



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

School of Medicine

Operating Policy and Procedure

SOM OP: 20.02, **SOM Faculty Profiles**

PURPOSE: The purpose of this School of Medicine (SOM) policy and procedure is to provide a standardized method and template for displaying online Faculty Profiles.

REVIEW: This SOM Policy and Procedure shall be reviewed within each even-numbered fiscal year by the Office of Faculty Affairs and Development. Revisions will be forwarded to the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

1. **General.** This policy is intended to enhance the image presented by the SOM through the use of a standardized template for online Faculty Profiles.
2. **Profile.** The Faculty Profile displays professional highlights for each faculty member. Data elements are captured directly from individual faculty records maintained in Digital Measures. Except where noted below, the display default for each section of the Faculty Profile is the five most recent entries found in Digital Measures listed in reverse chronological order. Faculty may select their specific data elements for display on the Faculty Profile by modifying the “*Show on Faculty Profile*” option in Digital Measures. *Note: If an individual chooses to eliminate the view of a complete section on the Faculty Profile, all items may be unselected in Digital Measures.
3. **Header.** The header section of the Faculty Profile contains the following:
 - a) Photograph
 - b) Name, Degree
 - c) Current Positions
 - d) Mail Address
 - e) Links
4. **Content.** Primary content on the Faculty Profile is displayed in the following categories:
 - a) Positions
 - b) Biography
 - c) Teaching *or* Research *or* Clinical Interests
 - d) Post-Doctoral Education (*All entries in Digital Measures will be displayed.*)
 - e) Education (*All entries in Digital Measures will be displayed.*)
 - f) Summary of Scholarly Activity
 - g) Selected Publications [up to 15 selected publications will show]
 - h) Selected Presentations [up to 15 selected presentations will show]
 - i) Selected Contracts and Grants [up to 15 selected grants/clinical trials/drug studies will show]

- j) Selected Awards
- k) Selected Scheduled Teaching
- l) Selected Directed Student Learning
- m) Selected Non-Credit Instruction Taught

5. **To access the data mapping form for instruction on data entry location of Digital Measures, please [click here](#).**