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 odd-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. Faculty may select up to five 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
   c. Current Positions
   d. Office Phone
   e. Email

4. Content. Primary content on the Faculty Profile is displayed in the following categories:
   a. Positions
   b. Administrative Assignments
   c. Post Doctoral Education (All entries in Digital Measures will be displayed.)
   d. Education (All entries in Digital Measures will be displayed.)
   e. Selected Publications
f. Selected Presentations

g. Selected Contracts and Grants

h. Selected Awards

i. Selected Scheduled Teaching

j. Selected Directed Student Learning

k. Selected Non-Credit Instruction Taught

l. Research Interests (Displays Research Interest Keyword(s) and Summary of Scholarly Activity in Digital Measures.)

m. Teaching Interests (Displays Teaching Interest Keyword(s) in Digital Measures.)

5. **Online Curriculum Vitae.** An option to view an online curriculum vitae composed from individual faculty data maintained in Digital Measures will be available.