Faculty Database

Created by Albert Degollado, last modified 30 minutes ago

Faculty members in the College of Education now have the ability to update their profiles in the Faculty Directory. During the summer, Office of Communication staff transferred content from the old website to these new profiles. We encourage you to explore the new system and make any necessary adjustments. The following will guide you through this process. For assistance, please contact the Office of Communication.

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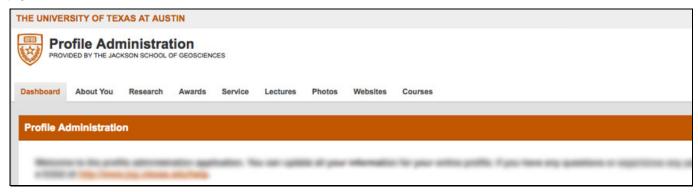
2. How it Works | 3. About You | 4. Research | 5. Awards | 6. Service | 7. Lectures | 8. Photos | 9. Websites | 10. Courses

1. Go to Your Profile

Go to https://apps.jsg.utexas.edu/profiles/ and login with your UT EID.

2. How it Works

Your profile information is contained in a series of tabs. If you opt not to enter any information in a given tab, that tab will not appear on your profile page.



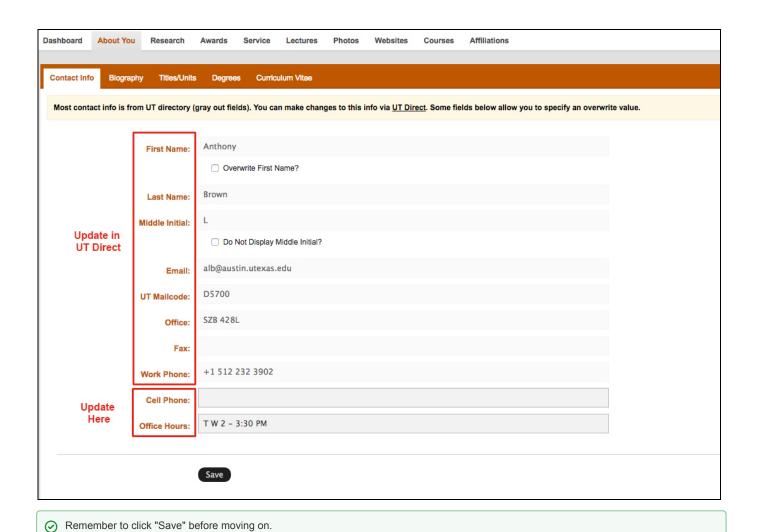
Be sure to click "Save" before moving to the next tab or you will lose your updates. Look for the green bar indicating that your updates have been saved before moving on per the example below:

3. About You

3.1 Contact Info

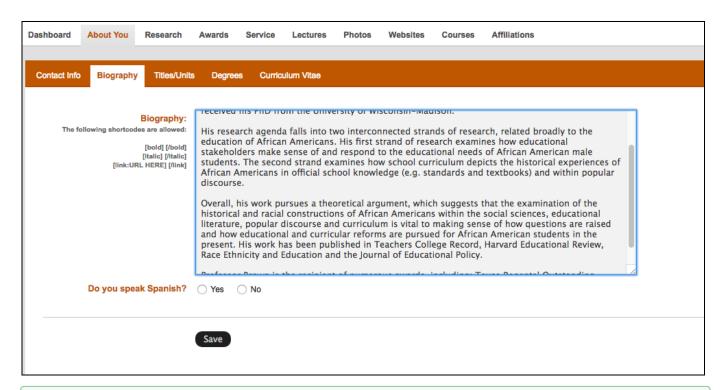
Most, but not all, of this information is automatically populated from the University Directory. If you choose, you can add your cell phone number and office hours on this page.

Updates to your phone number, office location, or email address must be made in UT Direct's "All My Addresses" page.



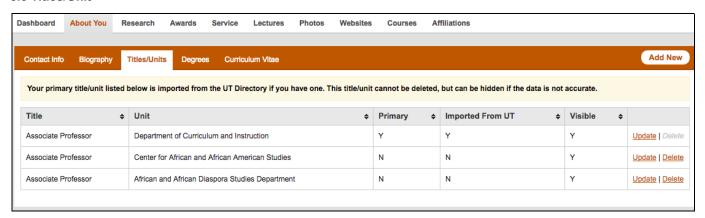
3.2 Biography

You can copy/paste from Microsoft Word, but please note formatting will be lost. Use the shortcodes provided at the left of the text box field to apply available formatting.



Remember to click "Save" before moving on.

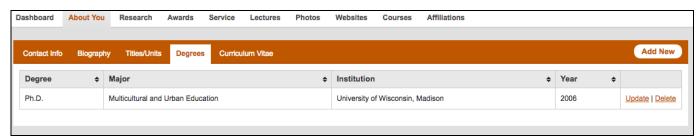
3.3 Titles/Unit



Your primary title will be imported from UT Direct, but you can add other UT Austin-related titles such as an endowed chair or an appointment with another department. Click the "Add New" button on the right to get started.

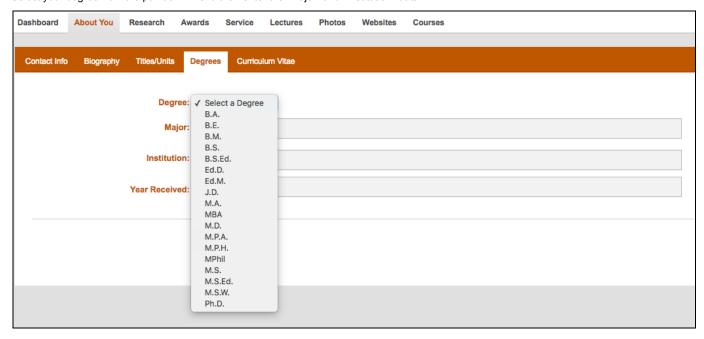
① One title MUST be selected "Primary" in order for your profile to be visible.

3.4 Degrees



Click the "Add New" button to add a degree.

Select your degree from the pull-down menu then enter the "Major" and "Institution" data.



The "Year Received" field is NOT required.

Remember to click "Save" before moving on.

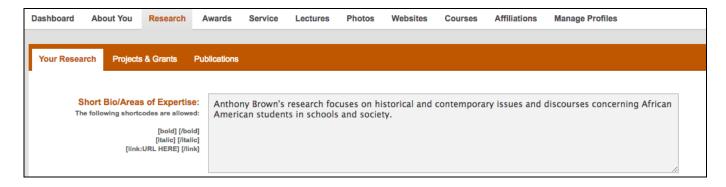
3.5 Curriculum Vitae



Remember to click "Save" before moving on.

4. Research

4.1 Your Research - Short Bio/Areas of Expertise



Text entered here will appear on the search result page that links to your complete profile:



Anthony L Brown

Associate Professor, Department of Curriculum and Instruction, College of Education

+1 512 232 3902, alb@austin.utexas.edu

Anthony Brown's research focuses on historical and contemporary issues and discourses concerning African American students in schools and society.

It also will appear under the "Expertise" tab on your profile page.

Anthony L Brown



Associate Professor, Department of Curriculum and Instruction, College of Education
Associate Professor, Center for African and African American Studies, College of Liberal Arts
Associate Professor, African and African Diaspora Studies Department, College of Liberal Arts

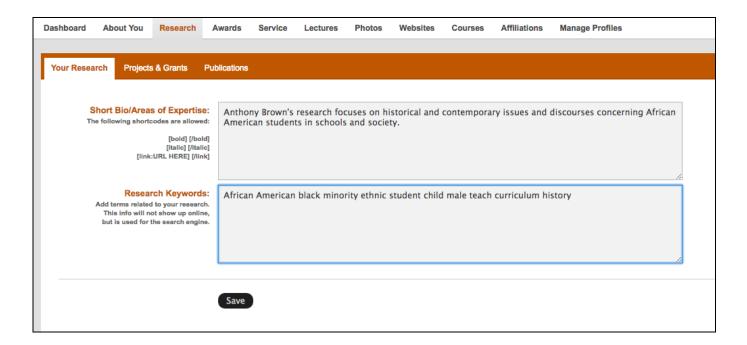
Phone: +1 512 232 3902 Email: alb@austin.utexas.edu Office Hours: T W 2 - 3:30 PM View Curriculum Vitae (pdf)

Biography Degrees **Expertise** Publications Awards Courses

Anthony Brown's research focuses on historical and contemporary issues and discourses concerning African American students in schools and society.

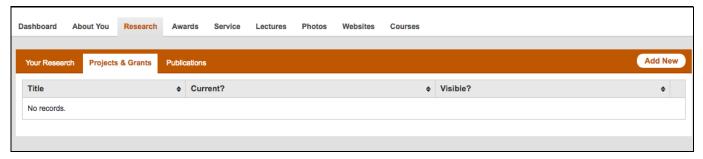
4.2 Your Research - Research Keywords

Research Keywords are used for the Faculty Experts Guide's search engine.

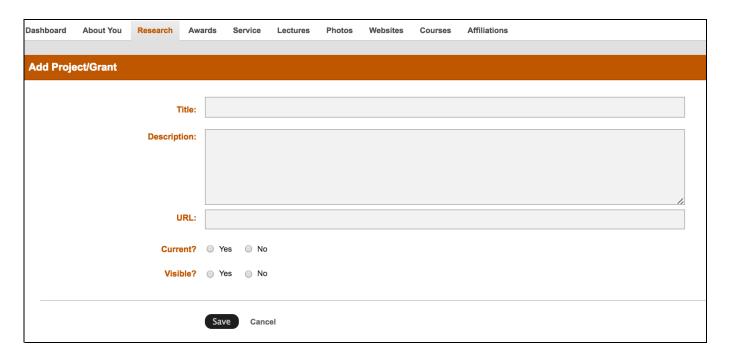


4.3 Projects & Grants

Use this section to highlights grants and other research projects past and present.

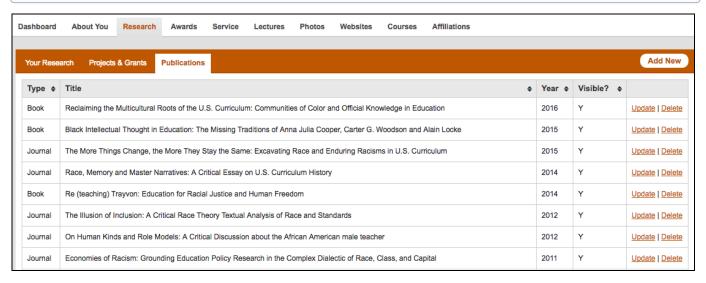


Click "Add New" to get started.



4.4 Publications

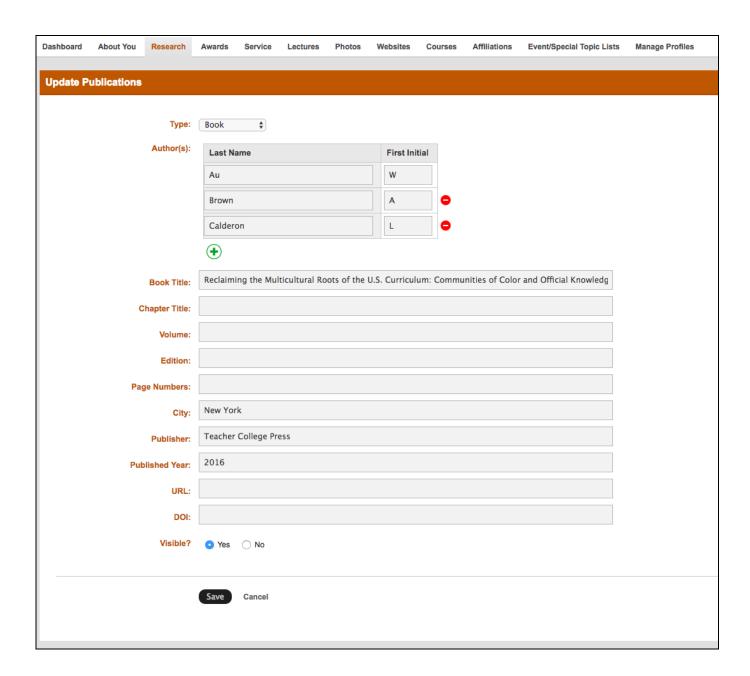
(i) All publications entered will have APA formatting applied automatically. There is no need to add a period at the end of a field as the system will add them and apply other formatting styles for you. Also note that previous entries may be updated. We suggest you list no more than 10 publications. Be sure to use your most recent or the publications that best represent your work.



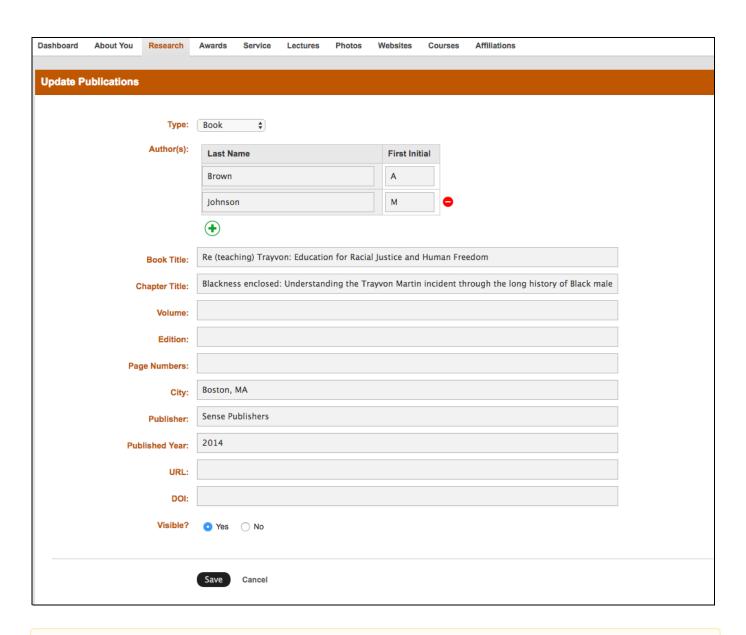
There are several options to choose from:

- Book
- Magazine
- Journal
- Newspaper
- Website

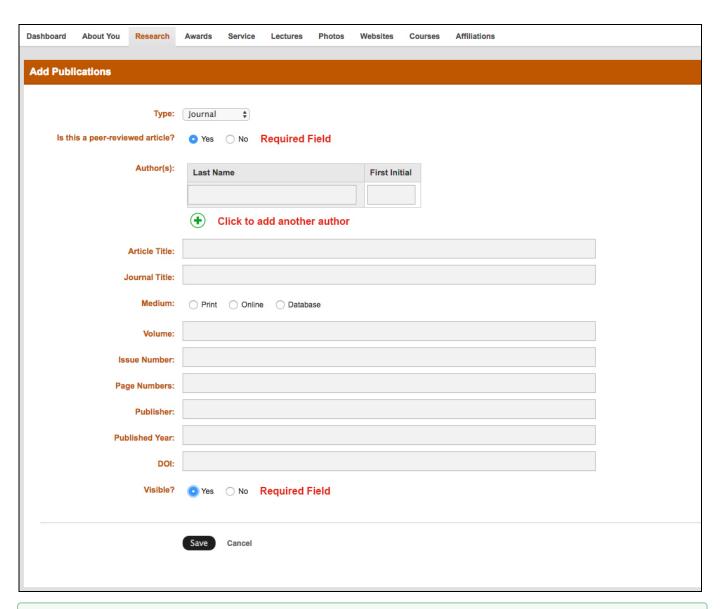
The fields that appear will change depending on the selections you make.



Also see this book chapter example:

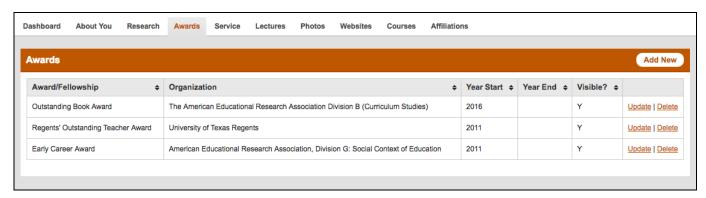


For Journal articles, be sure to select the appropriate response next to "Is this a peer-reviewed article." Also, select "Yes" for the field "Visible?"

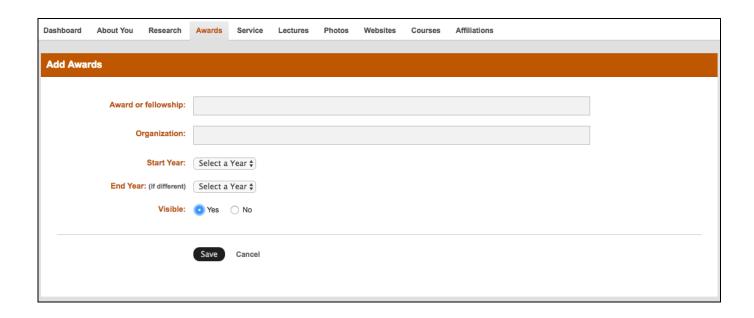


Of If you want to add an article that has not been published, add the status (in press, under review, etc.) in parenthesis at the end of the article's name.

5. Awards

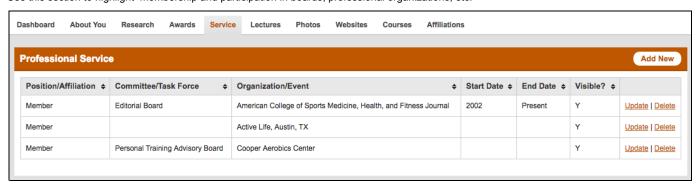


Click "Add New" to add another award. Enter the field data accordingly.

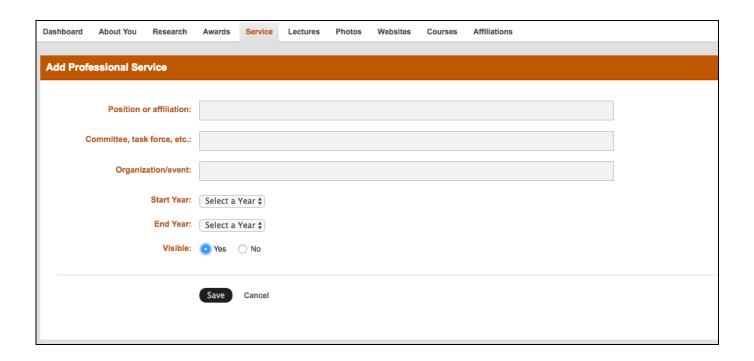


6. Service

Use this section to highlight membership and participation in boards, professional organizations, etc.



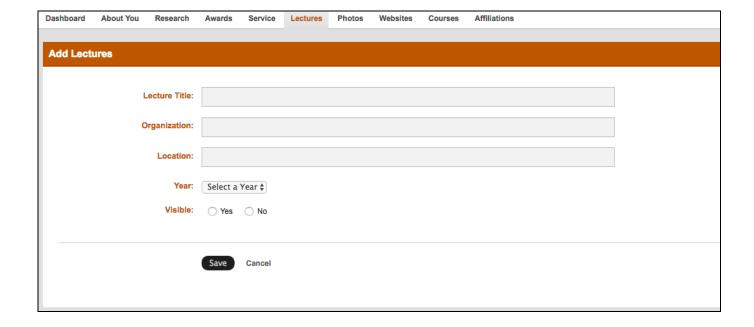
Click "Add New" to get started.



7. Lectures



Add lectures given at other institutions or organizations here. This field is NOT intended for UT class lectures.



8. Photos

While the Profile Photo tab says a high-resolution image can be uploaded, we recommend using a thumbnail that is 100 x 125 px, 72 DPI for best results.

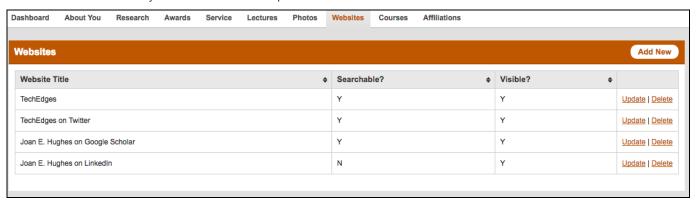
To get started, click "Choose File" to browse to the photo you want to use.



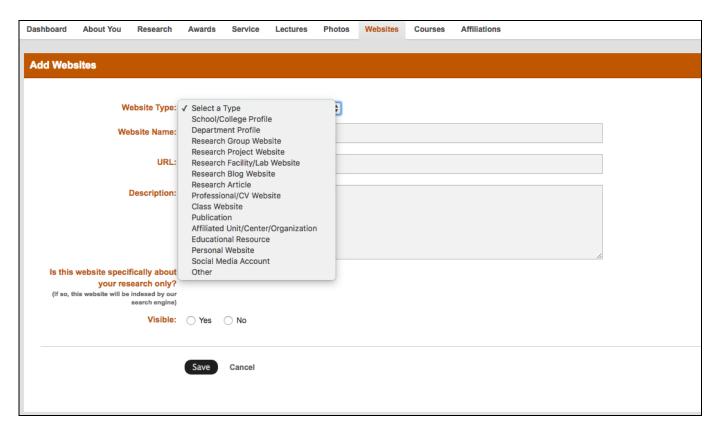
Ontact the Office of Communication to schedule a new portrait session.

9. Websites

Use this section to add links to your affiliated websites and professional social media accounts.



Note the website options that are available once the "Website Type" pull-down menu is clicked:



If you would like to create a site for your lab or research project, please contact the Office of Instructional Innovation.

10. Courses

Courses will be pulled automatically from UT Direct.

No labels



Confluence Documentation | Web Privacy Policy | Web Accessibility