



Research & Professional Development (R& PD)

“How to Create a Faculty Profile”

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# Prepared & Presented by Eleni Panagiotarakou. PhD Chair Research & PD



**Zoom Office Hours:**  
**Friday 9:00-11:00 am**

**email:**

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**Guest Speaker: Shelagh Peden** (third from the left)

Webmaster, Digital Content Adv / University Communication Services

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[S-GM 600-15](#)



# Agenda:

1. Welcome
2. Background
3. Eligibility
4. Access to the Faculty Profile Forms
5. Troubleshooting
6. Support
7. FAQs

# Background & Issues

## Facts:

- ▶ 80% of PT faculty at Concordia University have no Faculty Profile
- ▶ And of the 20% of Part Time faculty that do have with a Faculty Profile, half of them have minimal content (i.e., a short paragraph of ~30 words)
- ▶ By comparison, 97% of Full Time faculty have extensive Faculty Profiles
- ▶ Aggravating this unbalanced exposure for PT members, some departmental webpages do not afford equal visibility.

# Increasing the quality of PT Faculty Profiles

- ▶ Improving the Status of PT faculty in Higher Education in general, and at Concordia University in particular, is a multifaceted endeavor.
- ▶ PT members - many of whom have the same academic and research credentials as their FT counterparts – need to do a better job at increasing their visibility.
- ▶ This webinar is a first step towards increasing the quality of PT Faculty Profiles.

# Eligibility

- ▶ The faculty profile is available to part-time faculty members, including anyone with a role that includes teaching activities or active involvement in student activities.
- ▶ The faculty profiles of PT members on contract will remain published on Concordia.ca for at least 18 months after their contracts end.
- ▶ Until this point, faculty members can still access their profile via Carrefour. This should account for cases where contract faculty do not teach consecutive terms.

# Adding the profile to your department page, I


- ▶ A faculty profile is automatically created after one receives their first pay..
- ▶ After the [University Communications Services](#) (UCS) Web team publishes the profile, you can add it to your page (see slides 11-14). All departments have a page that lists faculty members using the **Faculty Profile List component**.
  1. Open the component to edit it. Because the component accesses a large external database, it takes a moment to 'wake up'. Please do not interrupt it.
  2. When the component is ready, click the **Manual list** tab.
  3. At the bottom of the list, click the **Add Item** option and select the name from the drop-down list.
  4. Use the green arrows to place the new name in alphabetical order.



# Adding the profile to your department page, II

Faculty Profile List Component

List options **Manual list**

Department(s)  [Add Item](#) 


Filter faculty profile selection drop down by department

Filter titles by department ☐

If this is checked, only the titles of the above departments will be shown, omitting the department name itself

Profiles

Amir, Shimon	▼	▲	▼	+
Bergdahl, Andreas	▼	▲	▼	+
Darlington, Peter	▼	▲	▼	+
English, Ann	▼	▲	▼	+
Findlay, Brandon	▼	▲	▼	+
Jaeger, Jochen A. G.	▼	▲	▼	+
Joyce, Paul	▼	▲	▼	+
Kalman, Laszlo	▼	▲	▼	+
Pawelek, Peter	▼	▲	▼	+
Shih, Steve	▼	▲	▼	+

[Add Item](#) 

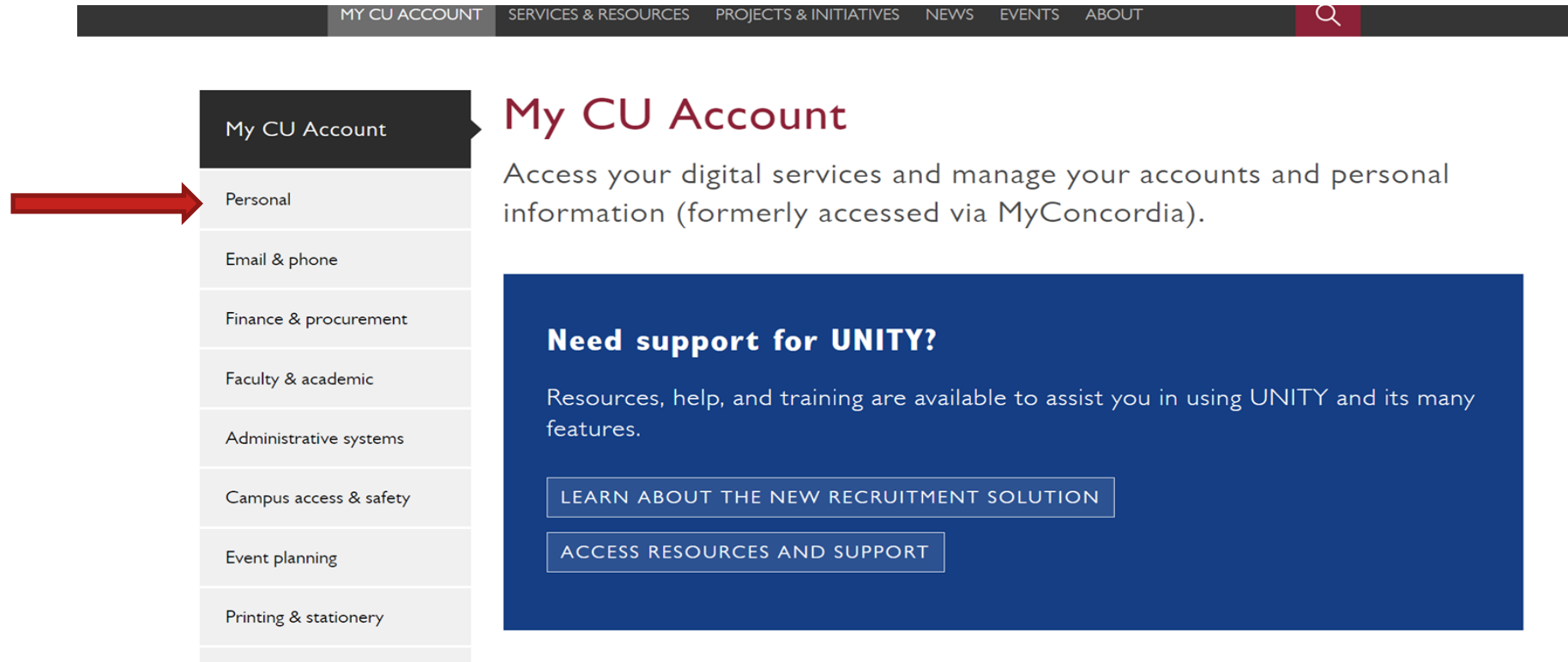
Click the '+' to add a new faculty profile

# Updating your faculty profile

- ▶ **You are responsible for maintaining your profile!**
- ▶ To update your profile, see the [Faculty profile documentation](#) on Carrefour (next slide)

# Access to the Faculty Profile form:

Click on My CU Account > Personal



The screenshot shows the top navigation bar with links: MY CU ACCOUNT, SERVICES & RESOURCES, PROJECTS & INITIATIVES, NEWS, EVENTS, and ABOUT. A search icon is on the right. Below the navigation bar is a sidebar menu for 'My CU Account' with the following items: Personal, Email & phone, Finance & procurement, Faculty & academic, Administrative systems, Campus access & safety, Event planning, and Printing & stationery. A red arrow points to the 'Personal' link. To the right of the sidebar, the 'My CU Account' section is titled, followed by the text: 'Access your digital services and manage your accounts and personal information (formerly accessed via MyConcordia)'. Below this is a blue box with the heading 'Need support for UNITY?' and the text: 'Resources, help, and training are available to assist you in using UNITY and its many features.' At the bottom of the blue box are two buttons: 'LEARN ABOUT THE NEW RECRUITMENT SOLUTION' and 'ACCESS RESOURCES AND SUPPORT'.

MY CU ACCOUNT SERVICES & RESOURCES PROJECTS & INITIATIVES NEWS EVENTS ABOUT

My CU Account

Personal

Email & phone

Finance & procurement

Faculty & academic

Administrative systems

Campus access & safety

Event planning

Printing & stationery

## My CU Account

Access your digital services and manage your accounts and personal information (formerly accessed via MyConcordia).

### Need support for UNITY?

Resources, help, and training are available to assist you in using UNITY and its many features.

LEARN ABOUT THE NEW RECRUITMENT SOLUTION

ACCESS RESOURCES AND SUPPORT

## 2. Select “Faculty Profile” (bottom left)

Carrefour / My CU Account

MY CU ACCOUNT SERVICES & RESOURCES PROJECTS & INITIATIVES NEWS EVENTS ABOUT

My CU Account

Personal

Email & phone

Finance & procurement

Faculty & academic

Administrative systems

Campus access & safety

Event planning

Printing & stationery

Training

Forms, requests & reservations

Apps & software

Personal

Access personal information, accounts and profiles. Managers can also approve employee timesheets and find other tools.

**UNITY**

[UNITY](#) is the main entry-point to HR and Financial systems including:

- [My HR](#)
- [My Time](#)
- [My Pay Stubs](#)
- [Tax slips](#)

**Additional resources**

[Learn more about UNITY](#)

**My HR**

Access [My HR](#) to:

- Update your employee profile
- Manage your team
- Request a leave of absence
- Complete employee training
- [Apply for a staff position](#)

**Additional resources**

[Submit an HR service request](#)

[Learn more about My HR](#)

**My Time**

Use [My Time](#) to:

- Enter, adjust and/or approve timesheets
- Request and/or approve time-off
- Consult schedule and time balances

**Additional resources**

[Learn more about My Time](#)

[View timesheet deadlines and pay dates](#)

**Pay stubs**

Access [My Pay Stubs](#) in UNITY.

Access [Empath](#) for:

- Pay stubs for bursaries/awards
- Older pay stubs (prior to UNITY)

**Additional resources**

[How to submit payroll info](#)

**Tax slips**

Access your tax slips.

Access your T2200S form

[View tax slips prior to 2021](#)

**Additional resources**

[Learn more about tax slips](#)

[Find info for the 2021 tax year](#)

**Personal financial statements**

Access [financial statements](#) including annual pension statement.

**Additional resources**

[Learn more about pension statements](#)

**Accounts & passwords**

Access your [account details](#) to manage your netname, password and printing access code. See eligible accounts you can apply for.

**Additional resources**

[Learn more about your netname account](#)

**Digital ID card**

A digital version of your [Concordia ID](#) to verify authorization for campus access.

**Seniority**

Access My Seniority to view union seniority.

*Coming soon.*

**Faculty profile**

Manage your [faculty profile](#).

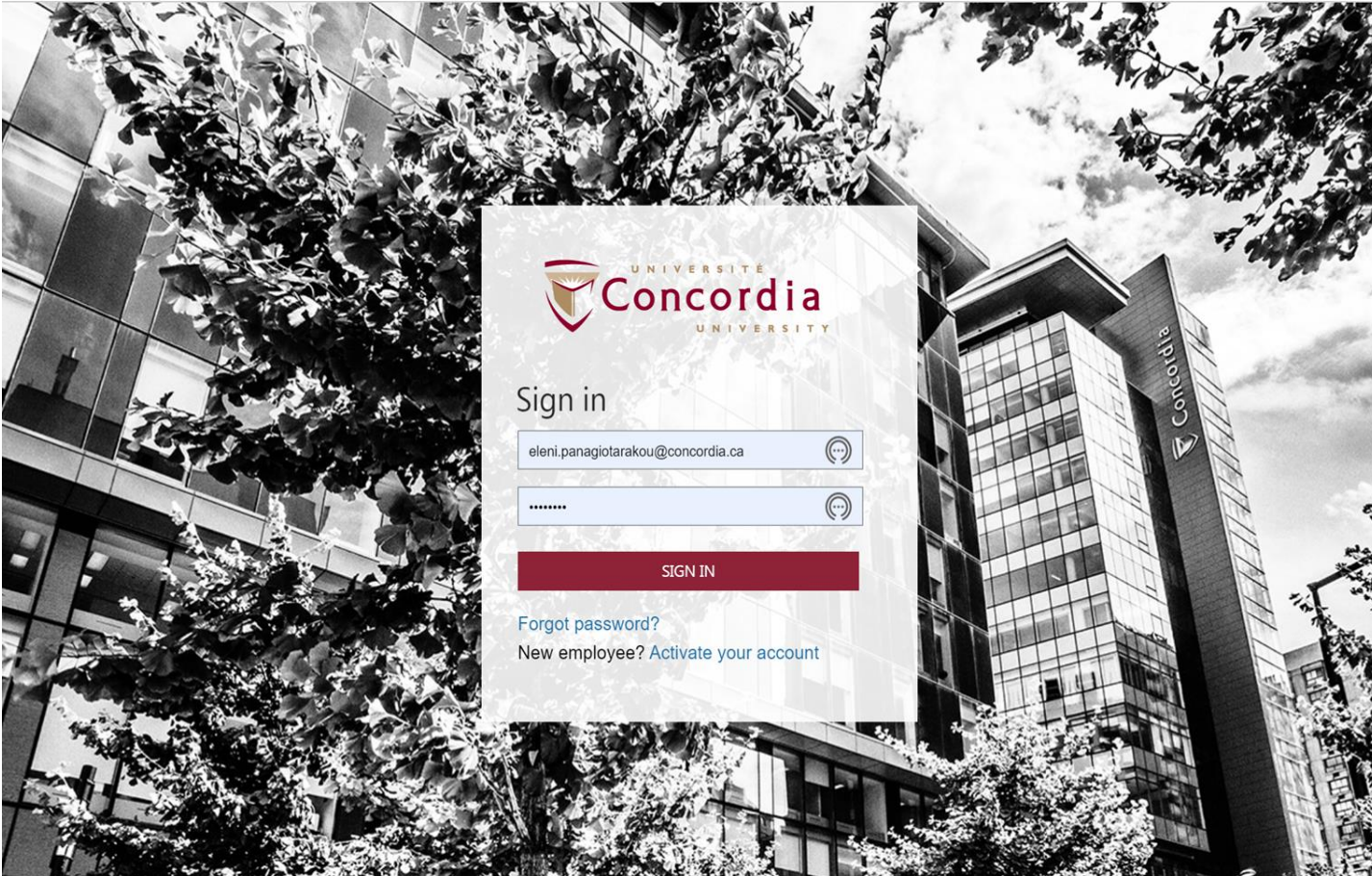
**Explore Concordia profile**

Explore the university's networks of expertise and sources of information about faculty members and their work. Access your [Explore Concordia profile](#).

**Media relations profile**

Manage your contact information, social media handles, personal websites and more with your [media relations profile](#).

### 3. Sign in





# 4. You are now ready to create your Faculty Profile!



## Faculty Profiles

[Index](#) [Basic Info](#) [Biography](#) [Teaching](#) [Research](#) [Publications](#) [Participation](#) [Performances](#) [Others](#)

The following order indicates how the content will be displayed on Concordia's website.

	Sections	
	Basic Info	
	Biography	
	Teaching activities	
	Research activities	
	Publications	
	Participation activities	
	Artistic performances	

Contact the [IT Service Desk](#) if you are experiencing technical problems, need help, or would like to suggest improvements to the faculty profile form.

# Basic Info Section

(see screenshot  
and following slide)

index

Basic Info

Biography

Teaching

Research

Publications

Participation

Performances

Others

Your Faculty Profile URL

http://www.concordia.ca/faculty/eleni-panagiotarakou.html

Salutation

PhD

?

First Name

Eleni

?

Middle Name

?

Last Name

Panagiotarakou

?

Affiliation(s)

?

Status

?

Keyword(s)

?

Primary Title

Part Time Non-Teaching,CUPFA Collective Agreement Commitment

Job Title(s)


+

?

Title	Unit	
Part-Time Professor	Political Science	<div>✓</div> <div>✎</div> <div>✖</div>
Part-Time Professor	Philosophy	<div>⬆</div> <div>✓</div> <div>✎</div> <div>✖</div>
Part-Time Professor	Loyola College for Diversity and Sustainability	<div>⬆</div> <div>✎</div> <div>✖</div>

Picture

?



Edit Picture

Delete

Caption

?

Credit

?

Office Address

N/A

Room Number

S-M 209

Office Phone

2503

Email Address

eleni.panagiotarakou@concordia.ca

Websites

+

?

Availability

?

ORCID profile ID

?

Explore - research profile URL

https://concordia.academia.edu/EleniPanagiotarakou

?

Twitter URL

http://

?

LinkedIn URL

http://

?

Facebook URL

http://

?

Save & publish

# Basic Info section

- ▶ **Salutation**: Enter your official title so it will form part of your full name. Clarification: If you hold a PhD, Dr. should be the default, unless you hold another title, e.g., Bishop, Rev., Rabbi.
- ▶ **Affiliation**: Add your professional affiliation(s) following your name eg., PhD, CPA, CFA, LLB.
- ▶ **Status**: Optional space to announce an *on-leave* message, e.g., “On sabbatical until Dec. 31, 2023”
- ▶ **Keywords**: Leave this blank (field is not used at this time)
- ▶ **Job Title(s)**: You may list up to five current job titles – especially if you are teaching in multiple departments - and sort them by order of preference or relevance. Aside from Departments, you may choose from a list of Research Centers and Institutes
- ▶ **Image**: Upload your profile picture here. The server should accept: JPG, JPEG, PNG, and GIF to a maximum of 500 KB in size. (*On how to obtain a profile photo for free, see 1<sup>st</sup> slide under FAQ section*)
- ▶ **Websites**: Add any affiliated research websites. You may list up to 10.
- ▶ **Availability**: Enter your availability or office hours here. Sample format: 9 to 5 p.m., Mondays, Wednesdays and Fridays. (**Note:** Unless you plan to update this section every three months, I would advise you to leave this subsection empty).
- ▶ **Personal Websites**: Social media websites if you wish (**Note:** I would recommend Academia.edu or LinkedIn, but not your personal Facebook webpage)



# Faculty Profiles

- ▶ **Subsections**: Enter all your biographical information which could include subsections such as: Introduction, Q&A, degrees & credentials, research & teaching interests, areas of expertise, distinctions & awards, professional affiliations, etc.
- ▶ In the same section you may upload up to three images. There is no height restriction. Here are the recommended widths for your images:  
1 image (100%): 620px - 2 images (50%,50%): 303px - 3 images (33%, 33%, 33%).
- ▶ Links to some good examples of PT faculty profiles
  - 1) [https://www.concordia.ca/jmsb/faculty/robert-soroka.html#IDX\\_BIOGRAPHY](https://www.concordia.ca/jmsb/faculty/robert-soroka.html#IDX_BIOGRAPHY)
  - 2) <https://www.concordia.ca/artsci/biology/faculty.html?fpid=stephanie-mitelman>
  - 3) <https://www.concordia.ca/finearts/cinema/faculty.html?fpid=donato-totaro>

# Teaching:

In this subsection enter all your teaching activities such as, courses taught or thesis supervision. For courses, I would suggest that you enter the full name including the course number in an itemized manner (see image)

Subsections	
Title	Text
Teaching	ENV3101: Legal Context of Environmental Issues
	FEM 3104: Feminism, Justice and the Law
	COMS 324: Communication Analysis of the Environment
	COMS 422: Perspectives on the Information Society
	LOYC 220: The Contemporary World
	LOYC 240/POLI 208 Global Environmental Issues and Ecological Justice (eCourse)
	PHIL 235: Biomedical Ethics (eCourse)
	PHIL 241: Philosophy of Human Rights
	PHIL 255: Philosophy of Leisure
	PHIL 261: Aristotle and Hellenistic Philosophy
	PHIL 275: From Modern to Postmodern: Philosophical Thought and Cultural Critique
	POLI 204: Introduction to Canadian Politics
	POLI 206: Introduction to Western Political Theory
	POLI 214: Human Rights: An Overview
	POLI 345: Contemporary Political Philosophy
	POLI 364: Hellenistic, Roman & Medieval Political Philosophy
	POLI 368: Media, Technology and Politics
	POL 338: International Law and Human Rights
	POLI 384: Fundamentals in Political Theory
	POLI 388: Human Rights and International Justice
	POLI 426: Nietzsche
	SSDB 220: Introduction to Theories of Sexuality
	WSDB 490: Feminist Ethics

# Publications:

Include subsections for books, book chapters, book reviews, journal articles, reports, encyclopedia entries, manuals, online resources, conference publications, etc.

Example: <https://www.concordia.ca/artsci/geography-planning-environment/faculty.html?fpid=rebecca-tittler>

Tittler, R., E. Fanning, M.-A. Villard. 2006. Evidence of large-scale source-sink dynamics and long-distance dispersal among Wood Thrush populations. *Ecology*: 3029-3036.

Tittler, R., C. P.J. Burton. 2001. Hierarchical forest management planning and sustainable forest management in the boreal forest. *The Forestry Chronicle* 77(6): 998-1005.

Tittler, R., S.J. Hannon, M.R. Norton. 2001. Residual tree retention ameliorates negative effects of clearcutting for some boreal forest songbirds in the short term. *Ecological Applications* 11(6):1656-1666.

Tittler, R., S.J. Hannon. 2000. Nest predation in and adjacent to cutblocks with variable tree retention. *Forest Ecology and Management* 136(1-3): 147-157.

Lemon, R.E., J.B. Falls, T. Dickinson, S. Perreault, R. Tittler. 2000. Song clustering by meadowlarks: Is it related to repertoire size? *Behaviour* 54(1): 75-92.

## Book chapters and reports

Tittler, R., C. Messier, and R. Goodman. Triad forest management: local fix or global solution? Chapter 3 in Laroque, G. (ed.): *Ecological Forest Management Handbook*, CRC Press, Boca Raton, Florida.

Messier, C., A. Paquette, S. Carpentier, T. Handa, E. Filotas, V. Angers, R. Tittler, and J. Dupras. La vraie valeur de nos arbres et boisés urbains et péri-urbains [The real value of our urban and peri-urban trees]. In Dupras, J. and J.P. Révéret (eds.): *Nature et économie: un regard sur les écosystèmes du Québec* [Nature and economy : a look at Quebec ecosystems], Presses de l'Université du Québec, Québec, QC.

Tittler, R., J. Kroese, A. Roux, and C. Messier. 2015. Plan directeur des forêts de la Ville de Mascouche – stratégie de conservation [Management plan for the forests of the City of Mascouche – conservation strategy]. Report prepared for the City of Mascouche, QC. 136 pp.

Tittler, R., M. Alam, V.A. Angers, S. Carpentier and C. Messier. 2014. Évaluer la valeur écologique, économique et sociale des boisées de la Ville de Mascouche [Evaluating the ecological, economic,

# Participation:

List your participation in activities which could include subsections such as: **conference presentations**, event participation (related to association, club, conference, course, seminar, workshop); public outreach (media appearances related to internal news stories or news releases, external news items, broadcast interviews, **departmental or university service** (committee work, etc.)

nd vice	<p>Member, Faculty Liaison Indigenous Reconciliation Circle, Champlain College, 2020</p> <p>Member, Teaching Evaluation Committee, Concordia University, 2020</p> <p>Member, Student Learning Experience Committee, Concordia University, 2020</p> <p>Member, Open Access Committee, Concordia University, 2018.</p> <p>Member, Institutional Repository Committee, Bishop’s University, 2017.</p> <p>Member, Academic Committee, Hellenic Scholarship Foundation, 2015.</p> <p>Member, Academic Hearing Panels,Concordia University, 2004-2007.</p> <p>Seminar organizer and Master of Ceremonies; Guest seminar by Ariel Rubenstein (Hel University of Jerusalem) "Modeling Bounded Rationality" February 24,2014, Dept. of Political Science, Concordia University</p> <p>Conference Co-Organizer and Master of Ceremonies; Guest lecture by Nassim Nichola Taleb "How to Live in a World we Don’t Understand" April 02, 2013, Concordia Univers</p> <p><b><u>REFEREEING</u></b></p> <p><b><u>Editorial Boards</u></b></p> <p>Member, <i>Politeia: International Interdisciplinary Philosophy Review</i> (Athens, Greece)</p> <p><b><u>Journals</u></b></p> <p>Journal of the American Philosophical Association</p> <p>Ethics and the Environment</p>
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# Support:

- ▶ If you need help to publish a faculty profile or update an A-Z Faculty list on your departmental website, contact UCS at [webcoord@concordia.ca](mailto:webcoord@concordia.ca) or [help@concordia.ca](mailto:help@concordia.ca)
- ▶ See also this article by Shelagh Peden:  
<https://hub.concordia.ca/carrefour/cunews/offices/cco/ucs/articles/faculty-profiles-process.html>



## **Performances:**

For those in Fine Arts, enter your artistic performances (e.g., music recordings, musical compositions, musical performances, scripts, short fictions, theatre or dance performances, choreographies, visual artworks, sound, set, and light designs, performance arts, etc).



# Other:

Additional section (if needed) - yours to customize and could include Exhibitions, community & volunteer activities, patents, etc.

**Concordia University Faculty Profiles**

Index Basic Info Biography Teaching Research Publications Participation Performances **Others**

\*\*\* Depending on your needs, you may add up to three sections to your profile.

**Section Title**  ?

Subsections +	
Title	Text

**Section Title**  ?

Subsections +	
Title	Text

**Section Title**  ?

Subsections +	
Title	Text

Save & publish



# FAQs



# How can I obtain a free, professional profile photo?

- ▶ University Communications Services (UCS) is responsible for Concordia's institutional image and marketing communications strategies, both internally and externally.
- ▶ Step #1 for booking a studio portrait photo through the UCS is to **contact your faculty communications advisor first** - to help coordinate the photo shoots and guide you in updating your faculty profile. A UCS director, [Colin Danby](#) welcomes your questions and offers the following list of contacts.
  - ▶ **John Molson School of Business:** [Elena Parial](#)
  - ▶ **Faculty of Arts & Science:** [Taylor Tower](#); [Elisabeth Faure](#)
  - ▶ **Gina Cody School of Engineering & Computer Science:** [Vincent Allaire](#); [Samantha Hanley](#)
  - ▶ **Faculty of Fine Arts:** [Andy Murdoch](#)

# Why do strange fonts appear in my profile?

- ▶ On a **PC** Sometimes you will find more than one font on your page after you have cut and pasted text directly from Microsoft Word into the form. The Word text you copied contains metadata that overrides the form's standard fonts. The metadata tells the form to use the Word fonts. To fix this, you should "clean" the text copying and pasting it into either Notepad (PC). To clean Word content: copy and paste from Word into Notepad or Text Editor; then copy and paste it again into the form.
- ▶ On a **Mac** keyboard, you can press Command+Shift+V to paste as plain text, which removes a bunch of formatting. You might be able to right-click on a PC to achieve the same effect. I wonder if it's worth testing so we could better explain it in our documentation.

# How do I update my address, office, phone and email?

- ▶ Since the profile is populated from the HR database, some profile content is not editable. If a faculty member has an issue with a phone number or office location, they must ask their [VOIP Coordinator](#) to contact the [Helpdesk](#).

# What is the process for unpaid employees?

- ▶ In the case of unpaid employees, a ticket is opened with the IITS Help Desk ([help@concordia.ca](mailto:help@concordia.ca)) that includes approval from the Provost's office.
- ▶ IITS activates the profile and then UCS publishes it.
- ▶ The profile can then be updated by the profile owner.
- ▶ The department administrator would then add the profile to their department faculty page.
- ▶ Where this isn't possible, UCS will update the faculty page upon request.

# Training videos on Faculty Profiles

\* **Note:** ignore the first two minutes  
when instructions are given for a pre-Unity website

- ▶ <https://hub.concordia.ca/carrefour/services/marketing-communications/web/how-to/faculty-profile/videos.html>

# The End

- ▶ **Thank you for your attendance!**