Faculty Profile/Bio Webpage

Please email your photo, CV (Word document or PDF), and profile submission or updates (Word document) to Jennifer Lo Prete, A&S communications manager, jloprete@richmond.edu.

Photograph

Please include a photo for your profile page. This photo will be used throughout the UR website for mentions of faculty/staff news.

Photograph Requirements:
- Full size color digital photo with high resolution (300 dpi minimum)
- Clear, sharp focus with the ability to be closely cropped at the head and shoulders
- No other people should be in the photograph

Faculty Webpage Appearance

Profile Snapshot

On a department’s faculty/staff page, each profile is presented as a snapshot in a box with the profile photo, name, title(s), and areas of expertise.

Profile Webpage

Here is an overview of where information resides on the profile webpage.

Text in the profile, publications, and in the news tabs can be linked to external websites.

Buttons may be added to a page and will appear in the left sidebar in separate boxes below the grey box that has education and contact information.
Faculty Profile/Bio Webpage Fields

* Indicates a required field.

First Name*

Last Name*

UR Email Address*

NetID*

Department(s)*
If listing multiple departments, please denote which department is a primary or affiliated department.

Title(s)*

UR Office Location*
Please include the building and room number. If you have more than one office space, please only include your main office.

Phone

Profile Summary*
Please write in a narrative, third-person form. This is the largest area for body copy on the profile page. Text can include links to external websites.

Associate Types*
Please select the appropriate type.
Faculty Staff Adjunct Non-Credit Instructor Librarian Scholar Student

Areas of Expertise*
You may add multiple areas of specialties. Listed areas of expertise appear in the profile snapshot on the department’s faculty/staff page.

Teaching Topics
You may add multiple areas of teaching topics.

Education
Please list all degrees and include the institution, major/specialty, and year completed.

Website
If you would like to include an appropriate personal website or blog, please include the URL and website name. If you would like to draw extra attention to an external website, this can be a button link (see image above).
Publications
This may be a complete or selected list of publications. If you are submitting a selected list of publications, please let us know so we can appropriately label the section as “selected.”

Please include the citation as you would like it to appear on your webpage. Text can include links to external websites. Please include the appropriate category type and year for each citation.

Type of Publications
Abstract, article, audio, blog, book, chapter, essay, film, poem, review, sermon, short story, and survey

In the News
This appears as a separate tab next to “publications” and can highlight any media mentions. Please include the title, URL, and publication date.

Awards and Honors
Please include the references, including the year, as you would like them to appear on your webpage. Text can include links to external websites.

Grants and Fellowships
Please include the references, including the year, as you would like them to appear on your webpage. Text can include links to external websites.

Presentations
Please include the citations, including the year, as you would like them to appear on your webpage. Text can include links to external websites.

Institutional and Community Service
If desired, please include the references as you would like them to appear on your webpage. Text can include links to external websites.

Certifications, Designations, Bar Admissions
Please include the references as you would like them to appear on your webpage. Text cannot be linked to external websites.

Memberships
Please include any affiliations that you would like to include on your webpage. Text cannot be linked to external websites.

Professional Experience
If desired, please list the position, date range, and description. Text can include links to external websites.

Military
Please list service if applicable and desired.

Sabbatical
If desired, it is possible to mark faculty as on sabbatical and the applicable date range.