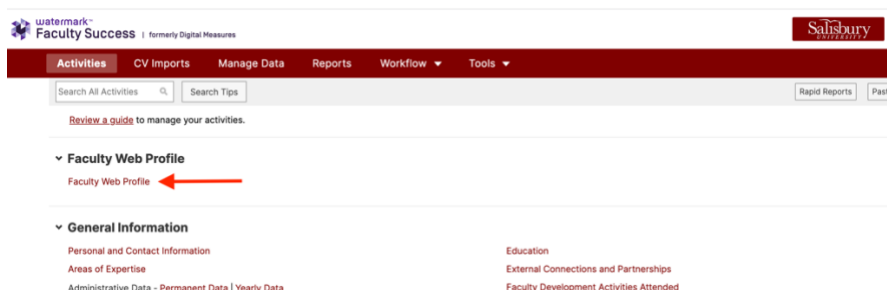


How to fill out your Faculty Directory Webpage information

1. Login to [Faculty Success \(FS\)](#)
2. Go to “Activities” in the tool bar
3. Click on Faculty Web Profile (red arrow in screen shot)



There are two methods for entering information for inclusion on your Faculty Profile: in Section 1, you will directly enter the information in text boxes, but in Section 2, information that you have already entered in other parts of FS (in Activities) will be offered to you as options for inclusion in your faculty profile.

SECTION 1: Faculty Profile Input Fields

(**The input fields below will show on your faculty profiles only if you enter the information here in Section 1)

Personal Faculty Website: Enter the link to your personal website. You may wish to include your CV, descriptions of your ongoing work, more extensive imagery, etc. on this page.

Bio: The bio should be a short paragraph, no more than 4 or 5 sentences.

Research Interests: Enter a brief statement about your research interests. The statement should be a short paragraph, no more than 3 or 4 sentences.

Teaching Philosophy: Enter a brief statement about your teaching philosophy. The statement should be a short paragraph, no more than 3 or 4 sentences.

Service Activities and Community Relations: Enter up to 3 service contributions to the University, professional organizations, community-based/public organizations, etc. For each service activity you enter below, please include a brief description (1 to 2 sentences) including the date of the service activity.

Student Success Stories: Highlight a student that has achieved success, in part, because of their interaction with you as a faculty member. In three to four sentences, describe your interaction with the student and the success the student has achieved. In order for you to use the identity of the student, you should obtain the appropriate release documentation from the web office.

External Collaboration Highlights: Highlight 1 to 2 of your collaborations with external entities, such as other universities, governmental and non-governmental agencies, or other types of groups.

Artistic Highlights: In each of the image fields below, you may import a single image, accompanied by a Title, Medium, and a brief text description (1 to 2 sentences). This field is intended for faculty that wish to showcase their visual art. (Images should be JPEGs and should be no more than 1000 pixels wide.)

SECTION 2: Faculty Profile Information Drawn from the Activities Section in FS

The sections below will provide you with the option to choose items from a drop down menu. These menu items refer to information that you have already entered in other parts of FS (record reference fields). If you wish to include information in your profile, but the menu does not provide you with any options, please enter the information in the appropriate FS field. Information about where in FS to enter information is provided for all fields below.

Education: From the drop down menus below, choose items for inclusion on your faculty profile.

How to enter data for this field: If you do not see items displayed in one of the menus below, you will need to enter information in the "Manage Activities" area of Faculty Success. To do so, navigate to the "Activities" menu on the top row. In that menu, choose "Manage Activities." Under General Information menu, navigate to the "Education" section. Once in the "Education" section, click the "Add New Item" button and enter the information. Use the "Add New Item" for each degree you earned.

Area of Expertise: From the drop down menu below, choose up to three items for inclusion on your faculty profile.

How to enter data for this field: If you do not see items displayed in the menu below, you will need to enter information in the "Manage Activities" area of Faculty Success. To do so, navigate to the "Activities" menu on the top row. In that menu, choose "Manage Activities." Under General Information menu, navigate to "Area of Expertise" section. Once in the "Area of Expertise" section, click the "Add New Item" button and enter your information.

Selected Publications and Scholarly Activities: From the drop down menus below (Intellectual Contribution, Artistic and Profession Performances and Exhibits, Intellectual Properties, and Presentations), choose items for inclusion on your faculty profile.

How to enter data for this field: If you do not see items displayed in one of the menus below, you will need to enter information in the "Manage Activities" area of Faculty Success. To do so, navigate to the "Activities" menu on the top row. In that menu, choose "Manage Activities." Under Scholarship/Research menu, navigate to the section that corresponds to one of the following entry fields: "Intellectual Contribution," "Artistic and Profession Performances and

Exhibits," "Intellectual Properties," or "Presentations." Once in the appropriate section, click the "Add New Item" button and enter your information.

Awards and Honors: From the drop down menus below, choose up to 3 awards or honors for inclusion on your faculty profile.

How to enter data for this field: *If you do not see items displayed in the menu below, you will need to enter information in the "Manage Activities" area of Faculty Success. To do so, navigate to the "Activities" menu on the top row. In that menu, choose "Manage Activities." Under General Information menu, navigate to the "Awards and Honors" section. Once in the "Awards and Honors" section, click the "Add New Item" button and enter your information.*

Professional Memberships: From the drop down menus below, choose up to 3 professional societies for inclusion on your faculty profile.

How to enter data for this field: *If you do not see items displayed in the menu below, you will need to enter information in the "Manage Activities" area of Faculty Success. To do so, navigate to the "Activities" menu on the top row. In that menu, choose "Manage Activities." Under General Information menu, navigate to the "Professional Memberships" section. Once in the "Professional Memberships" section, click the "Add New Item" button and enter your information.*

Licensures and Certifications: From the drop down menus below, choose up to 3 licenses and certificates for inclusion on your faculty profile.

How to enter data for this field: *If you do not see items displayed in the menu below, you will need to enter information in the "Manage Activities" area of Digital Measures. To do so, navigate to the "Activities" menu on the top row. In that menu, choose "Manage Activities." Under General Information menu, navigate to the "Licensures and Certifications" section. Once in the "Licensures and Certifications" section, click the "Add New Item" button and enter your information.*

Grants and Sponsored Research: From the drop down menus below, choose up to 3 items for inclusion on your faculty profile.

How to enter data for this field: *If you do not see items displayed in the menu below, you will need to enter information in the "Manage Activities" area of Faculty Success. To do so, navigate to the "Activities" menu on the top row. In that menu, choose "Manage Activities." Under Scholarship/Research menu, navigate to the "Contracts, Fellowships, Grants and Sponsored Research" section. Once in the "Contracts, Fellowships, Grants and Sponsored Research" section, click the "Add New Item" button and enter your information.*