Adding Faculty/Staff Information

To add a faculty/staff member’s information...
1) go to the content tab
2) choose Faculty/Staff Detail from the Type dropdown menu
3) click the Add New Content button

You will be presented with a form with several fields to fill out. Only the Name and Email fields are required (*see below). Other optional fields include: Main Photo, Website, Summary (narrative), Education, Publications, Teaching, Service, Grants and even three additional links and three documents you may attach such as a curriculum vitae.

How it Works
Once you enter additional information about a faculty/staff in dotCMS, their name on the Faculty/Staff page of their department website will become a link in red text to a detail page with all the additional information about them.

The system looks at two fields to verify that extra information exists about a faculty or staff member. *If both the Summary and Website fields are blank no extra information about this faculty/staff member will be displayed. At least one of these fields (summary or website) must be completed.

Important!
For the email field you need to make sure to enter the faculty or staff member’s email address exactly as they have it listed in the Campus Directory. Otherwise this information will not be displayed because it cannot match the listing that is pulled from the directory.
• **If the website field is completed but not the summary field** the link from the faculty/staff member’s name will go directly to their personal website.

• **If the summary field is completed but not the website field** the link from the faculty/staff member’s name will go to a detail page that lists any detail information submitted.

• **If both the website field and the summary field are completed** the link from the faculty/staff member’s name will go to a detail page that lists their website along with any other detail information submitted.

**About Photos**
Photos must be 8 X 10 in proportion (width X height) and should be jpg files. If you are unsure how to prepare your photos please contact Loren Leonard (X4045) or Justin Stewart (X4986).

**About Files**
It is recommended that any files added should be pdf files or jpegs images. Other formats will be accepted by the system but may not be easily accessible by site visitors.

**Editing Faculty/Staff Information**

Editing existing faculty/staff information can be done two ways.

1) Go to your faculty/staff webpage for your department and click on the link (name of faculty member) that you wish to edit. The detail page for that faculty will be displayed. Look for the Edit content button to edit the information for this faculty/staff member.

2) Go to the Content tab, select Faculty/Staff Detail from the content Type dropdown menu. Enter their name or email address and search for the faculty/staff member you wish to edit. Once the search is complete you should see the results on the right. Click on their name (link) or the pencil icon to the left of their name to edit the information for this faculty member.