

Faculty have the ability to run their own reports; however, if a proxy or administrator needs to run a copy of the report, the instructions below will walk you through the process

**IMPORTANT NOTE:** Faculty can edit these reports in MS Word after running them, any subsequent reports you run will not include any of their MS Word edits.

1. Within PACT, click on “Reports” and then select “Annual Faculty Performance Evaluation” from the Report drop down.

Name ▲	Created By	Actions
Academic Degrees Earned	Digital Measures	🔒
Administrative Data Report (AACSB/Business)	Digital Measures	🔒
Alternative justification flip forward	Me	▼
Annual Faculty Performance Evaluation	Digital Measures	🔒
AU Committees (Boards or Councils)	Digital Measures	🔒
AU Committees Summary	Digital Measures	🔒
Awards and Honors	Digital Measures	🔒
Awards and Honors for DCM	Me	▼
Birthday Report by Month	Digital Measures	🔒

2. Select May 1, 2022 as the start date and April 30, 2023 as the end date.

**Run Annual Faculty Performance Evaluation** RUN REPORT

[Download this report's template](#)

- Date Range**

Start Date: May 1 2022

End Date: April 30 2023
- Whom to Include**

Groups to Include: **All groups selected** [Change Selection](#)

Users must be enrolled in all selected groups to be in this report.

Individuals to Include: **All Individuals selected** [Change Selection](#)

Include These Accounts: Enabled Only
- Report Options**

a) Citation Style: APA
- File Format**

File Format: Microsoft Word (.doc)

Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size: Letter

- Under “Whom to Include”, click on the “Change selection” link.

- You can run a report for a particular individual or for an entire department by clicking the carrot symbol beside the group and then clicking the checkbox of the individual, department or section.

**NOTE:** You will only see the individuals, departments, colleges or sections for which you have security access.

- Click the “Save” button.
- Leave the File Format to “Microsoft Word” and the Page Size to “Letter”. Click the “Run Report” button. You may change the “citation style” if you wish.
- A window will display on your screen asking you if you would like to Open or Save the file. Click the “Save” and save the form as **Last Name\_First Name\_EvalFY23b.docx**.



## Frequently asked questions & common Issues

**Issue:** Report is basically blank (no goals or summary information is included)

**Solution #1:** Make sure the faculty member has entered 2022-2023 goals. The eval is based on these goals so they must be entered into PACT. This is the #1 issue we encounter.

**Solution #2:** Double-check the date range of the report. It should have a start date of May 1, 2022 and an end date of April 30, 2023.

**Issue:** Don't see/Can't select a specific person when running the report

**Solution #1:** Is this person Clinical Faculty? Clinical Faculty are not in PACT but if you would like to use the same *Word form* for a Clinical Faculty member, you can find one here:

<https://www.augusta.edu/afa/evaluations.php>

**Solution #2:** Faculty evaluations are available to their "home" department (including those faculty who work in centers and institutes). If you are not the home department but have confirmed that the home department wishes you to initiation the evaluation process, we will need to update your security accordingly. Please contact the [DMAdmin](#).

**Solution #3:** There is a different problem with the security settings. Please contact the [DMAdmin](#) to resolve this issue.

**Issue:** Rank is incorrect

**Solution:** There are a few outstanding OneUSG issues that can cause a faculty member's rank/status to be incorrect. There is a ticket pending for this but it has not yet been resolved. In the meantime, the faculty member can correct this on the MS Word form.

**Issue:** Workload is incorrect.

**Solution:** Please contact the [DMAdmin](#) to confirm the workload information in Peoplesoft.

**Issue:** Report prints with some, but not all, expected information

**Solution #1:** The dates of the missing items may not fall within the reporting dates.

**Solution #2:** Area of assigned effort was not indicated (see example below)

**Edit Department Service**

RI Points <sup>H</sup>

Give this Publication Priority in the Faculty Directory

Do NOT Publish This Activity to the Faculty Directory

Which area of your assigned effort does this impact?

- Teaching
- Research/Scholarship
- Service
- Clinical
- Administrative

Position/Role

Remember: You do not need to go through Manage Data to run the Annual Evaluation report; however, if you wish to edit PACT information on behalf of a faculty member, you will need to manage their user account:

**Manage Data**

Manage Data enables you to manage data for other users or entities within your system. If you are entering a lot of data, it may be faster to load this from CSV files rather than by using this utility. **All changes made using this utility are audited.** Manage Data sessions open in a new tab.

**Manage Data for Users**

User

Show

Manage Administrative Data for Users

If you have any other concerns or issues, please contact the DMAdmin (Erika Grimm) for assistance: [dadmin@augusta.edu](mailto:dadmin@augusta.edu) or 721-6341.