



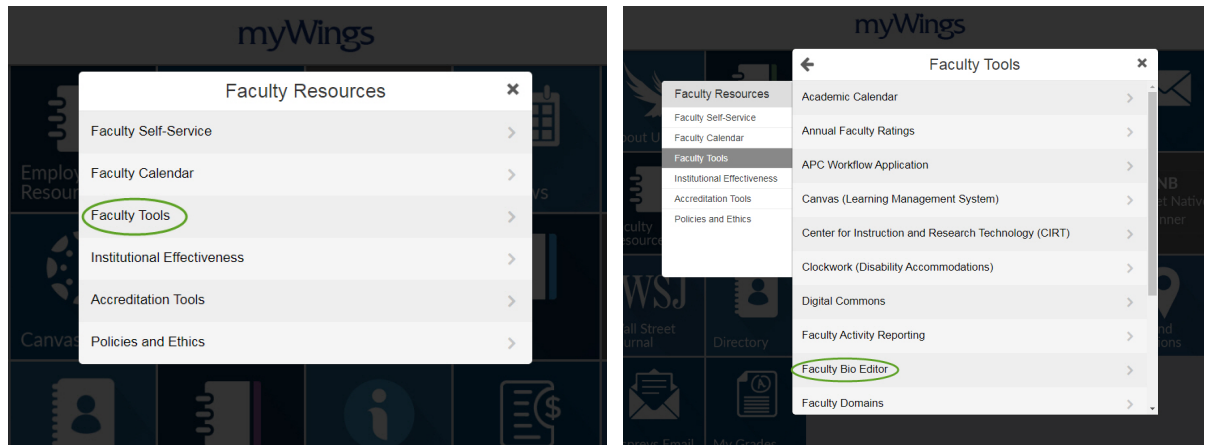
# Faculty Bio Template: Directions, Guidelines and Models

## INTERFACE

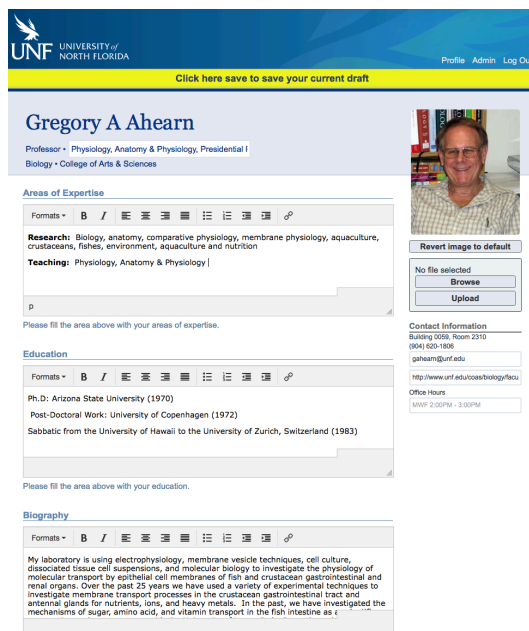
1. Log into myWings and select “Faculty Resources.”



2. Select “Faculty Tools,” then select “Faculty Bio Editor.”

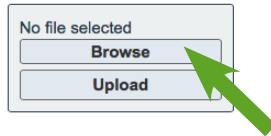


3. Enter the information as you would using any text editor and click the yellow bar to save your current draft.





Photos may be inserted by browsing your computer for your image, then uploading the image to your bio page. Photos should be sized to fit the space provided; approximately 200 by 250 pixels. Assistance with photos will be provided by CIRT. If faculty require a photography session for the template or other use, he or she can schedule a session in CIRT.



### **CONTENT**

Note: Some template elements are pre-populated; the faculty information is inserted automatically from HR data and other sources and cannot be edited. Incorrect data can be corrected; consult CIRT or AA for process to correct.

- Name
- Title or Rank (eg: Associate Professor. This area also provides an editable space to add alternative titles such as Chair, Dean, Presidential Professor, Director of the Writing Center, etc.)
- Department
- College

### **Contact Information:**

- Building, Room
- Phone
- Email (email address is pre-populated but can be edited if necessary)

Editable elements within Contact Information region:

- Office Hours (if no office hours listed, you may input “by appointment”)
- Personal Website (if you have a personal website, insert link)

### **Areas of Expertise** (Required)

Identify single words or two-word phrases that capture your areas of expertise – words which best describe your areas of interest and align with your research and teaching. For example, you might enter words “whale”, “ocean”, “biology”, “oil spill”. We have already built the taxonomy that groups your keywords so that a user looking for an expert in “Environment” will pull your bio as well as other faculty who have keywords associated with Environment. Words and phrases should be separated by commas.

### **Education** (Required)

Suggested format is noted below: Degree, Area, Institution, Degree Date (month, year or just year). Most important is highest degree awarded and from what institution.

Ph.D. Sociology University of Massachusetts – Amherst May 1984  
M.A. Political Science Washington University – St. Louis August 1980  
B.A. Political Science (Phi Beta Kappa) University of Florida December 1977

**Biography** (Required)

This is a narrative area where you can expand on your current research or the areas of expertise that you identified above. This could be written in the first or third person.

**Awards** (Optional)

EXAMPLE:

Recipient of The John A. Delaney Endowed Presidential Professorship (2008-2011)

International Fulbright

Scholar - Hong Kong

Fulbright Scholar, US Department of State. 2009-2010

Outstanding Researcher, Coggin College of Business, UNF. 2003, 2005, 2006

Outstanding Teacher, Coggin College of Business, UNF. 2005

Distinguished Professor, 2007

**Affiliations** (Optional)

Grants and Contracts Awarded (Optional) It is suggested that faculty go back no more than 5 years in the list of awards. Format should be Grant Agency, Title of Grant, Award Amount, Year of Award

EXAMPLE:

US Department of Agriculture: Synergistic Absorption of Essential Amino Acids and Metals by Shrimp Digestive Tract - \$350,000 (2010)

National Science Foundation: RUI: Heavy Metal Detoxification in Crustaceans - \$144,907 (2004)

AASCU: Taking it to the Streets: Investigating Social Problems and Improving Student Outcomes through Community Based Research - \$5,000 (2007)

**Publications & Presentations** (Optional)

It is suggested that faculty go back no more than 4 years in the list of publications and presentations. List chronologically, beginning with most recent.

EXAMPLE:

Likely, R., Johnson, E., and Ahearn, G. A. (2015) Functional characterization of a putative disaccharide membrane transporter in crustacean intestine. *J. Comp. Physiol. B.* 185:173-183.Peterson, M., Lane, A., and Ahearn, G. A. (2015) Analysis of glycylsarcosine transport by lobster intestine using gas chromatography. *J. Comp. Physiol. B.* 185: 37-45.Duka, A. and Ahearn, G. A. (2014) Comparative cation dependency of sugar transport by crustacean hepatopancreas and intestine. *Biology Open.* 3: 635-643Abdel-Malak, R. and Ahearn, G. A. (2014) Regulation of transmural transport of amino acid/metal conjugates by dietary calcium in crustacean digestive tract. *J. Exp. Zool.* 321A: 135-143.Omran, A., Ahearn, G. A., Bowers, D., Swensen, J., Coughlin, C. B. (2013) Metabolic effects of sucralose on environmental bacteria. *J. Toxicology*, Vol. 2013, Article ID 372986, <http://dx.doi.org/10.1144/2013/372986>.

**You can view your bio at [www.unf.edu/bio](http://www.unf.edu/bio)**