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To Kathleen Fox/FS/KSG@KSG  
cc Aileen Grunder/FS/KSG@KSG, Laura Medeiros/FS/KSG@KSG, Doug Gavel/FS/KSG@KSG, Allison McPherson/FS/KSG@KSG  
bcc Robert Mitchell/FS/KSG  
Subject How to Edit the Faculty Profile Pages

This email is being sent to all Staff Assistants.

A number of requests have come in recently asking about how to update faculty profile information. The Faculty Profile Pages pull together from a variety of sources. Some of the information you can update yourself; to update other information you need to contact the correct resource below:

## FACULTY PROFILE PAGES

*For further information please contact Aileen Grunder, Assistant Director of Information Technology (5-1344).*

These profiles pull together information from a variety of sources including the KSG Directory, KSG Catalog, KSG Course Pages, a new Leading Experts database, and the KSG Research Report. They are generated automatically by ITS and most of the information on the profile page gets updated automatically. To view the faculty web pages, click on [Faculty Profiles](#).

### **To Make Changes on a Faculty Profile Page:**

**Name** (above the faculty profile). This information derives from the telephone directory database. It may be updated by either the Appointments Coordinator in the Academic Dean's Office (Laura Medeiros, 5-1179), or by the faculty member or staff assistant by using the form found on the KSG Intranet Options button at the top of the Intranet screen. You can also edit your profile on that site. Alternatively, some of the research center directors make these changes for their affiliated faculty. NOTE: You can now edit your faculty profile from the Intranet by clicking on the **Options** button at the top of the Intranet screen.

**Academic title.** This may be changed *only* by the Appointments Coordinator in the Academic Dean's Office (Laura Medeiros, 5-1179).

**Short biography.** The default biography on the Faculty Profile Page is the short bio that also appears in the hard copy *Course Supplement*, and also on the Catalog Page for the course. To edit your Faculty Profile logon to the KSG Intranet and select the Options button at the top of the page. The faculty name will appear in the profile box. Click on the name to open the Edit screen. There are several editing options from the KSG Options button:

- The personal tab allows you to upload a picture. Be sure you have permission to use the photo on the web and include the copyright tag (e.g., Copyright © 2004 Martha Stewart).
- Three links can be added to the profile page including a CV, an optional home page, and one additional link of your choice.
- The profile tab allows you to edit the short bio; links may be added.
- The research tab allows you to submit new citations to the Research Report. You may also select the actual citations that you want to appear rather than using the default of one year's citations. Contact the Research Office if you have any questions about the Research Report.
- The security tab allows you to delegate rights to another faculty assistant..

**Contact information (phone, fax, office location).** Faculty and staff may use the Directory Change Form available on the Intranet Options page.

**Administrative titles.** Use the KSG Directory Form on the Intranet Options button. Alternatively you may ask the administrator of the research center with which you are affiliated to make changes to your administrative title.

**Media Expertise.** The Leading Experts Database is maintained by the Communications and Public Affairs Office (Doug Gavel, 5-8290). Contact that office if any categories are incorrect or if entries are in need of revision.

**Research.** Publications citations in this section come directly from the KSG online *Research Report* (calendar year 2001 forward). New citations may be added at any time by contacting the Resource Coordinator and Webmaster in the Research Administration Office (Ann Frenning Kossuth, 5-5444). Faculty members and/or assistants may choose the citations for the Faculty Profile; use the "Research" tab to view the *Research Report* and highlight the citations to be included in the Profile.

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