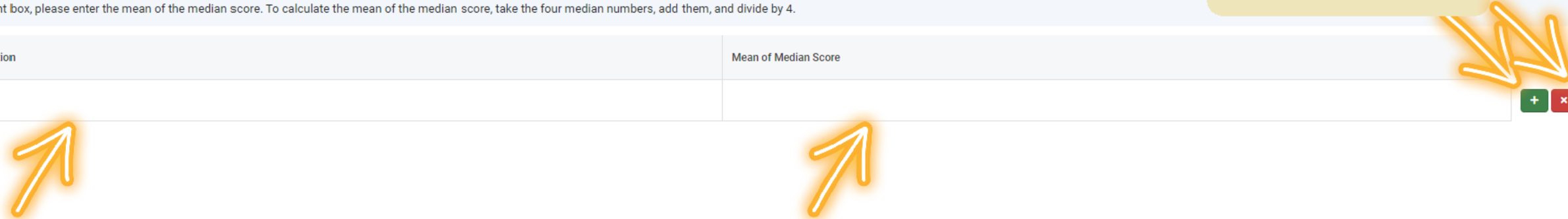
The instructions are in the blue square.

Mean of the Median Calculation:

In the left box, please enter your course section.
On the right box, please enter the mean of the median score. To calculate the mean of the median score, take the four median numbers, add them, and divide by 4.

Course Section	Mean of Median Score

Add another Course Section or Delete a Course Section

Enter your Course Section here

Enter the mean of the median calculation here. (Q1 Median + Q2 Median + Q3 Median + Q4 Median) ÷ 4

Phase II Research, Scholarly Activities, and Creative Work

A. Pre-Publication Activities:

Credit for properly documented and significant pre-publication activities is important in order to provide incentives for faculty to engage in major, multi-year research projects. These activities include, but are not limited to the following:

- Drafts of grants submitted for funding
- Reading in primary and secondary sources
- Exploration of archival collections
- Creation of research materials (e.g., questionnaires)
- Data collection and analysis
- Field and lab research activities
- Drafts of papers in progress (reports, articles, book chapters, and books, etc.)
- Preliminary work for an exhibit or performance

Documentation for all activities described in the narrative should be made available to the Department Chair, who, in turn, will give appropriate research credit for the pre-publication activities.
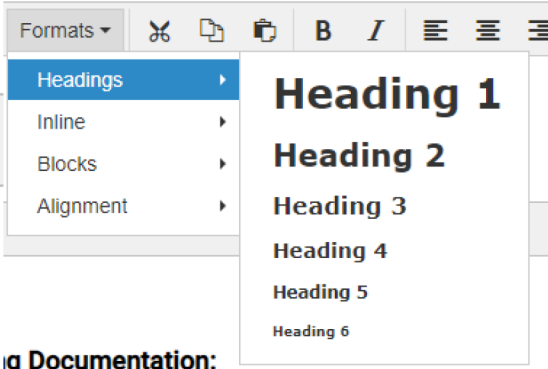
Instructions

Narrative for Pre-Publication Activities:

↶ ↷	Formats ▾	✂ ⎘ ⎗	**B** *I*	≡ ≡ ≡ ≡	☰▾ ☰▾ ⫤ ⫢	⊞▾	🔗	A ▾ A ▾	<>

Enter your responses in this text box

Text Box

1. Undo

2. Redo

3. Formats
- Headings
- Inline
- Blocks
- Alignment

Headings:
- Heading 1
- Heading 2
- Heading 3
- Heading 4
- Heading 5
- Heading 6

Inline:
- **B** Bold
- *I* Italic
- U Underline
- S Strikethrough
- X² Superscript
- X₂ Subscript
- <> Code

Blocks:
- Paragraph
- Blockquote
- Div
- Pre

Alignment:
- Left
- Center
- Right
- Justify

Text Box

9. Align left

4, 5, & 6 — Buttons do not work. You must use Ctrl+X/C/V or COMMAND+X/C/V (Apple)

7. Bold

8. Italic

10. Align center

11. Align right

12. Justify

13. Bullet list
- Default
- Circle
- Disc
- Square

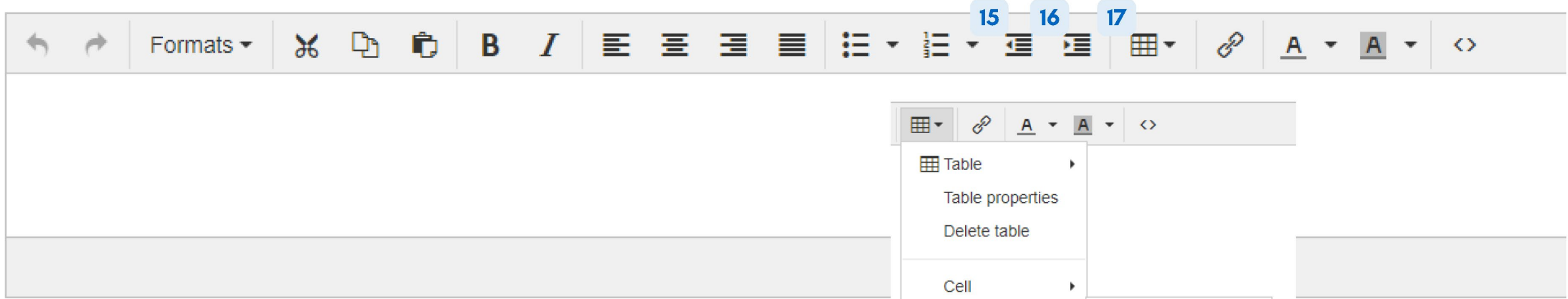**14.** Numbered list
- Default
- Lower Alpha
- Lower Greek
- Lower Roman
- Upper Alpha
- Upper Roman

Text Box

15. Decrease indent

16. Increase indent

17. Table

Text Box

18. Insert/edit link

Insert link ✕

Jrl

Text to display

Title

Target   None ▾

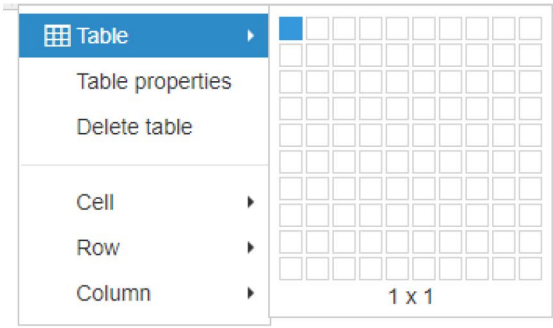Ok   Cancel

19. Text color

20. Background color

21. Source code

Text Box

Narrative describing the faculty member's efforts to achieve or maintain teaching excellence:

↶ ↷	Formats ▾	✂ ⎘ ⎗	**B** *I*	≡ ≡ ≡ ≡	☰▾ ☰▾	⇤ ⇥	⊞▾	🔗	A▾	A▾	<>

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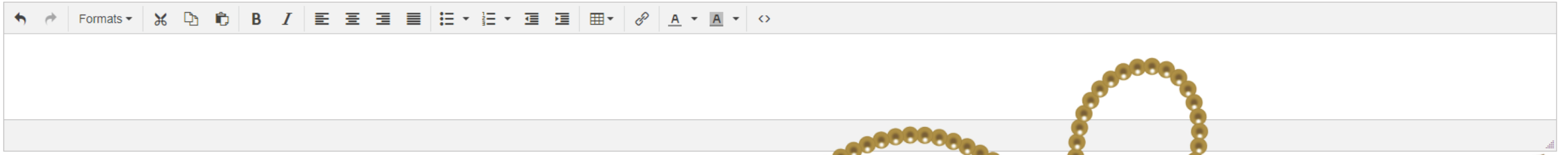
This corner can be pulled to make the text box bigger

Phase II Research, Scholarly Activities, and Creative Work

Uploading your Supporting Documentation

*

3

Supporting Documentation:

Please provide supporting documentation to justify your teaching 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.
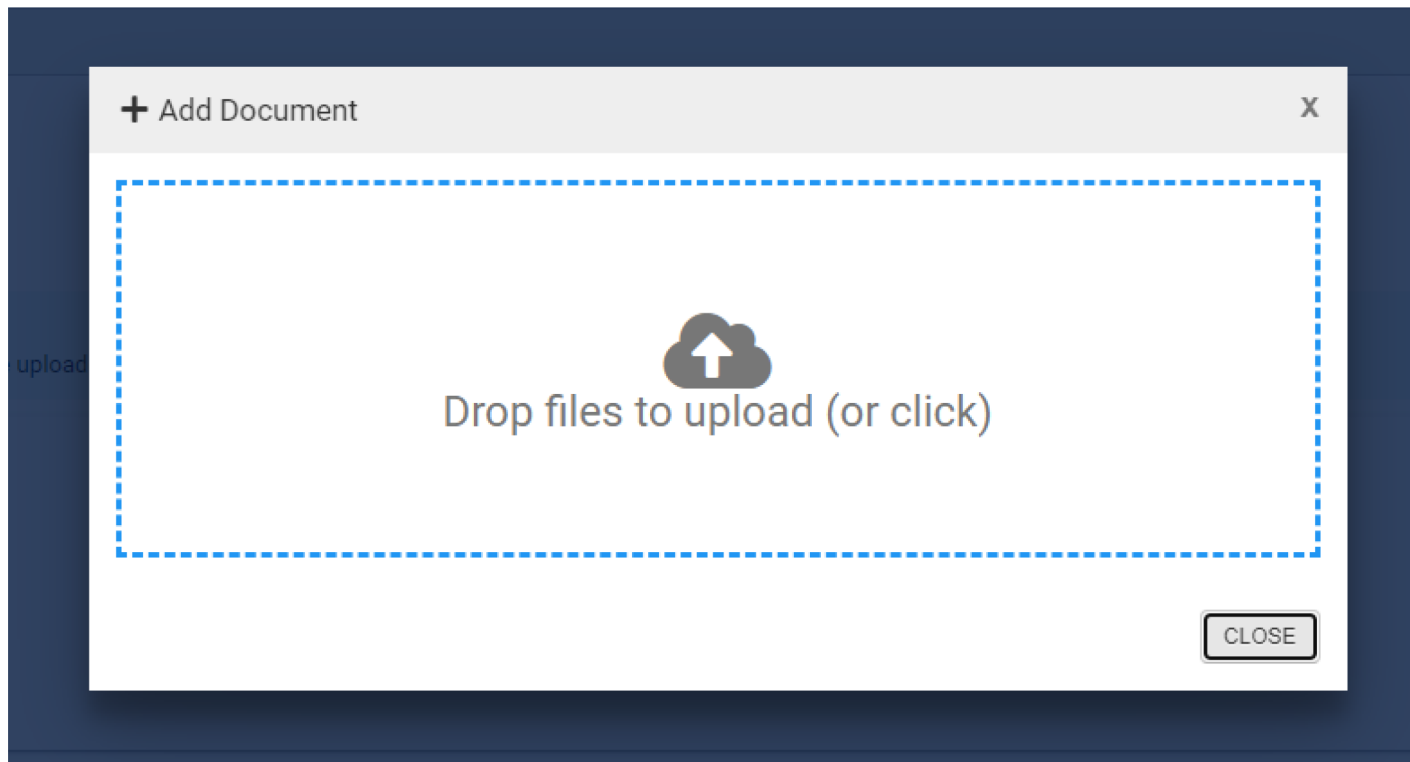
Select Document Artifacts ▾

CLICK HERE

Phase II Research, Scholarly Activities, and Creative Work

Uploading your Supporting Documentation

+ Add Document   x

Drop files to upload (or click)

CLOSE

Drag your files or click to upload.

Max per each upload: 5 documents

No Max on the total amount of documents

Phase II Research, Scholarly Activities, and Creative Work

Uploading your Supporting Documentation

Select a document artifact attached to this form or add a new document.

Select Document Artifacts ▾ 👁

Standard 10 (2).pdf

Standard 10 Policy Requirements.pdf

Standard 10 Resource Manual.pdf

Standard 5.pdf

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.

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

Standard 10 (2).pdf ✔

Standard 10 Policy Requirements.pdf ✔

Standard 10 Resource Manual.pdf

Standard 5.pdf

Phase II Research, Scholarly Activities, and Creative Work

Uploading your Supporting Documentation

Supporting Documentation:
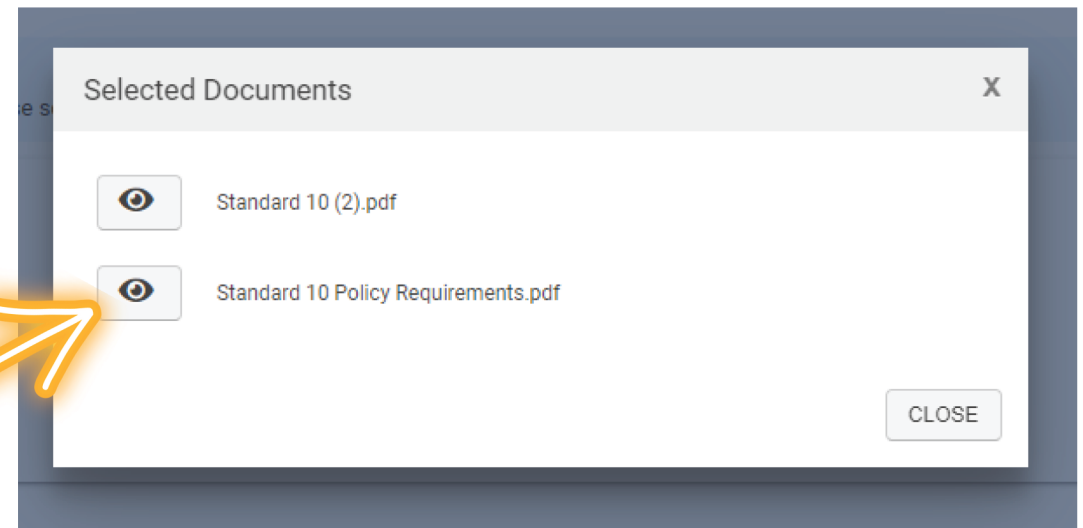
Select a document artifact attached to this form or add a new document.

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

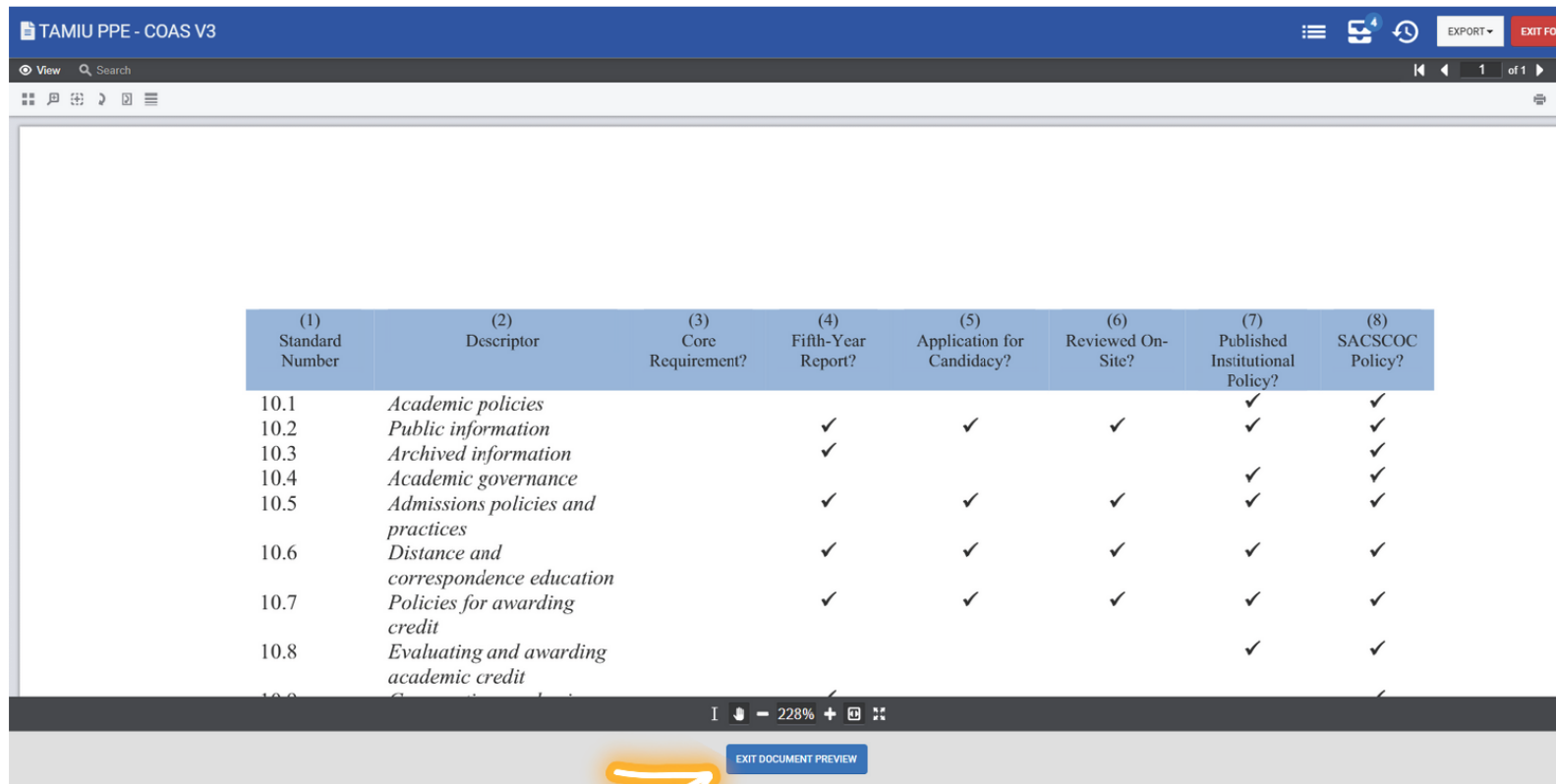3. You can view your documents by pressing the eye image

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

Selected Documents   X

Standard 10 (2).pdf

Standard 10 Policy Requirements.pdf

CLOSE

Phase II Research, Scholarly Activities, and Creative Work

Uploading your Supporting Documentation

5. From here you can view your document and to exit the document preview click the "EXIT DOCUMENT PREVIEW" at the bottom of the page.

Phase II Research, Scholarly Activities, and Creative Work

Deleting your Supporting Documentation

1. Click on this box entitled Manage Artifacts

📄 TAMIU PPE - COAS V3

Manage Artifacts

EXPORT ▾   EXIT FORM

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④

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.

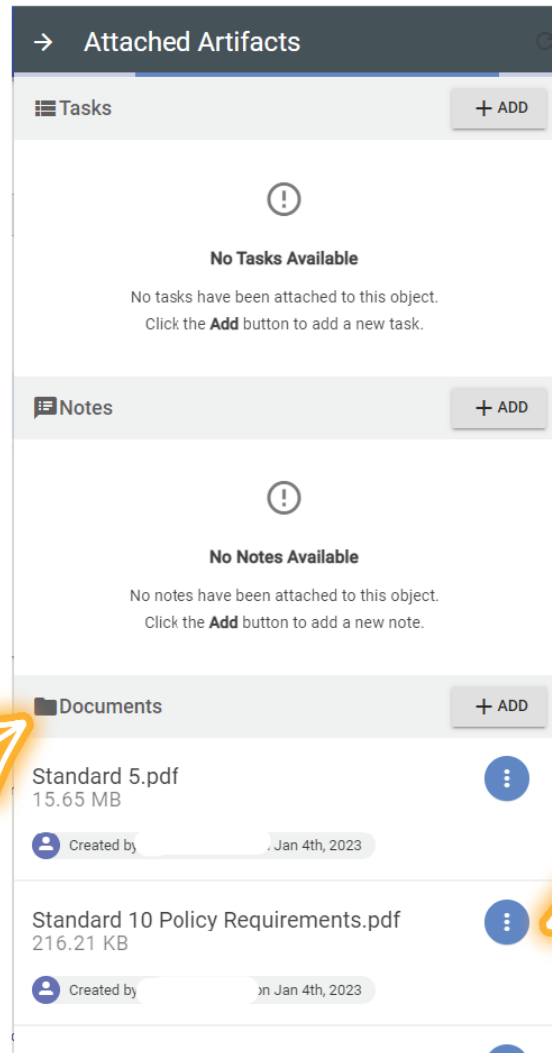**Supporting Documentation:**

Select a document artifact attached to this form or add a new document.

Select Document Artifacts

Phase II Research, Scholarly Activities, and Creative Work

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.

Phase II Research, Scholarly Activities, and Creative Work

Deleting your Supporting Documentation

📁 Documents   **+ ADD**

Standard 5.pdf
15.65 MB

👤 Created by ⬚⬚⬚ on Jan 4th, 2023

4. Select the Red Trash Can to delete

Standard 10 Policy Requirements.p 🗑 ⬇ ‹
216.21 KB

👤 Created by ⬚⬚⬚ on Jan 4th, 2023

Standard 10 Resource Manual.pdf
472.80 KB

👤 Created by ⬚⬚⬚ on Jan 4th, 2023

se select the files within the dropdown menu.

Remove Document   x

Are you sure you want to delete the document?

DELETE CLOSE
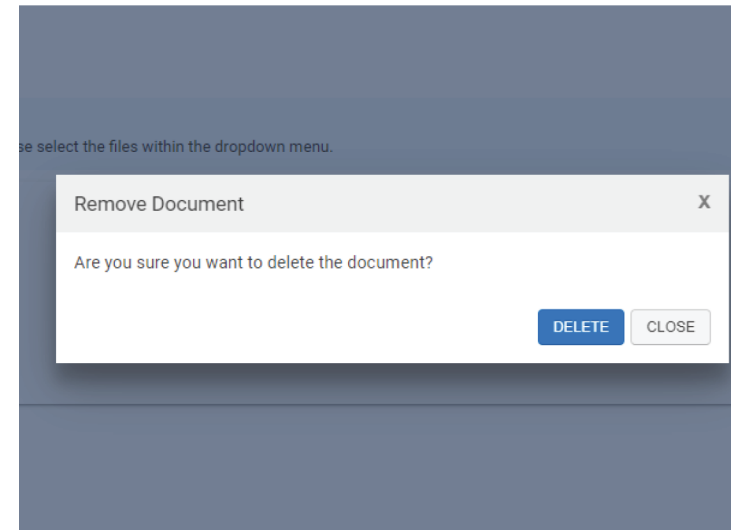
5. This text will pop up asking if you're sure you want to delete. Go ahead and click delete

Phase II Research, Scholarly Activities, and Creative Work

Repeat these steps for
- B. Publications, Exhibits, & Performances
- C. Involvement in Professional Organizations and Meetings

Phase III. University and Community Service

Phase III. University and Community Service
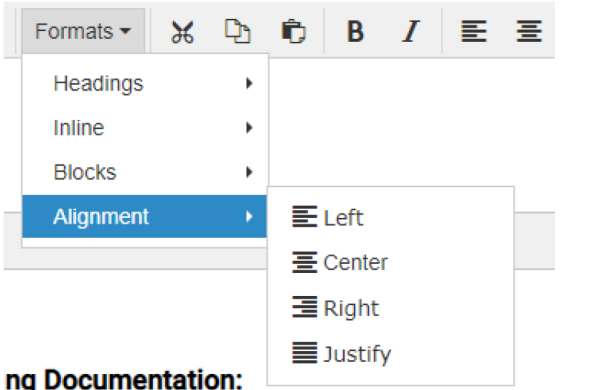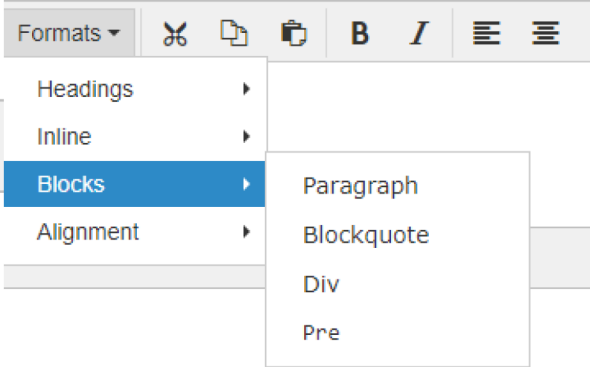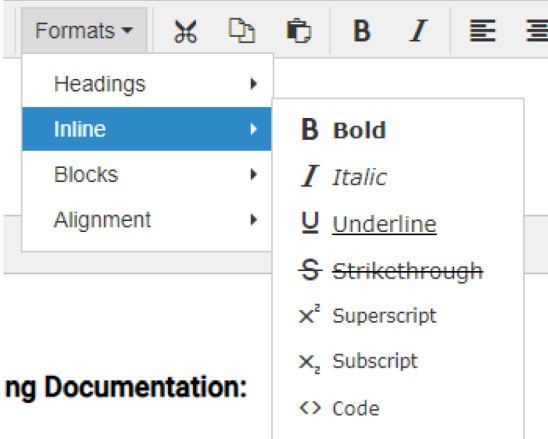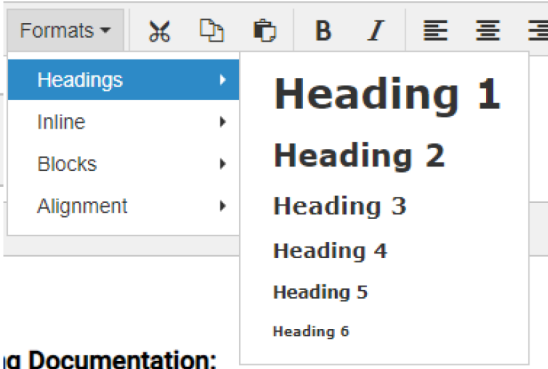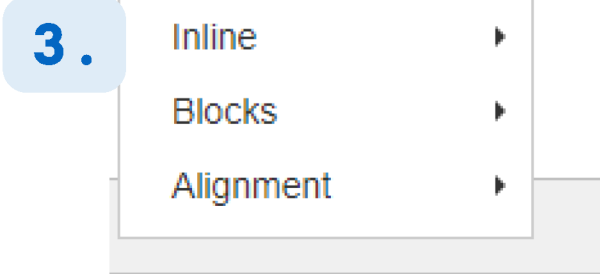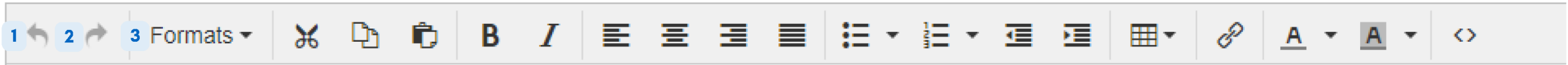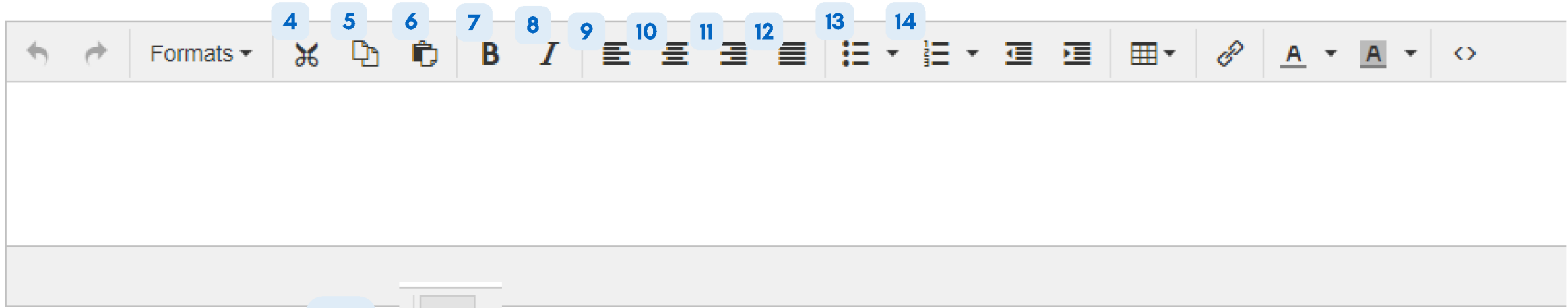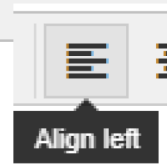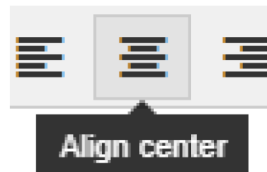
Instructions

1 Service to the University and the community is expected of all COAS faculty members who are tenured or tenure-track, and is desirable for full-time non-tenure-track faculty as well. The College requires a minimum of two service obligations per year per tenured or tenure-track faculty member, with a sliding scale of minimum expectations as follows:

- Tenure-track, during years 1-3 at TAMIU: two service obligations per academic year (committees, community projects, student or professional services)
- Tenure-track, during years 4-6 at TAMIU: three service obligations per academic year (committees, community projects, student or professional services)
- Tenured: four service obligations per academic year (committees, community projects, student or professional services), with the expectation of increasing leadership within the University

In this context, "service obligations" will be interpreted to mean a wide variety of possible tasks, as is indicated in the list below. Faculty who wish to be evaluated for merit pay will be required to include a narrative of their service activities as a part of the annual PPE. The narrative should go beyond a list of one's participation in service activities to discuss what role(s) the faculty member played in each instance. Documentation, such as committee minutes, advising rosters, or other proofs of involvement, will help further strengthen the faculty member's case that their service meets and exceeds the minimum requirements. Service obligations may include, but are not limited to the following:

- Service on Departmental, College, and University Committees (membership on either a standing or specially appointed committee; development of degree programs and new courses; recruitment and/or open house participation; chairmanships of committees);
- Advising (service as departmental advisor; documented proof of student advisory meetings);
- Community Service (supervision of non-mandatory student internships/projects benefitting a community organization; service on a community committee; service on the board of a community committee; service provided without compensation to the community; membership in a community organization; participation in the events of community organizations);
- Student Service (sponsorship of a club or honor society; supervision of a field trip; service on University committees relating to Student Affairs);
- Professional Service (consulting services/workshops in area of expertise [to include artwork, performances, and accompaniment], speaking engagements [with or without compensation]; service to professional organizations).
- Special consideration will be given to service as a faculty mentor to junior faculty and to service on the following committees: Faculty Senate, Grievance Committees, University Honor Council, Institutional Review Board, Institutional Animal Care and Use Committee, College and University Promotion and Tenure Committees, and College and University Curriculum Committees.

2

Narrative for University and Community Service:

Enter your responses in this text box

*

Text Box

1. Undo

2. Redo

3. Formats
   - Headings
     - Heading 1
     - Heading 2
     - Heading 3
     - Heading 4
     - Heading 5
     - Heading 6
   - Inline
     - **B** Bold
     - *I* Italic
     - U Underline
     - S Strikethrough
     - X² Superscript
     - X₂ Subscript
     - <> Code
   - Blocks
     - Paragraph
     - Blockquote
     - Div
     - Pre
   - Alignment
     - Left
     - Center
     - Right
     - Justify

Text Box

4, 5, & 6
Buttons do not work. You must use Ctrl+X/C/V or COMMAND+X/C/V (Apple)

7. Bold

8. Italic

9. Align left

10. Align center

11. Align right

12. Justify

13. Bullet list
Default
Circle
Disc
Square

14. Numbered list
Default
Lower Alpha
Lower Greek
Lower Roman
Upper Alpha
Upper Roman

Text Box

Text Box

18. Insert/edit link

Insert link ✕

Jrl

Text to display

Title

Target | None ▾

Ok | Cancel

19. Text color

20. Background color

21. Source code

Text Box

Narrative describing the faculty member's efforts to achieve or maintain teaching excellence:

| ↶ ↷ | Formats ▾ | ✂ ⎘ ⎗ | **B** *I* | ☰ ☰ ☰ ☰ | ☰▾ ☰▾ ☰ ☰ | ⊞▾ | 🔗 | A ▾ A ▾ | <> |

*

This corner can be pulled to make the text box bigger

Phase III. University and Community Service

Uploading your Supporting Documentation

*
③

Supporting Documentation:

Please provide supporting documentation to justify your teaching 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 ▾

CLICK HERE

Phase III. University and Community Service
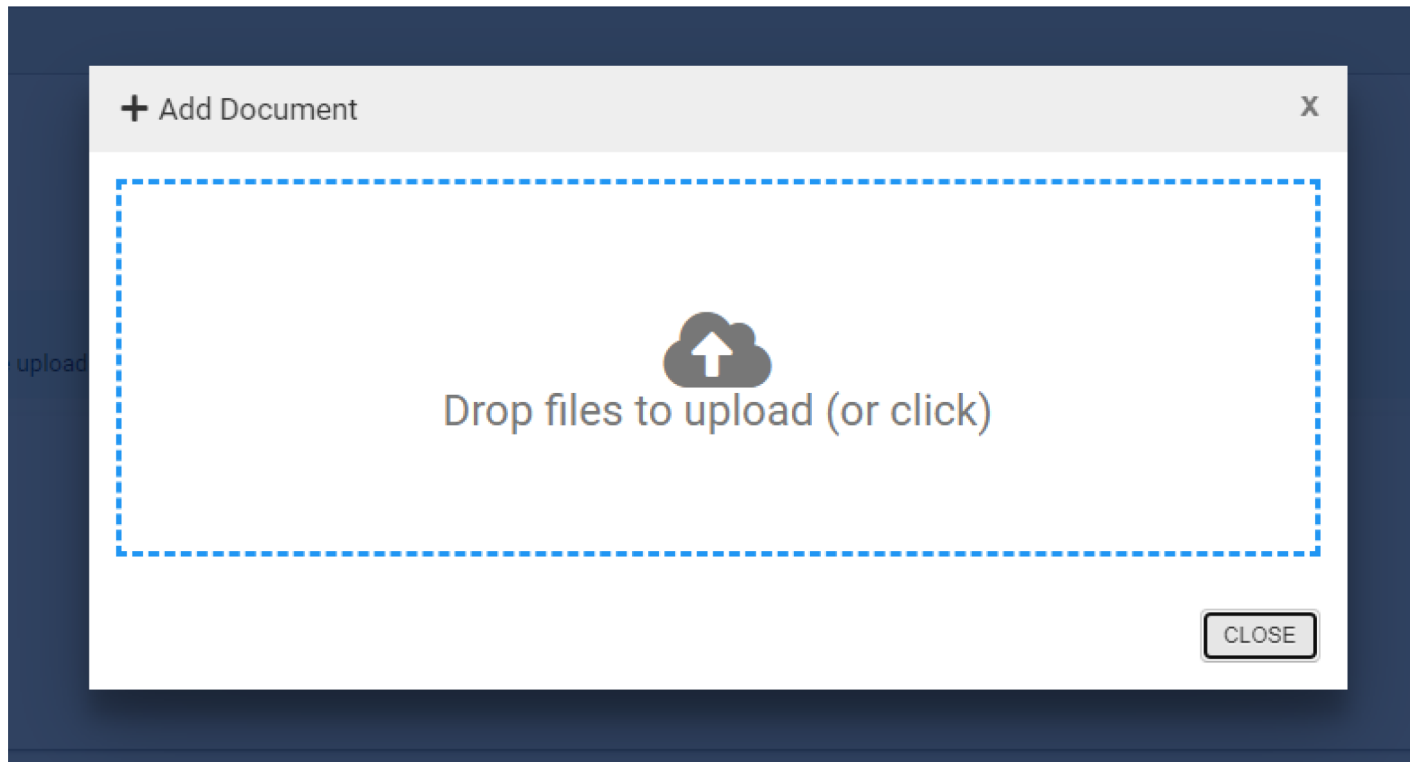
Uploading your Supporting Documentation

+ Add Document   x

Drop files to upload (or click)

CLOSE

upload
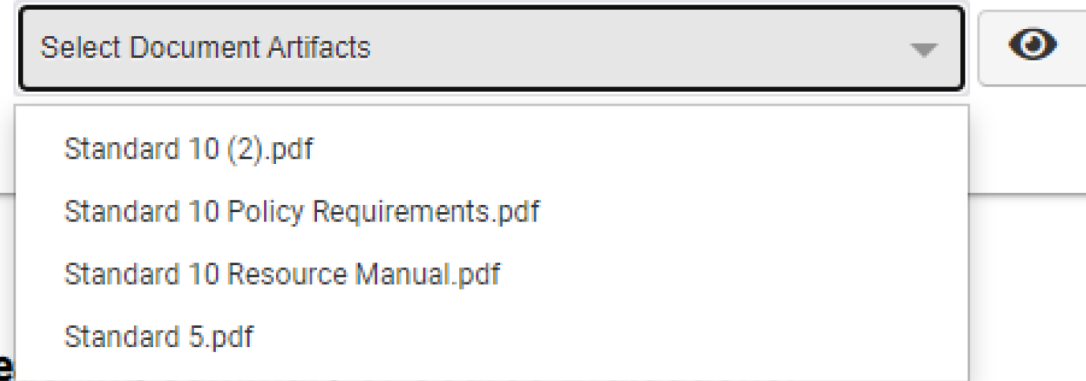
Drag your files or click to upload.
Max per each upload: 5 documents
No Max on the total amount of documents

Phase III. University and Community Service

Uploading your Supporting Documentation

Select a document artifact attached to this form or add a new document.

| Select Document Artifacts | ⬜ | 👁 |

Standard 10 (2).pdf

Standard 10 Policy Requirements.pdf

Standard 10 Resource Manual.pdf

Standard 5.pdf

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.
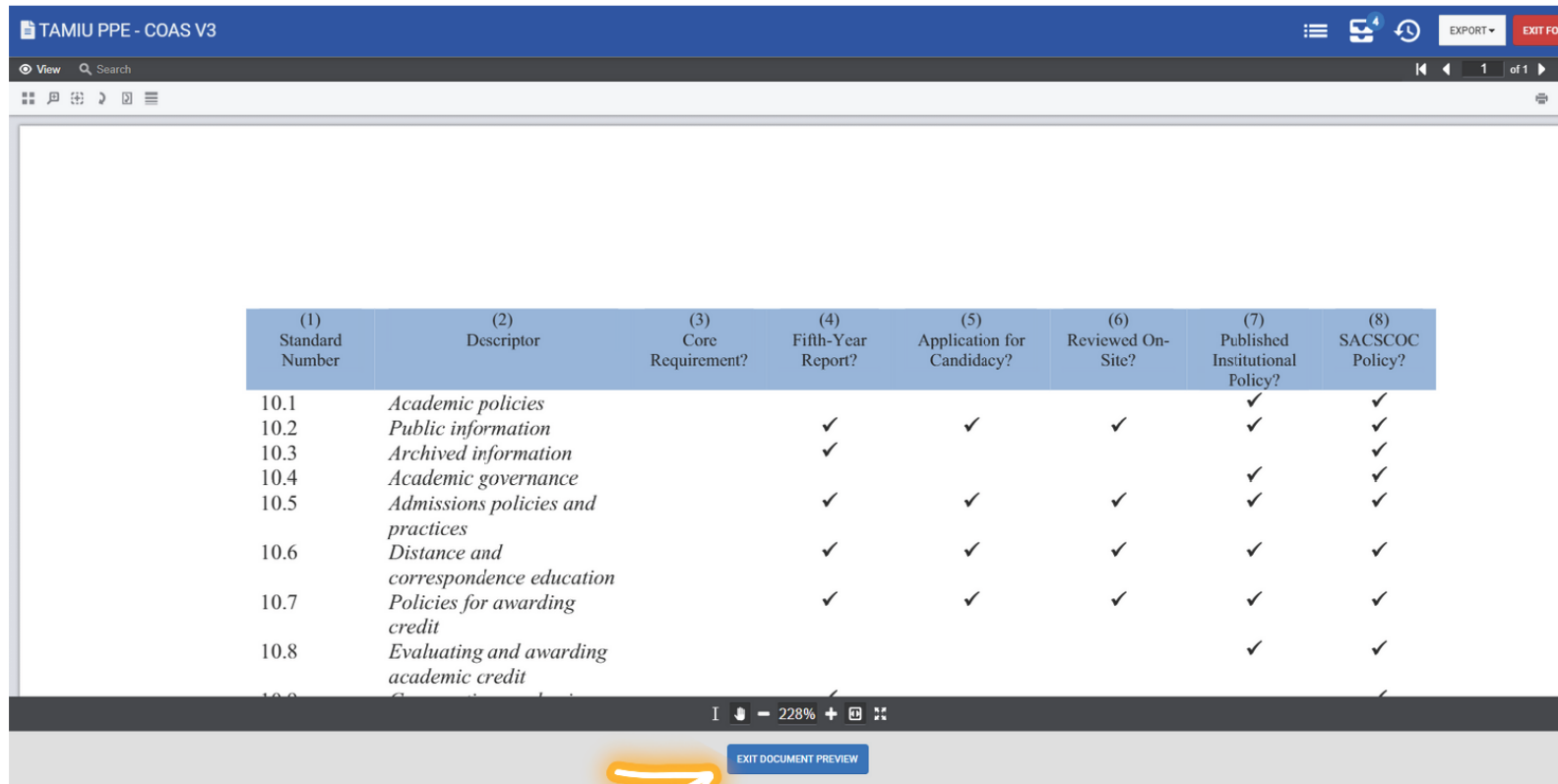
| Standard 10 (2).pdf, Standard 10 Policy Requirements.pdf | ⬜ | 👁 |

Standard 10 (2).pdf ✔

Standard 10 Policy Requirements.pdf ✔

Standard 10 Resource Manual.pdf

Standard 5.pdf

Phase III. University and Community Service

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

Selected Documents   X

👁   Standard 10 (2).pdf

👁   Standard 10 Policy Requirements.pdf

CLOSE

Phase III. University and Community Service

Uploading your Supporting Documentation

5. From here you can view your document and to exit the document preview click the "EXIT DOCUMENT PREVIEW" at the bottom of the page.

Phase III. University and Community Service

Deleting your Supporting Documentation

1. Click on this box entitled Manage Artifacts

TAMIU PPE - COAS V3

Manage Artifacts

EXPORT ▾   EXIT FORM

*

4

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.
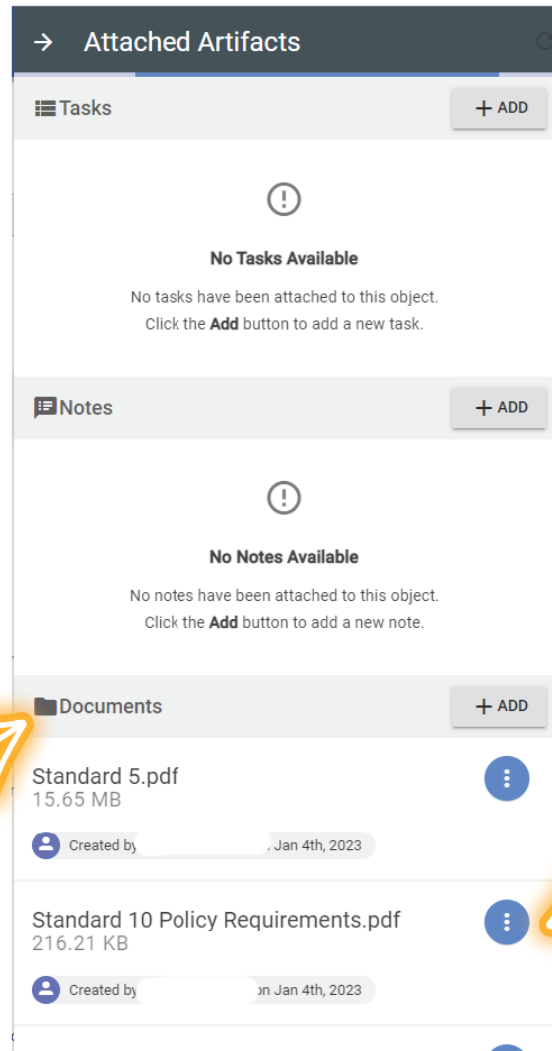
Supporting Documentation:

Select a document artifact attached to this form or add a new document.

Select Document Artifacts

Phase III. University and Community Service

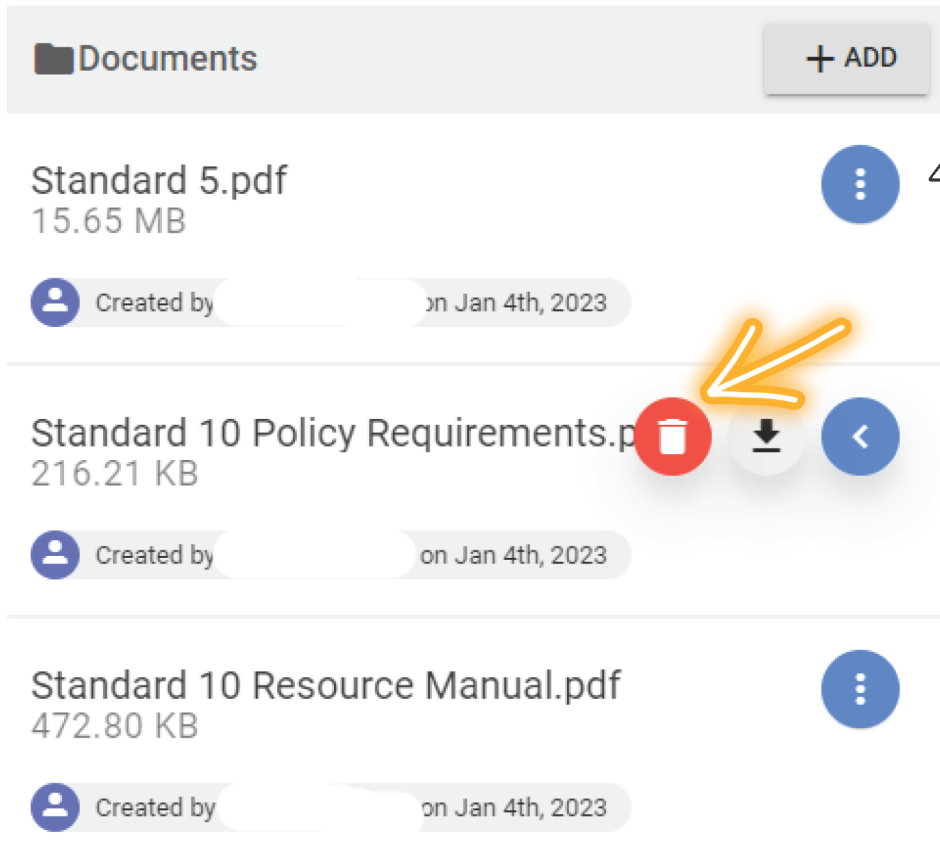## Deleting your Supporting Documentation

Attached Artifacts

Tasks + ADD

No Tasks Available
No tasks have been attached to this object.
Click the **Add** button to add a new task.

Notes + ADD

No Notes Available
No notes have been attached to this object.
Click the **Add** button to add a new note.

Documents + ADD

Standard 5.pdf
15.65 MB
Created by . Jan 4th, 2023

Standard 10 Policy Requirements.pdf
216.21 KB
Created by on Jan 4th, 2023

2. Find the Documents Area

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

Phase III. University and Community Service

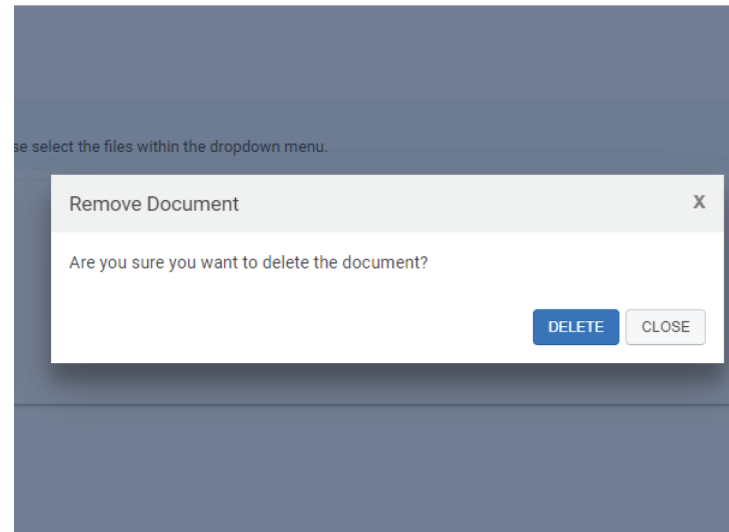## Deleting your Supporting Documentation

📁 **Documents**   **+ ADD**

Standard 5.pdf
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Standard 10 Policy Requirements.p
216.21 KB

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Standard 10 Resource Manual.pdf
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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

se select the files within the dropdown menu.

Remove Document   x

Are you sure you want to delete the document?

DELETE   **CLOSE**

Faculty Curriculum Vitae

Uploading your Personal CV

Please upload your personal CV

Please select the add a new document link to upload your files. Once uploaded, please select the files within the dropdown menu.

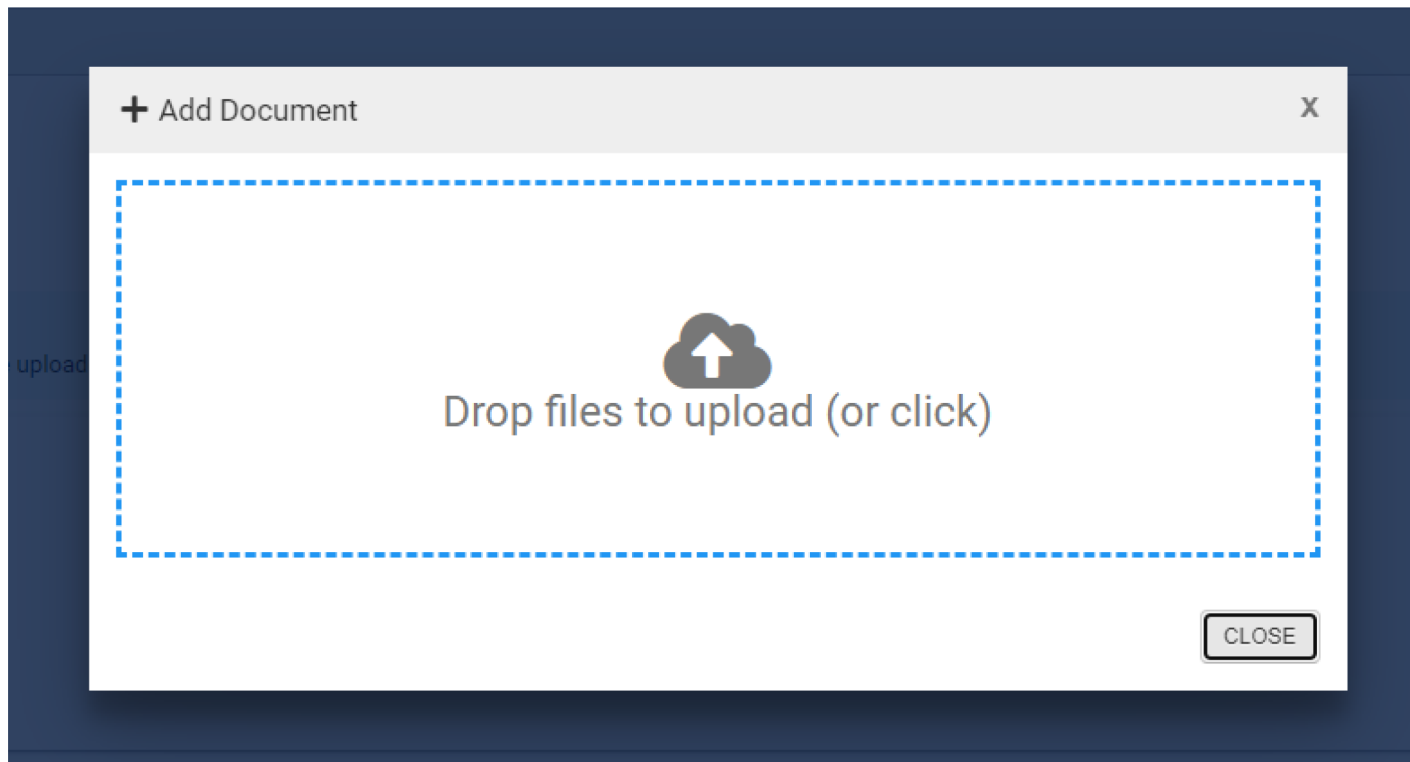Select a document artifact attached to this form or add a new document.

Select Document Artifacts 👁

CLICK HERE

Faculty Curriculum Vitae

Uploading your Supporting Documentation

+ Add Document   x

Drop files to upload (or click)

CLOSE

Drag your files or click to upload.
Max per each upload: 5 documents
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Faculty Curriculum Vitae

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Select Document Artifacts

Standard 10 (2).pdf

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Standard 5.pdf

1. Once uploaded, please select the files needed within the dropdown menu.

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Supporting Documentation:

Select a document artifact attached to this form or add a new document.

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

Standard 10 (2).pdf ✔

Standard 10 Policy Requirements.pdf ✔

Standard 10 Resource Manual.pdf

Standard 5.pdf

Faculty Curriculum Vitae

Uploading your Personal CV

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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

Selected Documents   X

Standard 10 (2).pdf

Standard 10 Policy Requirements.pdf

CLOSE

Faculty Curriculum Vitae

Uploading your Personal CV

5. From here you can view your document and to exit the document preview click the "EXIT DOCUMENT PREVIEW" at the bottom of the page.

Faculty Curriculum Vitae

Deleting your Personal CV

1. Click on this box entitled Manage Artifacts

TAMIU PPE - COAS V3

EXPORT ▾   EXIT FORM

Manage Artifacts

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④

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

Faculty Curriculum Vitae
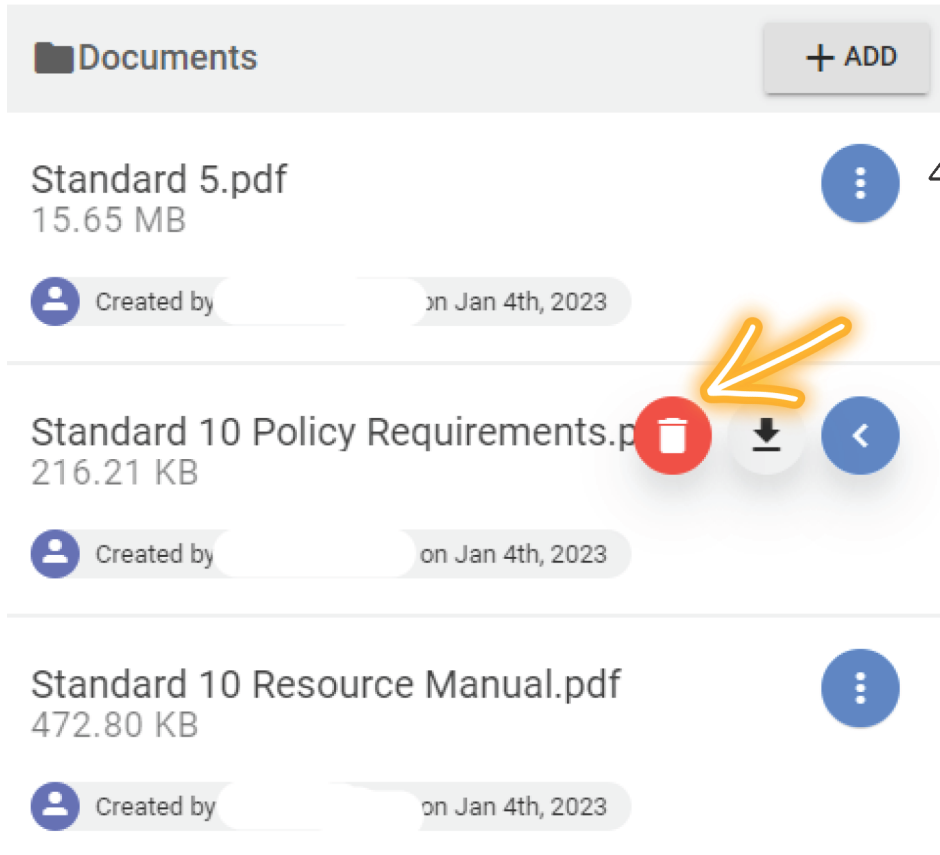
Deleting your Personal CV

Attached Artifacts

Tasks   + ADD

⚠

No Tasks Available

No tasks have been attached to this object.
Click the **Add** button to add a new task.

Notes   + ADD

⚠

No Notes Available

No notes have been attached to this object.
Click the **Add** button to add a new note.

Documents   + ADD

Standard 5.pdf
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Standard 10 Policy Requirements.pdf
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2. Find the Documents Area
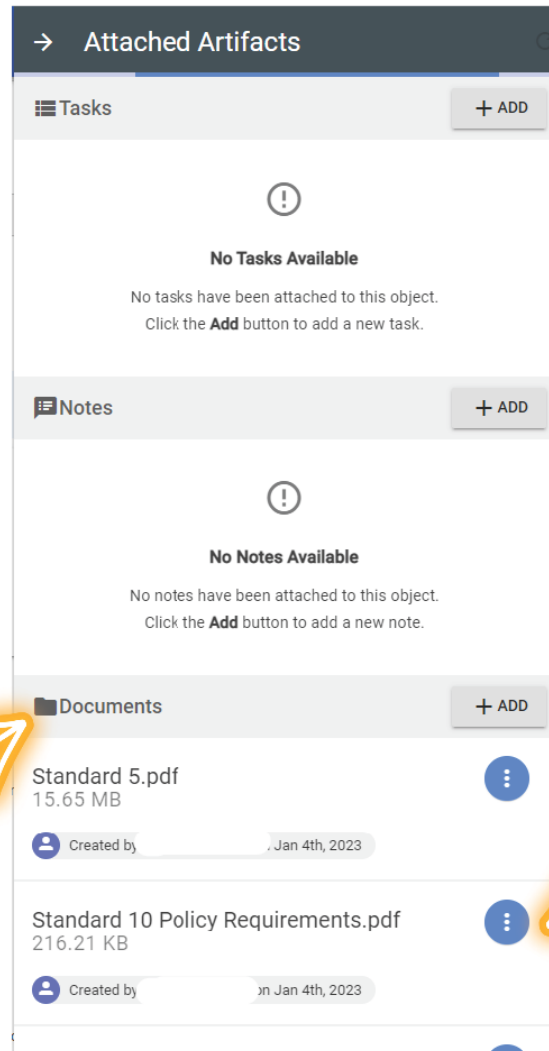
3. Locate the document you wish to delete, and hover your mouse over the blue button.

Faculty Curriculum Vitae

Deleting your Personal CV

Documents + ADD

Standard 5.pdf
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Standard 10 Resource Manual.pdf
472.80 KB

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se select the files within the dropdown menu.

Remove Document   x

Are you sure you want to delete the document?

DELETE   CLOSE
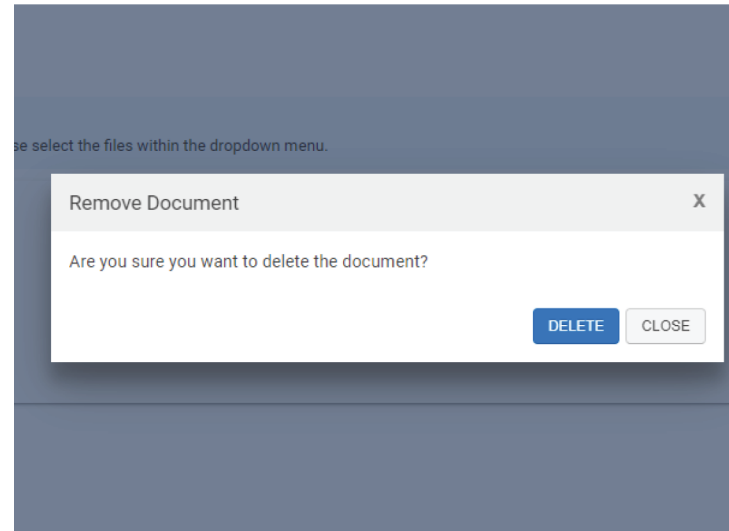
5. This text will pop up asking if you're sure you want to delete. Go ahead and click delete

Submitting or Saving your PPE

Submitting or Saving your PPE

By Clicking Submit you are verifying the above information is correct

CONTINUE LATER | SUBMIT THE FORM

Once you are ready to submit simply click I'm Finished, Submit.

If you are <u>NOT</u> ready to submit and simply want to save the work press "Continue Later" to save your work.

Please Note If you have left anything blank that needs a response the system will not allow you to submit.

INSTRUCTIONS ON HOW TO SAVE AND PRINT A PDF OF YOUR PPE CAN BE FOUND ON SUBSEQUENT SLIDES

Locating Your Submitted PPE Form

Locating Your Submitted PPE Form

Go to your AEFIS Dashboard

Locating Your Submitted PPE Form

Locate the widget entitled
"My Data Collection Forms"

TEXAS A&M INTERNATIONAL UNIVERSITY

AEFIS v3.86-26
TRAINING
TRAININGAPP12

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).
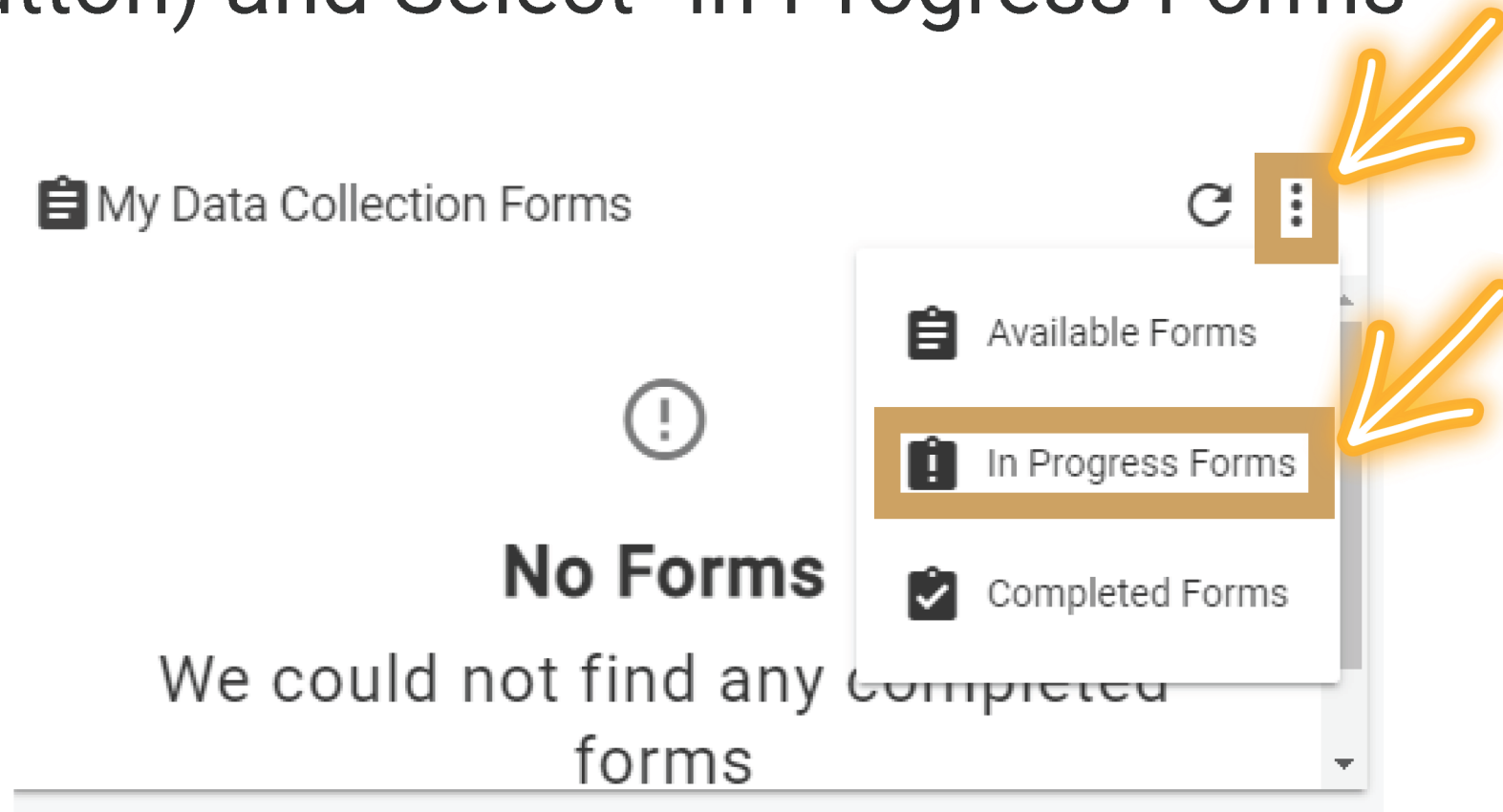
My Course Evaluations

☺

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"

📋 My Data Collection Forms

📋 Available Forms

📋 In Progress Forms

✅ Completed Forms

⚠️

No Forms

We could not find any completed 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.
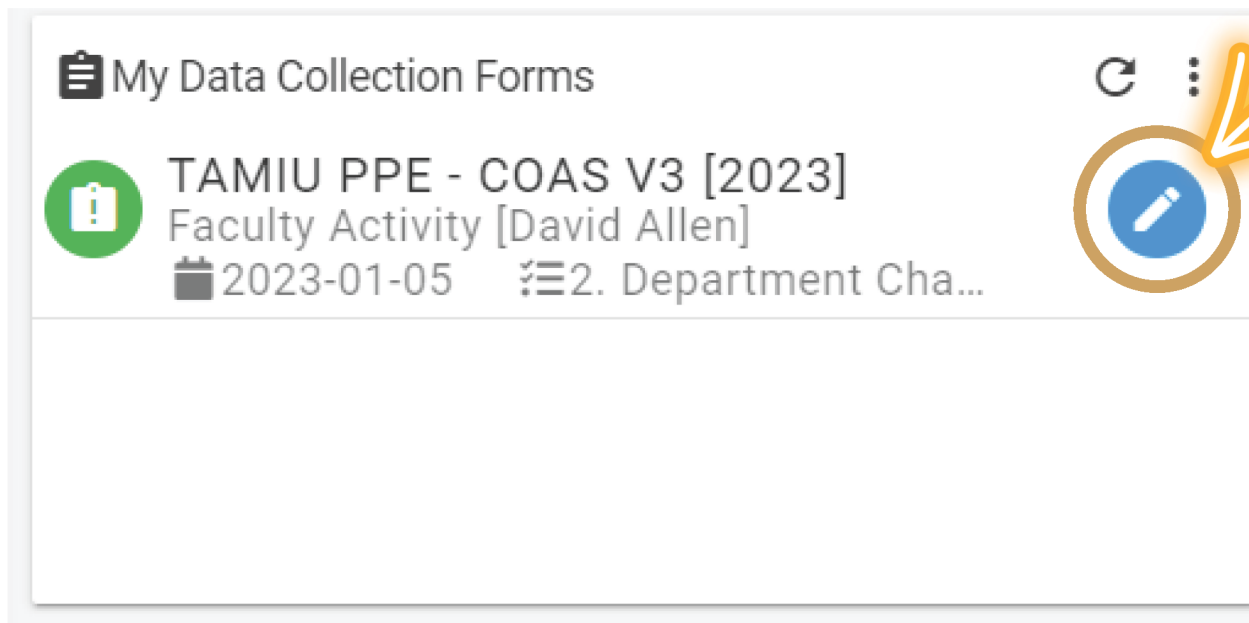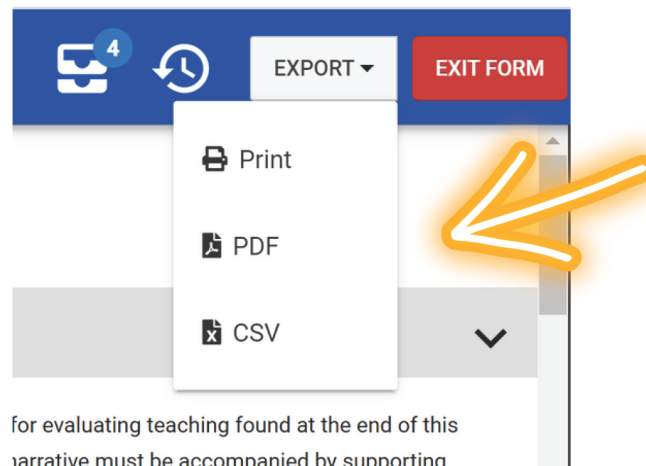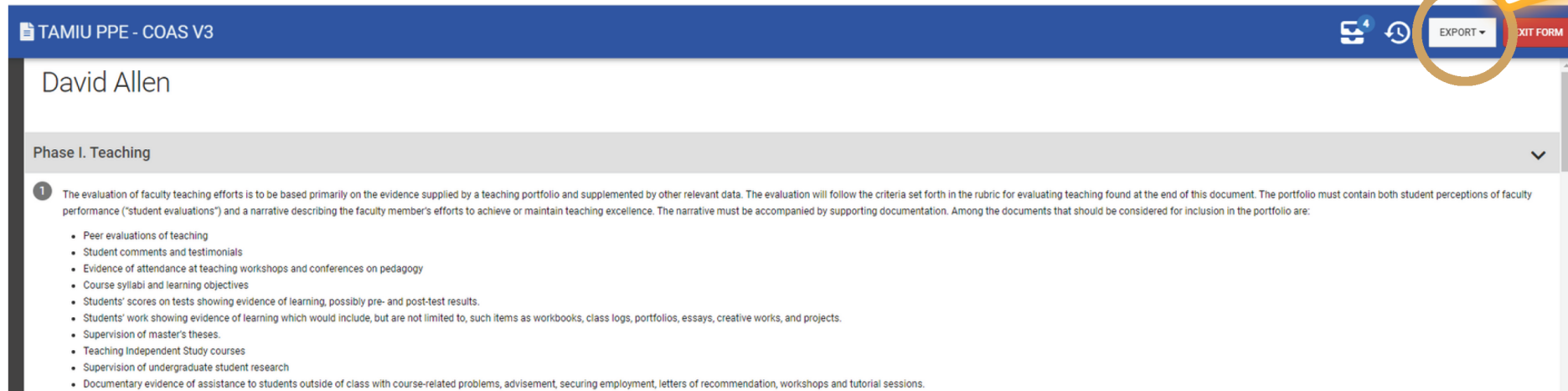

We suggest if you want to save or print your responses for your own archives that, you do so AFTER your submission by using this method.

Saving Your Submitted PPE Form

On the upper right side of the PPE form you will see a grey button entitled "Export"

You can export to Print, PDF, or CSV. If you click PDF, it will export your entire PPE Form it will include the Supporting Documents as hyperlinks. Please be patient. It may take a long time to export

Thank you!