**Information for Editing Wheaton Faculty Profiles**

The different information for the faculty profiles is listed and explained below. Use this as a guide to editing information for the faculty profiles in your program.

Should you have any questions, please contact Craig Taylor ([craig.taylor@wheaton.edu](mailto:craig.taylor@wheaton.edu)), or any other the other members of the Web Team in Marketing Communications.

**FACULTY PROFILE CONTENT TYPE**

These are the different elements (fields) in the Faculty Profile content type, and what is expected in each.

**Name (required)**It is important that the name of the faculty is entered here, last name first then first name, like this:

Smith John

Don’t use a comma, and do not place any suffix letters here (such as Ph.D.). The listings that are generated for programs and the all-faculty list alphabetize based on this field.

**Faculty Name (required)**This name should be entered exactly the way it should appear next to the faculty photo, like this:

John Smith, Ph.D.

**Faculty Image 200x300 (required)**The faculty photo should already have been added to the Faculty folder in the media library. Images for the faculty should be either cropped into the size of 200x300 pixels and uploaded into the media library, or variants created from an original inside of T4. Loading the images into this central location facilitates adding them into the all-faculty list.

**Faculty Gender**This field will be used if a photo has not yet been obtained. The idea is that if, for instance, “Male” is chosen, a male placeholder image will be displayed. Then once the Faculty Image element is filled in, the placeholder image will not display. *As of October 2018, this feature is not in operation.*

**Faculty Title (required)**Enter their official title in title case. It can include multiple titles if need be.

**Year Started**Enter the year in four-digits when the faculty person started at Wheaton. If this element is left blank, nothing will be displayed.

**Phone**Enter the phone number starting with the area code in the format of 999.999.9999. If this element is left blank, nothing will be displayed.

**Office Location**Enter the office in the format of Building 999 (i.e., Blanchard 250). The building could be spelled out or abbreviated. If this element is left blank, nothing will be displayed.

**Office Hours**Enter hours in whatever format desired, or a note such as, “Call for appointment” could be used. If this element is left blank, nothing will be displayed.

**Contact Email Address (required)**Whether or not the email address is to be displayed on the profile, please enter the address here. Even if the address is not displayed, it will be used later for a contact form. If the faculty does not wish for their email address to be displayed, leave the Display email address box **unchecked**.

**Display email address?**As alluded to above, if this box is checked, the email address (without a hyperlink) will display on the profile. If the box is not checked, the email address will only be used to connect to a contact form.

**Faculty Musical Instrument**This element is meant for the Conservatory, so that they would be able to filter the faculty list by instrument. It may be able to be used for the Community School of the Arts as well. If not applicable, leave blank and nothing will display.

**Facebook Link**If the faculty has an account and desires the icon to show on their profile, enter only the facebook username here, and an icon will show on their profile. If this element is left blank, nothing will be displayed.

**Twitter Link**If the faculty has an account and desires the icon to show on their profile, enter only the twitter handle here (without the “@” sign), and an icon will show on their profile. If this element is left blank, nothing will be displayed.

**Instagram Link**If the faculty has an account and desires the icon to show on their profile, enter only the Instagram username here here (without the “@” sign), and an icon will show on their profile. If this element is left blank, nothing will be displayed.

**LinkedIn Link**If the faculty has an account and desires the icon to show on their profile, enter only the LinkedIn username here, and an icon will show on their profile. If this element is left blank, nothing will be displayed.

**Link to CV and External Link to CV**The first element (Link to CV select media) can be used once a PDF version of the faculty CV has been uploaded into the media library folder for the program. The second element (External Link to CV) can be used if the CV is being stored outside of T4 on a third party resource. If this latter method is chosen, be sure to enter the entire URL to the CV (including http:// or https://). Use one link or the other (internal or external), but not both.

**CV Link Name**This element is what the button to the CV will say. It can be whatever the owner wants, but I would advise to keep it short. Maybe enter “See CV,” or just “CV” when creating a new profile. This text will be used for either the internal or external link.

**Department**You can choose the department from the dropdown, or just start typing any part of the name, and it will “guess” for you. You can also enter more than one department.

**Faculty Type**Enter the type of faculty here. It accepts multiple entries. **BE SURE to enter “All Faculty” for every profile!** This makes sure that they appear in the all-faculty listing. Eventually we hope to be able to have a filter so that users can see lists of faculty by type.

**Areas of Expertise (only for Wheaton Experts)**If the faculty is an Expert (as defined by Media Relations), their areas of expertise can be entered here. It accepts multiple entries. If the faculty is not an Expert, do not enter anything in this element.

**FACULTY ADD A TAB CONTENT TYPE**

One Faculty add a tab content type should be added for every tab that is desired for the profile.

**Name**This is only a name for the content type (what will show in the Content tab), but you may as well make it the same as the next field, the Tab Title.

**Tab Title**This is the text that will display on the tab. Whereas it can be whatever the owner wishes, it should be kept short. Generally, the following are typical tabs for faculty. This is not a required list of tabs, just suggestions.

* Biography
* Education
* Professional Affiliations
* Courses Taught
* Research
* Selected Publications
* Media
* Books

**Tab Content**This is a fully editable HTML element. All available items can be entered here, including embedded videos and images. Lists of publications can be entered with whatever formatting the owner desires. Please refrain from making a catch-all Links tab.

**SIDEBAR CONTENT TYPES**

When used (they are optional), these content types will display in the narrow left column, called the “sidebar.” Note that the button to go back to the faculty person’s program is there by default.

**Sidebar Related Links**

This is a good alternative to creating a Links tab for the faculty. This module can have a title of your choice, such as “Dr. So-and-Sos Links.” A link to the professor’s personal website could be placed here.

Up to 6 links can be placed here, with plans to add more soon.

**Sidebar CTA**

This is another way to link to something else related to the professor. If the CTA 1 information is filled out, you will have an orange button. If you use CTA 2, you will have a blue button. You can fill out one or both, and you can have multiple instances of this content type, meaning you can have more than 2 buttons.

This should be used conservatively. It is not meant to be used to build a navigation system. It is meant to be used sparingly to call attention to a very important link.

**Sidebar Micro Content**

This is a good module to use for an announcement of something. It can have an image if you wish, and will have a blue background and a hyperlink to either an internal section or external link.