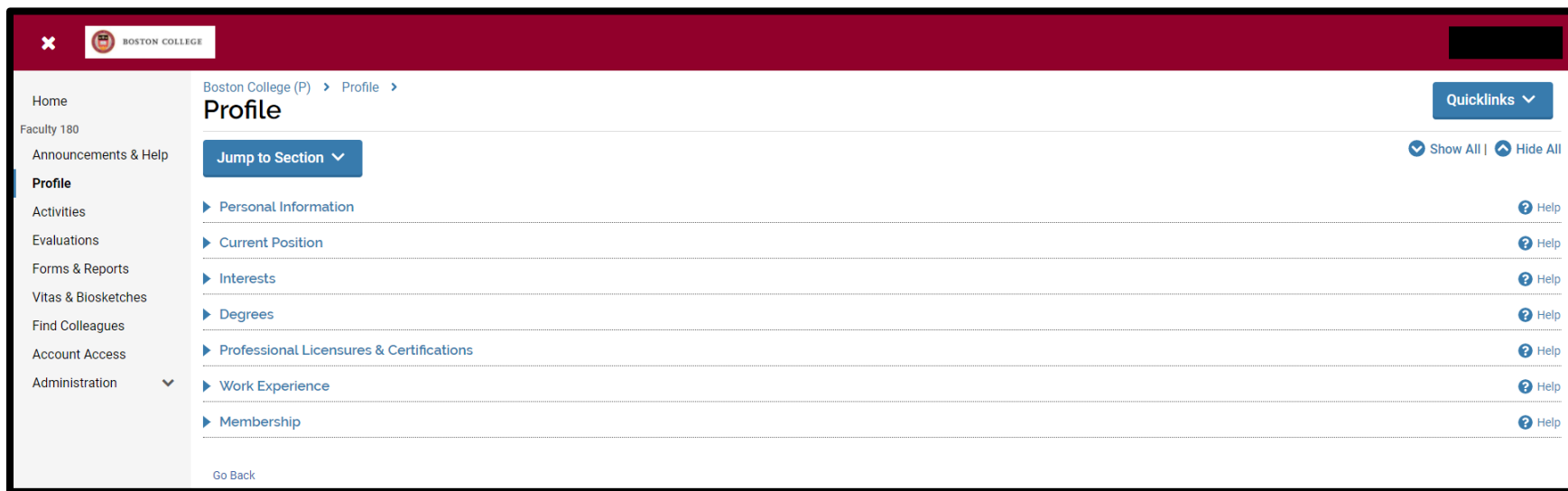


Faculty Annual Report Guide: Profile

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Profile Overview

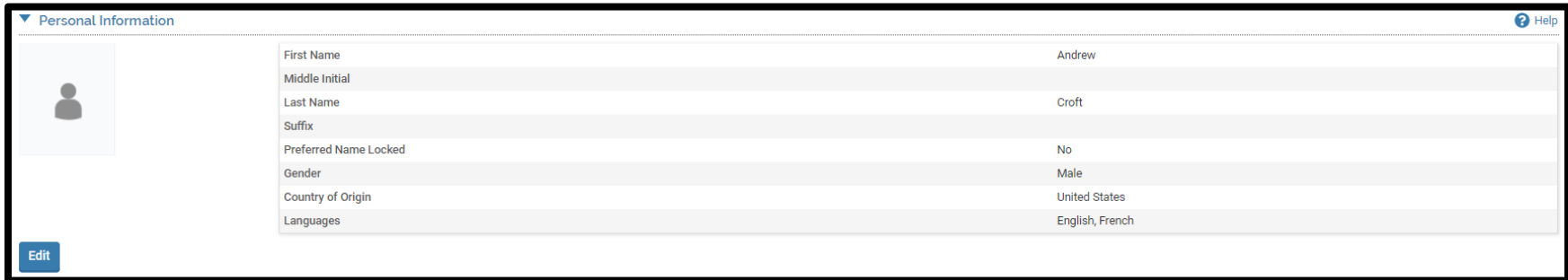


The Profile Form is used to input personal data that tends to remain static over time, such as contact information, degrees, credentials, and work experience. Faculty members can update their profile at any time, except for locked fields that come from institutional databases (e.g., first name).

Faculty members can attach transcripts to their degrees in the Degrees section on the Profile Form. The transcripts can then be viewed and deleted as necessary. Administrators can also attach official transcripts to faculty degrees; however, the transcripts are only viewable in limited circumstances as determined by your institution, such as during the use of accreditation reports.

Personal Information (Optional)

Appearance




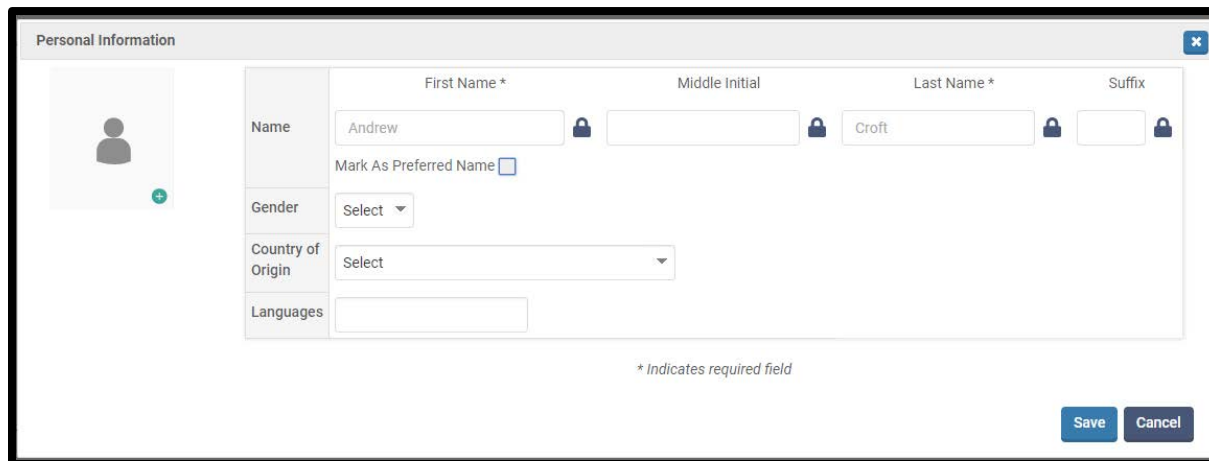
A screenshot of a web interface titled "Personal Information" with a "Help" icon in the top right. On the left is a placeholder for a profile picture. To the right is a table of personal details:

First Name	Andrew
Middle Initial	
Last Name	Croft
Suffix	
Preferred Name Locked	No
Gender	Male
Country of Origin	United States
Languages	English, French







An "Edit" button is located at the bottom left of the summary view.

Editing

In this section you can update your Gender, Country of Origin, Languages, or your picture by using the green circle with a plus sign . Your Name comes from Human Resources records and cannot be changed directly through the system.



A screenshot of the "Personal Information" editing form. It features a profile picture placeholder with a green plus icon. The form fields are as follows:

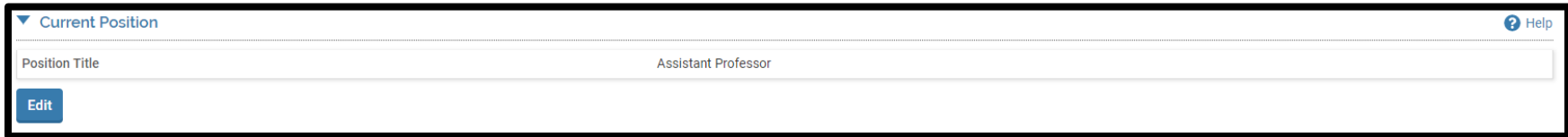
Name	First Name *	Middle Initial	Last Name *	Suffix
	Andrew 		Croft 	
	Mark As Preferred Name <input type="checkbox"/>			
Gender	Select 			
Country of Origin	Select 			
Languages	<input type="text"/>			

* Indicates required field

Save Cancel

Current Position (Optional)

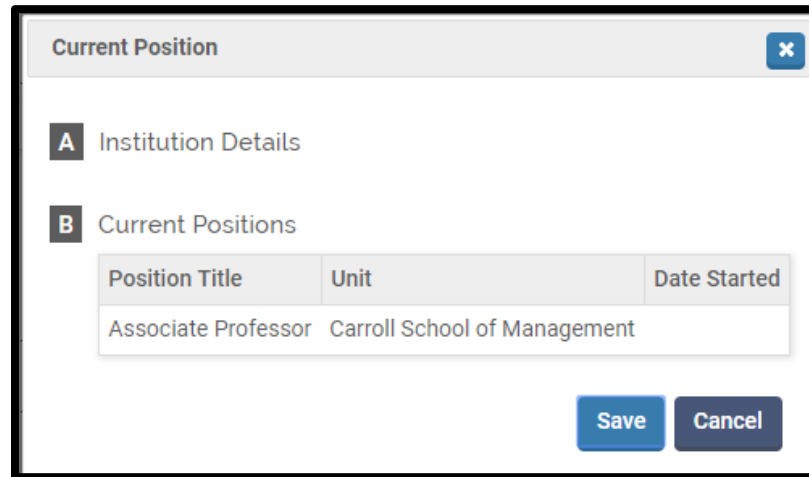
Appearance



A screenshot of a web form titled "Current Position". At the top left is a dropdown menu with a downward arrow and the text "Current Position". To the right of the dropdown is a "Help" icon (a question mark in a circle). Below the dropdown is a text input field labeled "Position Title" containing the text "Assistant Professor". At the bottom left of the form is a blue button labeled "Edit".

Editing

This information comes from Human Resources and cannot be changed through the system. You might have multiple positions listed.

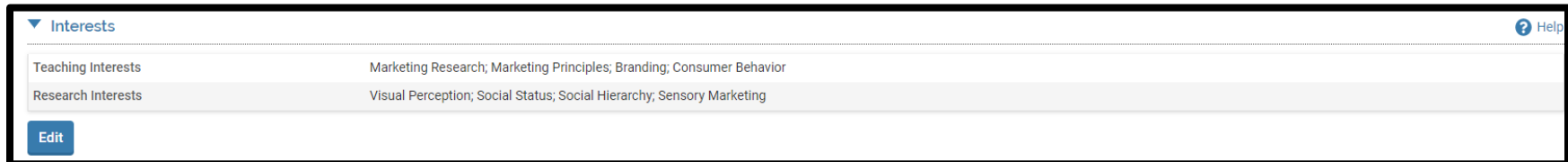


A screenshot of a dialog box titled "Current Position" with a close button (an 'x' in a blue square) in the top right corner. The dialog contains two sections: "A Institution Details" and "B Current Positions". Section "B" contains a table with three columns: "Position Title", "Unit", and "Date Started". The table has one row with the following data: "Associate Professor", "Carroll School of Management", and an empty field. At the bottom right of the dialog are two buttons: "Save" and "Cancel".

Position Title	Unit	Date Started
Associate Professor	Carroll School of Management	

Interests (Optional)

Appearance



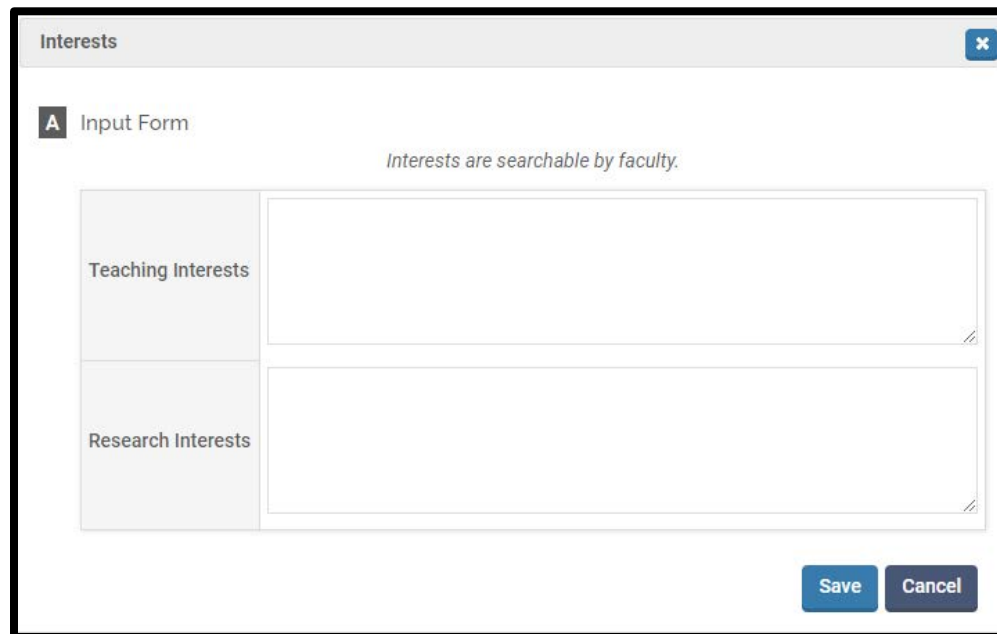
A screenshot of a web interface showing the 'Interests' section. At the top left is a dropdown menu with a downward arrow and the text 'Interests'. At the top right is a 'Help' icon (a question mark in a circle) and the text 'Help'. Below this is a table with two rows. The first row has 'Teaching Interests' on the left and 'Marketing Research; Marketing Principles; Branding; Consumer Behavior' on the right. The second row has 'Research Interests' on the left and 'Visual Perception; Social Status; Social Hierarchy; Sensory Marketing' on the right. At the bottom left of the table is a blue button with the text 'Edit'.

Interests	
Teaching Interests	Marketing Research; Marketing Principles; Branding; Consumer Behavior
Research Interests	Visual Perception; Social Status; Social Hierarchy; Sensory Marketing

Edit

Editing

Optional: Teaching Interests and Research Interests, which are searchable by faculty who use the Find Colleagues tool in Interfolio.



A screenshot of a web form titled 'Interests' in a window. The window has a title bar with the text 'Interests' and a close button (an 'x' in a blue square). Below the title bar is a section labeled 'A Input Form'. Inside this section, there is a line of text that reads 'Interests are searchable by faculty.' Below this text are two large, empty text input fields. The first field is labeled 'Teaching Interests' and the second is labeled 'Research Interests'. At the bottom right of the form are two buttons: a blue 'Save' button and a grey 'Cancel' button.

Interests

A Input Form

Interests are searchable by faculty.

Teaching Interests

Research Interests

Save Cancel

Degrees (Optional)

Appearance

Degree	Discipline	Year	Institution	Highest Degree Earned	Actions
B.A.	Industrial/Organizational Psychology	2008	College of New Jersey		
MA	Higher & Postsecondary Education	2011	Teachers College		
Ph.D.	Higher Education	2020	Boston College		

Editing

Optional: Academic degrees.

A Input Form

Level of Degree*	Select Degree Below ▾
Degree*	Other ▾ BA
Year Conferred / In Progress*	2008 ▾
Highest Degree Earned*	No ▾ <input type="checkbox"/> Check if this is considered a "Terminal" degree in your discipline.
Discipline	<input type="text"/>
Granting Institution	College of New Jersey
City	Ewing
State or Province	Select ▾
Nation	Other ▾ US
Title of Dissertation or Thesis	<input style="width: 100%;" type="text"/>

B Attachments

No attachments uploaded.

Attachment Type	Attachment
File ▾	<input type="button" value="Choose File"/> No file chosen

Professional Licensures & Certifications (Optional)

Appearance

Professional Licensures & Certifications ? Help				
Title	Organization	Year	Actions	
Member of the bar of the United States District Court, Eastern Division	United States District Court, Eastern Division	1977		
Member of the bar of the United States District Court, Western Division	U.S. District Court, Western Division	1978		
Member of the District of Columbia Bar	District of Columbia Court of Appeals	1980		
Member of the Michigan Bar	Supreme Court of the State of Michigan	1977		

[Add](#)

Editing

Optional: Professional licensures and certifications.

A Input Form

Title*	<input type="text"/>
Year Conferred*	Select ▾
Organization	<input type="text"/>
Further Details	<input type="text"/>

B Attachments

Attachment Type	Attachment
File ▾	<input type="button" value="Choose File"/> No file chosen

[Add Another](#)

[Save](#) [Save and Add Another](#) [Save and Go Back](#) [Cancel](#)

Membership (Optional)

Appearance

Organization	Years	Actions
American Finance Association	2011 - Ongoing	
Western Finance Association	2011 - Ongoing	

[Add](#) Help

Editing

Optional: Organizational memberships, whether they are ongoing or have ended.

A Input Form

Organization Name*

Year Started*

Year Ended

B Attachments

Attachment Type: Attachment

File No file chosen

[Add Another](#)