

# College of Nursing and Health 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



Remember me on this computer

**SIGN IN**

[Forgot Password?](#)

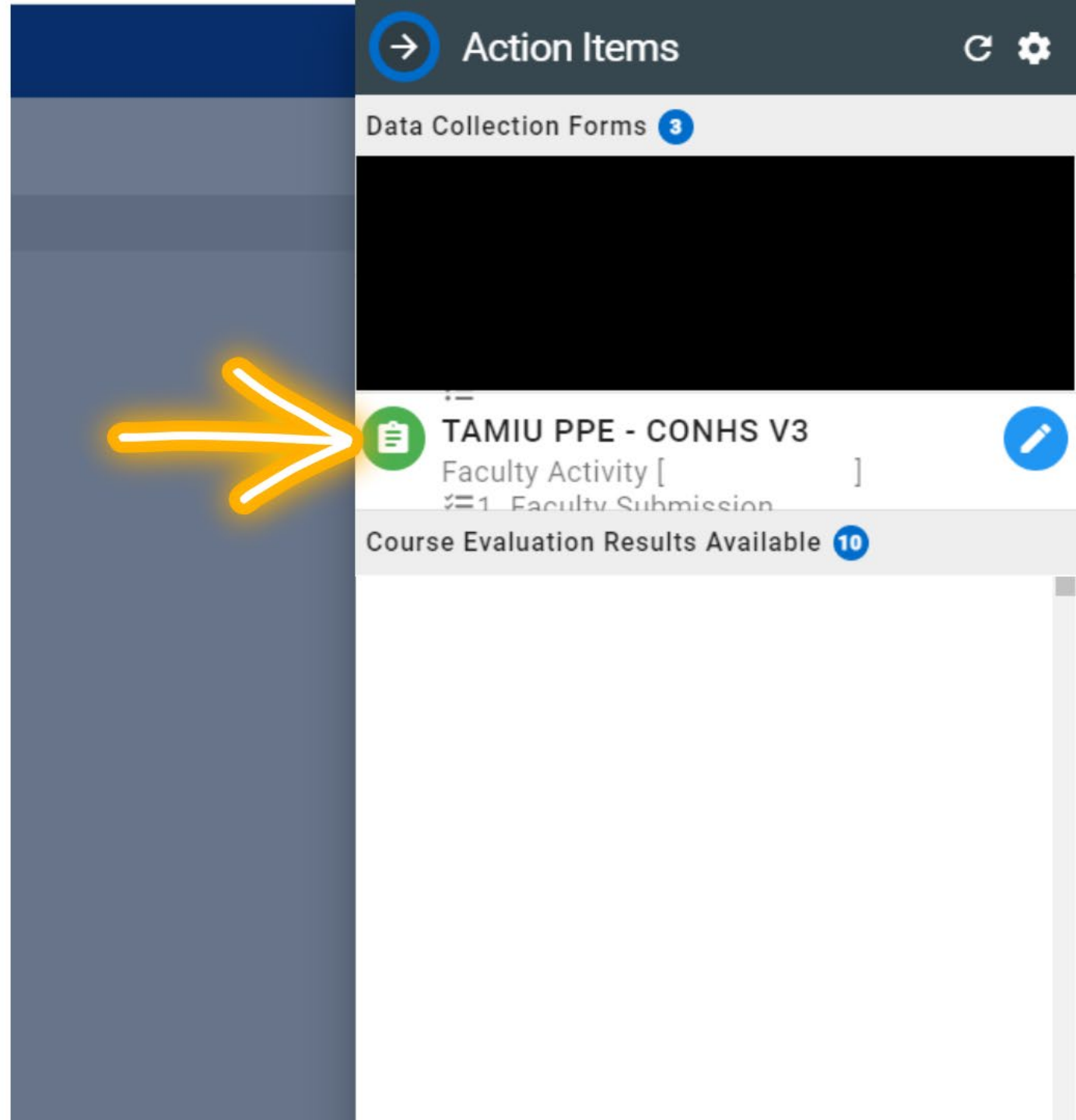
[Create Account](#)

Questions or Concerns? Please contact the OIT Helpdesk at 956.326.2310, [hotline@tamiu.edu](mailto:hotline@tamiu.edu), or [chat](#).



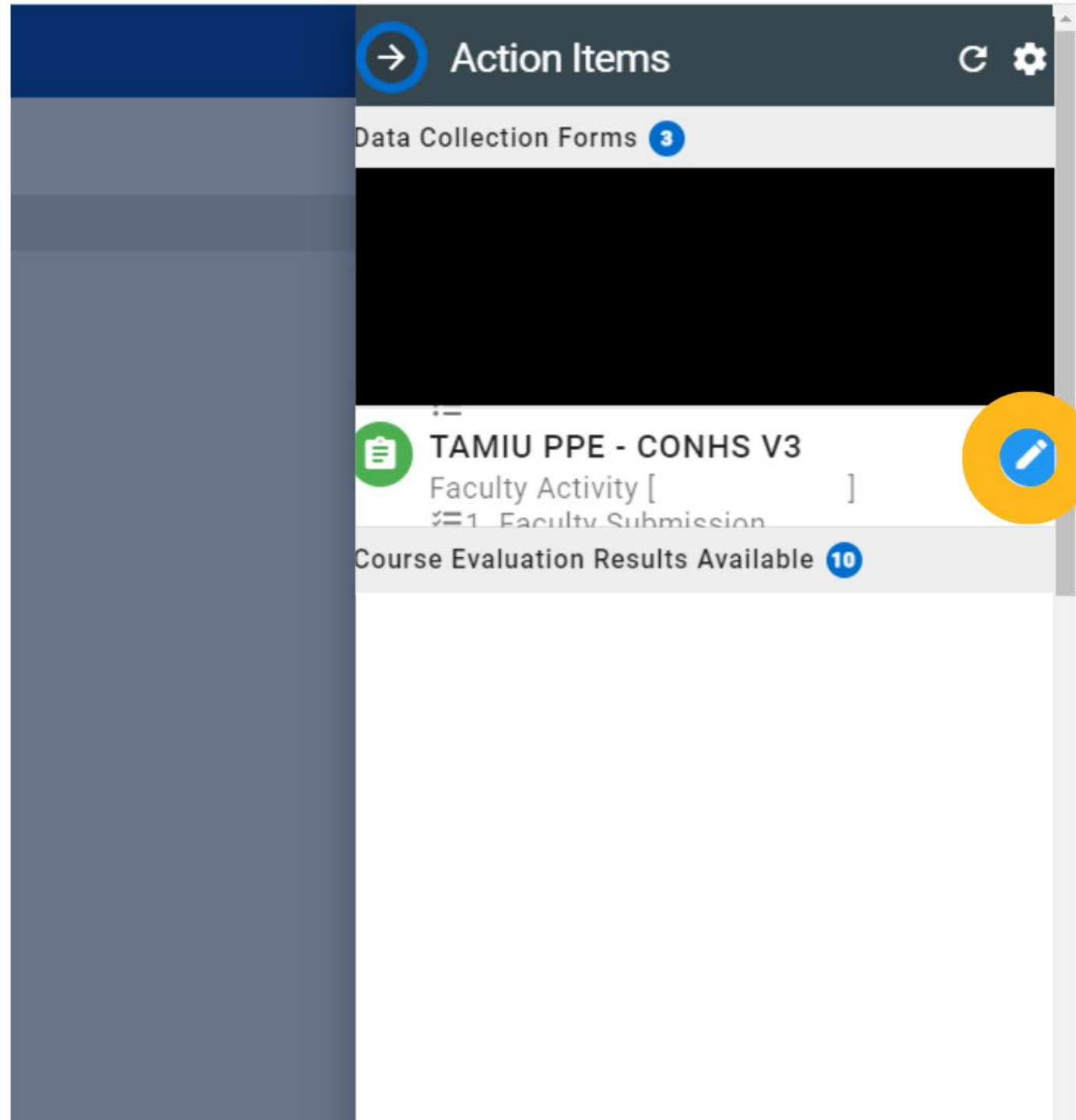
# AEFIS Homepage

# Entering Your PPE Form





Click on the  
Pencil




# Faculty Name

## Education & Licensures and Certification

1

### Education:

 No data found for the faculty.

2

### Licensures and Certifications:

 No data found for the faculty.

3

### Supporting Documentation:

Please provide supporting documentation to justify your Licensures and Certification  
To upload, please select the add a new document hyperlink to upload your files. Once uploaded, please select the files within the dropdown menu.

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

# PPE Form Page



# Education & Licensures and Certification

# Information Pulled from Faculty Portfolio

## Education & Licensures and Certification

1

### Education:

No data found for the faculty.

DETAILS

2

### Licensures and Certifications:

No data found for the faculty.

DETAILS

Your information will be shown here. However, if your information is missing, you can enter it by clicking the blue details button





# Editing your Faculty Portfolio

When you click details, it will take you to your faculty portfolio, where you can add the information.

Your portfolio should have one of three statuses

1. Draft
2. Published
3. In Revision

Next to your name, you will see your status

Faculty Name Draft  
👤 faculty.name

Faculty Name Published  
👤 faculty.name

Faculty Name In Revision  
👤 faculty.name

## Professional Credentials and Development

| <input type="checkbox"/> | Parent Category | Name |
|--------------------------|-----------------|------|
| <input type="checkbox"/> | Education       |      |

# Editing your Faculty Portfolio

## Draft Status

When in Draft status, your faculty portfolio is editable from the start. Following the Faculty Portfolio Training, you can add and edit this area as you need to. The information will not appear until you publish your portfolio.

We suggest that if you feel you will have more edits, then you should wait to publish until you have all the edits necessary.

# Editing your Faculty Portfolio Published Status

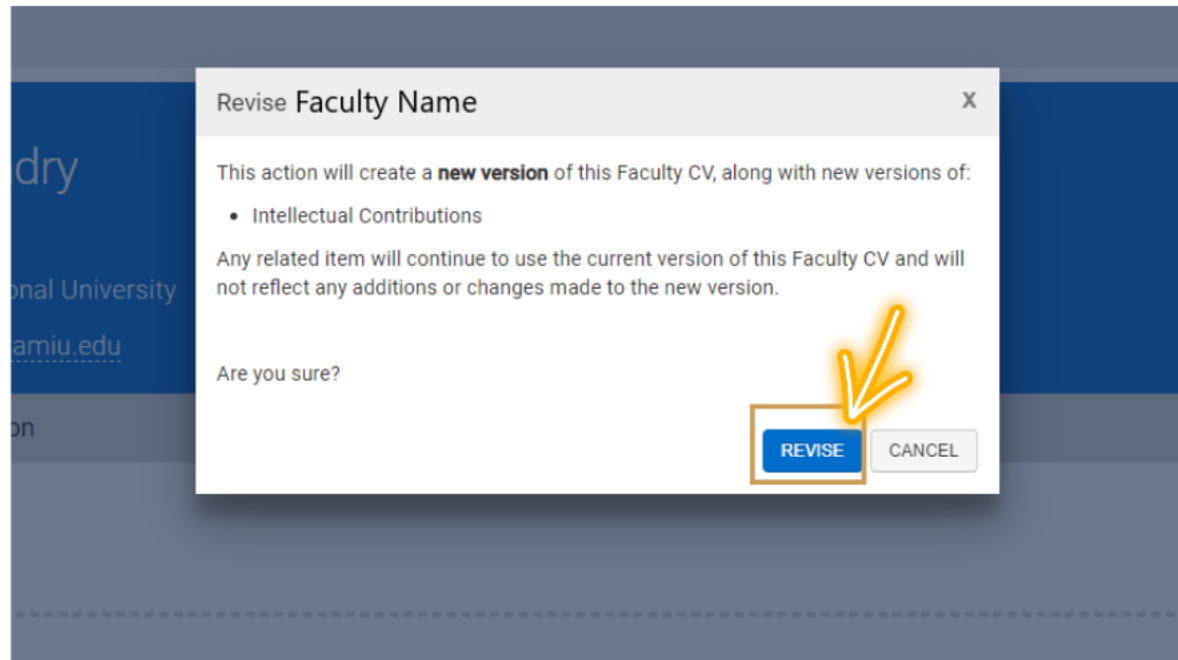
When in Published status, your faculty portfolio must be changed to In Revision status. To do this click on "Revise"



The screenshot displays a faculty portfolio interface. At the top, the 'Faculty Name' is listed as 'faculty.name' with a green 'Published' status indicator. To the right, there are three buttons: 'Revise' (highlighted with a yellow arrow and a blue border), 'Actions', and 'Export'. Below this, a navigation bar shows 'Action Items 0', 'Notes 0', 'Documents 0', and 'Tagged In 0'. The main content area is titled 'Portfolio Form' and includes a 'PREVIEW PORTFOLIO' button and an 'Export' button. At the bottom, a blue header contains a circular profile picture with the initials 'ML', the text 'Faculty Name', and the affiliation 'None', 'Nursing', 'Texas A&M International University'.

# Editing your Faculty Portfolio Published Status

After clicking revise, you will see a message asking you to confirm that you wish to revise. Click Revise. This will put your Faculty Portfolio In Revision Status.





# Editing your Faculty Portfolio In Revision Status

When In Revision status, your faculty portfolio is editable from the start. Following the Faculty Portfolio Training, you can add and edit this area as you need to. The information will not appear until you publish your portfolio.

We suggest that if you feel you will have more edits, then you should wait to publish until you have all the edits necessary.

# Uploading your Supporting Documentation Justifying Education & Licensures and Certification

\*

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:

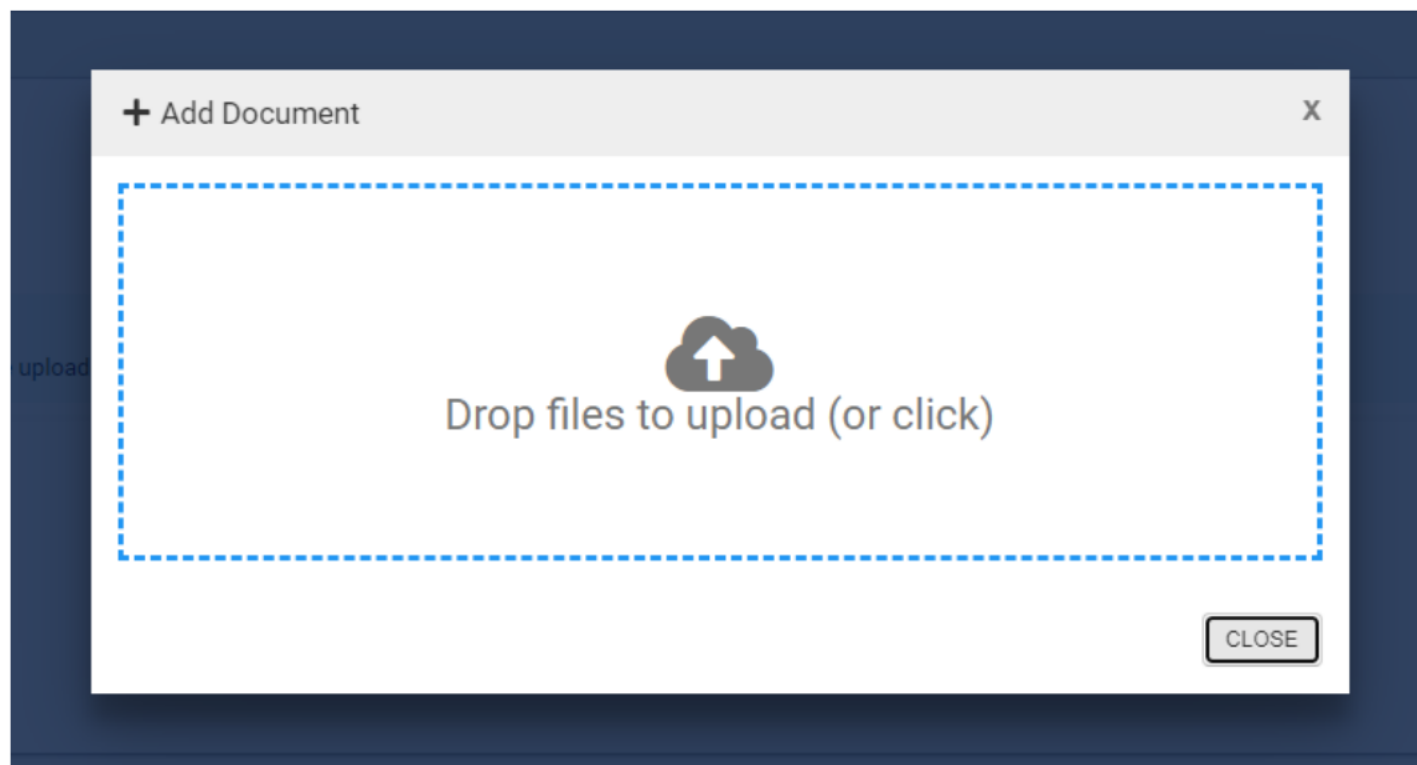
Select a document artifact attached to this form or [add a new document](#).

Select Document Artifacts



CLICK  
HERE

# Uploading your Supporting Documentation Justifying Education & Licensures and Certification




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 Justifying Education & Licensures and Certification

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



# Uploading your Supporting Documentation Justifying Education & Licensures and Certification

## Supporting Documentation:

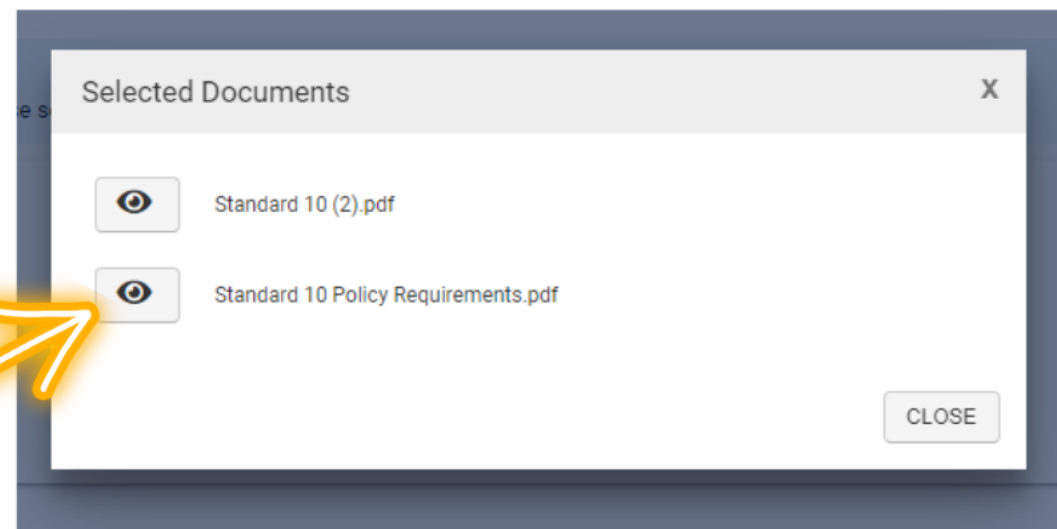
Select a document artifact attached to this form or [add a new document](#).

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



# Uploading your Supporting Documentation Justifying Education & Licensures and Certification

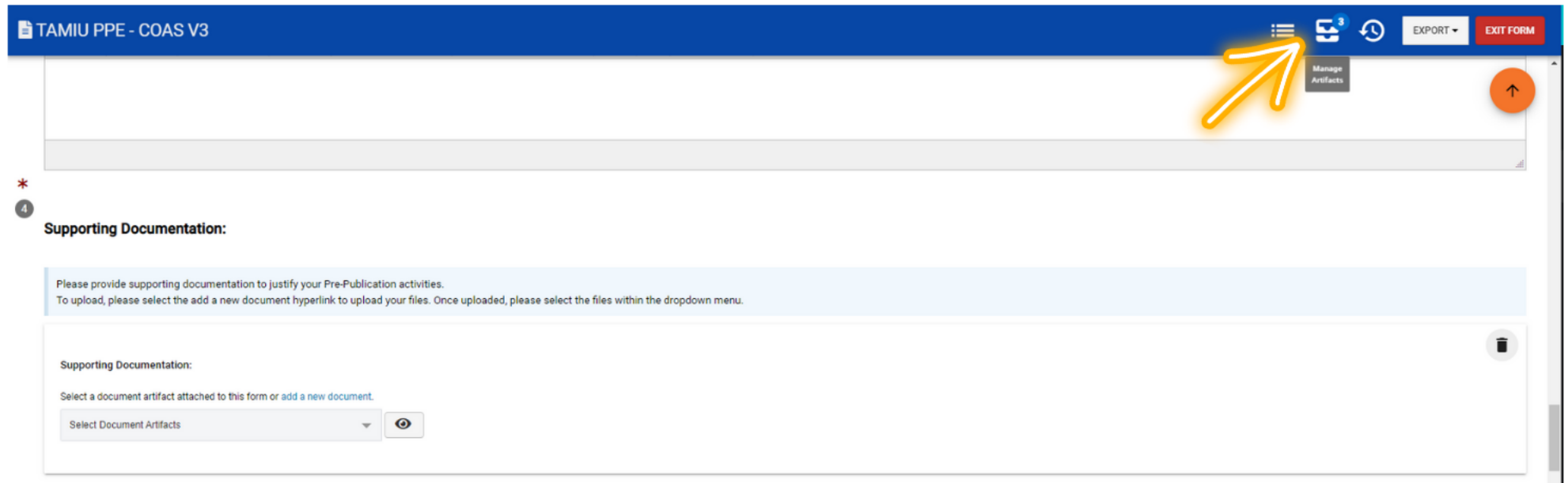
The screenshot shows a web application interface for TAMU PPE - COAS V3. The main content area displays a table with 8 columns and 10 rows. The columns are labeled (1) Standard Number, (2) Descriptor, (3) Core Requirement?, (4) Fifth-Year Report?, (5) Application for Candidacy?, (6) Reviewed On-Site?, (7) Published Institutional Policy?, and (8) SACSCOC Policy?. The rows list various academic policies and their compliance status. At the bottom of the page, a blue button labeled 'EXIT DOCUMENT PREVIEW' is highlighted with a yellow arrow.

| (1)<br>Standard<br>Number | (2)<br>Descriptor                                  | (3)<br>Core<br>Requirement? | (4)<br>Fifth-Year<br>Report? | (5)<br>Application for<br>Candidacy? | (6)<br>Reviewed On-<br>Site? | (7)<br>Published<br>Institutional<br>Policy? | (8)<br>SACSCOC<br>Policy? |
|---------------------------|--|-----------------------------|------------------------------|--------------------------------------|------------------------------|--|---------------------------|
| 10.1                      | <i>Academic policies</i>                           |                             |                              |                                      |                              | ✓  | ✓                         |
| 10.2                      | <i>Public information</i>                          |                             | ✓                            | ✓                                    | ✓                            | ✓  | ✓                         |
| 10.3                      | <i>Archived information</i>                        |                             | ✓                            |                                      |                              |  | ✓                         |
| 10.4                      | <i>Academic governance</i>                         |                             |                              |                                      |                              | ✓  | ✓                         |
| 10.5                      | <i>Admissions policies and<br/>practices</i>       |                             | ✓                            | ✓                                    | ✓                            | ✓  | ✓                         |
| 10.6                      | <i>Distance and<br/>correspondence education</i>   |                             | ✓                            | ✓                                    | ✓                            | ✓  | ✓                         |
| 10.7                      | <i>Policies for awarding<br/>credit</i>            |                             | ✓                            | ✓                                    | ✓                            | ✓  | ✓                         |
| 10.8                      | <i>Evaluating and awarding<br/>academic credit</i> |                             |                              |                                      |                              | ✓  | ✓                         |
| 10.9                      |  |                             |                              |                                      |                              |  |                           |

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.

# Deleting your Supporting Documentation

1. Click on this box entitled Manage Artifacts



TAMU PPE - COAS V3

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.

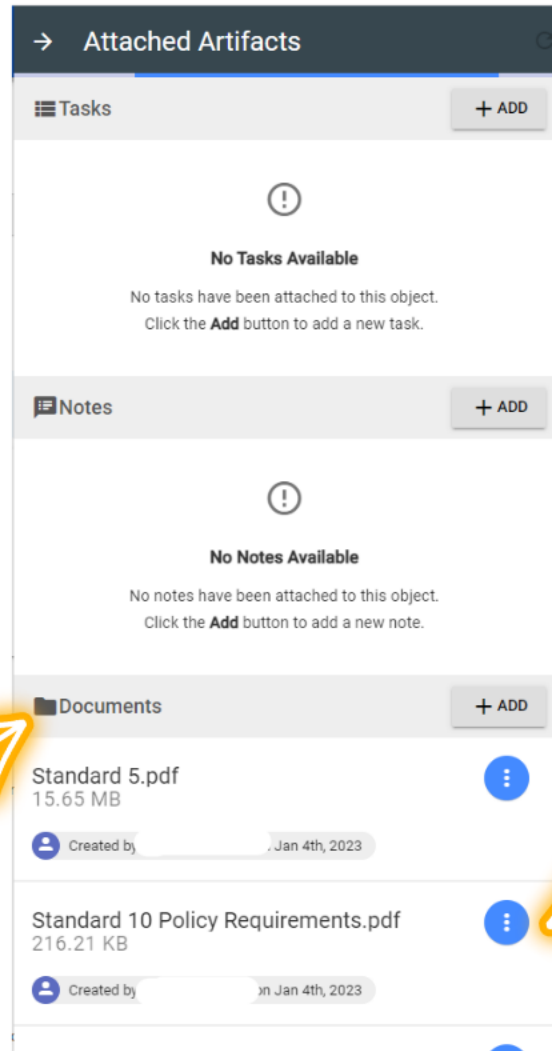
Supporting Documentation:

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

Select Document Artifacts

# Deleting your Supporting Documentation

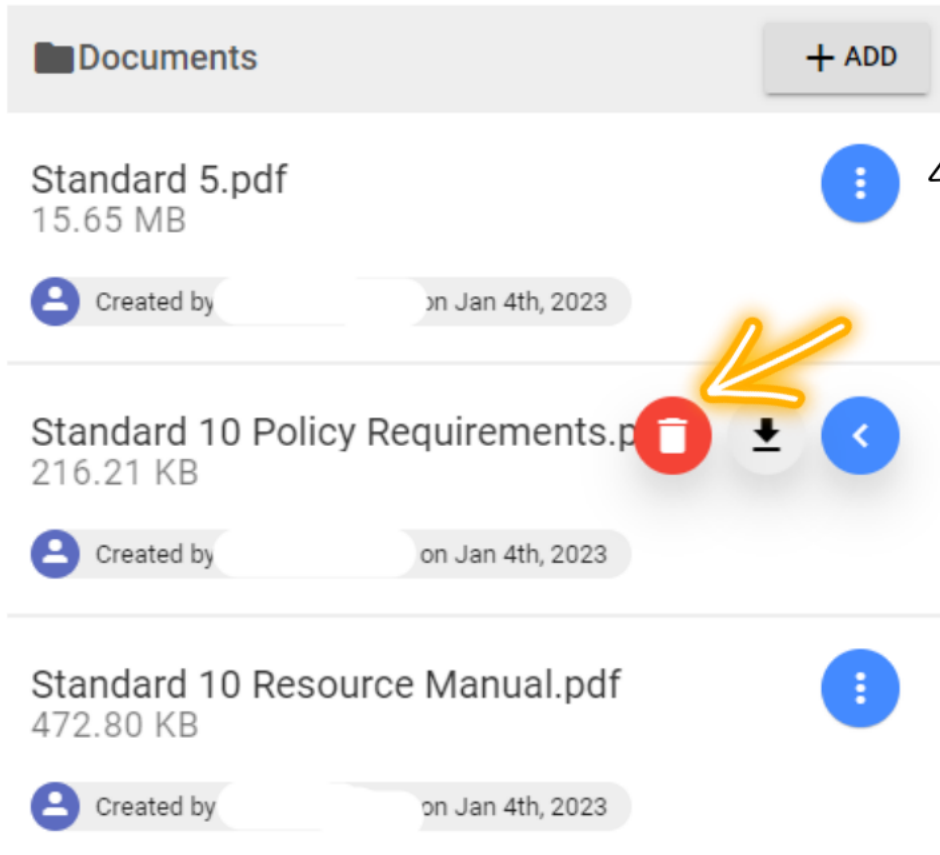
2. Find the Documents Area



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



# Deleting your Supporting Documentation



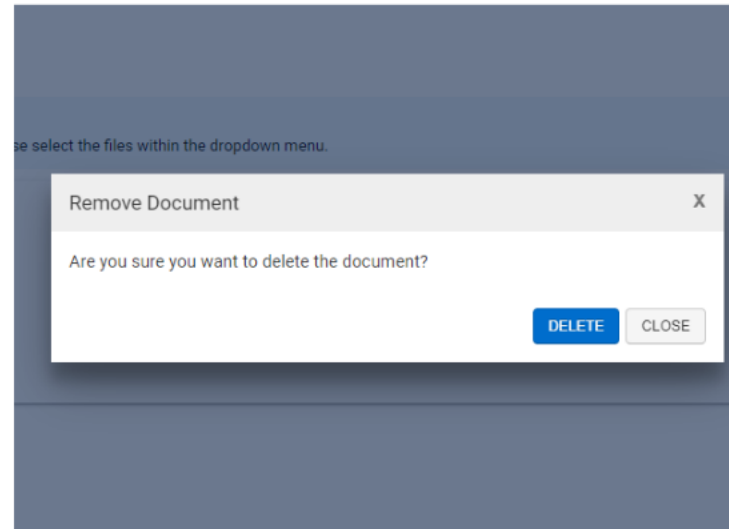
Documents + ADD

Standard 5.pdf  
15.65 MB  
Created by [User] on Jan 4th, 2023

Standard 10 Policy Requirements.p  
216.21 KB  
Created by [User] on Jan 4th, 2023

Standard 10 Resource Manual.pdf  
472.80 KB  
Created by [User] on Jan 4th, 2023

4. Select the Red Trash Can to delete



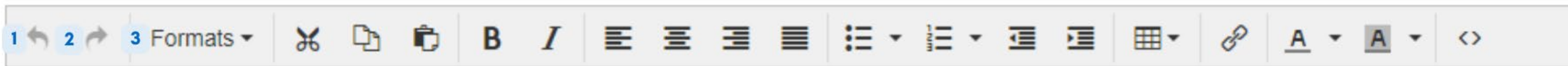
5. This text will pop up asking if you're sure you want to delete. Go ahead and click delete

A dark, purple-tinted photograph of a university campus. The image shows a wide, paved walkway leading towards a large, multi-story building in the background. There are trees on both sides of the path, and several people are walking. The sky is filled with clouds. A large, white, serif font title 'A. Teaching' is overlaid in the center of the image. A thin, vertical yellow line is positioned on the left side of the image.

# A. Teaching



# Text Box



1.



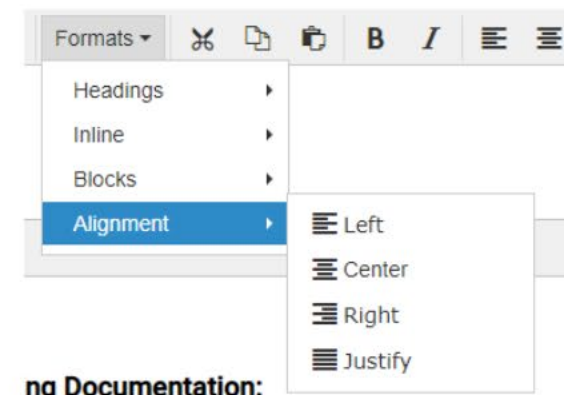
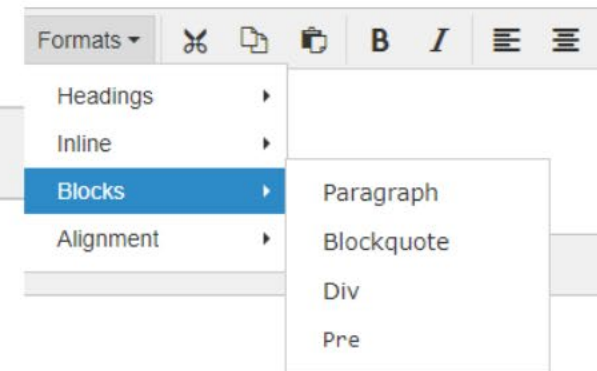
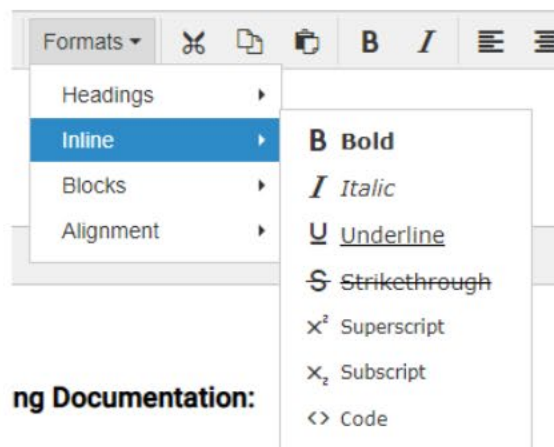
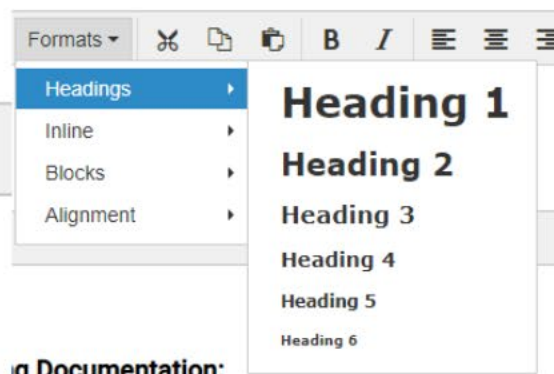
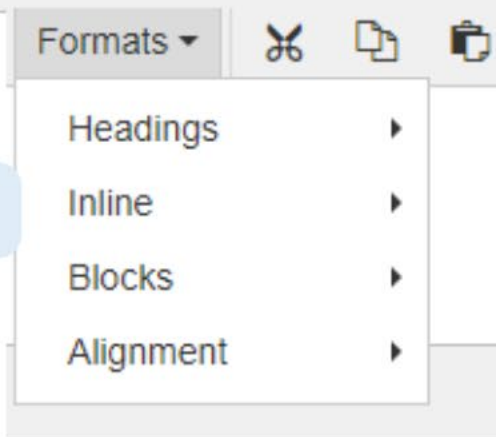
Undo

2.

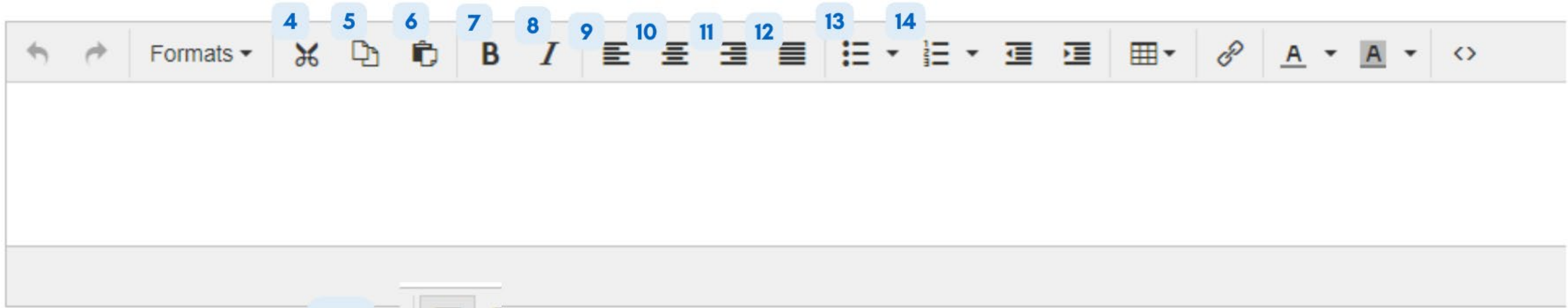


Redo

3.



# Text Box



4, 5,  
& 6

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

9.



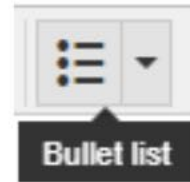
Align left

10.



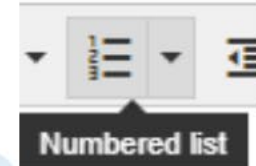
Align center

13.



Bullet list

14.



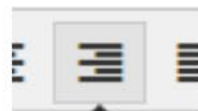
Numbered list

7.



Bold

11.



Align right

8.

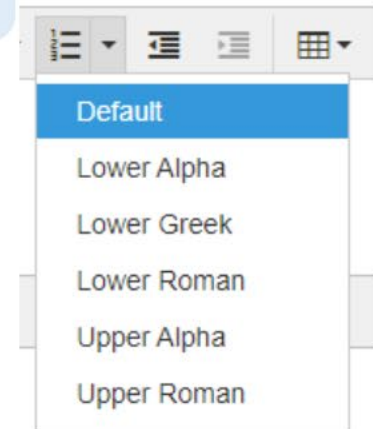
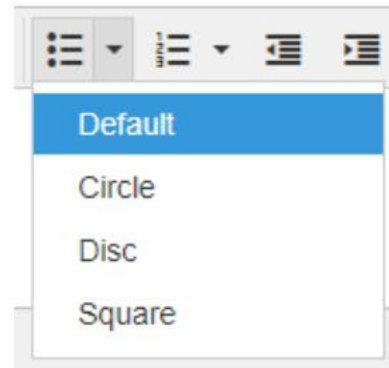


Italic

12.

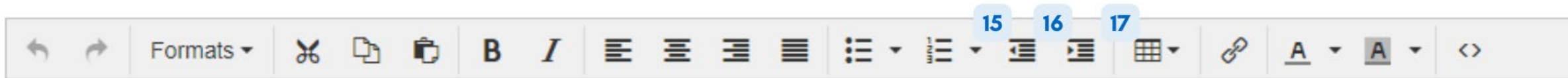


Justify

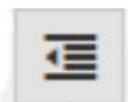




# Text Box



15.



Decrease indent

17.

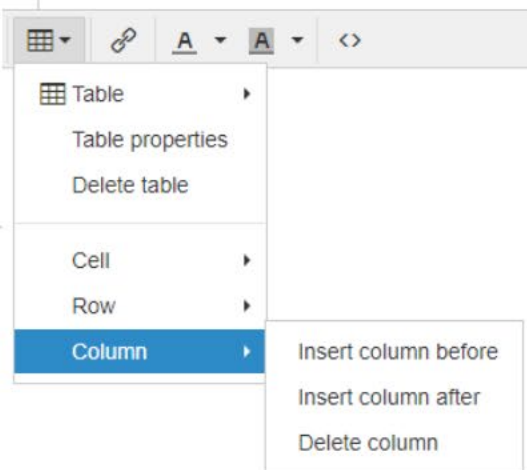
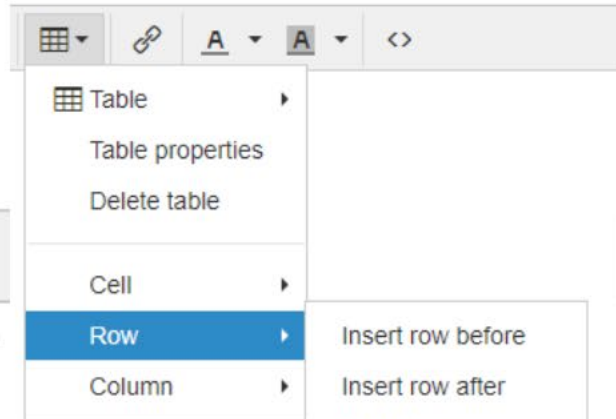
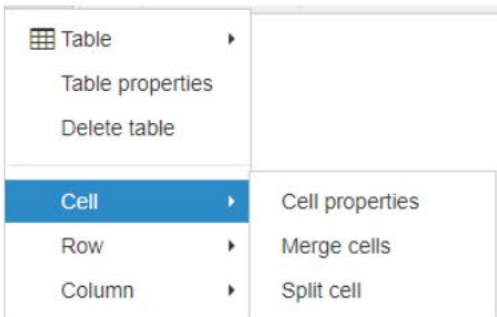
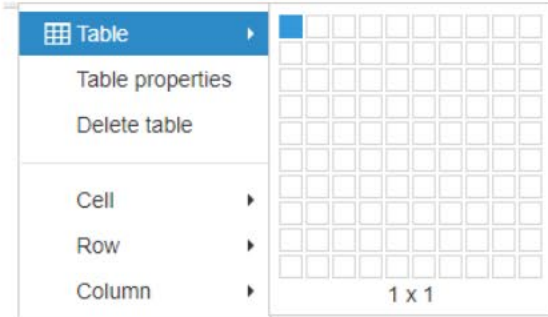
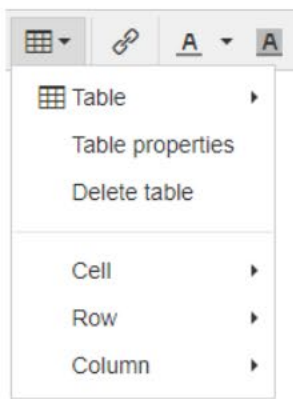


Table

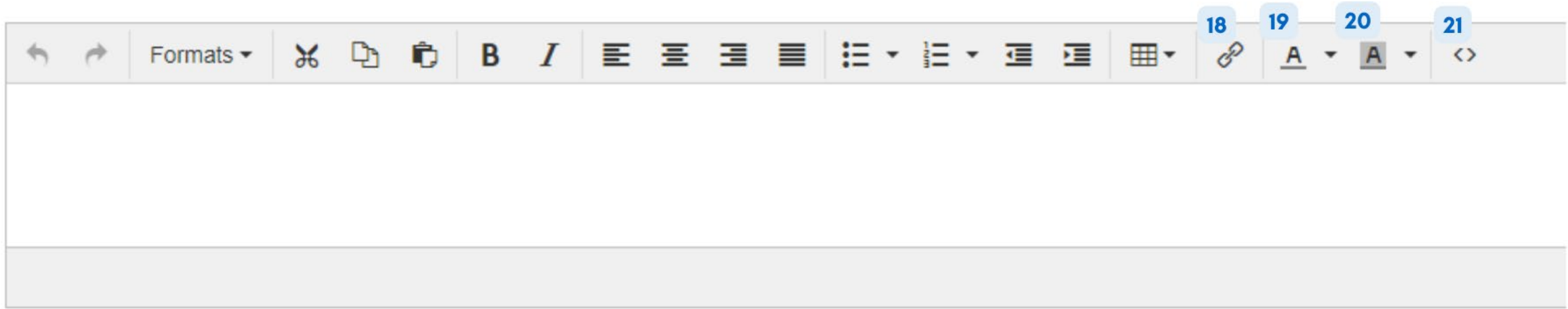
16.



Increase indent



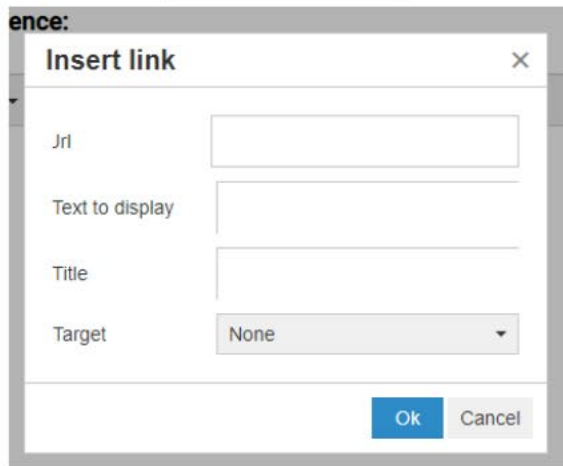
# Text Box



18.



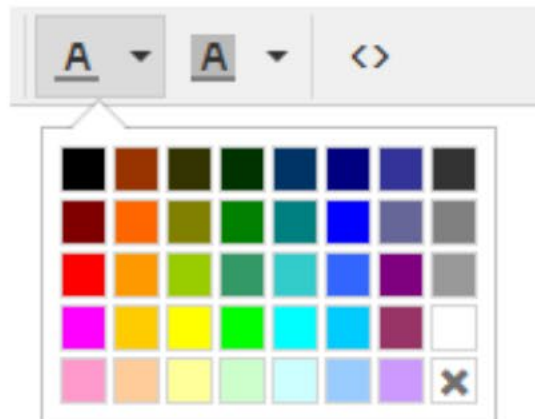
Insert/edit link



19.



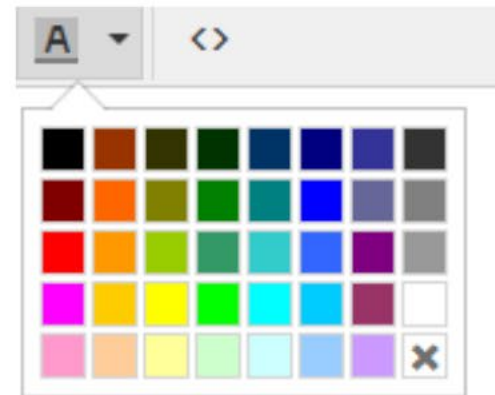
Text color



20.



Background color



21.



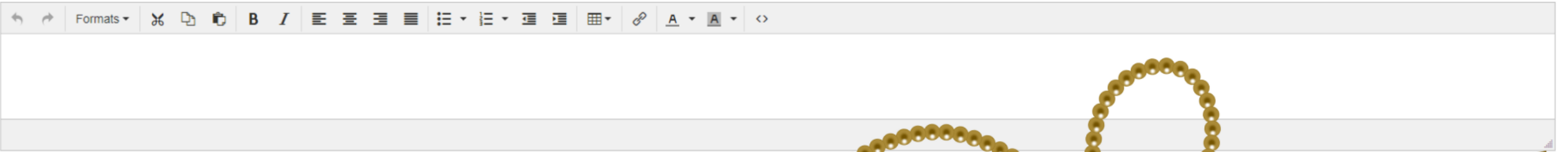
Source code



# Text Box

## Teaching Philosophy:

Write your teaching philosophy below and how it guides you in teaching your courses



This corner can be pulled to make the text box bigger

# A. 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        |               |

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



# A. 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%           |

ENGL 4399 202

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

Question 1  
Question 2  
Question 3  
Question 4

# A. Teaching

## Mean of the Median Calculation

The instructions are in the blue square.

Add another Course Section or Delete a Course Section

### 5 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 |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |



Enter your Course Section here



Enter the mean of the median calculation here.  
 $(Q1 \text{ Median} + Q2 \text{ Median} + Q3 \text{ Median} + Q4 \text{ Median}) \div 4$




# A. Teaching

Teaching Summary for Practicum/Clinical Courses (if you have additional evaluation from TYPHON):

Add another Course Section or Delete a Course Section

| Courses | The instructor engaged in students in the subject matter | The instructor provided feedback on performance | The course was well organized | Overall, the quality of the instruction in this course was | Relative to other similar level college courses you have taken | The amount of effort in the course was | I believe my final grade will be | Combined value 1-4 | Number of students in section |
|---------|--|---|-------------------------------|--|--|--|----------------------------------|--------------------|-------------------------------|
|         |  |   |                               |  |  |  |                                  |                    |                               |



Here you can enter your information from Typhon Report.

Below that you will upload the justification for the TYPHON Report

**Supporting Documentation:**

Please provide supporting documentation to justify your Typhon results.  
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.

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

# Uploading your Supporting Documentation Justifying TYPHON Results

\*

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:

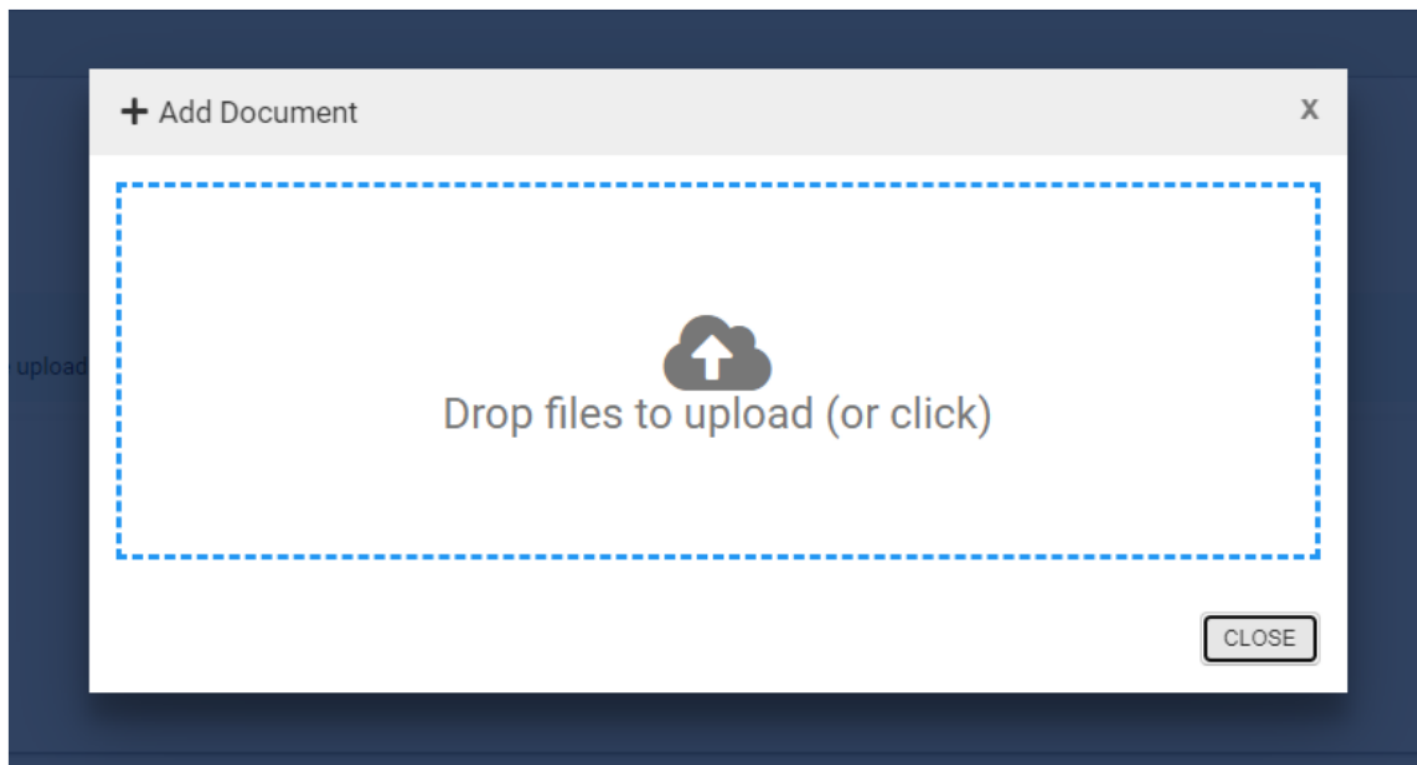
Select a document artifact attached to this form or [add a new document](#).

Select Document Artifacts



CLICK  
HERE

# Uploading your Supporting Documentation Justifying TYPHON Results



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 Justifying TYPHON Results

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

# Uploading your Supporting Documentation Justifying TYPHON Results

## Supporting Documentation:

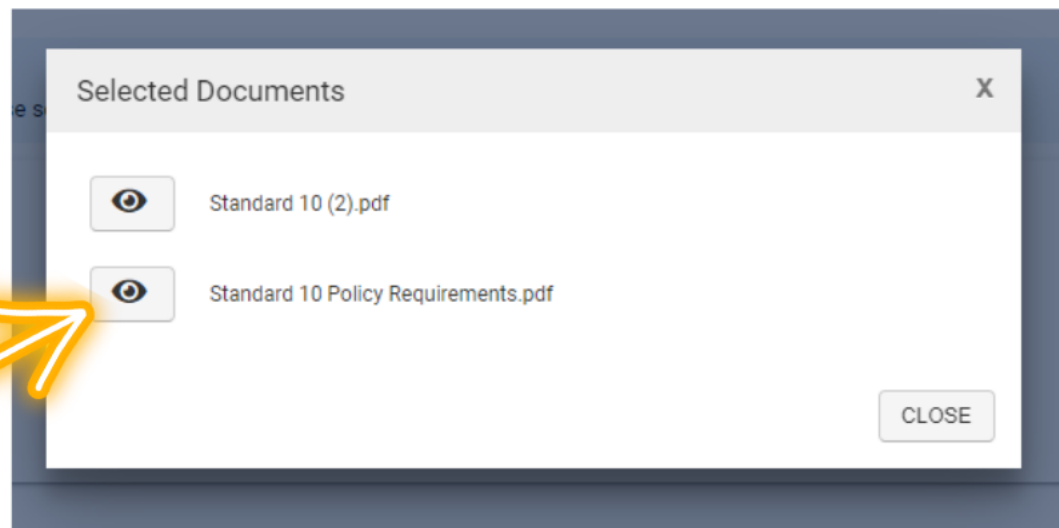
Select a document artifact attached to this form or [add a new document](#).

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

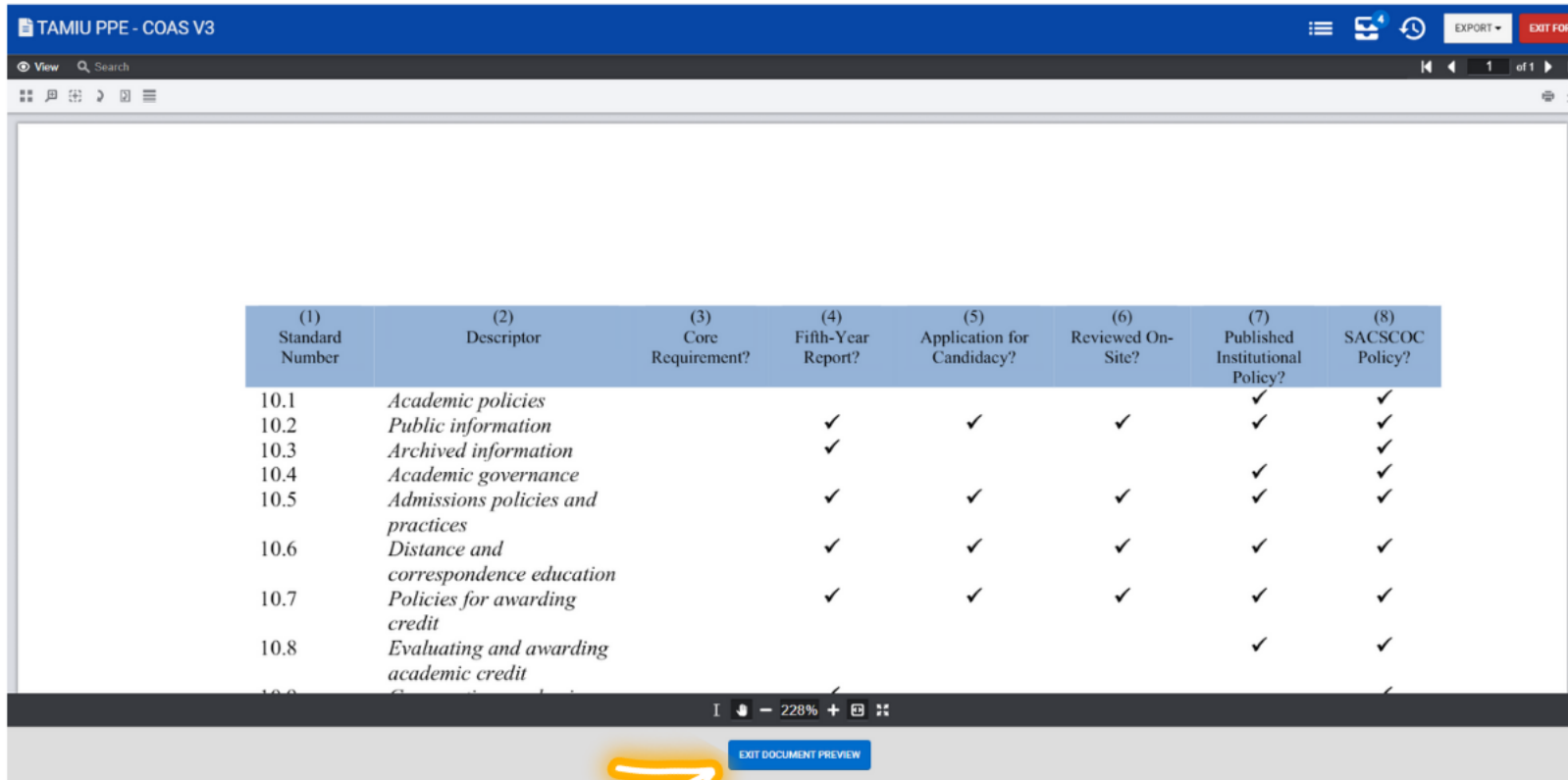


3. You can view your documents by pressing the eye image

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



# Uploading your Supporting Documentation Justifying TYPHON Results



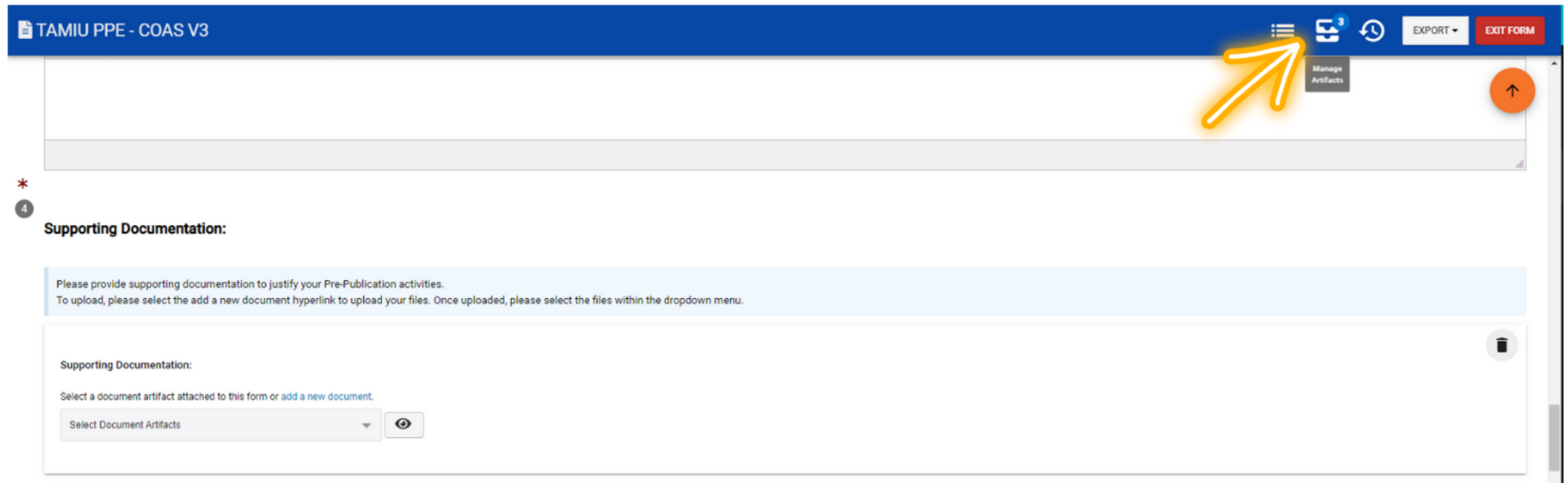
The screenshot shows a web application interface for TAMIU PPE - COAS V3. The main content area displays a table with 8 columns and 10 rows. The columns are labeled (1) Standard Number, (2) Descriptor, (3) Core Requirement?, (4) Fifth-Year Report?, (5) Application for Candidacy?, (6) Reviewed On-Site?, (7) Published Institutional Policy?, and (8) SACSCOC Policy?. The rows list various standards and their corresponding descriptors, with checkmarks indicating compliance for several items. At the bottom of the page, there is a blue button labeled "EXIT DOCUMENT PREVIEW" which is highlighted by a yellow arrow.

| (1)<br>Standard<br>Number | (2)<br>Descriptor                                  | (3)<br>Core<br>Requirement? | (4)<br>Fifth-Year<br>Report? | (5)<br>Application for<br>Candidacy? | (6)<br>Reviewed On-<br>Site? | (7)<br>Published<br>Institutional<br>Policy? | (8)<br>SACSCOC<br>Policy? |
|---------------------------|--|-----------------------------|------------------------------|--------------------------------------|------------------------------|--|---------------------------|
| 10.1                      | <i>Academic policies</i>                           |                             |                              |                                      |                              | ✓  | ✓                         |
| 10.2                      | <i>Public information</i>                          |                             | ✓                            | ✓                                    | ✓                            | ✓  | ✓                         |
| 10.3                      | <i>Archived information</i>                        |                             | ✓                            |                                      |                              |  | ✓                         |
| 10.4                      | <i>Academic governance</i>                         |                             |                              |                                      |                              | ✓  | ✓                         |
| 10.5                      | <i>Admissions policies and<br/>practices</i>       |                             | ✓                            | ✓                                    | ✓                            | ✓  | ✓                         |
| 10.6                      | <i>Distance and<br/>correspondence education</i>   |                             | ✓                            | ✓                                    | ✓                            | ✓  | ✓                         |
| 10.7                      | <i>Policies for awarding<br/>credit</i>            |                             | ✓                            | ✓                                    | ✓                            | ✓  | ✓                         |
| 10.8                      | <i>Evaluating and awarding<br/>academic credit</i> |                             |                              |                                      |                              | ✓  | ✓                         |
| 10.9                      |  |                             |                              |                                      |                              |  |                           |

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.

# Deleting your Supporting Documentation

1. Click on this box entitled Manage Artifacts



TAMIU PPE - COAS V3

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.

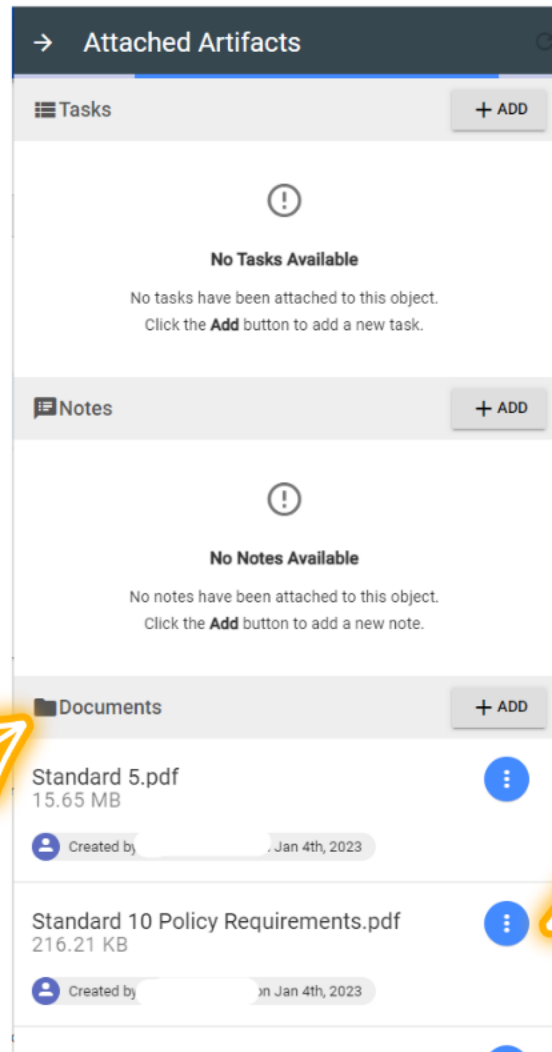
Supporting Documentation:

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

Select Document Artifacts

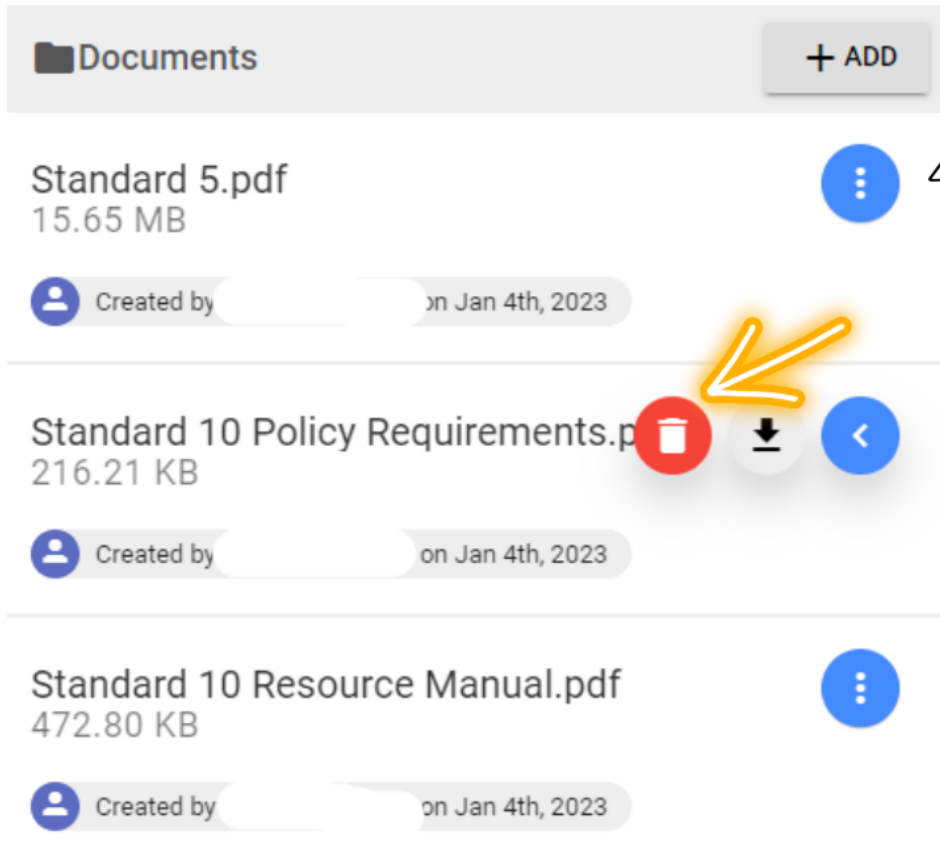
# Deleting your Supporting Documentation

2. Find the Documents Area

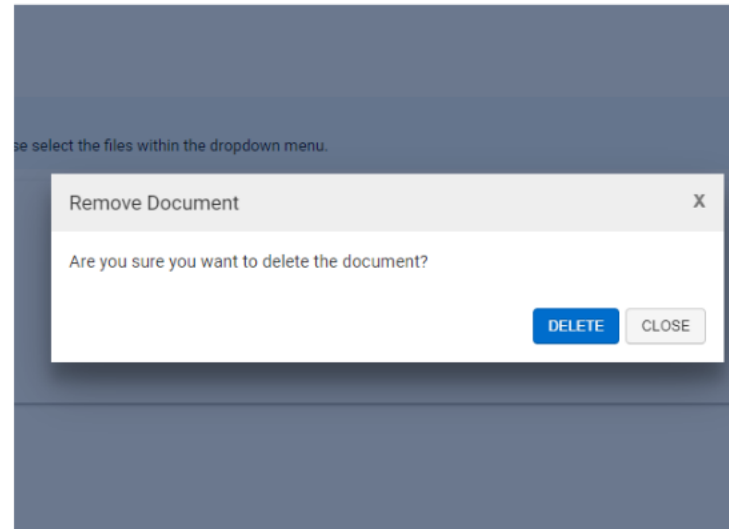


3. Locate the document you wish to delete, and hover your mouse over the blue button.

# 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

# A. Teaching

## Course Description and Classroom Dynamics

List each course taught and for each course describe what was taught; if co-taught who you taught with and comments related to strengths and weakness of each course; include some student comments. I placed an example below)

**NURS 4670 Care of the Critically Ill Across the Life-span. (Spring 2018)**

Provide course description. Indicate teaching strategies that were implemented to meet the course objectives. Reflect what strategies worked and what did not. Indicate how this course can be improved in the future.

← → Formats ✂ 📄 📁 B I [text alignment icons] [list icons] [table icon] [link icon] A [font color icon] [background color icon] <>

Enter your responses in this text box

Add another Course  
Section

Delete a Course  
Section







# B. Scholarship

# Information Pulled from Faculty Portfolio

B. Scholarship

1

## Journal Articles:

No data found for the faculty.

DETAILS

2

## Books:

No data found for the faculty.

DETAILS

3

## Book Chapters:

No data found for the faculty.

DETAILS

4

## Conference Proceedings:

Your information will be shown here. However, if your information is missing, you can enter it by clicking the blue details button



# Editing your Faculty Portfolio

When you click details, it will take you to your faculty portfolio, where you can add the information.

Your portfolio should have one of three statuses

1. Draft
2. Published
3. In Revision

Next to your name, you will see your status

Faculty Name Draft  
👤 faculty.name

Faculty Name Published  
👤 faculty.name

Faculty Name In Revision  
👤 faculty.name

## Professional Credentials and Development

| <input type="checkbox"/> | Parent Category | Name |
|--------------------------|-----------------|------|
| <input type="checkbox"/> | Education       |      |

# Editing your Faculty Portfolio

## Draft Status

When in Draft status, your faculty portfolio is editable from the start. Following the Faculty Portfolio Training, you can add and edit this area as you need to. The information will not appear until you publish your portfolio.

We suggest that if you feel you will have more edits, then you should wait to publish until you have all the edits necessary.

# Editing your Faculty Portfolio Published Status

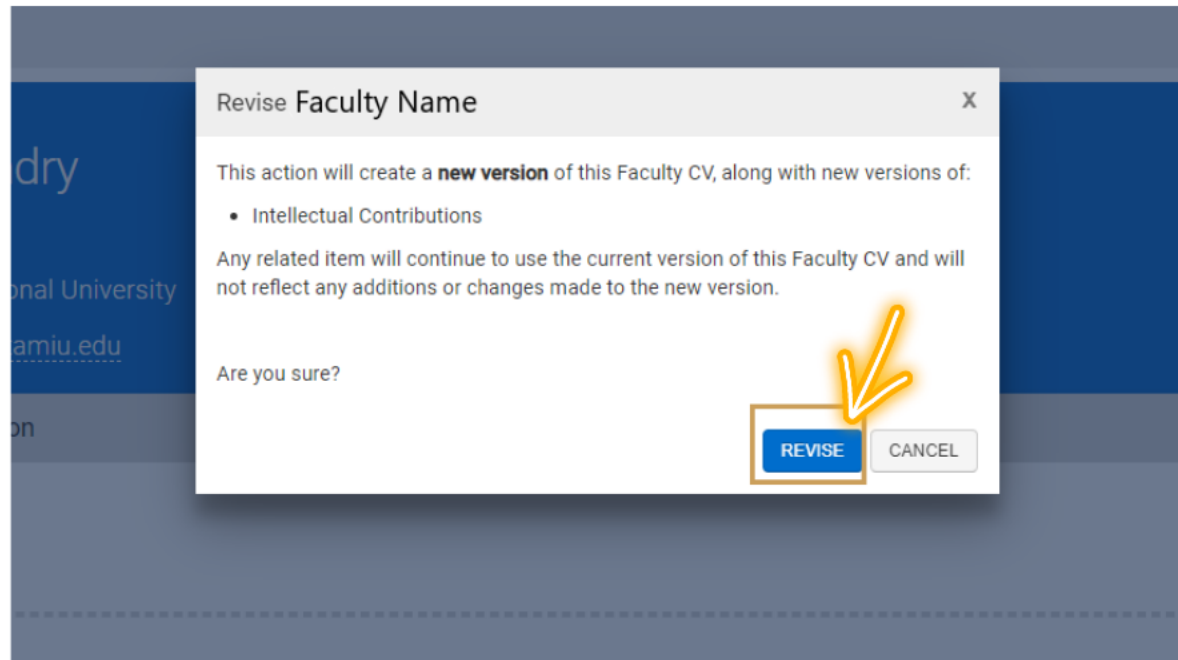
When in Published status, your faculty portfolio must be changed to In Revision status. To do this click on "Revise"



The screenshot displays a faculty portfolio interface. At the top, the 'Faculty Name' is listed as 'faculty.name' with a green 'Published' status indicator. To the right, there are three buttons: 'Revise' (highlighted with a yellow arrow and a blue border), 'Actions', and 'Export'. Below this, a 'Portfolio Form' section contains a 'PREVIEW PORTFOLIO' button and an 'Export' button. At the bottom, a blue header area features an orange circular profile picture with the initials 'ML', followed by the text 'Faculty Name', 'None', 'Nursing', and 'Texas A&M International University'. On the right side of the top bar, there are status indicators for 'Action Items 0', 'Notes 0', 'Documents 0', and 'Tagged In 0'.

# Editing your Faculty Portfolio Published Status

After clicking revise, you will see a message asking you to confirm that you wish to revise. Click Revise. This will put your Faculty Portfolio In Revision Status.



# Editing your Faculty Portfolio In Revision Status

When In Revision status, your faculty portfolio is editable from the start. Following the Faculty Portfolio Training, you can add and edit this area as you need to. The information will not appear until you publish your portfolio.

We suggest that if you feel you will have more edits, then you should wait to publish until you have all the edits necessary.



# Uploading your Supporting Documentation Justifying your Scholarship Activities

\*

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:

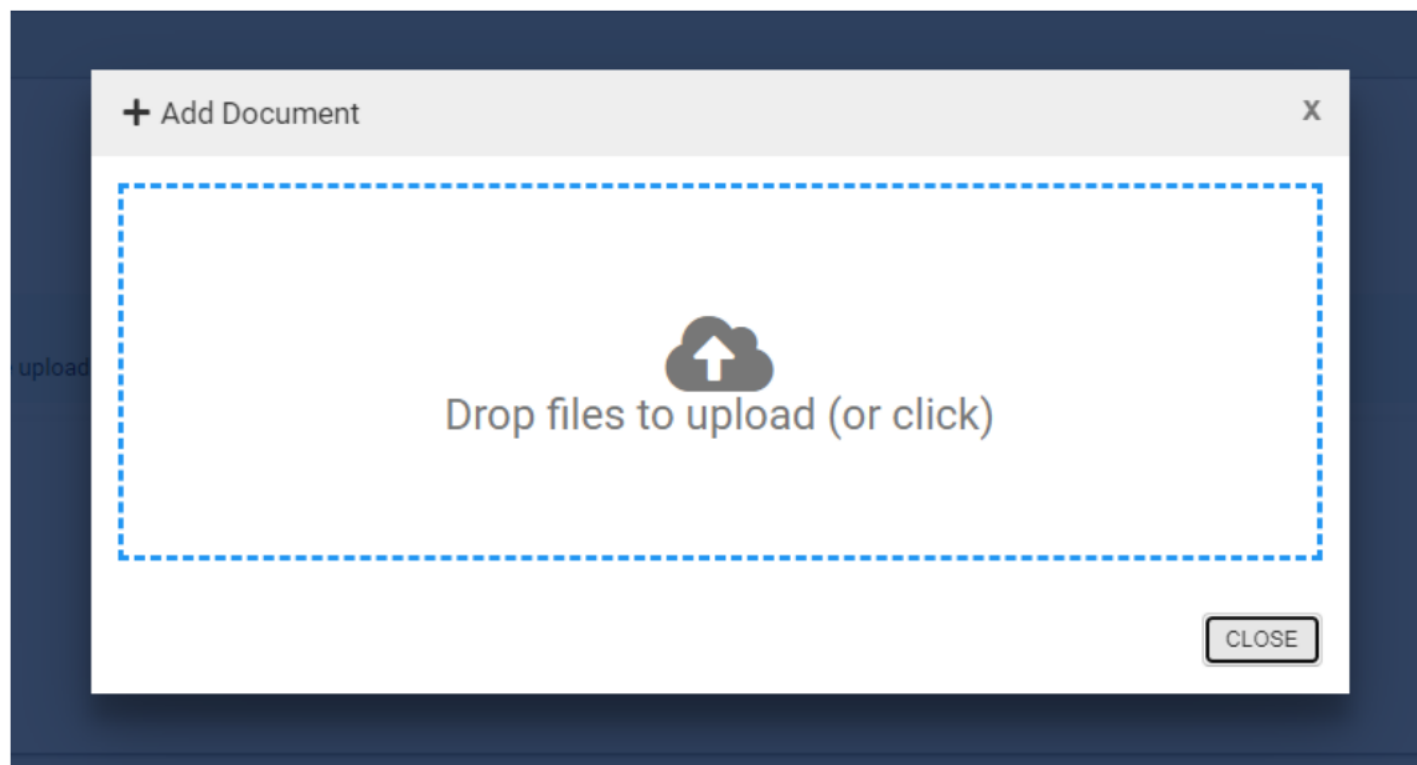
Select a document artifact attached to this form or [add a new document](#).

Select Document Artifacts



CLICK  
HERE

# Uploading your Supporting Documentation Justifying your Scholarship Activities




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 Justifying your Scholarship Activities

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

# Uploading your Supporting Documentation Justifying your Scholarship Activities

## Supporting Documentation:

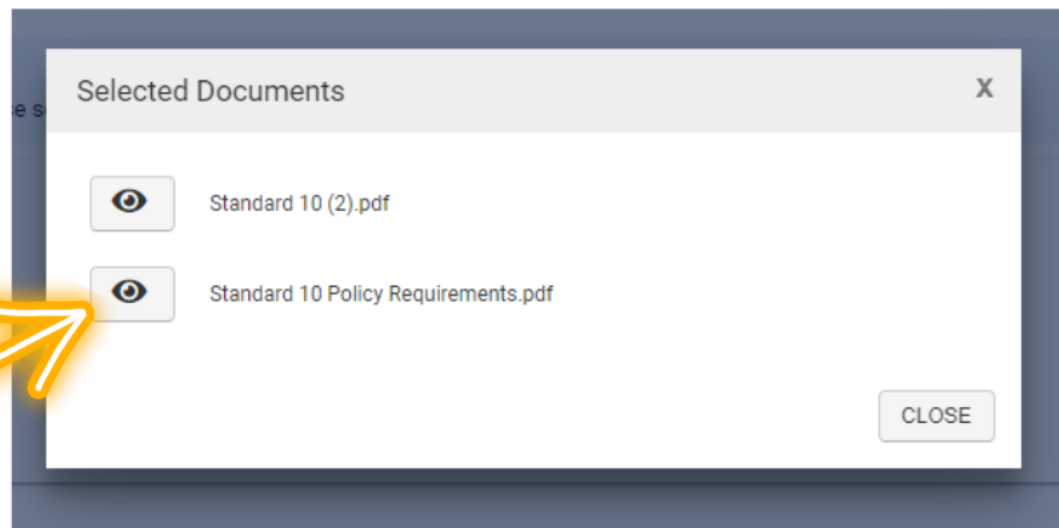
Select a document artifact attached to this form or [add a new document](#).

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

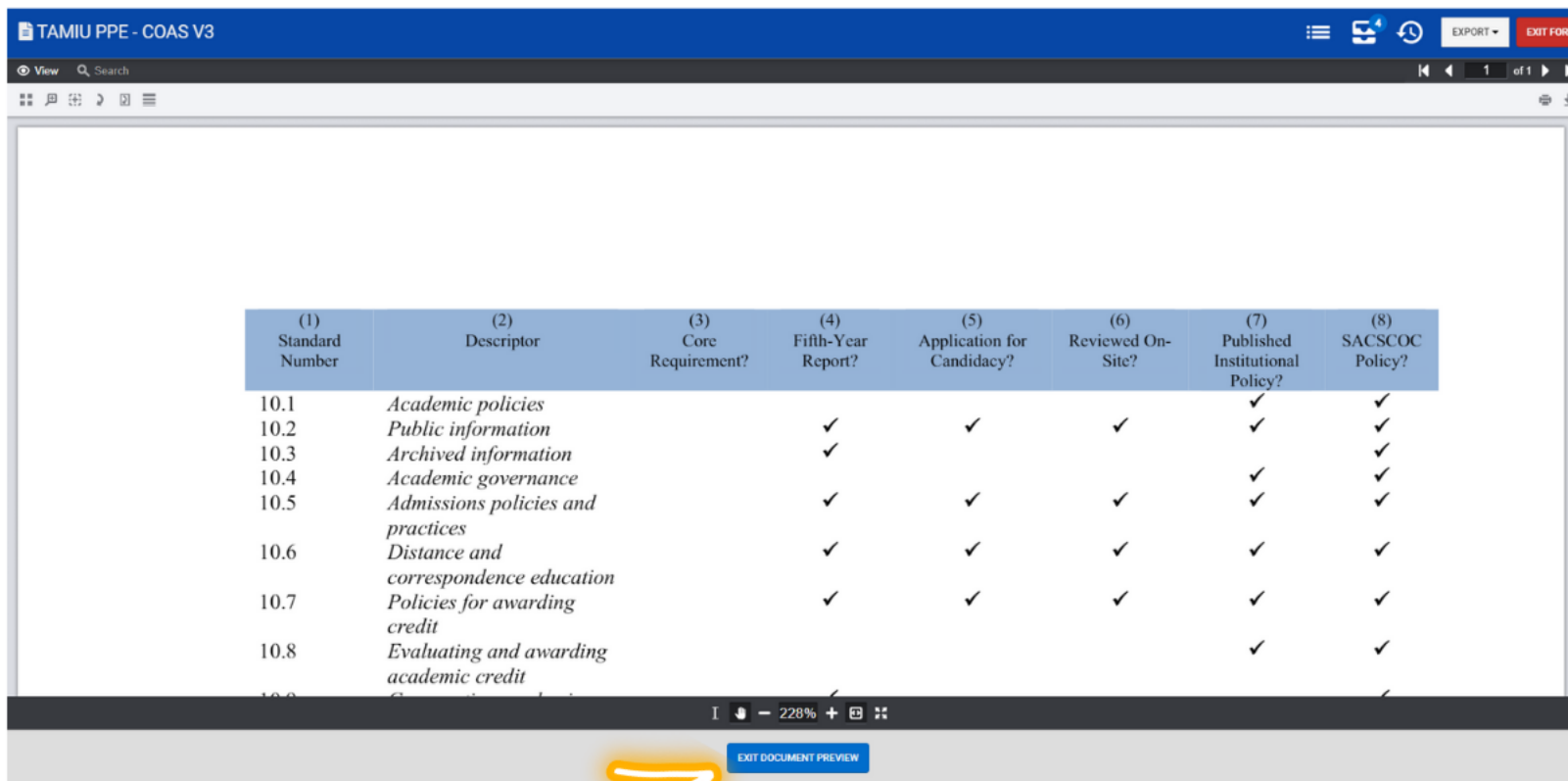


3. You can view your documents by pressing the eye image

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



# Uploading your Supporting Documentation Justifying your Scholarship Activities



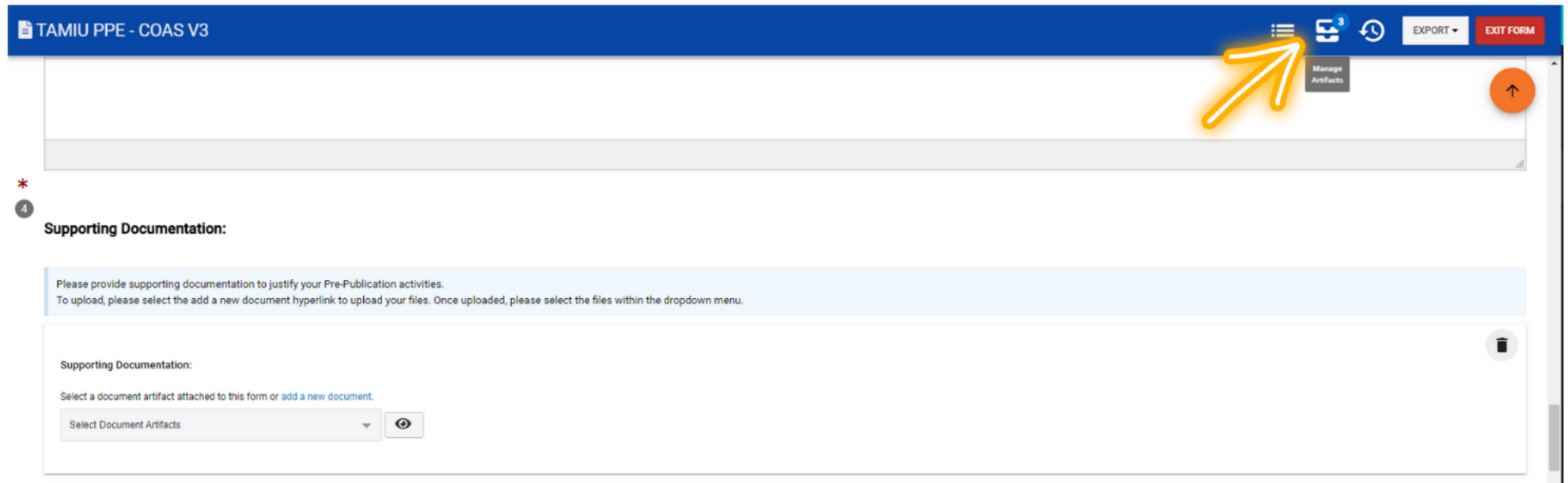
The screenshot shows a web application interface for TAMU PPE - COAS V3. At the top, there is a blue header with the text 'TAMU PPE - COAS V3' and navigation icons. Below the header is a search bar and a page indicator '1 of 1'. The main content area displays a table with 8 columns and 8 rows of data. The columns are labeled (1) Standard Number, (2) Descriptor, (3) Core Requirement?, (4) Fifth-Year Report?, (5) Application for Candidacy?, (6) Reviewed On-Site?, (7) Published Institutional Policy?, and (8) SACSCOC Policy?. The rows list various academic policies and their compliance status. At the bottom of the page, there is a blue button labeled 'EXIT DOCUMENT PREVIEW' which is highlighted by a yellow arrow.

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

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.

# Deleting your Supporting Documentation

1. Click on this box entitled Manage Artifacts



TAMIU PPE - COAS V3

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.

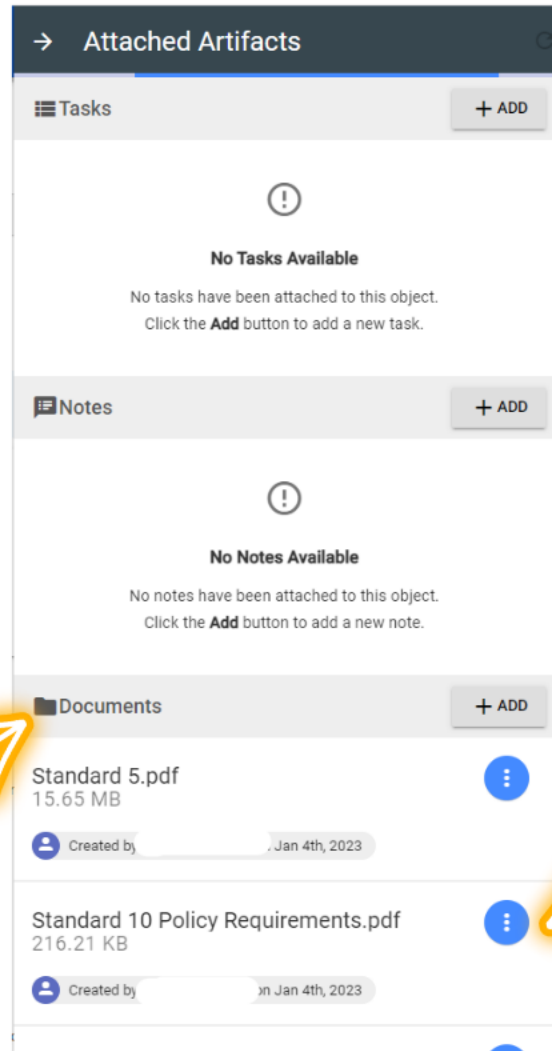
Supporting Documentation:

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

Select Document Artifacts

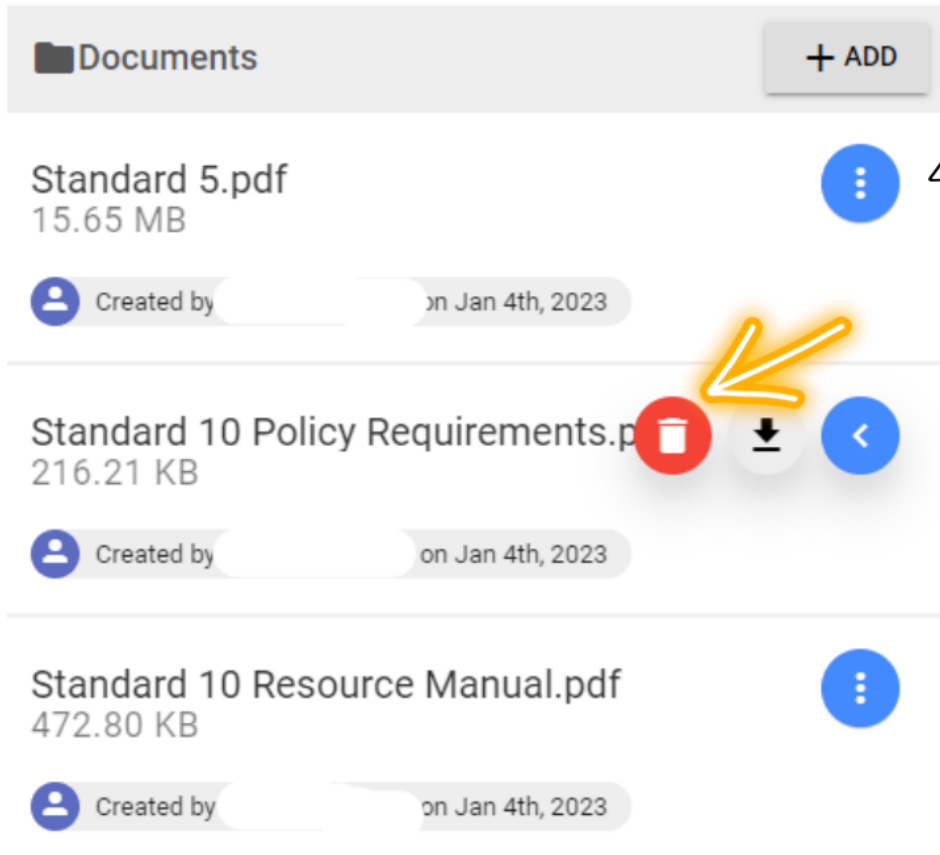
# Deleting your Supporting Documentation

2. Find the Documents Area

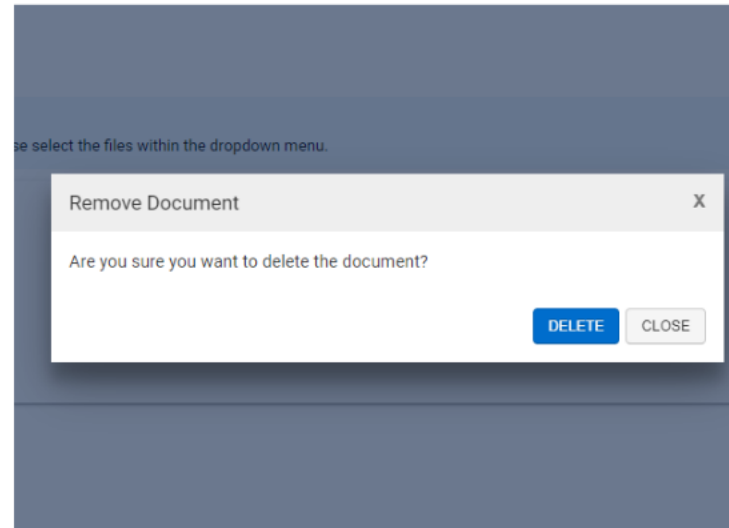


3. Locate the document you wish to delete, and hover your mouse over the blue button.

# 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





# C. Service

TEXAS A&M INTERNATIONAL UNIVERSITY

# Information Pulled from Faculty Portfolio

C. Service ↑

- Service to Profession:**  

! No data found for the faculty.DETAILS
- Institutional Service:**  

! No data found for the faculty.DETAILS
- Community Service/Engagement:**  

! No data found for the faculty.DETAILS

Your information will be shown here. However, if your information is missing, you can enter it by clicking the blue details button



# Editing your Faculty Portfolio

When you click details, it will take you to your faculty portfolio, where you can add the information.

Your portfolio should have one of three statuses

1. Draft
2. Published
3. In Revision

Next to your name, you will see your status

Faculty Name Draft  
👤 faculty.name

Faculty Name Published  
👤 faculty.name

Faculty Name In Revision  
👤 faculty.name

## Professional Credentials and Development

| <input type="checkbox"/> | Parent Category | Name |
|--------------------------|-----------------|------|
| <input type="checkbox"/> | Education       |      |

# Editing your Faculty Portfolio

## Draft Status

When in Draft status, your faculty portfolio is editable from the start. Following the Faculty Portfolio Training, you can add and edit this area as you need to. The information will not appear until you publish your portfolio.

We suggest that if you feel you will have more edits, then you should wait to publish until you have all the edits necessary.

# Editing your Faculty Portfolio Published Status

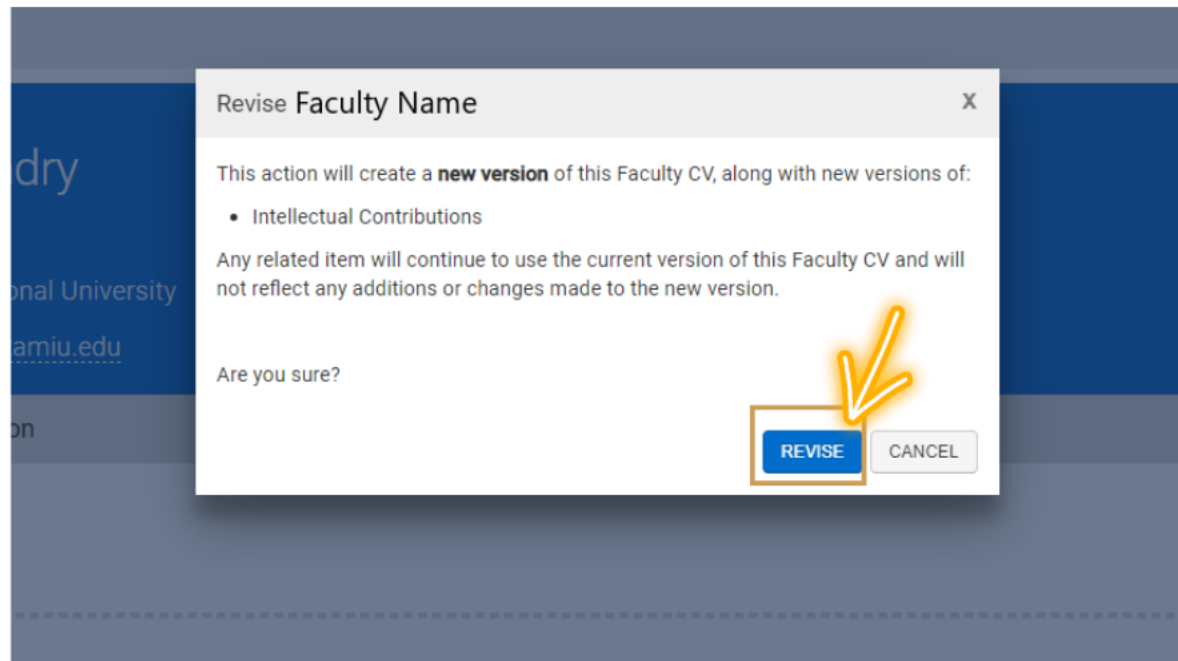
When in Published status, your faculty portfolio must be changed to In Revision status. To do this click on "Revise"



The screenshot displays a user interface for editing a faculty portfolio. At the top, the 'Faculty Name' is shown as 'faculty.name' with a green 'Published' status indicator. To the right, there are three buttons: 'Revise' (highlighted with a yellow arrow and a blue border), 'Actions', and 'Export'. Below this, a 'Portfolio Form' section contains a 'PREVIEW PORTFOLIO' button and an 'Export' button. At the bottom, a blue header area features a circular profile picture with the initials 'ML', followed by the text 'Faculty Name', 'None', 'Nursing', and 'Texas A&M International University'. On the right side of the interface, there are several status indicators: 'Action Items 0', 'Notes 0', 'Documents 0', and 'Tagged In 0'.

# Editing your Faculty Portfolio Published Status

After clicking revise, you will see a message asking you to confirm that you wish to revise. Click Revise. This will put your Faculty Portfolio In Revision Status.



# Editing your Faculty Portfolio In Revision Status

When In Revision status, your faculty portfolio is editable from the start. Following the Faculty Portfolio Training, you can add and edit this area as you need to. The information will not appear until you publish your portfolio.

We suggest that if you feel you will have more edits, then you should wait to publish until you have all the edits necessary.

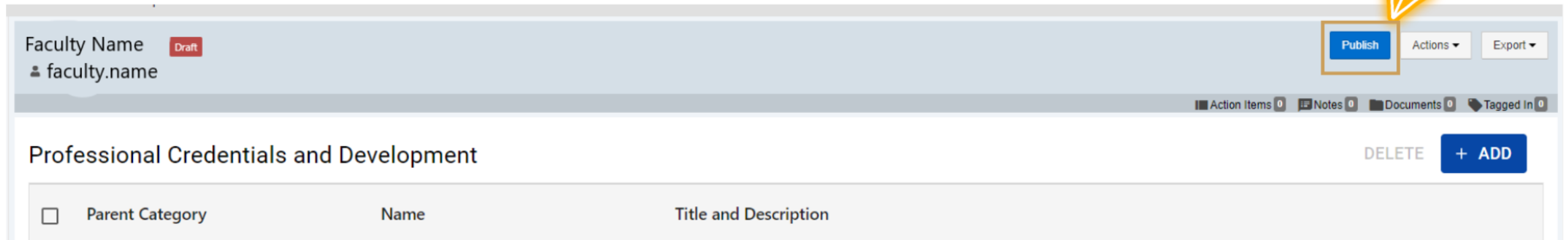
# Publishing your Faculty Portfolio

Just so you know – the following two sections following the Service Section in your PPE form are an only applicable sections (Consulting and Honors and Awards). This means if you are done with your Faculty Portfolio you can Publish your Portfolio.



# Publishing your Faculty Portfolio

Click Publish



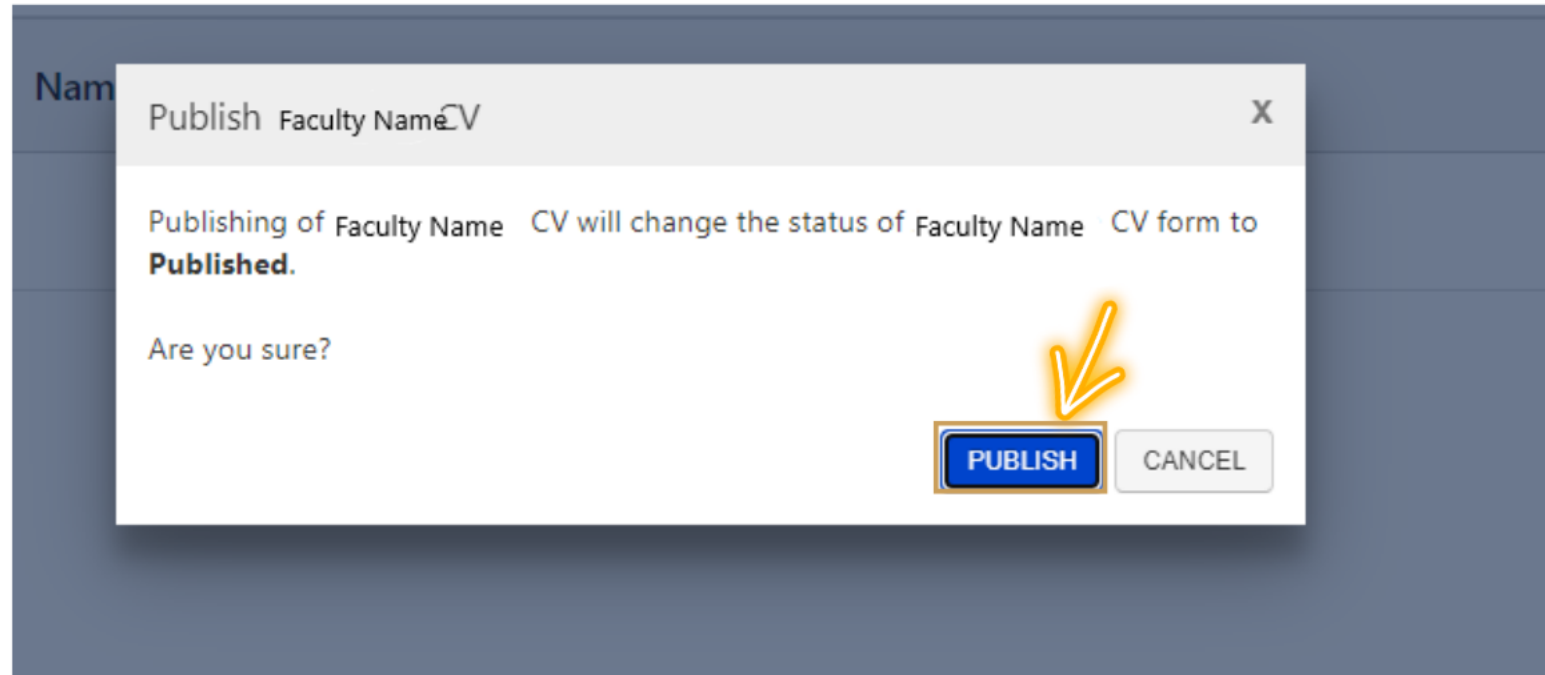
Faculty Name Draft  
faculty.name

Action Items 0 Notes 0 Documents 0 Tagged In 0

Professional Credentials and Development DELETE + ADD

| <input type="checkbox"/> | Parent Category | Name | Title and Description |
|--------------------------|-----------------|------|-----------------------|
|--------------------------|-----------------|------|-----------------------|

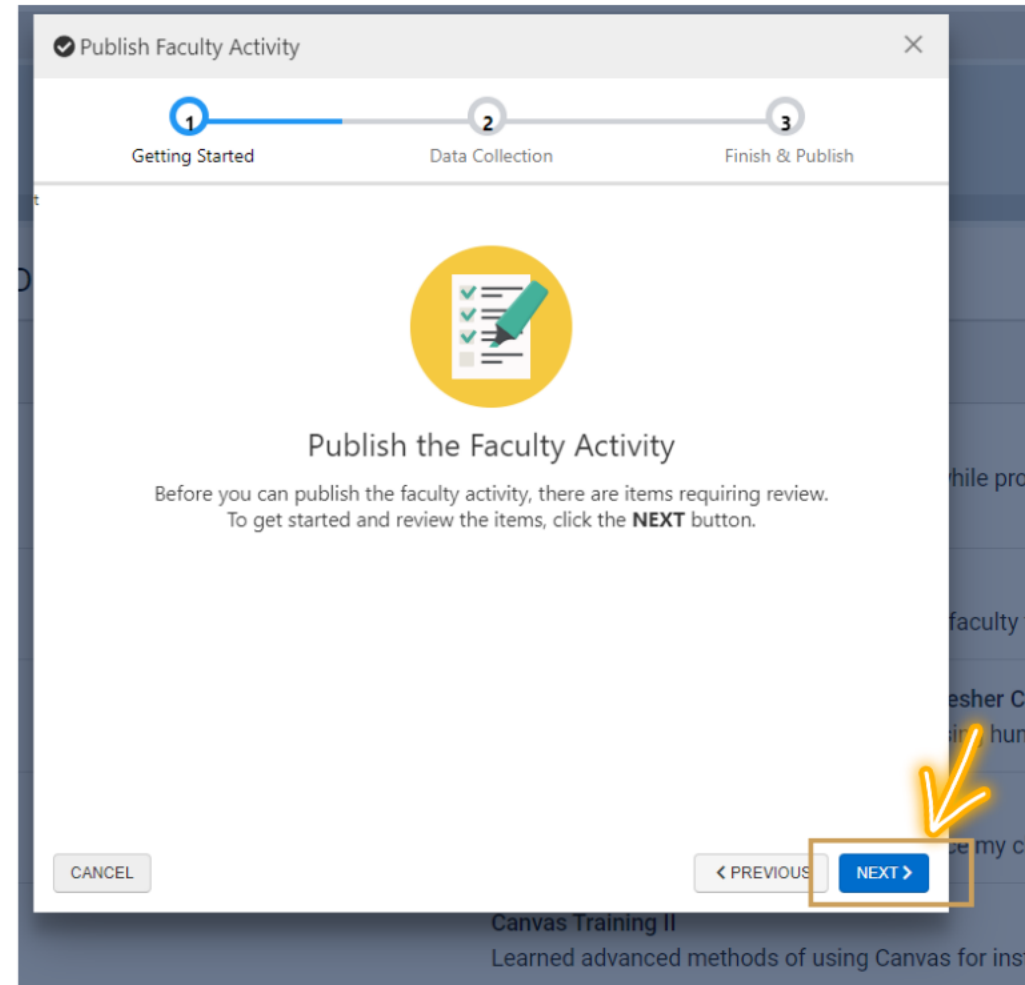
# Publishing your Faculty Portfolio - Draft Status



After clicking Publish, you will see a message asking you to confirm that you wish to publish. Click Publish. This will put your Faculty Portfolio In Published Status.

# Publishing your Faculty Portfolio - In Revision

When your Faculty Portfolio is In Revision, this text box will appear.

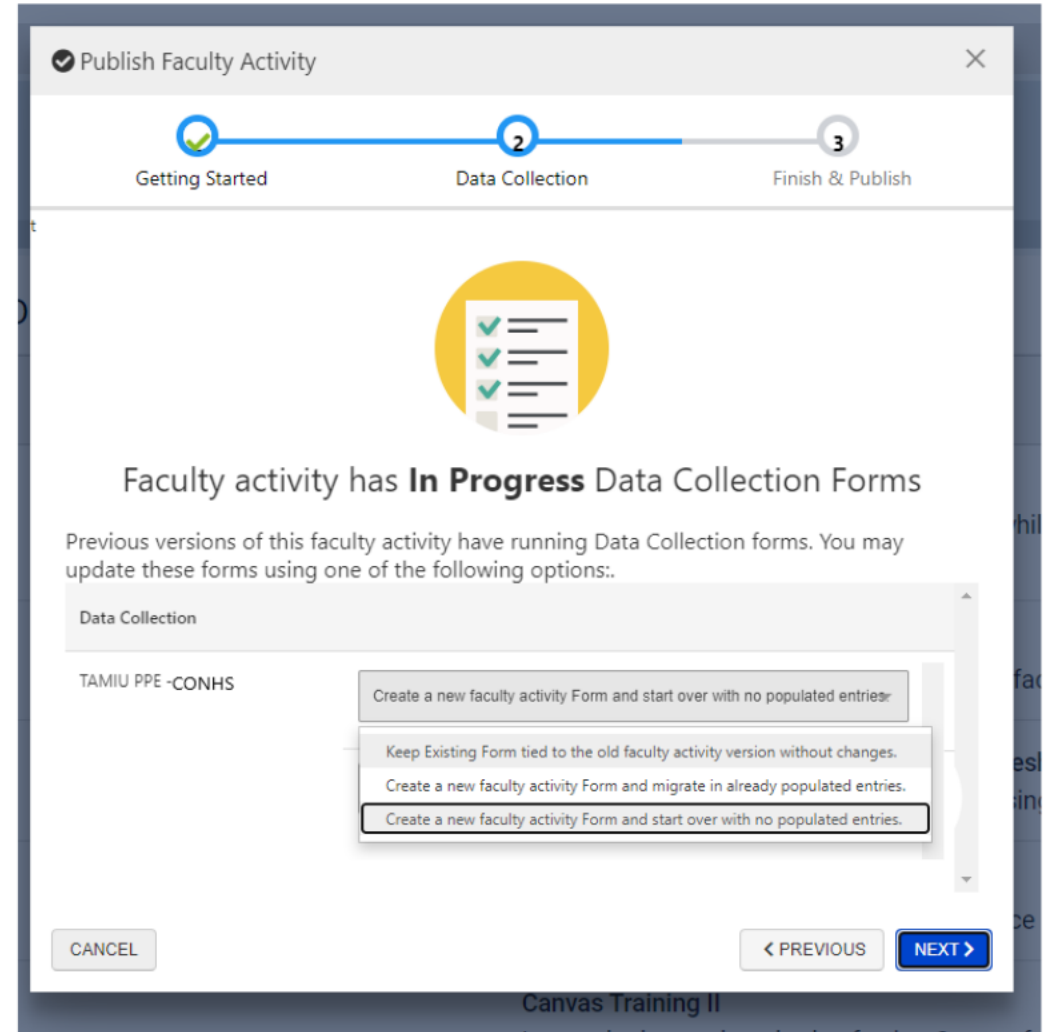


Click Next

# Publishing your Faculty Portfolio - In Revision

A textbox with a dropdown will appear. The three options are

1. Keep Existing Form tied to the old faculty activity version without changes.
2. Create a new faculty activity Form and migrate in already populated entries
3. Create a new faculty activity Form and start over with no populated entries

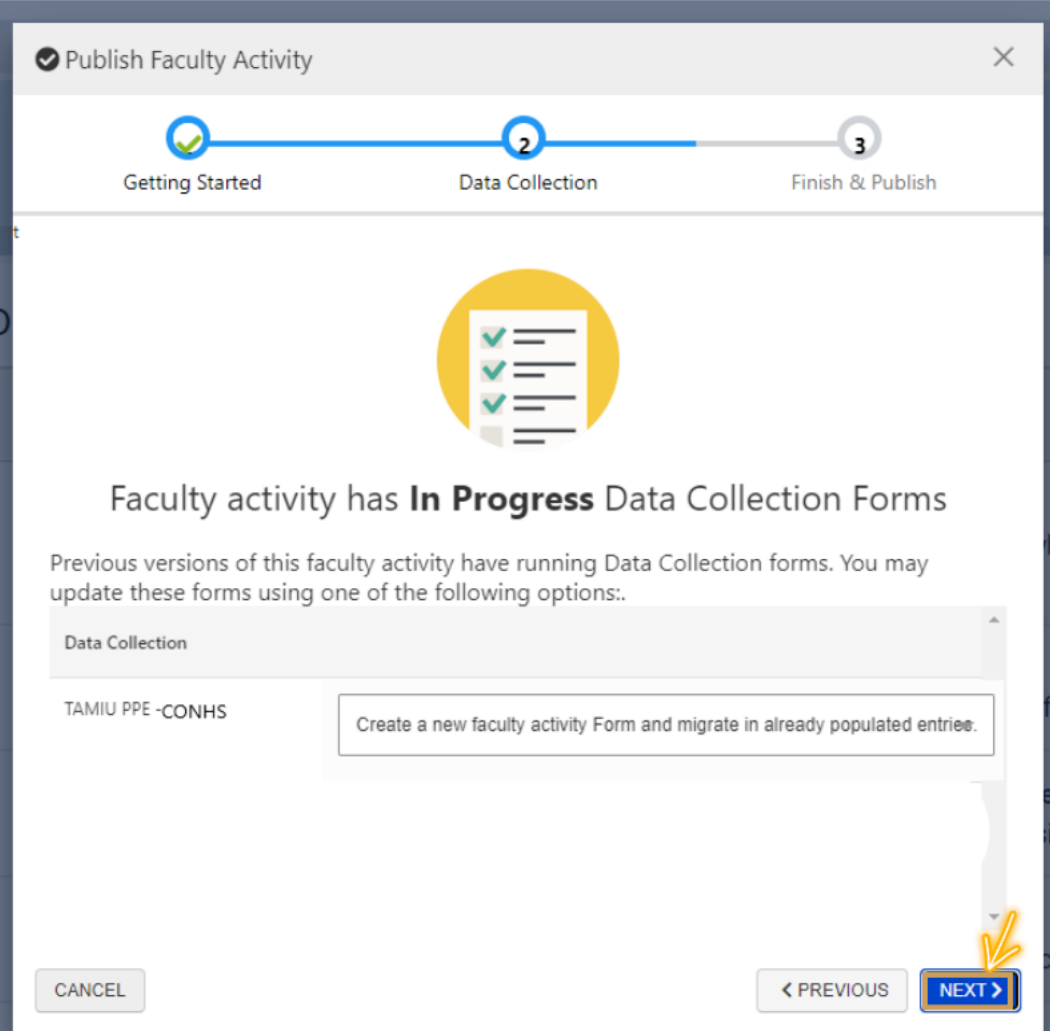


# Publishing your Faculty Portfolio - In Revision

From those three options Select  
Option 2

2. Create a new faculty activity Form  
and migrate in already populated  
entries

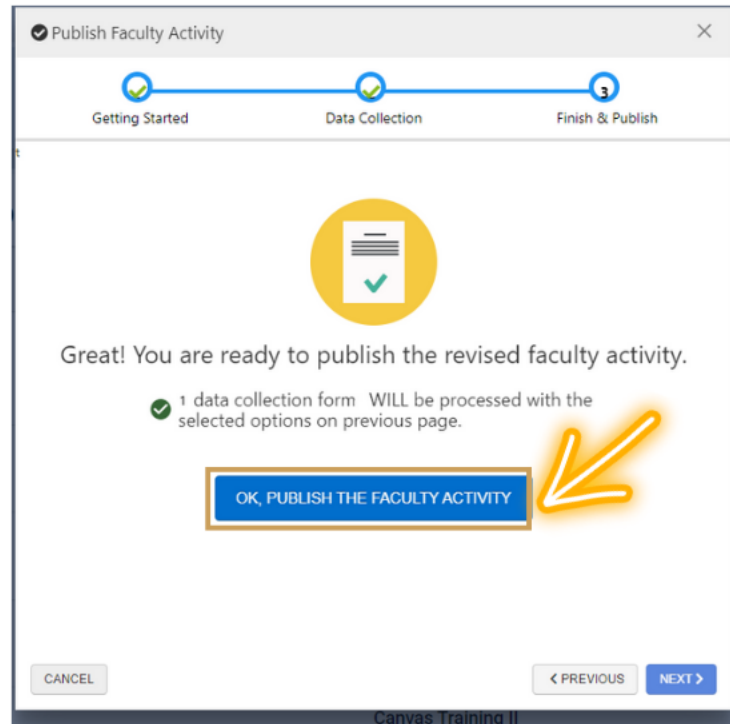
Then click Next



The screenshot shows a dialog box titled "Publish Faculty Activity" with a progress bar at the top. The progress bar has three steps: "Getting Started" (completed), "Data Collection" (current step), and "Finish & Publish". Below the progress bar is a yellow circular icon containing a checklist with three green checkmarks. The main text reads: "Faculty activity has **In Progress** Data Collection Forms". Below this, it says: "Previous versions of this faculty activity have running Data Collection forms. You may update these forms using one of the following options:". A scrollable list shows "Data Collection" with the entry "TAMIU PPE -CONHS". A text box next to it contains the instruction: "Create a new faculty activity Form and migrate in already populated entries.". At the bottom, there are three buttons: "CANCEL", "< PREVIOUS", and "NEXT >". A yellow arrow points to the "NEXT >" button.

Canvas Training II

# Publishing your Faculty Portfolio - In Revision




After clicking Next, you will see a message asking you to confirm that you wish to publish. Click Ok, Publish The Faculty Activity. This will put your Faculty Portfolio In Published Status.




# D. Consulting

# Information Pulled from Faculty Portfolio

D. Consulting/Clinical Practice (if applicable) 

1

**Consulting:**

 No data found for the faculty.

[DETAILS](#)

Your information will be shown here. However, if your information is missing, you can enter it by clicking the blue details button

This section is only if applicable





# Editing your Faculty Portfolio

When you click details, it will take you to your faculty portfolio, where you can add the information.

Your portfolio should have one of three statuses

1. Draft
2. Published
3. In Revision

Next to your name, you will see your status

Faculty Name Draft  
👤 faculty.name

Faculty Name Published  
👤 faculty.name

Faculty Name In Revision  
👤 faculty.name

## Professional Credentials and Development

| <input type="checkbox"/> | Parent Category | Name |
|--------------------------|-----------------|------|
| <input type="checkbox"/> | Education       |      |

# Editing your Faculty Portfolio

## Draft Status

When in Draft status, your faculty portfolio is editable from the start. Following the Faculty Portfolio Training, you can add and edit this area as you need to. The information will not appear until you publish your portfolio.

We suggest that if you feel you will have more edits, then you should wait to publish until you have all the edits necessary.

# Editing your Faculty Portfolio Published Status

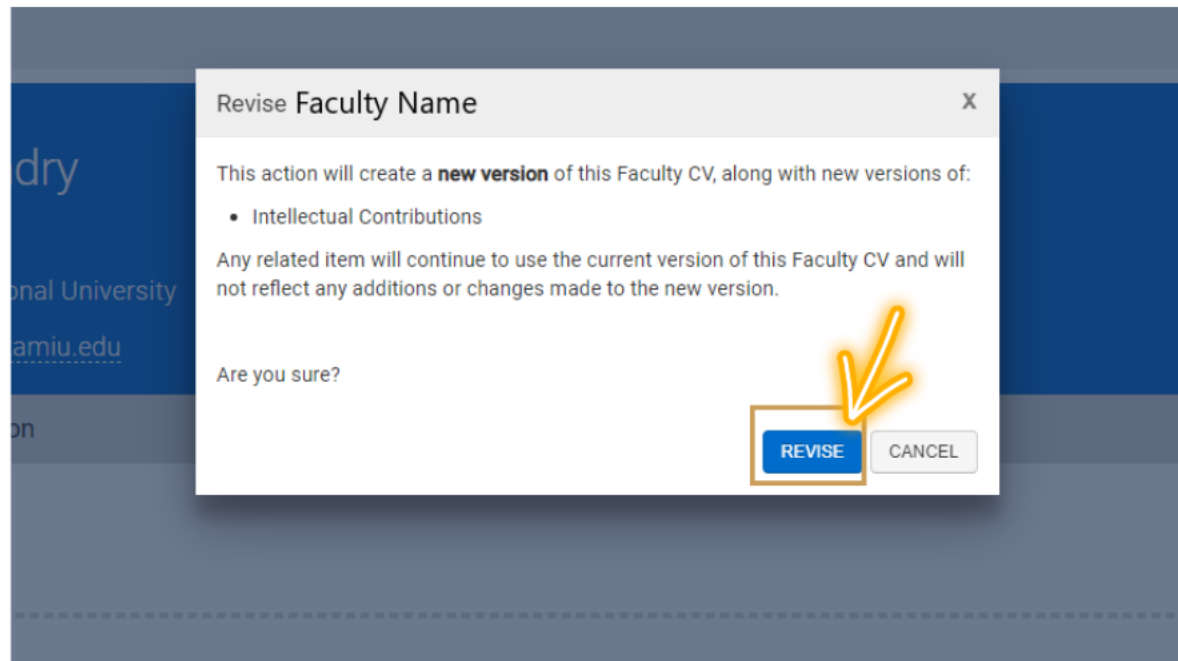
When in Published status, your faculty portfolio must be changed to In Revision status. To do this click on "Revise"



The screenshot displays a user interface for editing a faculty portfolio. At the top, the 'Faculty Name' is shown as 'faculty.name' with a green 'Published' status indicator. To the right, there are three buttons: 'Revise' (highlighted with a yellow arrow and a blue border), 'Actions', and 'Export'. Below this, a 'Portfolio Form' section contains a 'PREVIEW PORTFOLIO' button and an 'Export' button. At the bottom, a blue header area features a circular profile picture with the initials 'ML' and the text 'Faculty Name', 'None', 'Nursing', and 'Texas A&M International University'. On the right side of the interface, there are several status indicators: 'Action Items 0', 'Notes 0', 'Documents 0', and 'Tagged In 0'.

# Editing your Faculty Portfolio Published Status

After clicking revise, you will see a message asking you to confirm that you wish to revise. Click Revise. This will put your Faculty Portfolio In Revision Status.



# Editing your Faculty Portfolio In Revision Status

When In Revision status, your faculty portfolio is editable from the start. Following the Faculty Portfolio Training, you can add and edit this area as you need to. The information will not appear until you publish your portfolio.

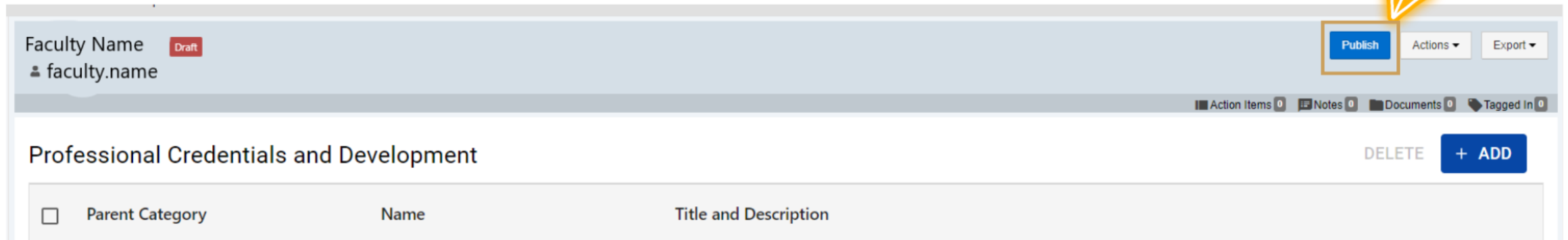
We suggest that if you feel you will have more edits, then you should wait to publish until you have all the edits necessary.

# Publishing your Faculty Portfolio

Just so you know – the section following the Consulting Section in your PPE form is an only applicable section(Honors and Awards). This means if you are done with your Faculty Portfolio you can Publish your Portfolio.

# Publishing your Faculty Portfolio

Click Publish



Faculty Name Draft

faculty.name

Publish Actions Export

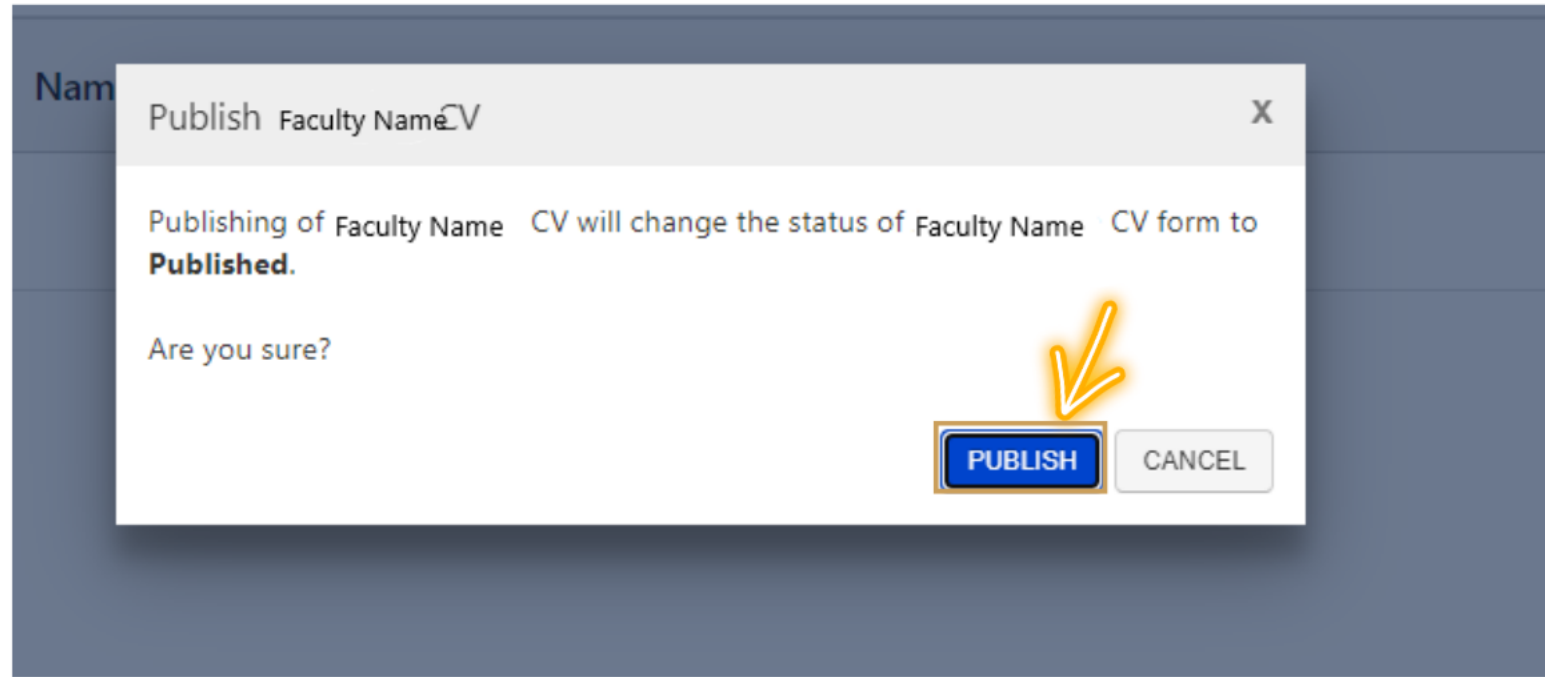
Action Items 0 Notes 0 Documents 0 Tagged In 0

Professional Credentials and Development DELETE + ADD

| <input type="checkbox"/> | Parent Category | Name | Title and Description |
|--------------------------|-----------------|------|-----------------------|
|--------------------------|-----------------|------|-----------------------|



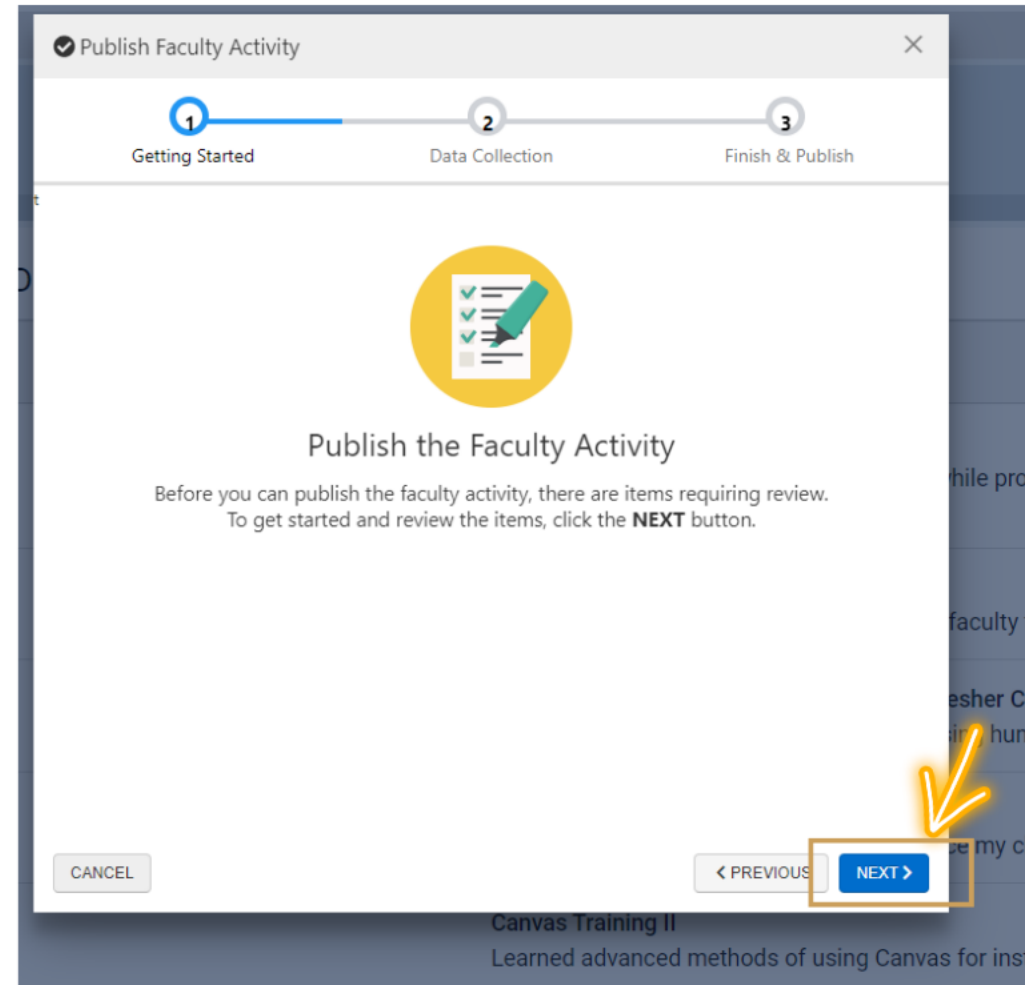
# Publishing your Faculty Portfolio - Draft Status



After clicking Publish, you will see a message asking you to confirm that you wish to publish. Click Publish. This will put your Faculty Portfolio In Published Status.

# Publishing your Faculty Portfolio - In Revision

When your Faculty Portfolio is In Revision, this text box will appear.

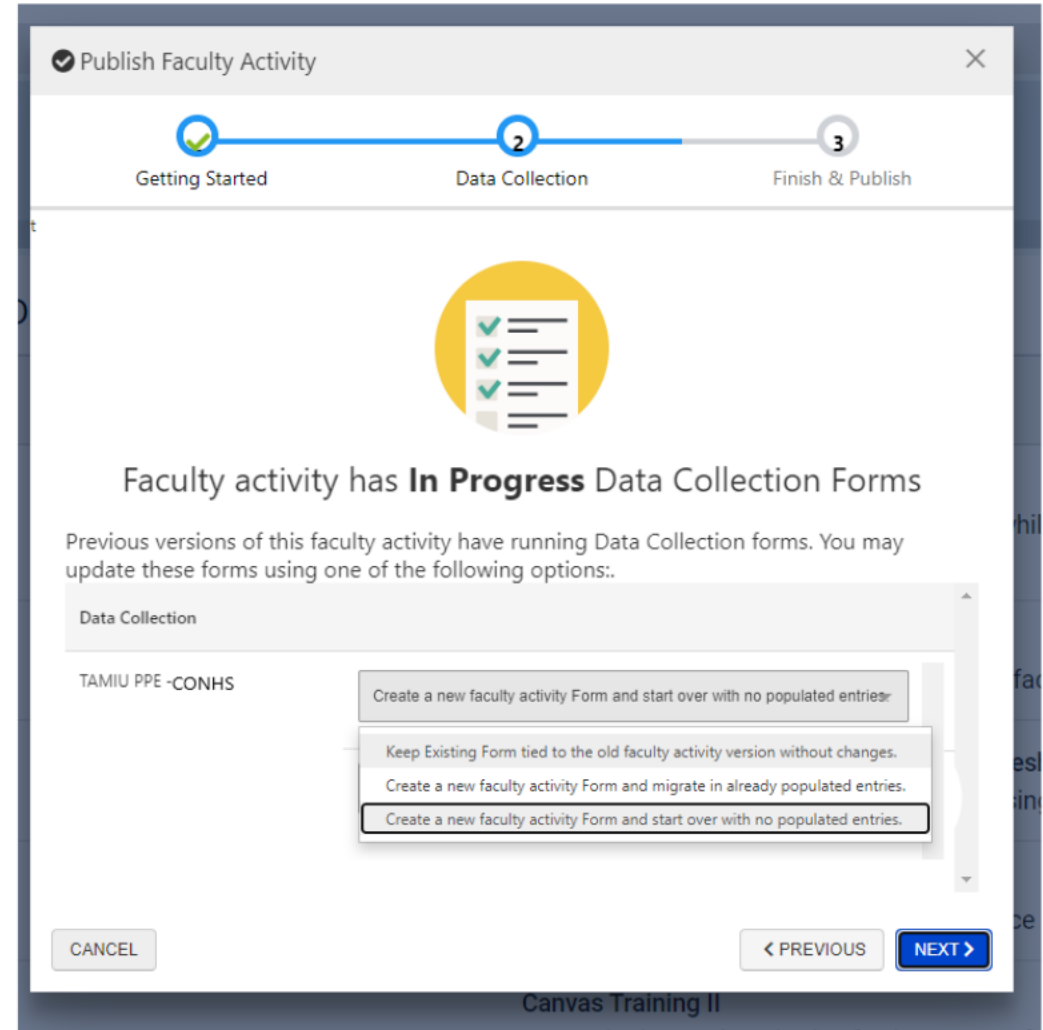


Click Next

# Publishing your Faculty Portfolio - In Revision

A textbox with a dropdown will appear. The three options are

1. Keep Existing Form tied to the old faculty activity version without changes.
2. Create a new faculty activity Form and migrate in already populated entries
3. Create a new faculty activity Form and start over with no populated entries

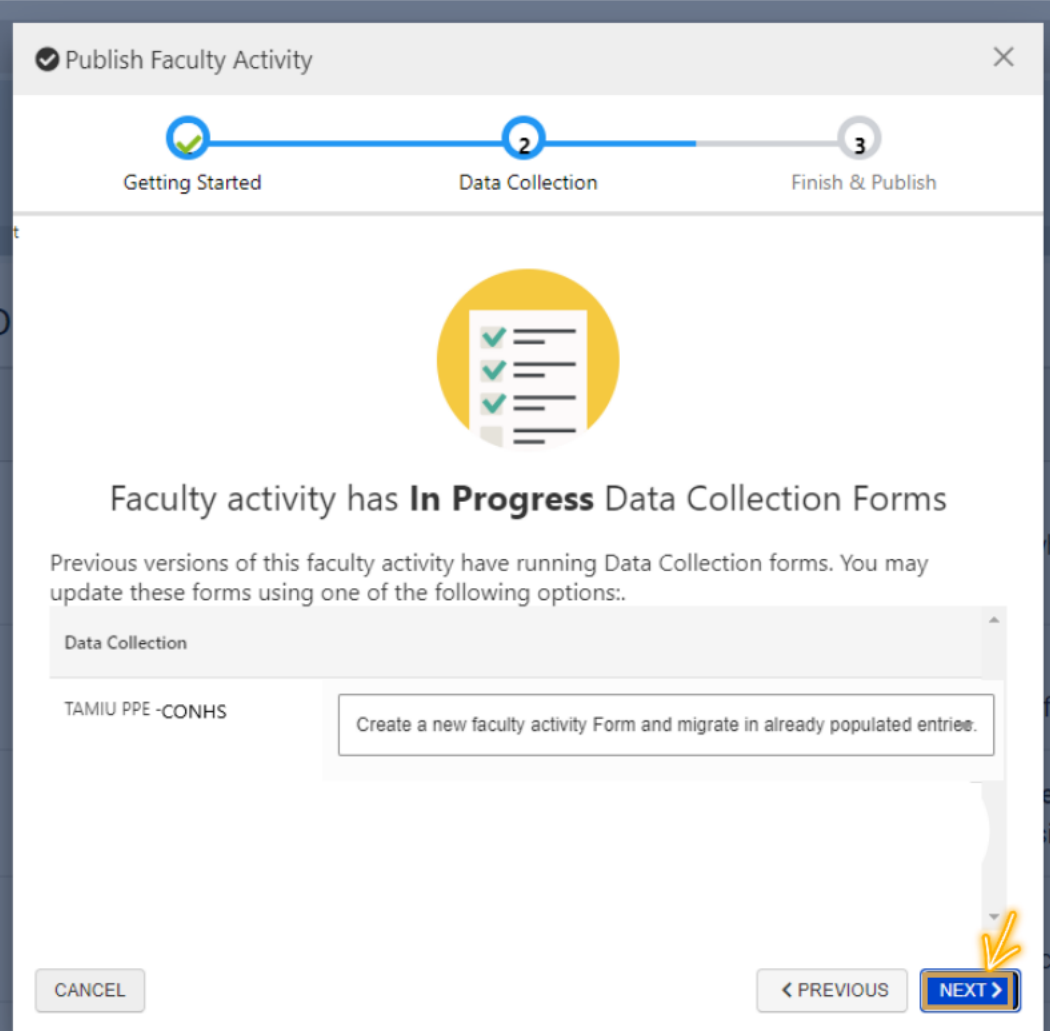


# Publishing your Faculty Portfolio - In Revision

From those three options Select  
Option 2

2. Create a new faculty activity Form  
and migrate in already populated  
entries

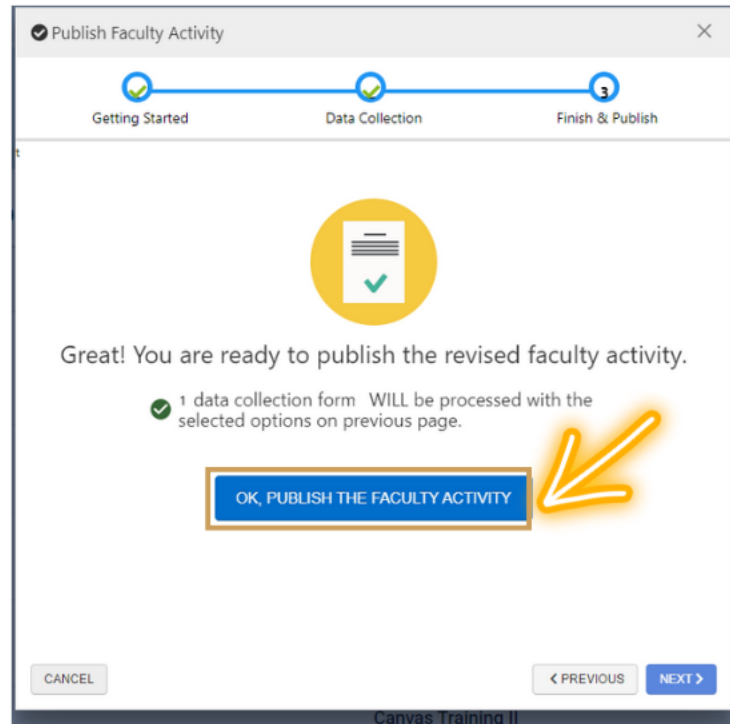
Then click Next



The screenshot shows a dialog box titled "Publish Faculty Activity" with a progress bar at the top. The progress bar has three steps: "Getting Started" (completed), "Data Collection" (current step), and "Finish & Publish". Below the progress bar is a yellow circular icon containing a checklist with three green checkmarks. The main text reads: "Faculty activity has **In Progress** Data Collection Forms". Below this, it says: "Previous versions of this faculty activity have running Data Collection forms. You may update these forms using one of the following options:". A scrollable list shows "Data Collection" with the entry "TAMIU PPE -CONHS". A text box next to this entry contains the instruction: "Create a new faculty activity Form and migrate in already populated entries.". At the bottom, there are three buttons: "CANCEL", "< PREVIOUS", and "NEXT >". A yellow arrow points to the "NEXT >" button.

Canvas Training II

# Publishing your Faculty Portfolio - In Revision



After clicking Next, you will see a message asking you to confirm that you wish to publish. Click Ok, Publish The Faculty Activity. This will put your Faculty Portfolio In Published Status.

A photograph of four graduates in academic regalia, overlaid with a semi-transparent red filter. The graduates are standing in a row, smiling. The first graduate on the left is a man with a beard, wearing a black cap and gown with red accents. The second graduate is a man wearing a black cap and gown with red accents. The third graduate is a man wearing a black cap and gown with red accents, a gold stola with the word 'GENERATION' written vertically, and a gold stole with 'Bachelor Of Science In Kinology' written on it. The fourth graduate is a man wearing a black cap and gown with red accents. The background is dark and indistinct.

# E. Honors and Awards

# Information Pulled from Faculty Portfolio

## E. Honors and Awards (if applicable)

(submitted by Faculty directly for Chair Review)

1

### Honors and Awards:



No data found for the faculty.

DETAILS

Your information will be shown here. However, if your information is missing, you can enter it by clicking the blue details button

This section is only if applicable





# Editing your Faculty Portfolio

When you click details, it will take you to your faculty portfolio, where you can add the information.

Your portfolio should have one of three statuses

1. Draft
2. Published
3. In Revision

Next to your name, you will see your status

Faculty Name Draft  
👤 faculty.name

Faculty Name Published  
👤 faculty.name

Faculty Name In Revision  
👤 faculty.name

## Professional Credentials and Development

| <input type="checkbox"/> | Parent Category | Name |
|--------------------------|-----------------|------|
| <input type="checkbox"/> | Education       |      |



# Editing your Faculty Portfolio

## Draft Status

When in Draft status, your faculty portfolio is editable from the start. Following the Faculty Portfolio Training, you can add and edit this area as you need to. The information will not appear until you publish your portfolio.

We suggest that if you feel you will have more edits, then you should wait to publish until you have all the edits necessary.

# Editing your Faculty Portfolio Published Status

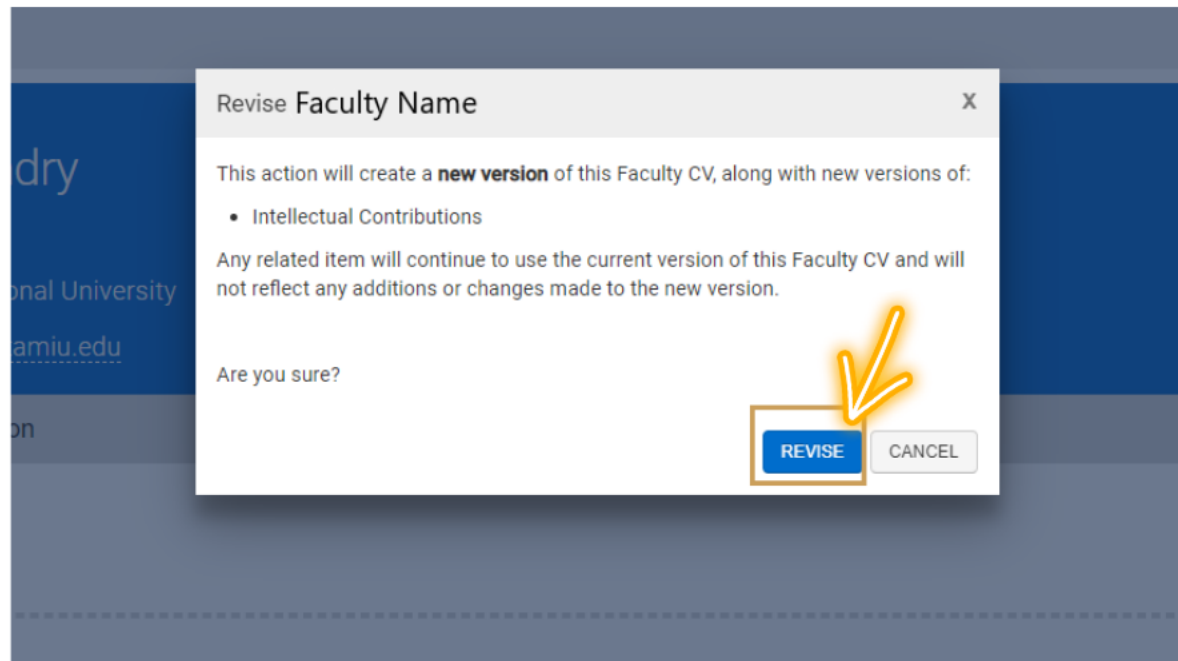
When in Published status, your faculty portfolio must be changed to In Revision status. To do this click on "Revise"



The screenshot displays a user interface for editing a faculty portfolio. At the top, the 'Faculty Name' is shown as 'faculty.name' with a green 'Published' status indicator. To the right, there are three buttons: 'Revise' (highlighted with a yellow arrow and a blue border), 'Actions', and 'Export'. Below this, a navigation bar shows 'Action Items 0', 'Notes 0', 'Documents 0', and 'Tagged In 0'. The main content area is titled 'Portfolio Form' and includes a 'PREVIEW PORTFOLIO' button and an 'Export' button. At the bottom, a blue header contains a circular profile picture with the initials 'ML', the text 'Faculty Name', and the affiliation 'None', 'Nursing', and 'Texas A&M International University'.

# Editing your Faculty Portfolio Published Status

After clicking revise, you will see a message asking you to confirm that you wish to revise. Click Revise. This will put your Faculty Portfolio In Revision Status.



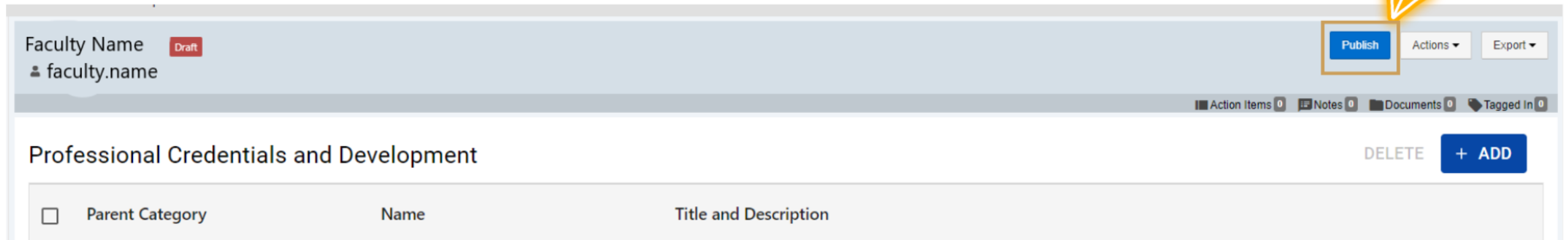
# Editing your Faculty Portfolio In Revision Status

When In Revision status, your faculty portfolio is editable from the start. Following the Faculty Portfolio Training, you can add and edit this area as you need to. The information will not appear until you publish your portfolio.

We suggest that if you feel you will have more edits, then you should wait to publish until you have all the edits necessary.

# Publishing your Faculty Portfolio

Click Publish



Faculty Name Draft

faculty.name

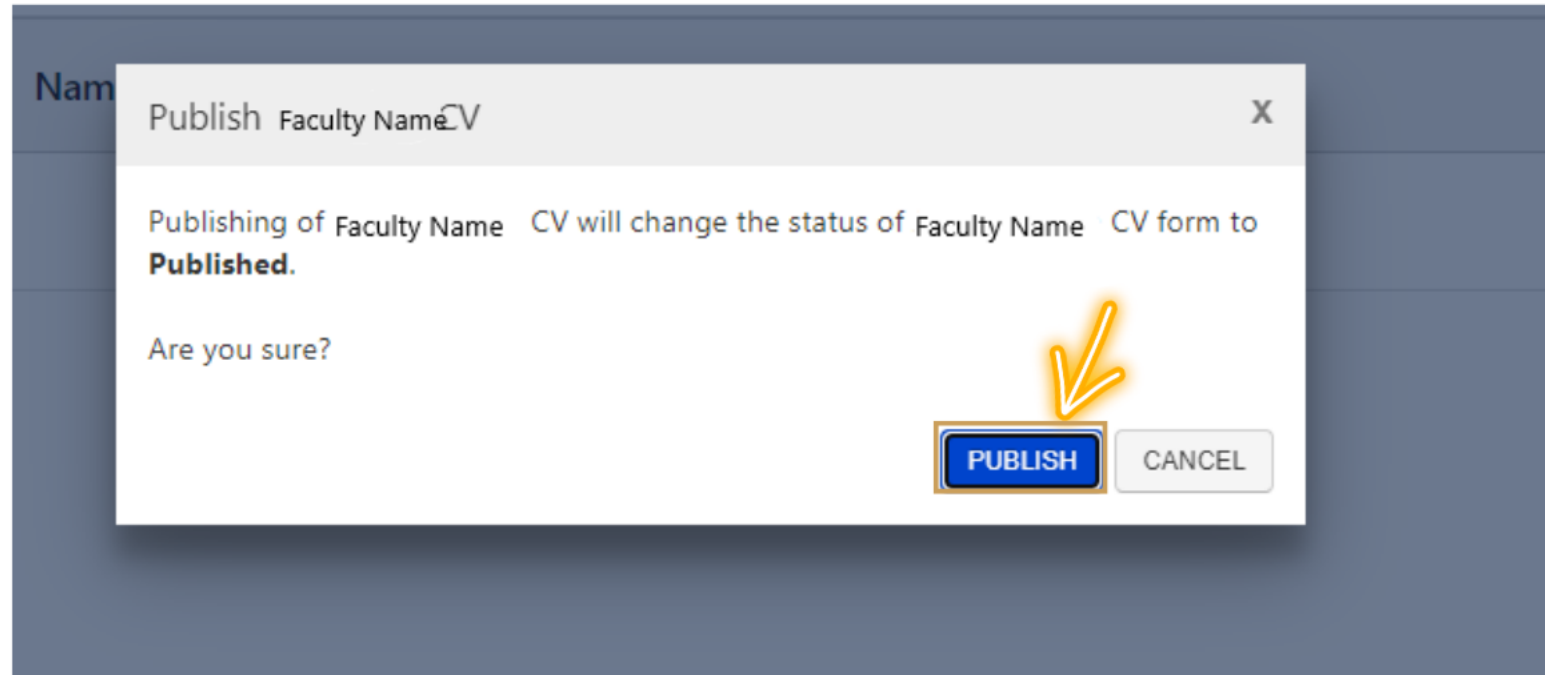
Professional Credentials and Development

DELETE [+ ADD](#)

| <input type="checkbox"/> | Parent Category | Name | Title and Description |
|--------------------------|-----------------|------|-----------------------|
|--------------------------|-----------------|------|-----------------------|

Navigation: Action Items 0, Notes 0, Documents 0, Tagged In 0

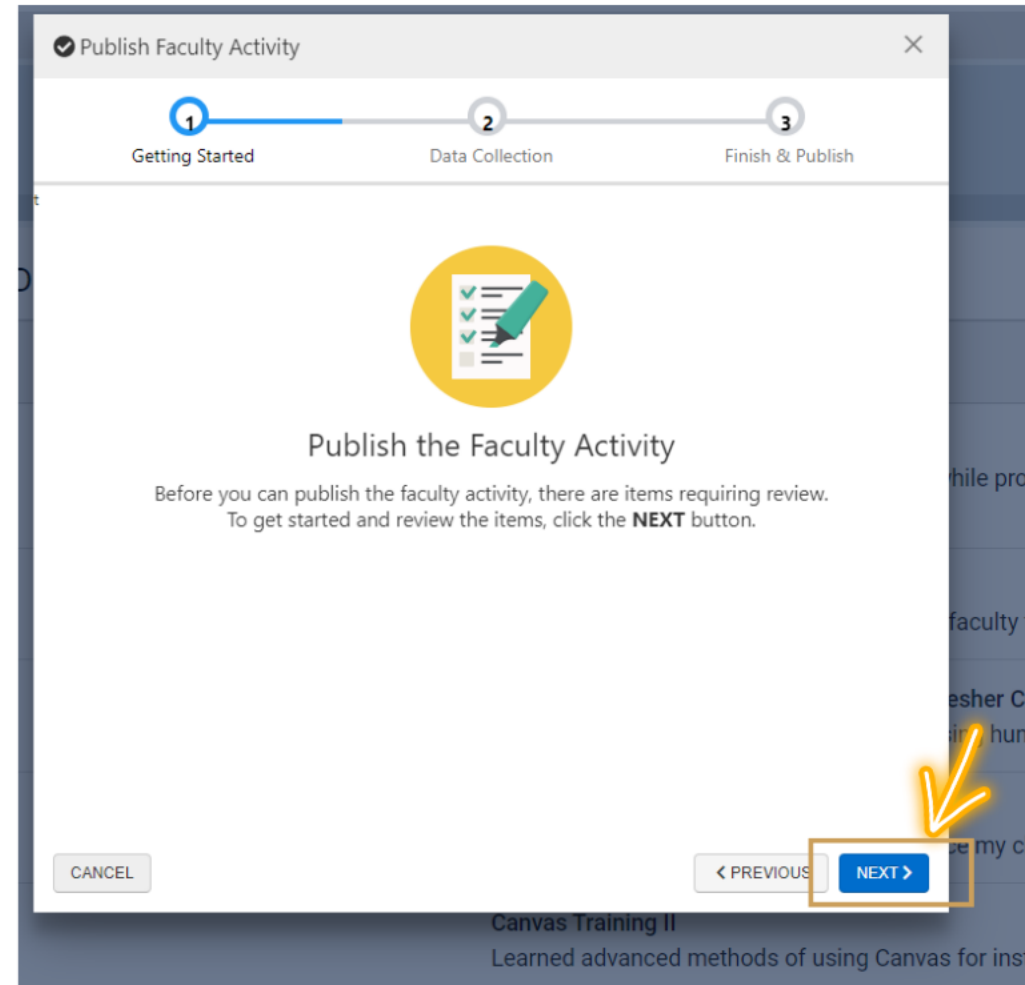
# Publishing your Faculty Portfolio - Draft Status



After clicking Publish, you will see a message asking you to confirm that you wish to publish. Click Publish. This will put your Faculty Portfolio In Published Status.

# Publishing your Faculty Portfolio - In Revision

When your Faculty Portfolio is In Revision, this text box will appear.

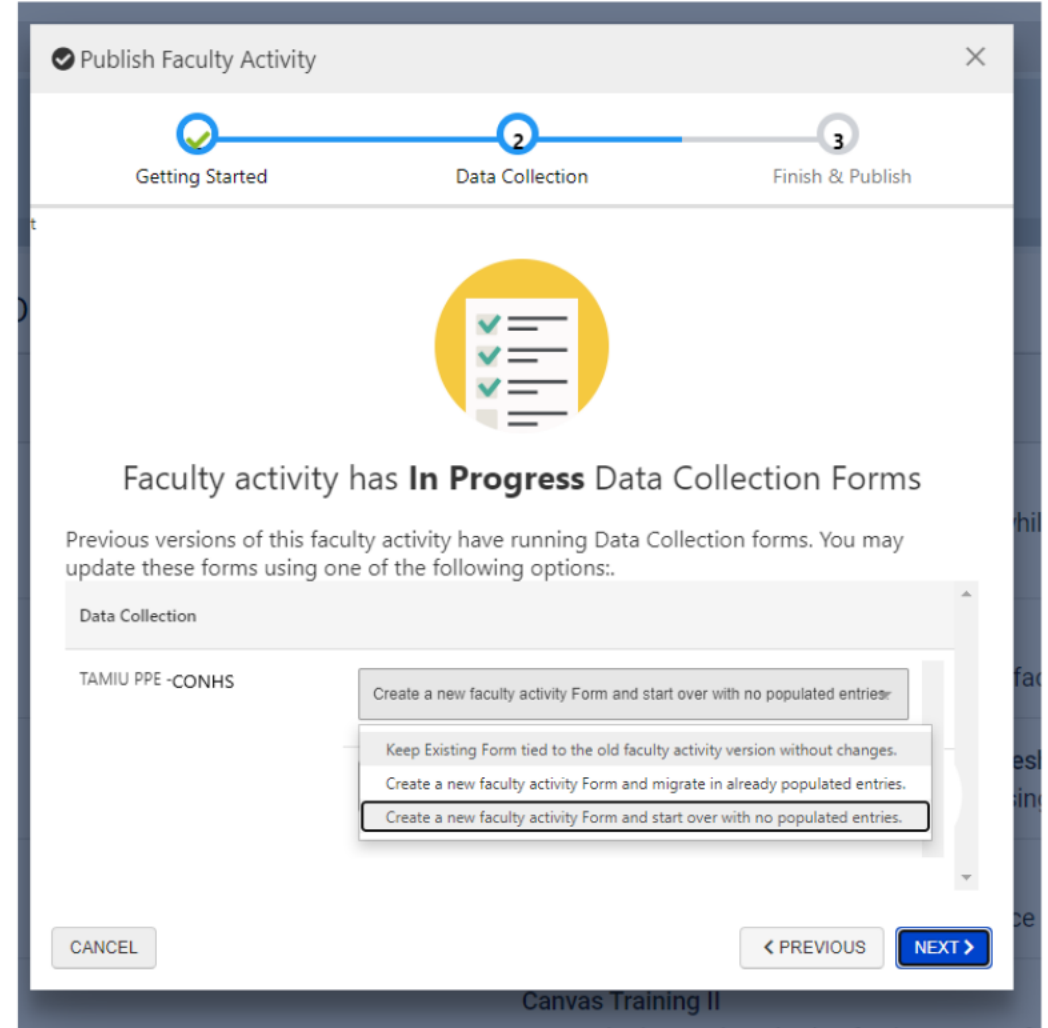


Click Next

# Publishing your Faculty Portfolio - In Revision

A textbox with a dropdown will appear. The three options are

1. Keep Existing Form tied to the old faculty activity version without changes.
2. Create a new faculty activity Form and migrate in already populated entries
3. Create a new faculty activity Form and start over with no populated entries



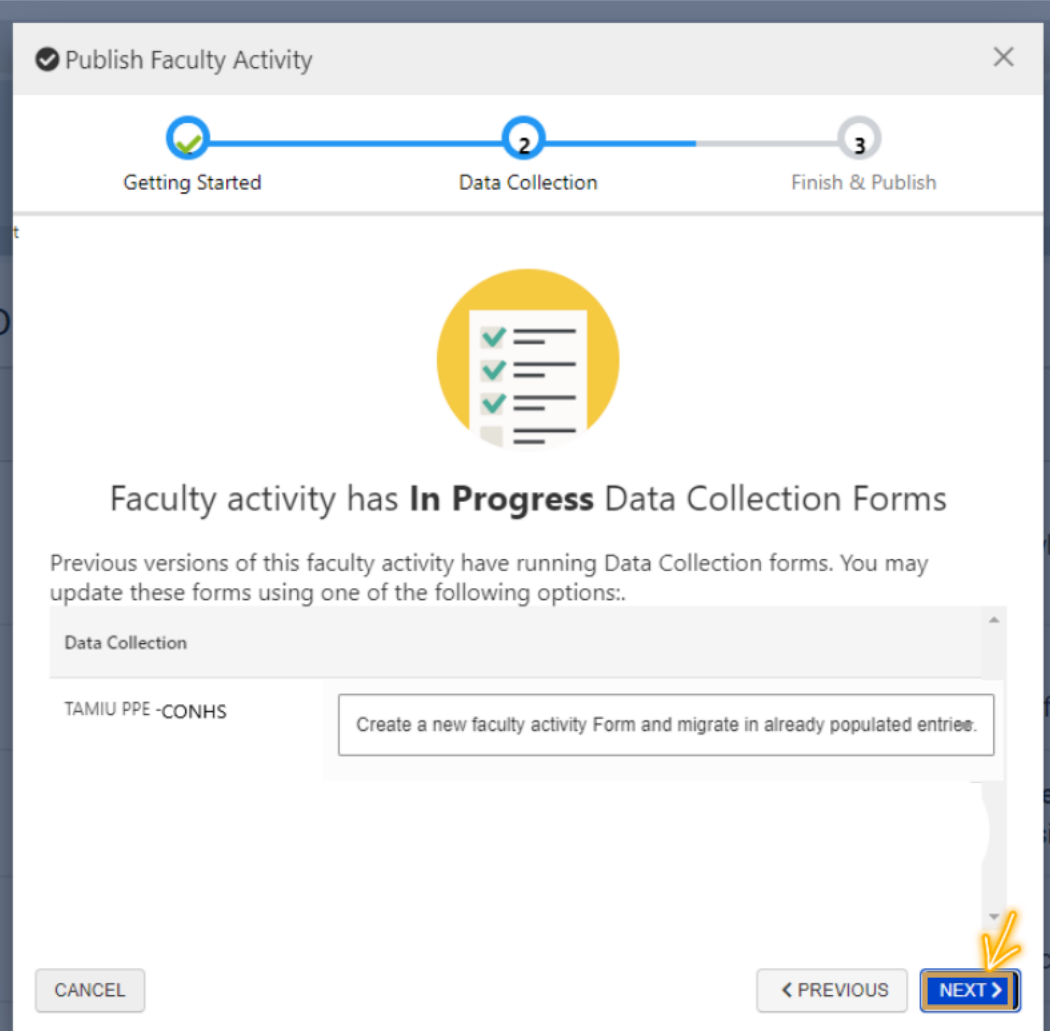


# Publishing your Faculty Portfolio - In Revision

From those three options Select  
Option 2

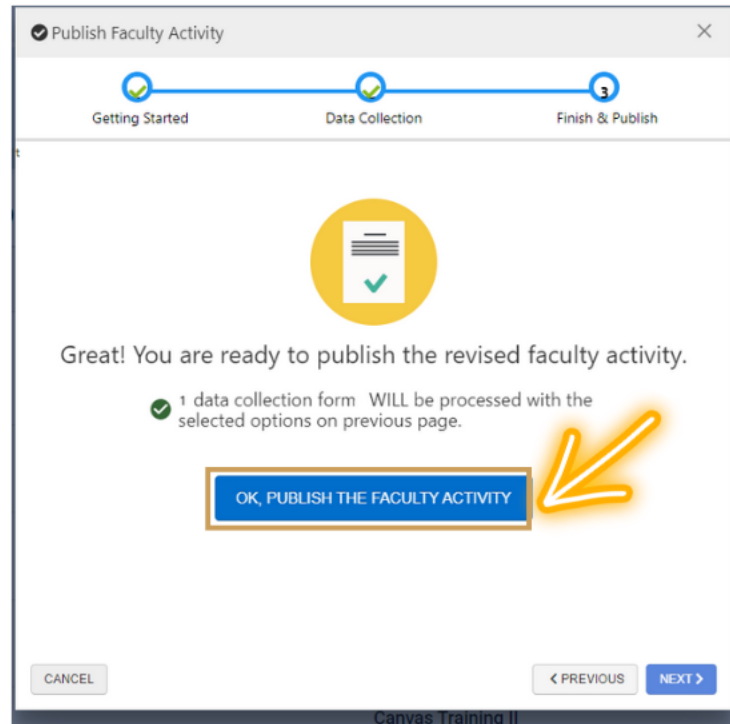
2. Create a new faculty activity Form  
and migrate in already populated  
entries

Then click Next



The screenshot shows a dialog box titled "Publish Faculty Activity" with a progress bar at the top. The progress bar has three steps: "Getting Started" (completed), "Data Collection" (current step), and "Finish & Publish". Below the progress bar is a yellow circular icon containing a checklist with three green checkmarks. The main text reads: "Faculty activity has **In Progress** Data Collection Forms". Below this, it says: "Previous versions of this faculty activity have running Data Collection forms. You may update these forms using one of the following options:". A scrollable list shows "Data Collection" with the entry "TAMIU PPE -CONHS". A text box next to it contains the instruction: "Create a new faculty activity Form and migrate in already populated entries.". At the bottom, there are three buttons: "CANCEL", "< PREVIOUS", and "NEXT >". A yellow arrow points to the "NEXT >" button.

# Publishing your Faculty Portfolio - In Revision



After clicking Next, you will see a message asking you to confirm that you wish to publish. Click Ok, Publish The Faculty Activity. This will put your Faculty Portfolio In Published Status.

# 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 NOT 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

The screenshot shows the AEFIS dashboard interface. At the top left is the Texas A&M International University logo. At the top right, a green box contains the text "AEFIS v3.86-26 TRAINING TRAININGAPP12". Below the header is a navigation bar with a home icon. The main content area features three panels:

- My Data Collection Forms:** Contains a warning icon and the text "No Forms We could not find any forms to complete".
- My Course Sections & Syllabi:** Contains a warning icon and the text "No Course Sections You have no course sections assigned to you for the current active term(s).".
- My Course Evaluations:** Contains a checkmark icon and the text "Congratulations! You have completed all your course evaluations".





Below the first panel, a fourth panel titled "My Assignments" is partially visible.


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  



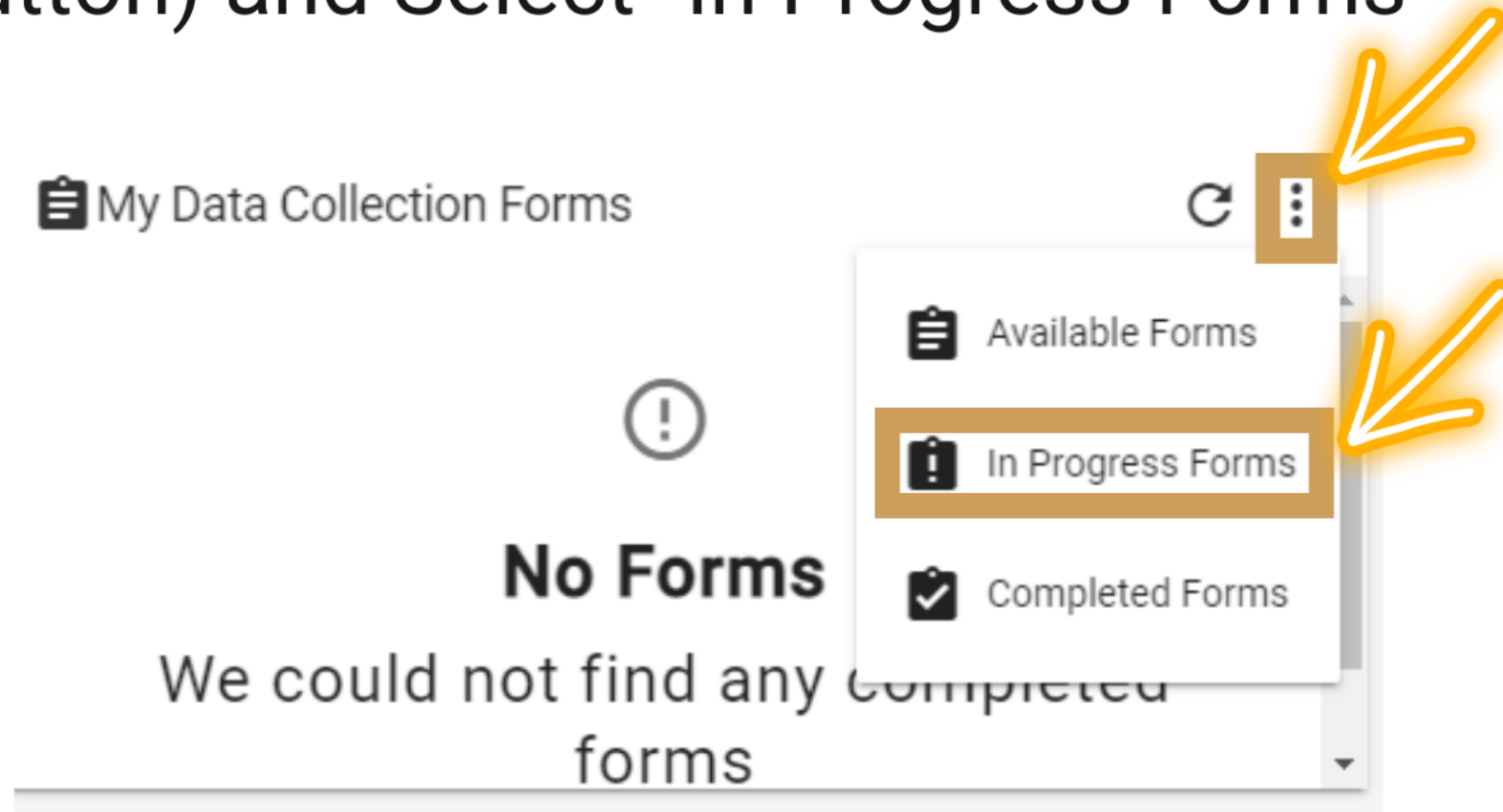
**Congratulations!**

You have completed all your course evaluations

 My Assignments  

# Locating Your Submitted PPE Form

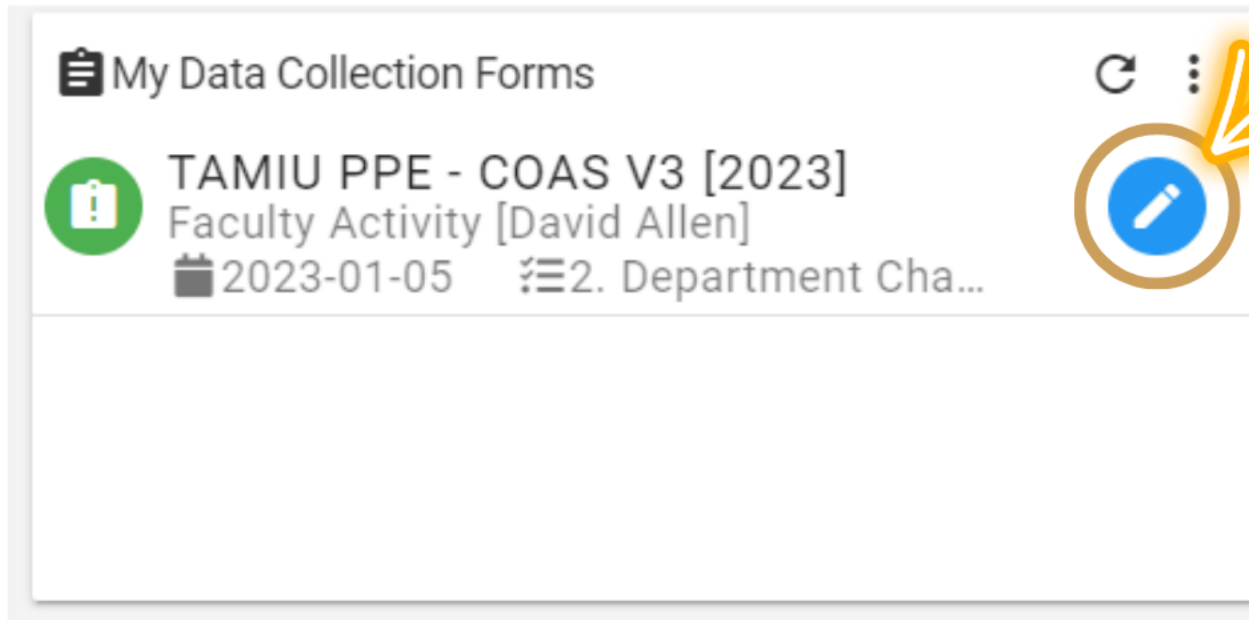
Click on the triple vertical dots (this is a menu button) and Select "In Progress Forms"





# 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.



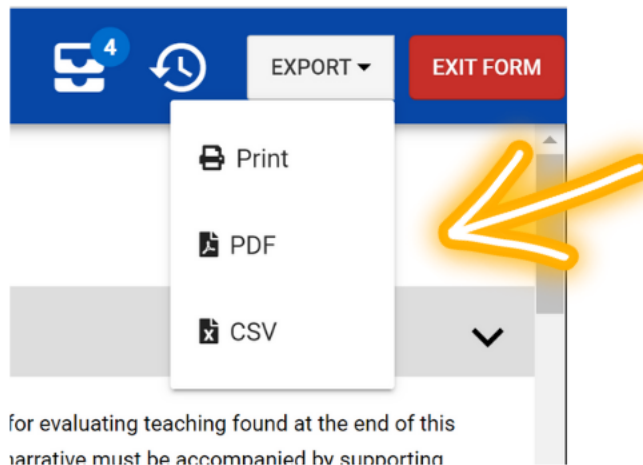
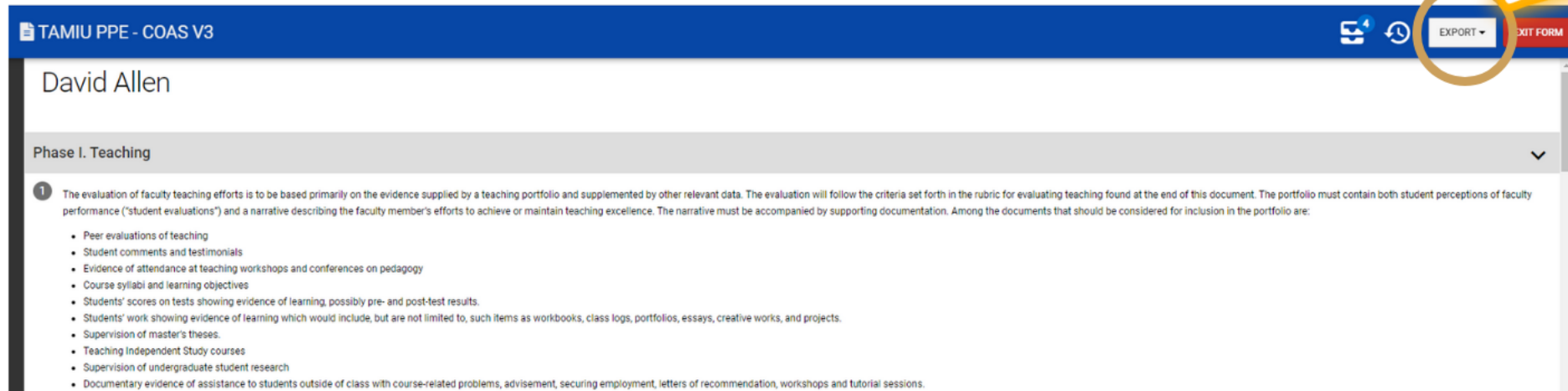
\*\*We suggest if you want to save or print your responses for your own archives that, you do so AFTER your submission by using this method.\*\*



# Saving Your Submitted PPE Form

# 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





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SUE & RADCLIFFE KILAM LIBRARY

TAMU

Thank you!