

# HOW TO UPDATE YOUR FACULTY PROFILE

1. Go to <http://ed.stanford.edu> and from the **GATEWAYS FOR** menu, select Faculty & Staff.
2. Click **Faculty Login** Button and login using your SUNET ID and password.



## FACULTY & STAFF

FACULTY LOGIN

Please login with your SUNet ID to access Faculty Portal

3. Your profile should have been created with your name, position, and SUNET ID. If not, please contact Tanya Chamberlain at [tchamberlain@stanford.edu](mailto:tchamberlain@stanford.edu)
4. Select **Faculty Profiles** under **GATEWAYS FOR FACULTY** menu.
5. You can enter your last name and select apply to locate your profile or simply scroll through the list.

Home » Faculty & Research

## FACULTY PROFILES

Filter by Last Name

Apply

Name ▲

Adams, Jennifer	Assistant Professor
Alim, H. Samy	Associate Professor



6. Select your name and go to the edit tab to edit your profile.

**DOE, JOHN**



**Academic Title**

Professor

7. Once you are in the edit mode, there are many fields to complete. You do not have to complete every section, however please try to fill out as many fields as you can. For more information on the fields, refer to page 3 of this document.

8. Please review the “Formatting Tips” document for information on how to attach documents and paste from Word or other applications. “Formatting Tips” also explains how to add links, create headings, and create bulleted lists in your profile.

9. When you are finished editing your profile, click the Save button at the bottom of the page. Your edits will not be published to the website immediately; an administrator will need to check to make sure the changes display correctly before approving them. Your revision should be approved and live on the website within 48 hours.

## FIELDS:

<a href="#">Name</a>	<a href="#">Other Titles</a>	<a href="#">Profile Photo</a>	<a href="#">Contact Info</a>	<a href="#">SUNet ID</a>
<a href="#">Admin. Support</a>	<a href="#">Program Affiliation</a>	<a href="#">Research</a>	<a href="#">Quote</a>	<a href="#">Education</a>
<a href="#">Time at Stanford</a>	<a href="#">Professional Experience</a>	<a href="#">Courses Taught</a>	<a href="#">Recent Publication</a>	<a href="#">Current Activities</a>
<a href="#">Conferences</a>				

a) **Name:** This section should have been completed for you. You can change your name here; simply enter your last name and first name.

Name \_\_\_\_\_

Last Name: \*

Doe


First Name: \*

John

b) **Other Titles:** Type your other titles you may have. If you don't have any, you can leave it blank.

Other Titles:

**B** *I* ☰ ☰ ↶ ↷ 🔗 ✂ 📄 📁 Paragraph 📄 a

 Enter your other titles here.

Path: [p](#)

c) **Profile Photo:** To update your photo, select Choose File. (NOTE: maximum file size is 2MB). Browse for the file you want to use as your photo, then select open and Click Upload button. Write description, alternate text, and title of your photo. (e.g. Description: John Doe, Alternate Text: John Doe, Title: John Doe)

Profile Photo:

No file chosen

Maximum Filesize: 2 MB

Allowed Extensions: *png gif jpg jpeg*

Profile Photo:



Description:

John Doe

Alternate Text:

John Doe

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Title:

John Doe

The title is used as a tool tip when the user hovers the mouse over the image.

d) **Contact Info:** Enter your phone number, mobile number, fax, email, office location, office hours, and your personal webpage. For email it is important to enter your email as <mailto:johndoe@stanford.edu> like the example below.

▼ **Contact Info**

**Phone:**

**Mobile:**

**Fax:**

**Email:**  
  
 Example: <mailto:someone@stanford.edu>

**Office Location:**

**Office Hours:**

**Personal Webpage:**

e) **SUNet ID:** You don't need to change anything here unless your SUNet ID entered is not accurate.

f) **Admin. Support:** Enter the name of your administrator if you have one.

**SUNet ID: \***

**Admin. Support:**

**Program Affiliations:**

- CTE: General Curriculum Studies
- CTE: English Education/Literacy Studies
- CTE: Mathematics Education
- CTE: Science Education
- CTE: History/Social Science Education
- CTE: Teacher Education
- CTE: MA
- DAPS
- SSPEP (PhD): Administration and Policy Analysis
- SSPEP (PhD): Anthropology of Education
- SSPEP (PhD): Economics of Education
- SSPEP (PhD): Educational Linguistics

g) **Program Affiliation:** Select any programs with which you are affiliated.

h) **Research:** This section has three sub-categories.

**Research Summary:** State the summary of your research

**Current Research:** You can explain any current research you might be conducting.

Research Summary:

Current Research:

**Research Interests:** Check any research areas of interest to you. You can check as many as you wish. If you don't find the research interest area, please email us at [suse-webteam@suse.stanford.edu](mailto:suse-webteam@suse.stanford.edu) to add more topics.

Research Interests:

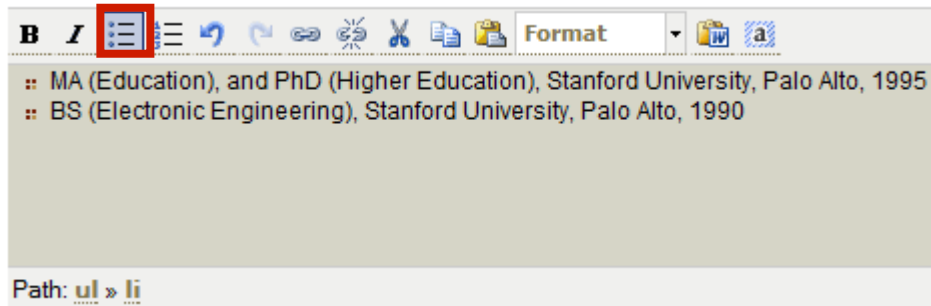
- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Ability Grouping               | <input type="checkbox"/> Ethnography                  | <input type="checkbox"/> Private Schools                   |
| <input checked="" type="checkbox"/> Academic Performance Standards | <input type="checkbox"/> Evaluation                   | <input checked="" type="checkbox"/> Problem-based Learning |
| <input type="checkbox"/> Academic Restructuring                    | <input type="checkbox"/> Family Issues                | <input type="checkbox"/> Professional / Staff Development  |
| <input type="checkbox"/> Access and Equity                         | <input checked="" type="checkbox"/> Feminism          | <input checked="" type="checkbox"/> Psychometrics          |
| <input type="checkbox"/> Achievement and Motivation                | <input type="checkbox"/> For Profit Schools           | <input type="checkbox"/> Qualitative Research Methods      |
| <input type="checkbox"/> Achievement Tests                         | <input type="checkbox"/> Foreign Language Instruction | <input type="checkbox"/> Reading Disabilities              |
| <input type="checkbox"/> Administration/Management                 | <input type="checkbox"/> Gender Studies               | <input type="checkbox"/> Reading Instruction               |
| <input type="checkbox"/> Adolescent Development                    | <input type="checkbox"/> Globalization                | <input type="checkbox"/> Research Design                   |
| <input type="checkbox"/> Adult Education                           | <input type="checkbox"/> Grading Policy               | <input type="checkbox"/> Research Methods                  |
| <input type="checkbox"/> Affirmative Action                        | <input type="checkbox"/> Health Psychology            | <input type="checkbox"/> Research Policy                   |
| <input type="checkbox"/> Alternative Schooling                     | <input type="checkbox"/> High-stakes Testing          | <input type="checkbox"/> Research Synthesis                |
| <input type="checkbox"/> Anthropology and Education                | <input type="checkbox"/> Higher Education             | <input type="checkbox"/> Risk and Resilience Processes     |

i) **Quote:** List any quote(s) you want to share with SUSE.

Quote:

j) **Education:** List your educational background. (For a list, you can select the icon shown below)

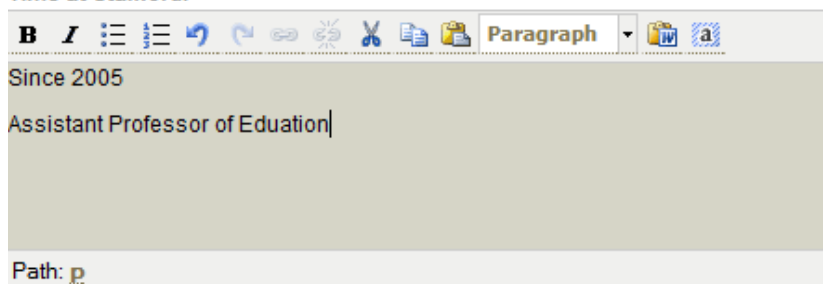
Education:



A screenshot of a rich text editor interface. The top toolbar includes icons for Bold (B), Italic (I), Bulleted List (ul), Numbered List (ol), Undo, Redo, Link, Unlink, Insert Image, Paste, and a Format dropdown menu. The main text area contains a bulleted list with two items: "MA (Education), and PhD (Higher Education), Stanford University, Palo Alto, 1995" and "BS (Electronic Engineering), Stanford University, Palo Alto, 1990". The bottom status bar shows the path: "Path: ul » li".

k) **Time at Stanford:** List since when you were with Stanford and the position you have started.

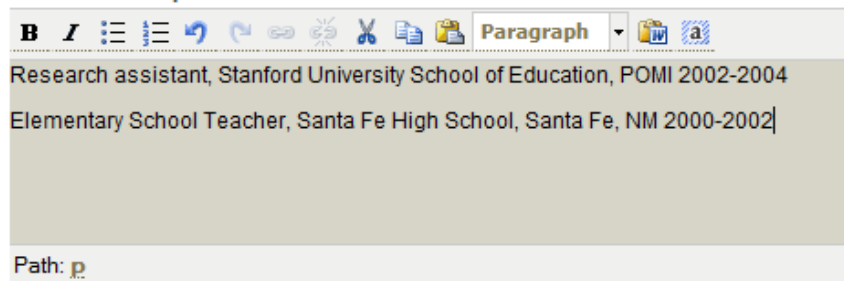
Time at Stanford:



A screenshot of a rich text editor interface. The top toolbar includes icons for Bold (B), Italic (I), Bulleted List (ul), Numbered List (ol), Undo, Redo, Link, Unlink, Insert Image, Paste, and a Paragraph dropdown menu. The main text area contains a paragraph: "Since 2005" followed by "Assistant Professor of Education" on a new line. The bottom status bar shows the path: "Path: p".

l) **Professional Experience:** List your professional background before joining Stanford.

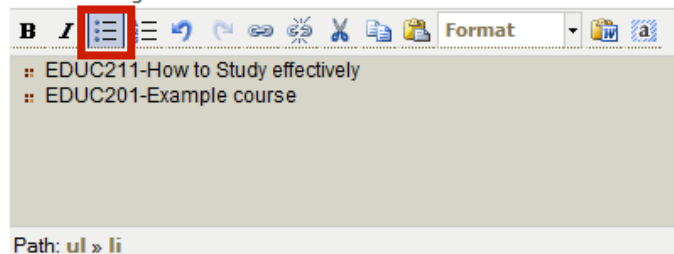
Professional Experience:



A screenshot of a rich text editor interface. The top toolbar includes icons for Bold (B), Italic (I), Bulleted List (ul), Numbered List (ol), Undo, Redo, Link, Unlink, Insert Image, Paste, and a Paragraph dropdown menu. The main text area contains a paragraph: "Research assistant, Stanford University School of Education, POMI 2002-2004" followed by "Elementary School Teacher, Santa Fe High School, Santa Fe, NM 2000-2002" on a new line. The bottom status bar shows the path: "Path: p".

m) **Courses Taught:** List any courses you have taught in SUSE. (For a list, you can select the icon shown below)

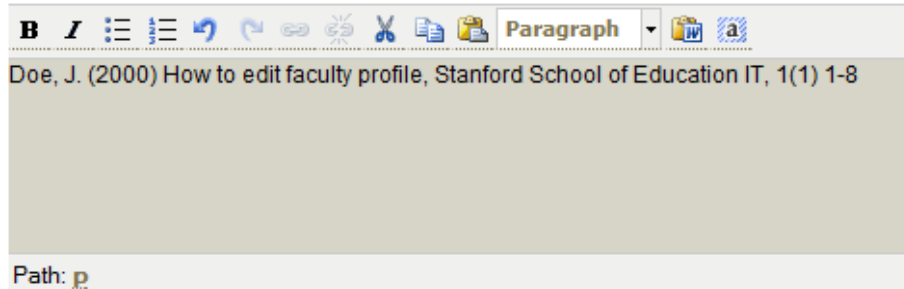
Courses Taught:



A screenshot of a rich text editor interface. The top toolbar includes icons for Bold (B), Italic (I), Bulleted List (ul), Numbered List (ol), Undo, Redo, Link, Unlink, Insert Image, Paste, and a Format dropdown menu. The main text area contains a bulleted list with two items: "EDUC211-How to Study effectively" and "EDUC201-Example course". The bottom status bar shows the path: "Path: ul » li".

n) **Recent Publications:** List your recent publications.

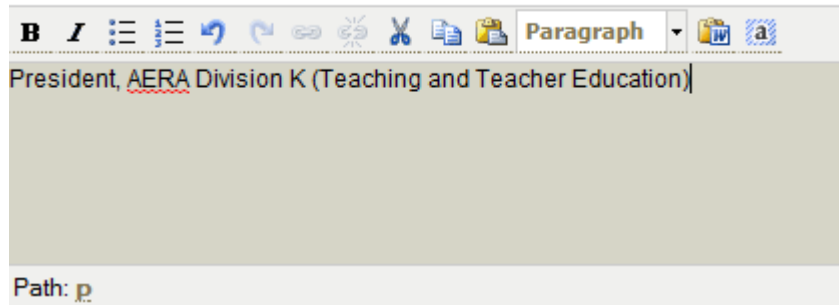
Recent Publications:



A screenshot of a rich text editor interface. The top toolbar includes icons for bold (B), italic (I), bulleted list, numbered list, undo, redo, link, unlink, insert link, insert image, and a paragraph dropdown menu. The text area contains the entry: "Doe, J. (2000) How to edit faculty profile, Stanford School of Education IT, 1(1) 1-8". Below the text area is a "Path:" label with a small icon.

o) **Current Activities:** List any activities you are involved with.

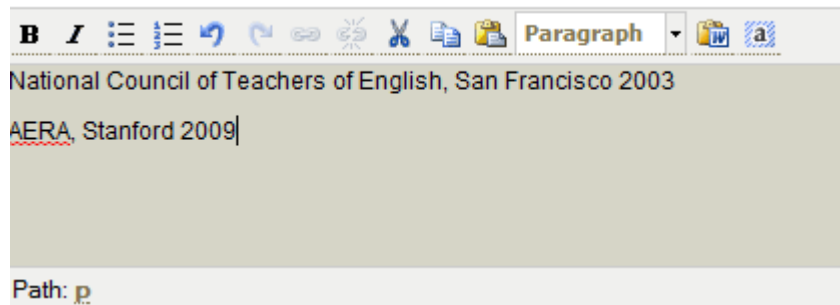
Current Activities:



A screenshot of a rich text editor interface. The top toolbar includes icons for bold (B), italic (I), bulleted list, numbered list, undo, redo, link, unlink, insert link, insert image, and a paragraph dropdown menu. The text area contains the entry: "President, AERA Division K (Teaching and Teacher Education)". Below the text area is a "Path:" label with a small icon.

p) **Conferences:** List any conferences you have attended, presented, or hosted.

Conferences:



A screenshot of a rich text editor interface. The top toolbar includes icons for bold (B), italic (I), bulleted list, numbered list, undo, redo, link, unlink, insert link, insert image, and a paragraph dropdown menu. The text area contains two entries: "National Council of Teachers of English, San Francisco 2003" and "AERA, Stanford 2009". Below the text area is a "Path:" label with a small icon.