



Log into PACT: [pact.augusta.edu](http://pact.augusta.edu)

Before running your report, you'll want to update your information in PACT in the red screens below. You must have Yearly Performance Evaluation Goals entered for 2022-2023 or your report will not populate.

**Managing Data for: Erika Grimm**

Search All Activities...

[Review a guide](#) to manage your activities. [Show more](#)

### ▼ General Information

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Work History
- Administrative Assignments
- Awards and Honors**
- Consulting**
- Degrees
- Additional Education and Transcripts
- Contacts/ Notes Related to University Activities
- Faculty Development Activities Attended**
- Licensures and Certifications
- Media Contributions**
- Professional Memberships**

### ▼ Annual Reporting

- Workload Information (Assigned)
- Yearly Performance Evaluation Goals**
- Faculty Academic Development Plan

### ▼ Teaching

- Academic Advising**
- Directed Student Learning**
- Non-Credit Instruction Taught
- Scheduled Teaching

### ▼ Scholarship/Research

- Artistic and Professional Performances and Exhibits**
- Work in Schools
- Biographical Sketch - NIH | NSF
- Grants (not managed by SPA)**
- Grants (managed by SPA)**
- Publications**
- Presentations**
- Intellectual Property**
- Research/Creative Activity Currently in Progress**

### ▼ Service

- Department Service**
- College Service**
- University Service**
- Professional Service**
- Public Service**

Once your information has been updated, you can run your report:

Choose “reports” from the top menu

Choose “Annual Faculty Performance Evaluation” from the list of reports

The screenshot shows a navigation bar with 'Activities', 'Reports', and 'Tools' menus. The 'Reports' menu is highlighted. Below the navigation bar, there is a 'Reports' section with a sub-header 'e 2-2: Five-Year Summary of Peer Reviewed Journals (2013 Standards, v. 2018)'. There are buttons for 'Export Usage' and '+ Create a New Report'. A table lists various reports with columns for 'Name', 'Created By', and 'Actions'. The 'Annual Faculty Performance Evaluation' report is highlighted with a red box.

Name ▲	Created By	Actions
Academic Degrees Earned	Digital Measures	🔒
Administrative Data Report (AACSB/Business)	Digital Measures	🔒
Alternative justification flip forward	Me	▼
<b>Annual Faculty Performance Evaluation</b>	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	🔒

[See next page]

a) select your date range

For FY23 **OPTION B** Faculty Evaluations - 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](#)

**1 Date Range**

Start Date: May 1, 2022

End Date: April 30, 2023

**2 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

**3 Report Options**

a) Citation Style: APA

**4 File Format**

File Format: Microsoft Word (.doc)  
Changes made to the Microsoft Word document **will not** be reflected in the system.

Page Size: Letter

b) select your citation format if you wish

4) Click “Run Report” in the upper right corner of the screen.

5) Your report will download in MS Word format. You may now edit your report as needed with the exception of your goals. (Goals were agreed upon and approved by your and your chair last year).

**IMPORTANT NOTE:** Faculty are responsible for deleting information that is not relevant from this report.

Your report is created in MS Word format. If you have multiple goals under one area--for example, 3 teaching goals—all your teaching information will be present under the first goal. The system has no way to sort which teaching information goes with which teaching goal. **You should copy and paste the relevant information from goal 1 into your other related goals as needed and delete any remaining information that is not applicable to goal 1.**

6) When you are ready to save the form, save it as a word file using the naming format:  
Last Name\_First Name\_EvalFY23b.docx

If your report is blank, please double-check that there are goals for 2022-2023 in PACT and that the correct start and end dates were used for the report.

If you have any difficulty or questions concerning this process, please contact Erika Grimm at [DMADMIN@augusta.edu](mailto:DMADMIN@augusta.edu).