QUEENS
UNIVERSITY
of
CHARLOTTE

Faculty Biography Webpages

Every Queens full-time faculty member should have a faculty biography webpage. These webpages are listed individually and by department or school on the university's website at www.queens.edu/faculty.

Updates and new submissions for faculty biography webpages can be submitted online at www.queens.edu/faculty-webpage-updates.html.

A faculty biography webpage includes the following information:

- A brief overview of your background, research interests and teaching—typically 300 words or less
- Education – listed in reverse chronological order (terminal degree listed first)
- Complete contact information—phone, email and office location
- A professional headshot
- Optional: Professional CV (provided as an attachment to the faculty webpage)

Below are more specifics regarding the format, style and tone for faculty biography webpages.

FACULTY BIOGRAPHY WEBPAGE - FORMAT AND STYLE

Faculty biography webpages are written in third person and are intended to be conversational in tone. Ideally, they should be 300 words or less.

Think of your faculty page as your way of introducing yourself to prospective and current students. Your faculty profile page should include information about your specialty and discipline, your passion for teaching, how you involve students in your research and scholarship and how you mentor students in producing original work. A faculty biography should be done in a short, narrative format and be conversational and welcoming in tone.

A faculty biography webpage is not the place for a comprehensive list of publications, or highly technical details of your research dissertation. Rather, it is a place to touch on some of the highlights and focus on main points that distinguish you as a professional and excite you about your work.

As a supplement, you are welcome to provide a current CV for more detailed information on all of your professional experience, affiliations, publishing and accomplishments.

PROFESSIONAL HEADSHOT

If you already have a professional headshot (or a photo from which we could crop a nice headshot), you may upload the photo using the online submission form. You should provide an original, uncropped photo so we can resize it as appropriate for the web. Please provide images in color, not black and white. Headshot photos should be taken and provided horizontal in orientation verses vertical.

If you need a headshot—or would like a new headshot taken by one of our staff members—let us know and we will be happy to schedule it. It won't take more than 10 minutes of your time.

EDUCATION

You should list your education in reverse chronological starting with your terminal degree. List your degree, major or program and then institution. Format and style example:

Ph.D., Chemistry, University of North Carolina, Chapel Hill
M.S., Psychology, Duke University
B.A., History, Queens University of Charlotte

FACULTY BIOGRAPHY WEBPAGE EXAMPLES

To view faculty webpage examples, please visit www.queens.edu/faculty.