Faculty Professional Pages Policy

Summary:

IUN Faculty Professional pages provide an opportunity for faculty to present their professional profile using an IU Northwest approved template design. The use of Faculty Professional pages is optional.

- Policies:
  o The Web Services Team will create all new faculty sites as requested by the LCMs. LCMs will initiate all requests for new faculty sites by contacting the UITS Northwest Support Center.
  o There will be a link (created by the Web Services Team) to the faculty member’s department in the Contact section on the right side of the “About” page.
  o The top header is standard. If there is a need for extra contact information, it should be included in the Contact section on the right of the “About” page.
  o The bottom footer is standard.
  o Each site must include an “About” tab which cannot be changed. Faculty may choose to use up to 4 or 5 of the remaining tabs: Curriculum Vitae, Research, Classes, Community Service, Creative Activity, Publications, Related Information. Unused tabs will be hidden, not deleted.
  o Changes to the names of the navigation tabs should only be to something similar to the template names and referred to the LCM for approval. The About tab name must not be changed.
  o Any links to extra sites, including social network sites, should be added under the Related Information.
  o Minimum requirements for publishing are the “About” and “Curriculum Vitae” tabs. The other tabs should be hidden until they are ready for publication.
  o Faculty will use pdf documents for CVs and other content with elaborate formatting.
  o To maintain a consistent look and feel across the IUN website and to simplify requests for assistance, the template offered will not be altered to suit individual requests. If the template offered is not suitable, the option of using a personal departmental WebServe or Mypage account is encouraged. UITS Northwest will not provide support for Mypage or personal departmental Webserve accounts.

- Procedures
  o See: How to Edit Faculty Professional Pages document.
  o Contact the UITS Northwest Support Center for additional help or questions.
  o Web Services will set up a date for training the LCMs and CMs.