**University Committee Screen Data Input Instructions:**

1) At this time only college and university level committees should be entered into the PACT system
2) Committee information should be entered into the department's "Committee" PACT account. Access:
   a. Committee data is input through PACT (to login go to: https://www.augusta.edu/ie/resources/pact/ and follow the "Login to PACT" link)
   b. Only college-level administrators and their proxies will have access to "AU Committees (Boards or Councils) link within the PACT system
   c. If you need additional proxy user set-up for this process, the account/profile owner should email the name of the proxy to: DMADMIN@augusta.edu along with a simple request indicating the need to have the identified person added as a "proxy for committees."
3) Data Entry:
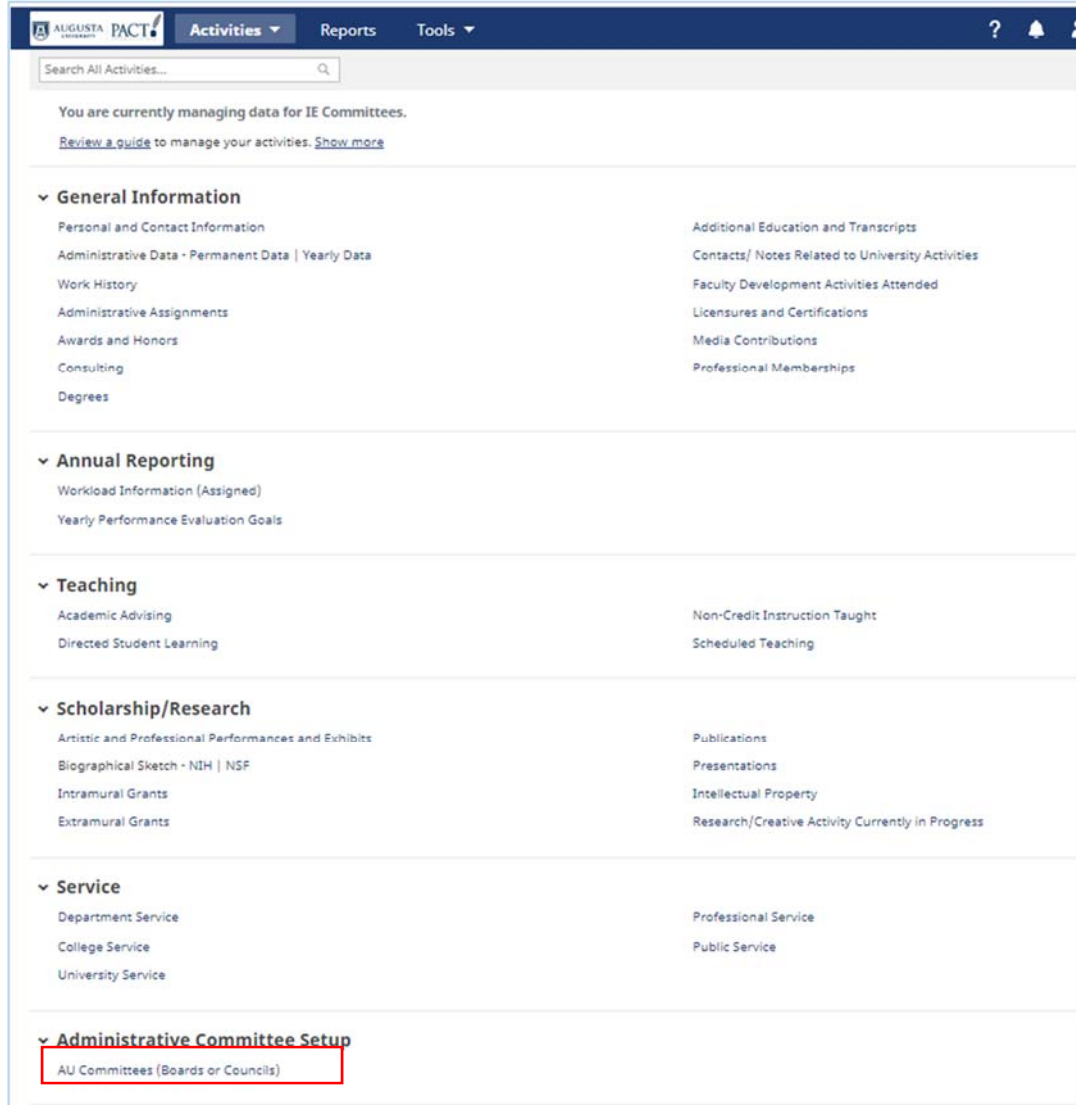   NOTE: You must click "SAVE" at the top of the data screen before closing the page or all entered data will be lost.
   a. Log into the PACT System
   b. Choose "Activities" then "Manage Data"
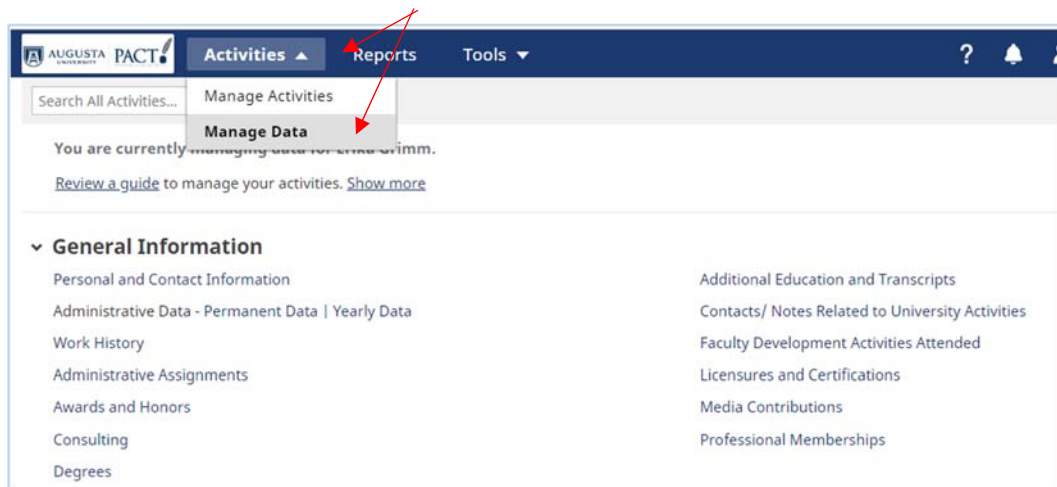
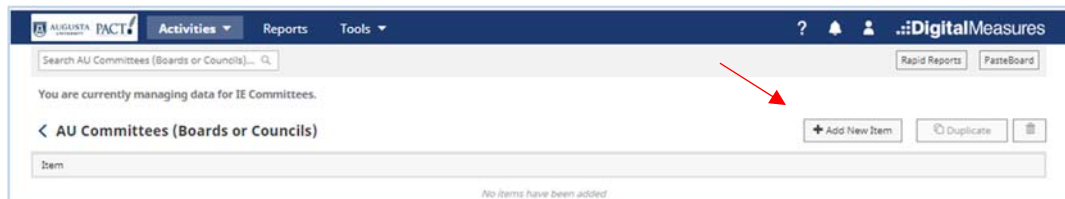   c. Choose your committee from the "Manager Users" list and click "Continue"
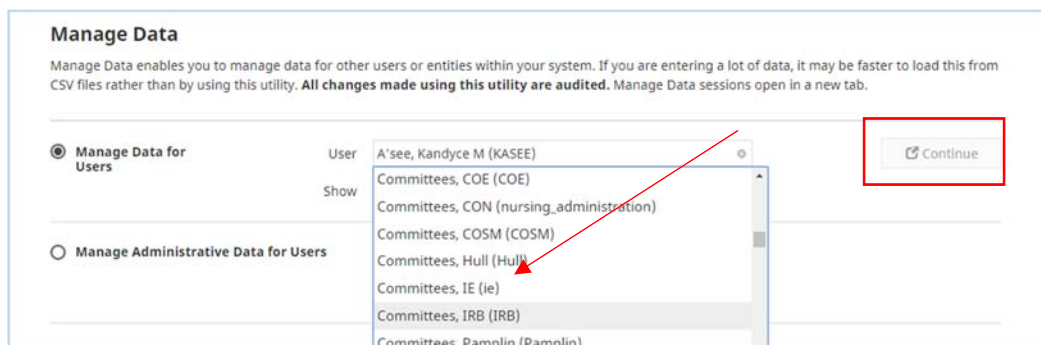
d. Scroll down to the bottom of the page and click on "AU Committees (Boards or Councils)

If you do not see the "AU Committees" link after choosing your committee, contact DMadmin@augusta.edu for assistance

e. Click on "Add New Item" and a blank committee screen will appear

     f.   The following data elements will need to be added:
- i. The academic year for which data is being added
- ii. The name of the committee
  1. If it is a sub-committee this fact should be a part of the committee name
- iii. The type of committee
- iv. A short description of the committee function (quick reference)
- v. A more detailed description of the committee and its areas of responsibilities
- vi. A web-link to the committees charge (on line or a PDF)
- vii. The location of the committees web-page [if available]
- viii. The level of the committee (Enterprise, University, College/School)
- ix. The committee's Sponsor (Who is responsible for the creation of the committee)
- x. Membership (all internal to AU v. Includes members from outside AU)
- xi. Stakeholders
- xii. Committee type
- xiii. Community Box Link [if available]
- xiv. Search tags you wish to have associated with this committee
- xv. Committee Membership [see #5 below]

4) The membership of the committee will need to be updated each academic year and should include all members of the committee (Administrators, Faculty, Staff, Students, and Community Members). Committee membership data includes the following:

    a.   Name
- i. Faculty names can be chosen from the drop down menu (as you begin typing the Last name of the member options will appear)
  1. If the member has a preferred name that does not appear, use the spaces to the right of the drop down to put the full name (First and Last Name) into the form
- ii. Staff, Student, and Community members should be added by typing their first and last name into the open fields

    b.   Primary Relationship to the University (Individuals could be both a student and a staff person but only one of these qualities represents the individuals "primary relationship" to the university.

    c.   Constituency (Who is this person seen as representing?)

    d.   Representing (the particular division, department, or unit the person was appointed to represent) [if any]

    e.   The committee member's role on the committee

    f.   Voting Status

    g.   Members term of service on the committee (If the term is "Ongoing" an end date of **July 31, 2099** should be used)

    h.   If a person is placed on a committee by virtue of a position they hold rather than who they are the title of the position should be indicated

    i.   To add an additional committee member click "Add" at the bottom of the screen

See the following pages for a visual reference of committee screen.

‹ Edit AU Committees (Boards or Councils)

Always click "Save" before exiting this screen!

Cancel   ⊩Save   ⊩+Save + Add Another

Committee Information

* ᴴ Academic Year   [▼]   The academic year for which data is being added

* ᴴ Committee Name   [   ]   The name of the committee. If this is a sub-committee, this fact should be part of the committee name. See example

❓ * ᴴ Committee Type   [▼]   Is this a permanent committee or a committee that has a foreseeable end date?

* ᴴ Short Committee Description (140 characters)   [   ]   A short description of the committee function (for quick reference)

* ᴴ Committee Description   [   ]   A more detailed description of the committee and its area of responsibilities

* ᴴ Committee Charge   [   ]   The URL of committee's charge (can link directly to a PDF or webpage)

ᴴ Committee Webpage (if applicable)   [   ]   The URL of the committee's web-page [if available]

❓ * ᴴ Committee Level   [▼]   Choose one that best describes this committee's level within the institution

* ᴴ Committee Sponsor   [   ]   The person who is responsible for the creation of the committee

* ᴴ Membership   [▼]   Does your committee consist exclusively of current AU employees? (Note: *former* AU employees would be considered external.)

* ᴴ Committee Stakeholders (choose all that apply)
☐ Faculty
☐ Staff   Who does your committee represent and/or affect?
☐ Students
☐ External Community

* ᴴ Area (choose all that apply)
☐ Administrative
☐ Clinical   With what strategic planning area(s) does your committee align?
☐ Education
☐ Research

ᴴ AU Community Box link to Agendas/Minutes   [   ]   If you have a Box location for your agendas and minutes, please add the URL here.

* ᴴ Provide search tags to make it easier for people to find it here (separated by commas)   [   ]   Words or phrases (separated by a comma) that will help someone find your committee.

Member Information

Please either select a person from the drop-down list or enter their name in the input fields.
Please enter the name, function and category for each member.

1st Committee Member

ᴴ People at Augusta University	ᴴ First Name	ᴴ Middle Name/Initial	ᴴ Last Name
Select or type a name... ▾			

Choose a faculty name from the drop down box (type ahead) or you can type in anyone's name that is not included in the drop down list. If your member has a preferred name, you can manually enter that in the First Name and Last Name boxes. This should always be an individual's name, not a position title.

**Be sure if you manually type in a name, you type in BOTH first and last name.*

ᴴ Primary Relationship to University	* ᴴ Constituency	ᴴ Representing
▾	▾	

Individuals could be both a student and a staff member but only one of these qualities represent the *primary* relationship to the University.

Who is this person seen as representing?

The particular division, department, or unit the person was appointed to represent [if any].

* ᴴ Role	ᴴ Explanation of "Other"	* ᴴ Voting Status	ᴴ Membership Begins	ᴴ Membership Ends
▾		▾	▾ ,	▾ ,

The committee member's role on the committee.

The committee member's voting status.

When does this committee member's term begin?

If the term is "ongoing" an end date of July 31, 2099 should be used.

ᴴ If this person is on the committee by virtue of their position, please enter that information here:

If a person is placed on a committee by virtue of a position they hold rather than who they are, the title of the position should be indicated here.

Select the number of committee member rows to add: 1 ⊘   **+Add**

Click the button above to add the next committee member or click the "save" button at the top of the screen if you have added the last member for this committee.
Note: You can always edit or add additional committee members after you save.

*** YOU MUST CLICK THE "SAVE" BUTTON AT THE TOP OF THE PAGE WHEN YOU ARE READY TO EXIT THIS SCREEN OR YOU WILL LOSE ANY INFORMATION ENTERED.***