



# AUGUSTA UNIVERSITY



## User's Guide

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## POLICY STATEMENT

A Faculty Activity Report (FAR) is to be filed by all faculty, or their appointed delegate, at least once each year, before the annual evaluations of faculty takes place. The schedule for faculty completion of a FAR shall be determined by the office of the Dean in which the faculty member has his or her primary appointment.

All faculty members, with rank, regardless of assigned effort, shall report their academic and professional activities each year by completing a FAR using the web-based reporting tool available through *PACT/Digital Measures*.

### REASON FOR POLICY

The report is an essential component of the annual performance review process as well as other process which may include:

- Faculty third-year pre-tenure review,
- Faculty promotion review (all ranks)
- Faculty tenure determinations, and
- Faculty post-tenure review

### AFFECTED STAKEHOLDER AND ORGANIZATION(S)

*All individuals with faculty rank*

### DEFINITIONS

- *Digital Measures/ Activity Insight: an electronic faculty activity reporting system that is accessed using your AU logon ID and Password.*
- *Faculty Effort Reporting Categories:*
  - *Teaching*
  - *Research/Scholarly Activities*
  - *Service*
  - *Administrative Activities*

### PROCESS & PROCEDURES

*At least once a year faculty members, or their approved proxies, will log into PACT/Digital Measures and complete the following tasks:*

- Review all data stored under their individual profile for accuracy
- Correct or report inaccurate data
- Update their profile information with any new information that is relevant to their professional evaluation and assessment.

### FORMS AND RELATED DOCUMENTS

*On-line portal access*



## PROVOST'S ADDRESS

The Office of the Provost and Vice President for Academic and Faculty Affairs, along with the Office of Institutional Effectiveness, places significant emphasis on PACT, or Professional Activity Capture Tool, to supply data needed for institutional reporting purposes. We, the administration at AU, are deeply concerned about the amount of time spent by faculty entering data into multiple systems for various reporting efforts. As such, we have invested in a system that is designed to function as a single database for faculty to enter data into once to produce a variety of reports for annual review processes, personnel review, accreditation requirements, etc. In this way, the University can rely on having accurate and up-to-date records upon which to draw, and faculty and units can be assured of receiving appropriate feedback and/or recognition for their efforts.

PACT can be accessed via several routes through the university's web site. The most direct route is to visit the PAWS portal at [paws.augusta.edu](http://paws.augusta.edu). By scrolling to the right of the "Quick Access" toolbar on PAWS, you will see the PACT icon  to access the system. You may also visit the Institutional Effectiveness page at <http://www.augusta.edu/ie/resources/index.php> where you will find several pieces of documentation about the system, its functionalities and features, as well as a short endorsement video of the system detailing the Institution's purposes for implementing the tool.

Your NetID and password will serve as your credentials for PACT. Department chairs/program directors have access to all records and screens related to their department. College administrators have access to all faculty's records within their College. No faculty member can view or access any other faculty member's information in PACT. You can view the privacy policy via the link at the bottom of the PACT menu.



## OVERVIEW OF SYSTEM

Digital Measures Professional Activity Capture Tool, or PACT, is a collection tool that houses information that would normally be included in curriculum vita, institutional faculty profiles, documentation for promotion and tenure reviews, accreditation, etc. The database structure allows these data to be arranged in output documents, including but not limited to, a vita, presenter biography, a faculty roster, or other reports required by accrediting bodies. There is an [online demo](#) that will provide an overview of the system as well as a training guide online.

Many AU faculty are actively involved in engaging students in a variety of exciting and meaningful ways. It is becoming increasingly important for faculty to document this good work so that it can be appropriately acknowledged in annual activity reports, tenure and promotion documents, and external reports to our various constituencies. PACT will allow for this collection of faculty activities and allow administrators to view summary reports across departments, schools or colleges rather than collating information that comes in separately (on paper) from faculty. The system is operational; however, your college may further modify and customize its separately licensed instrument as needed to tailor it to your specific needs.

## BENEFITS OF PACT

### TO USERS

PACT organizes and builds reports on teaching, research, and service activities. It enables you to keep track of your activity information just once so that many outputs can be prepared. It also assists your administration in responding to requests for faculty-related data, rather than needing to continually ask you for the information. This enables your campus to communicate more effectively about your accomplishments. Most importantly, PACT is designed to be easy to navigate. Faculty can review or enter new data into the database from any computer with an internet connection. Most importantly, the system is designed to allow an extensive number of imports from a variety of existing systems of record like Banner, PeopleSoft, etc., minimizing the amount of time you spend on manual data entry!

### TO ADMINISTRATORS

Administrators need timely access to users' activity reports for accreditation; your state institutional research surveys; personnel review documents, program reviews; and other stakeholders. PACT gives administrators an efficient, centralized, easy-to-navigate source for generating reports on these data. With Activity Insight, administrators are more aware of their users' activities and are, thus, better positioned to publicize their accomplishments.



## LOGGING INTO PACT

Follow this link to log into PACT:

<https://www.digitalmeasures.com/login/augusta/faculty/authentication/authenticateShibboleth.do>



Login to Digital Measures

**Username**

> [Forgot your password?](#)

> [Need Help?](#)

**Password**

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

### DigitalMeasures

Gain

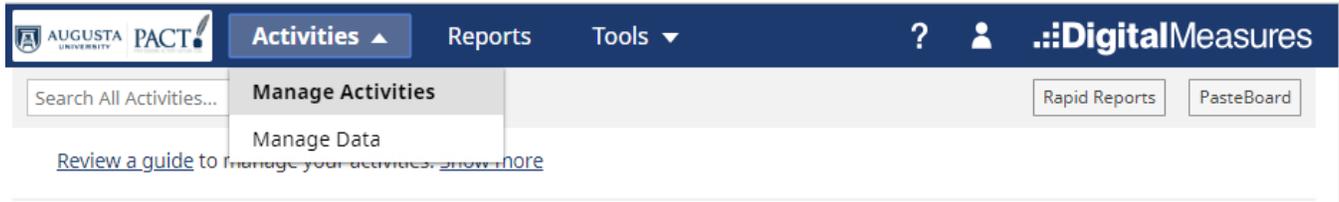
visibility into your faculty's teaching, research and service accomplishments to broadcast a strong message to your accreditors and external constituents. Then, streamline your course evaluations to save resources and make everyone happier with the process. 300+ of the largest 500 campuses of higher education leverage Digital Measures' software.

- 1 By default, the first part of a user's AU email address (NetID) is his or her PACT username.
- 2 Your password will be the same as that for your AU log-in credentials.

*The login page also provides links to allow a user to contact the PACT campus administrator with questions and comments or questions. Any questions or feedback submitted from the login page will be directed to the PACT administrator.*



## MENU



**Manage Activities** – gives you access to the screens where you will enter/edit data.

**Manage Data** – gives you the ability to pull screens for anyone for which you are proxied.

**Reports** – allows you to generate data output via standardized reports (such as your vitae, presentations, NIH Biosketch, etc.) or allows you to run ad hoc reports (pick and choose what data you want to download).

**?** – provides a contact form where you can e-mail your PACT (Digital Measures) administrator. You can always e-mail the administrator directly at [DMAdmin@augusta.edu](mailto:DMAdmin@augusta.edu) or call 706-721-6341.



## MANAGE YOUR ACTIVITIES

*\*\*Some of the data fields in these screens are pre-populated by campus data imports or administrative staff. Faculty can view data but will not be able to select the data field for editing. These fields are indicated with a red "R" or "H".*




Activities ▾
Reports
Tools ▾
?

**DigitalMeasures**

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

▼ **General Information**

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

▼ **Annual Reporting**

- Workload Information (Assigned)
- Yearly Performance Evaluation Goals

▼ **Teaching**

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

▼ **Scholarship/Research**

- |   |  |
|---|--|
| Artistic and Professional Performances and Exhibits | Publications                                     |
| Work in Schools                                     | Presentations                                    |
| Biographical Sketch - NIH   NSF                     | Intellectual Property                            |
| Intramural Grants                                   | Research/Creative Activity Currently in Progress |
| Extramural Grants                                   |  |

▼ **Service**

- |                    |                      |
|--------------------|----------------------|
| Department Service | Professional Service |
| College Service    | Public Service       |
| University Service |                      |



When you first visit this page, it would be good to spend a few minutes looking through the screens accessible from it. To access a screen, click its name. The resulting summary screen displays records that are stored for that screen. There are six possible actions you can take from the resulting screen, although not all of these actions will always be available:

- To add a new record, select the  button.
- To import items in bulk, select the  button (available only for the Intellectual Contributions screen).
- To delete a record, select the appropriate check box, then select the  button.
- To edit or view a record, click anywhere in the record row on the summary screen.  
*Note: Your Digital Measures Administrator may have added records to the system for you. These records can be viewed, but cannot be edited or deleted. A  icon identifies these records. If revisions are needed to the records which have been entered on your behalf, contact your Digital Measures Administrator using the [Help](#) link.*
- To copy a record, select the appropriate check box, then select the  button.

## Saving Records

When working in the system, it is important that you preserve modifications by selecting one of the Save buttons at the top of the screen. If you attempt to navigate away from a screen containing unsaved changes, a warning message will display to determine whether you would like to return to the screen and save your modifications before proceeding.

## Customizations

The screens available from the Manage Activities tab and all of the fields on them have been customized for your campus. These can still be changed in any way needed. To propose changes that you would like to see made, contact your Administrator using the [Help](#) link.



## RUN CUSTOM REPORTS

This utility allows you to run reports that have been custom-built for our campus. To run a report, simply select from the steps on the page. When you are finished specifying your criteria, click the “run report” option at the top right of the page.

AUGUSTA UNIVERSITY PACT!
Activities ▾
Reports
Tools ▾
? 
DigitalMeasures

[<](#) **Run 'Vita** Run Report

Download this report's template

---

**1 Date Range**

Start Date

End Date

---

**2 Whom to Include**

Users Selected by **All**  
Change Selection

Include These Accounts

---

**3 Report Options**

**a) Citation Style:**

---

**4 File Format**

File Format

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

Page Size

---



## USING THE SYSTEM

The more faculty who use Digital Measures (PACT) and the more data they enter, the more complete, accurate, and useful all the reports will become. Faculty should enter their activities for the current academic year, and then maintain the data on an ongoing basis, entering historical data at any time, at one's own pace. The following highlights navigation within PACT.

### ADDING NEW ITEMS

When entering your data, you may notice that most of the screens will have an option that says "Add a New Item". Choose this button to enter your data (see also COPY section below). To edit an old item that appears in the "Add a New Item" screen, click on the pencil icon. If you would like to delete an item, click on the trash can icon. If you choose to delete a record, you will be prompted about your decision. PACT allows you to save partial records and data. To do this, use the "Save" option in the forms. To add a new record, click the button



### COPYING DATA

To reduce data entry time, use the COPY button to duplicate entries that require only a few changes. For example, if you enter a Journal Article-In House on the "Intellectual Contributions" screen and later publish a similar article in a Journal Article-Academic Journal, you can copy your original entry and simply adjust dates/type as needed. This eliminates the need to re-key all data elements to create the second, and subsequent, journal entries.

### SAVING YOUR WORK

When you have completed a form, you have two options to save your data. If you click on the "Save"



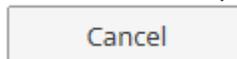
button, your data will be saved and you will be returned to the "Add Item" screen. If you

click on the "Save and Add Another"



button, your information will be saved, and the

form will clear to allow input of another item. "Cancel"



will take you to the "Add a New Item" screen if you are entering a record or the Main Menu if you are filling out a form.



## MANUAL DATA ENTRY

Though Digital Measures pulls a significant amount of data from other AU systems of record to automatically populate many of the data fields, unfortunately, many screens still require manual data entry within text boxes. These text boxes generally will allow you to input as many characters as you would like. They are freeform and do not have any data validation built in. For fields requiring manual entry within text boxes, you may expand these by clicking on the blue arrow next to the box.

### Expanding Text Boxes

You may see two diagonal lines in the bottom right corner of text boxes. Clicking this area and dragging allows you to resize the text box as needed.

Ann Jane Roberts is the Andrews Chair of Accounting at Your University. Her primary area of research focuses on corporate control and taxation. Roberts also consults with Harley Davidson, Johnson Controls and Northwestern Mutual Life Insurance Company.

## DATES

Make sure you enter dates (at least the year field) for ALL activities. Undated records will, by default, always appear in a report, regardless of the report date range requested. Additionally, undated activities will appear *ahead* of any dated activities. If no dates are added, the CV will order itself alphabetically.

For:

- One Day Activities: Leave the start date blank and specify the end date.
- Activities in Progress: specify the start date and leave the end date blank.
- Multi-day Completed Activities: Complete start and end date.

## FACULTY INFORMATION

This manual for PACT was created to help faculty and administrative staff become familiar with the system. This guide DOES NOT cover each data field that faculty need to populate for each college. Verify with your campus administrator which information fields you need to complete. DM-PACT is a powerful tool to help build a professional portfolio and can serve each faculty member beyond the requirements for annual evaluation. Faculty members are encouraged to explore how PACT can best meet their needs. The options found when selecting “Manage Your Activities” include four general categories of information: **General Information**, **Teaching**, **Annual Reporting**, **Scholarship/Research**, and **Service**. These are generally self-explanatory. However, some additional information for several of the screens appears below.



## GENERAL INFORMATION

### Personal and Contact Information

This screen contains several data fields that cannot be edited (such as date of birth). These fields represent data that is contained within PeopleSoft. Add or revise other data as needed such as “Office Phone”, “Biography”, “Teaching Interests”, etc.

### Administrative Data - Permanent Data

These data include your starting rank, start date, and information about your rank levels held. The data mirrors the data in PeopleSoft, having been imported from the system of record. Populating the “responsibilities” field is encouraged, but revising fields with a red “R” should be avoided as source data will be overwritten by HR source data during the weekly refresh.

### Administrative Data - Yearly Data

These data will provide your rank, tenure, and leave as populated from PeopleSoft each term.

**NOTE:** College of Business faculty will see additional data fields applicable to AACSB reporting needs.

### Awards and Honors

Faculty should regularly update awards and honors received. The year of the award must be reported. If an Artistic/Creative Merit award is received, please provide information on the work that was cited in the “Description/Explanation” field.

Honors and awards that include a monetary component may be included here if the honor is most important (e.g., Fulbright, Nobel) or under “Contracts, Grants, and Sponsored Research” if the monetary component is most important (e.g.: NSF Young Investigator Award, MacArthur Fellowship). If you list the award here, please provide a monetary estimate of the research value of your award. For example, salary and travel expenses to pursue research abroad would count towards value while a monetary prize to you that you can spend on anything would not. Elections in a professional society should be listed under the “General Service” screen.

### Consulting

Faculty should add new items as needed to document their work in the areas of academic, for-profit organizations, government, litigation, and non-governmental organizations.

### Education

Your degrees awarded are populated for you from PeopleSoft HR, the existing system of record. Any revisions or additions to your educational record should be submitted via an [audit form](#).

### External Connections and Partnerships

Faculty may input, as needed, applicable information on external relationships outside of AU such as having served as a speaker, serving on a field trip, funding, and/or recruitment activities.

**NOTE:** Student recruiter is better documented within the “University Service” screen.

### Faculty Development Activities Attended

Faculty development activities include any form of activities you have done to acquire additional knowledge or skills, other than formal coursework related to completion of degrees. The Office of Faculty Development (located on the Summerville Campus) sends a list of faculty who attending their offerings monthly as a spreadsheet for automatic upload. You will not need to manually enter that information.



## Licensures and Certifications

Any licenses, registrations and certifications on file with HR have already been pre-populated for you. Other certifications and licenses may be entered in this screen including, for example, teaching registrations, legal registrations or certifications such as Certified Public Accountant. **PLEASE DO NOT ENTER ABBREVIATIONS.** We are a large institution and as such abbreviations can often be confused for several different areas. *We encourage any data manually entered in this screen be supported by official documents to be filed with the Office of Human Resources.*

## Media Contributions

List only those contributions that involved your professional expertise and not your AU affiliation.

## Professional Memberships

Faculty may enter memberships in professional organizations external to the University.

## Workload Information Screen

This screen is updated each academic year and reflects the **assigned workload at the time of contract signing**. If there is a discrepancy with your assigned workload percentages for the academic year, please have your department contact Human Resources to get your records corrected. Note: This is different from the monthly faculty effort report.

## TEACHING

### Academic Advising

Faculty will need to enter general information on hours spent advising as well as information on graduate advisees.

### Directed Student Learning (e.g., theses, dissertations)

Faculty should enter information about student interaction such as independent study, dissertation chair/member, doctoral advisor, supervised research, etc., as provided in the drop-down menu for involvement type.

### Non-Credit Instruction Taught

Faculty may enter additional student experiences at Augusta University that have not already been captured in the aforementioned categories (i.e. certificate programs, continuing education, guest lecture in a class, workshop, etc.) All instruction outside of Augusta University should be listed under "Service" if uncompensated or "Consulting" if compensated.



### Scheduled Teaching (Banner Imports)

Entries are refreshed nightly from Banner and will include courses taught since Fall 2013. Once a course appears in this screen, you will be able to edit the information about your courses for the specific fields below.

Describe any pedagogical innovations that you introduced into this course during the current year (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)

Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented

Upload supporting documentation

No File Stored

Describe any activities in your course that enhanced student learning and/or student contact with the business community (e.g., guest speaker, SBDC, SBI, or outside projects, field trips, field projects, etc.)

Syllabus for this course

No File Stored

### SCHOLARSHIP/RESEARCH

Scholarship and research activities will be collected using the following screens. While only a handful of fields are marked as required, faculty should complete as much information as possible to communicate their achievements.

Faculty should become familiar with all contribution types available (via drop down menus) on these screens. It will be important to select the correct screen for data entry. Do not duplicate information between screens by recording the same instance in two screens.



## < Edit Intellectual Contributions

Cancel Save Save + Add Another

I Do NOT Wish for This Publication to Be Included in the Faculty Directory.

Contribution Type

Explanation of "Other"

Current Status

Title of Contribution

### Authors

Please order the authors in the order of authorship. Please either select a person from the drop-down list or enter their name in the input fields.

#### 1st Author

People at Georgia Regents University	First Name	Middle Name/Initial	Last Name	Institution/Company
A'see, Kandyce: KASEE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Another Author: 1

Journal/Publisher/Proceedings Publisher

City and State of Journal/Publisher

Country of Journal/Publisher

Volume

Issue Number/Edition

Page Numbers or Number of Pages

Web Address http://

Editor(s)

ISBN/ISSN Number/Case #

PubMed Central ID Number

Audience of Circulation

Was this peer-reviewed/refereed?

Is this publicly available?

Abstract/Synopsis

Full-text of this item No File Stored

Expected Date of Submission

Date Submitted

Date Accepted

Date Published



## \*Publications

All scholarly works should be listed here (see image above) including books or chapters written or edited, articles, reviews, commentaries and any other works based on your technical expertise. Also include textbooks, works intended for the public, and other similar publications with the original publication date. **Please fill in all fields necessary for a standard citation** (e.g. publisher, year, city, and state for books, journal, volume, year, and pages for a journal). See also: [Importing Citations from other systems](#).

Publications must include the following required fields:

- **Contribution Type:** Select from the drop-down menu. If you choose “Other”, be sure to fill in the subsequent field, “Explanation of ‘Other’”.
- **AACSB Classification (applicable to College of Business faculty):** Select from the drop-down menu.
- **Current Status:** Works in progress or those that have been submitted can be entered here; however, only papers that are “Accepted” or “Published” will show up in reports. Be sure to keep this attribute current.
- **Title of Contribution:** Include title of: articles, chapters in books, books, meeting proceedings, paper presentations, etc. (Note that the title of a larger work can be documented in a separate field). It is recommended that you do not italicize the title or place quotation marks around it (unless a direct quote is referenced within the title).
- **Authors:** Your name will display as 1st author by default. Once additional people are added, you may use the up/down arrows to adjust the order (See Figure above). Add as many author boxes as applicable using the “Add another Author” button. Multiple boxes may be added at once.

\*While other fields are optional, faculty should enter as much information as is necessary to produce an accurate record, skipping fields that are not necessary and not applicable to your publication type.

## Artistic and Professional Performances and Exhibits

This would include activities such as novels, poems, plays, paintings, and other works of a creative nature. Please include the original publication date, first performance date, or initial showing date.

## Contracts, Grants, and Sponsored Research

This information is currently being mapped and will be automatically imported from the Grants Office once that process has been completed.

## Intellectual Property

This would include all protected works not listed above. Examples would be inventions, whether patented or not, trademarks, and other copyrighted materials such as computer programs.

## Presentations

This would include all discussions, posters, and other presentations made to an audience of your professional peers. (Presentations to other audiences would go under “Service” or “Media Contributions”.) Please include the date, location, and event of all presentations. Those given on multiple occasions can be entered by “copying” the first entry, then editing the data and location. If “Other” is selected as presentation type, please complete “Explanation of Other”. “Location” of presentation should be used to document the city and state.



## Research Currently In Progress

This screen allows faculty to enter research that is ongoing and in the stages of planning, development, or writing results.

## SERVICE

The "Service" screens allow faculty to document service on the department, college, and University levels, as well as in professional and public areas.

All "Service" screens must include the following required fields:

- **Committee/Organization Name**
- **Position/Role:** Select from the drop-down menu. If you choose "Other", be sure to fill in the proceeding field, "Explanation of 'Other'".

List all new service not noted above according to category. Edit any previous entries for any service that ended this year to include an end date. For on-going service, your previous entry will continue to appear if it contains no end date (no end date indicates "through present").

Service should be uncompensated or nominally compensated when included here. Paid service should be appropriately documented in the screen for "Academic, Government, Military and Professional Positions". While it is appropriate to include offices held within professional organizations, simple membership in such organizations should be documented under the "Professional Memberships" screen.

**Special note:** When entering service activities on any of the service screens, you must designate which area of assigned effort to which is applies. This information will be used when creating your annual faculty evaluation.

**< Edit College Service**

---

H RI Points

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

Committee Name/Responsibility

Position/Role

Explanation of "Other"

Approx. Number of Hours Spent Per Year



## REPORT GENERATION

Faculty have access to standard reports, including Vita, Presentations, Service, NIH Biosketch, and Intellectual Contributions. To optimize PACT's benefit for faculty in all colleges, we encourage colleges to implement any other custom reports for their college's instrument. This can be done by contacting [DMAdmin@augusta.edu](mailto:DMAdmin@augusta.edu).

The following steps allow for creation of any of these reports. After logging into the PACT system, click on the left menu bar that reads "Run Reports".

- Step 1: Select the desired report from the drop-down list; then click on "Select Report".
- Step 2: Select the date range. **Remember** – activities with no dates will always appear, regardless of date range selected. Note: reports cannot be run for a future date, please make sure you end date is the current day or earlier.
- Step 3: Select the report format (Microsoft Word, Adobe PDF, or HTML). Downloading as a Microsoft Word document facilitates editing of any empty field, deleting unwanted data or changing the layout.

**NOTE:** Any information that you type directly into the Microsoft Word document will NOT be saved in the Digital Measures system. You will need to save the Word document like a normal document and keep a copy for your records.

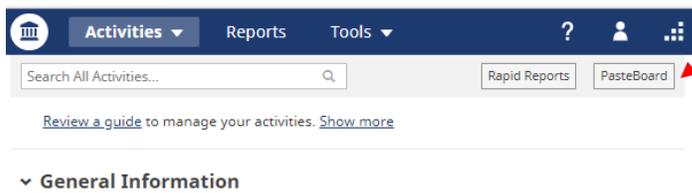
- Step 4: Now click "Run Report" in the top right-hand corner of this screen



## TIPS AND FEATURES

### PASTEBOARD

The PasteBoard allows you to copy/paste text from another document, such as your vita. To access the PasteBoard, click the PasteBoard link under "Manage Activities" on the left menu. The PasteBoard will remain visible as you navigate to other screens.



### IMPORTING CITATIONS FROM OTHER SYSTEMS

We have repeatedly heard that the biggest challenge to success with Activity Insight is loading publication citation information. This is especially frustrating when the information already resides in other software systems. In response, we made it a top priority to enable faculty to easily bring their data into Activity Insight.

The ability for faculty to load BibTeX files into Activity Insight all on their own is our first major feature in this regard. Faculty members can now import citations from a wide variety of reference managers (e.g., EndNote, Mendeley, RefWorks, Zotero) and publication databases (e.g., Google Scholar, PubMed, Scopus, Web of Science).

For more information on this feature [please visit this page](#).



The library has provided two blog posts on how to export citations from GIL-Find and EndNote in order to upload them into PACT! or into a citation manager. The instructions are hosted through the library research guides and the links are provided in the blog.

<https://reeselibrary.wordpress.com/2017/08/04/spotlight-gilfind-export-features/>

<https://reeselibrary.wordpress.com/2017/08/04/spotlight-exporting-from-endnote-to-bibtex/>

## What is BibTeX?★

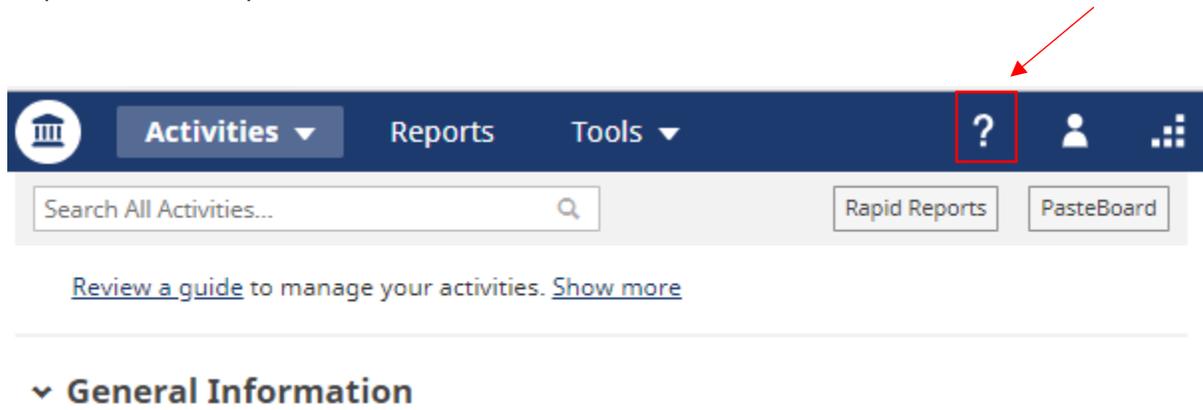
BibTeX is the most broadly supported standardized way to structure publication citations in a file. This makes it easy to move citations between two software applications. You export citations from one software application into a BibTeX file and then import that file into another software application. In this case, you are exporting from another software application and importing into Activity Insight.

**Tidbit #1:** BibTeX is a very proven file format, as it was created more than 20 years ago, in 1985! Of course, it has evolved over the years.

**Tidbit #2:** You can open a BibTeX file with any common text editor, including Microsoft Word, TextEdit or Notepad. [Here's an example of a BibTeX file](#) that you can open. You will see that it is, perhaps surprisingly, straightforward to read.

## CONTACTING YOUR HELPDESK

For assistance or to report an issue, select “Help” icon within any of the screens. Please allow 24 hours for a response from the system’s administrator.





## Get Help



Please complete the form below, providing as much detail as possible.

### Your Contact Information

Name Erika Grimm  
E-mail

I want to remain anonymous  
Note: If you need a response, do not select this option

### Your Question or Issue \*



## FREQUENTLY ASKED QUESTIONS:

**Q:** Is Digital Measures-PACT an online evaluation tool?

**A:** No. Digital Measures (DM) or PACT is a data gathering and reporting tool that supports faculty in documenting their activities and does not allow for the department chair/personnel committee to complete the evaluation process online. Each faculty member may create an annual report on their accomplishments. Check with your department and/or school on specific performance evaluation procedures and requirements.

**Q:** How much time will data entry require?

**A:** That depends on the amount of data you want to enter and the complexity. Generally, Digital Measures advises that faculty will need one hour for every year of information you have on your CV. After your first hour, you will have a relatively accurate estimate as to how much time this entire task will require. Your time may vary also as there are many data elements listed in the DM template that you needn't fill in. For example, under "Intellectual Contributions" there are spaces for ISBN/ISSN Number and "Expected Date of Submission" that may not be applicable to your reporting needs or annual evaluation documents.

**Q:** Who will enter my activities into the system?

**A:** The system is designed for faculty to maintain their own records. Where possible, screens/fields have been pre-populated with data from Banner, Peoplesoft HR or other sources. Temporary data entry staff have also hand-entered SOME of faculty's information from CVs that were submitted to the Office of Institutional Effectiveness from March 2015 through August 2015. The timing and extent to which faculty will enter CV data varies by school. Your school's administrator will provide additional information.

**Q:** Do I have to enter data already collected in the Banner system?

**A:** No, the implementation team has worked to have scheduled teaching, rank, tenure, and department information imported from Banner and Peoplesoft HR and imported into PACT.

**NOTE:** Data imported from these systems will not be edited by faculty. Any required changes should be discussed with your school's administrator and routed appropriately to ensure the source system is updated.

**Q:** Do I need to fill out every field on every screen for which I am entering information?

**A:** No, you are not required to fill out every field. The system has many fields that you may not have documented before. There are some fields that are required, and these will be marked with a red asterisk (\*). Otherwise, you should complete as many fields for which you have information, allowing you to show the full scope of your work. A number of screens collect a variety of information, but not all fields are appropriate to each data type. For **Hull College of Business** faculty, you must also complete AACSB labeled fields.

**NOTE:** Complete at least the "year" portion of all applicable date fields as this is critical to many reports.

**Q:** Can I enter data when I am away from campus?

**A:** Yes, the system is available to you as long as you have an internet connection. PACT is cross-compatible with most modern browsers including Internet Explorer, Mozilla Firefox, Google Chrome, and Apple Safari.



**Q:** How secure is my data?

**A:** For a full list of security features, you can visit the Security page at <http://www.digitalmeasures.com/ActivityInsight/secure.htm>  
You may also review Privacy Statement menu from within PACT.

**Q:** Once my activities are in PACT, how might my information be used?

**A:** PACT's flexibility allows for collected information to be conveyed in a variety of ways such as:

- reporting by faculty for their own uses such as CV generation, annual reports for retention, promotion and tenure (RPT) documents.
- maintaining up-to-date faculty web pages (e.g., NSF and NIH biosketches, teaching, research interests, publications, etc.) directly from PACT
- providing specialized accreditation reports (e.g., AACSB, NCATE, etc.)
- providing custom reports for annual program reviews
- uploading and storing of faculty files

**Q:** Who has access to my information in PACT?

**A:** PACT use is for faculty and college administrators. Faculty can only see their individual information. Administrators (deans, chairs, and administrative staff) will have access to faculty data within their school/department only. At the central administrative level, select employees in Information Technology, the Office of Institutional Effectiveness (IE), and the Office of the Provost have access. The information technology staff are limited to those with a direct responsibility for supporting our efforts to share data between Banner, PS and PACT. Access in IE is limited to the system administrator and those professionals with reporting requirements for the college-wide reporting and accreditation under the Provost's direction. Some schools have also authorized administrative assistants and/or graduate students (i.e. Proxies) to enter items for faculty. These users will have limitations established that permit access only to appropriate faculty within assigned schools/department(s).

**Q:** Can anything be done to change the way certain information appears on the Vita?

**A:** Each school has the ability to cater a CV to their particular needs. Recommendations for changes to the layout should be forwarded to your school's administrator. In the meantime, you have the option to generate a Microsoft Word version of your Vita, which can be re-arranged to meet your specific needs.

Digital Measures has also provided a customizable vita tool so that you can create and save a vita in a format that works for you. These vita are automatically updated when you add information in the PACT system.

**Q:** How will cross-listed courses and multiple instructor courses appear in PACT?

**A:** All basic course information will be imported from the Banner system. Courses will appear in the "Scheduled Teaching" screen for all instructors of record.



**Q:** PACT asks for both a publication accepted date and a published date. Which is more important?

**A:** Date published. Faculty must enter, at a minimum, the year a publication was published in order for PACT to count the intellectual contribution(s) for year-end reporting, including custom reports for AACSB (specific to College of Business).

**NOTE:** For publications in which only the year is listed - with no month - PACT will assume a January 1 published date. For example, consider a paper that is published in November 2010 (academic year 2010-11). If a faculty member ONLY enters 2010 for the publication date, PACT assumes the published date to be January 1, 2010. It will then be incorrectly included among work published during the 2009-2010 academic year.

**Q:** How do I change my name in PACT & the faculty directory?

**A:** The name used as your personal identifier [first and last name] in the faculty directory has been imported from the Augusta University Human Resources (HR) system. Based on Federal Rules, an employee record is established within our HR system based on the name that appears on an employee's Social Security Card. Until December 1, 2016 you can log into PACT, open your "Personal Contact Information" screen and update your preferred first name. The Faculty Directory is updated nightly from the information that is stored within PACT. After December 1, 2016 you will need to email Morgan Chavous (mchavous@augusta.edu) of our Human Resources department asking her to update the HR system with your preferred first name. If you have questions about the personal identifier that appears in the Faculty Directory please contact HUMANRESOURCES\_FACULTYSUPPORTSVCS@augusta.edu

**Q:** How do I correct the academic title I am listed as having in PACT & the Faculty Directory?

**A:** The faculty titles that appear in the faculty directory have been imported from the Augusta University Human Resources (HR) system. If you believe there is an error in these records, the Division of Institutional Effectiveness (IE) would like to assist you in getting this information corrected. Please complete the [audit form](#). Once your form has been received by IE it will be forwarded to HR for investigation and correction.

**Q:** How do I stop my picture from being displayed in the Faculty Directory?

**A:** As a general rule all faculty profiles in the directory should have a professional photo actively displayed. If for some reason you feel that your photo should not be displayed you may log into PACT, open the "Personal Contact Information" screen and check the box at the BOTTOM of the screen that states "Do not include my photo in the faculty directory." Each Friday evening the faculty photos are updated within the Faculty Directory. At this time your faculty photo will be removed from the Faculty Directory if the "Do not include my photo" check box is selected within PACT. You should expect someone from the university to follow-up with you about the need to exclude your photo from this directory.



**Q:** How do I change my Personal Contact Information?

**A:** Until December 1, 2018 all faculty can log into PACT, open their “Personal Contact Information” screen and change their:

- Preferred First Name
- Office phone number
- Office Location [building code & number] ex: AD1222
- Personal Website address
- Brief Biography
- Teaching Interests
- Research Interests

After December 1, 2018:

- To change your preferred first name, send an email message to Morgan Chavous (mchavous@augusta.edu) of our Human Resources department. Morgan will update the HR system with your preferred first name.
- To change your office phone number: Navigate directly to Softserv or find the SoftServ portal via PAWS. Enter your Augusta University User ID and Password and press enter on your computer keyboard. At the top left hand corner of the screen under the Augusta University Logo, click on "Main Menu." From the drop down menu, select "Self Service." From the second drop down menu, select "Personal Information." From the final drop down menu, select "Phone Numbers" and the change screen will appear. Enter your new phone number in the format xxxxxxxxxx (ex: 7075551111). Click the “Save” button.
- To change your office address: please contact your administrative office and ask them to send the first page of the Faculty Position Description (PDF) form to Faculty Support Services or Compensation & Performance Management so that the changes can be made in the Augusta University system of record.
- All other changes to Personal Contact Information can be made as described above.

**Q:** How do I update the picture of me that is being used in the Faculty Directory?

**A:** Please submit a request form to the Division of Communications and Marketing (DCM) to have a professional photo taken by our Augusta University Senior Photographer. The link to the request form is <http://www.augusta.edu/dcm/request/>. After entering in your name and contact information on the DCM Request Form, please select “Photo” and then select “Headshot” as the type of photo that you need, and then click the “Submit” button. Someone from DCM will contact you to schedule an appointment for your professional photo. Once your photo is taken, DCM will send your photo to the Division of Institutional Effectiveness to be used as your photo for the Faculty Directory and to the JagCard Office so that it can be used for your ID badge. If you have any questions concerning scheduling an appointment for your professional photo, please contact DCM via email at [DCM@augusta.edu](mailto:DCM@augusta.edu) or call 706-721-7406.



**Q:** How do I change the academic degrees that are listed in PACT and under the Credentials tab of the Faculty Directory?

**A:** The academic degrees that appear in the faculty directory have been imported from the Augusta University Human Resources (HR) system. If you believe there is an error in these records, the Division of Institutional Effectiveness (IE) would like to assist you in getting this information corrected. Please complete the [audit form](#) and send it to DMADMIN@Augusta.edu. Once your form has been received by IE it will be forwarded to HR for investigation and correction.

**Q:** How do I change the Awards and Honors that are being listed in PACT & under the Credentials tab in the Faculty Directory?

**A:** The data used to populate the Awards & Honors section of the Faculty Directory are imported from the faculty members PACT profile. To change this information: Log into the PACT system, open the “Awards and Honors” screen, and click on the award you wish to edit. You can then change the information stored in your PACT system. Please remember to click Save at the top of the PACT screen once you have made your changes.

The faculty directory pulls the 5 most recent awards and honors you have received, but if you wish to control which honors and awards are displayed you can exclude any honor or award from the Faculty Directory by: Log into the PACT system, open the “Awards and Honors” screen, and click on the award you wish to edit. Then click the “Do not publish this to the faculty directory” box at the top of the edit page. By excluding the awards you do not want to show you can control the awards and honors that do get posted to the directory.

**Q:** How do I change the licensure and certificate information that is showing up in PACT & under the Credentials tab in the Faculty Directory?

**A:** The data used to populate the Other Credentials section of the Faculty Directory has been imported from the Augusta University Human Resources (HR) system or self-entered into your PACT profile. To change the self-entered data: Log into the PACT system, open the “Licensures and Certifications” screen, and click on the award you wish to edit. Please remember to click Save at the top of the PACT screen once you have made your changes. You can identify self-entered data by the fact that the box for “This license/certificate has been manually entered by the faculty member” has been checked. If this box is not checked please fill out this [audit form](#) and send it to DMADMIN@augusta.edu and the Division of Institutional Effectiveness will work with Human Resources to correct the information.



**Q:** How do I change the list of publications that is showing in PACT & under the Scholarship tab of the Faculty Directory?

**A:** The data used to populate the scholarship section of the Faculty Directory are imported from the faculty member's PACT profile. To change this information: Log into the PACT system, open the "Intellectual Contributions" or "Artistic and Professional Performances and Exhibits" screen, and click on the award you wish to edit. You can then change the information stored in your PACT system. Please remember to click Save at the top of the PACT screen once you have made your changes.

The faculty directory pulls the 5 most recent scholarly activities listed in the PACT system, but if you wish to control which activities are displayed you can exclude any publication or performance from the Faculty Directory by: Log into the PACT system, open the "Intellectual Contributions" or "Artistic and Professional Performances and Exhibits" screen, and click on the item you wish to edit. Then click the "Do not publish this to the faculty directory" box at the top of the edit page. By excluding the items you do not want to show you can control the items that do get posted to the directory.

**Q:** How do I change the items that are showing in PACT & under the Service tab of the Faculty Directory?

**A:** The data used to populate the service section of the Faculty Directory are imported from the faculty members PACT profile. To change this information: Log into the PACT system, open the appropriate "Service" screen, and click on the item you wish to edit. You can then change the information stored in your PACT system. Please remember to click Save at the top of the PACT screen once you have made your changes.

The faculty directory pulls the 5 most recent service activities listed in the PACT system, but if you wish to control which activities are displayed you can exclude any item from the Faculty Directory by logging into the PACT system, opening the appropriate "service" screen, and clicking on the item you wish to edit. Then click the "Do not publish this to the faculty directory" box at the top of the edit page. By including/excluding the items you do/don't want to show you can control the items that do get posted to the directory. Please be sure to click the Save button at the top of the "Service" screen before you exit the PACT service screen.

**Q.** Who do I contact for more help?

**A:** Additional requests for help can be directed to your school's administrator, Erika Grimm at 706-721-6341 or [dadmin@augusta.edu](mailto:dadmin@augusta.edu). An email can also be sent from within the system by choosing "Help". Your administrator can accept suggestions for changes to PACT and changes to pre-populated (Read Only) data fields.