**Sociology & Anthropology Personal Web Page Instructions**

Department employees and students have a Departmental web page they may edit.

**Instructions for updating/editing your webpage:**

Go to our department’s home page

Scroll to the bottom and click on “**Resources for Faculty & Staff**”

Scroll to the bottom again, click on “**Authenticate**”. Login using your Unity ID and password

Click on the heading, “**People**”

Click on your own “**Name**”

Click on “**Edit Profile**” (next to search box)

* Enter your office hours. Your schedule is uploaded directly from Registration and Records.
* Upload your CV, photo or syllabus by clicking on “**browse**”, select the file, then click “**open**”
* If you have a non-departmental, personal website, you can copy and paste the URL address into the box labeled, “**Website**”. It is directly under the heading “**Academic Profile**”.
* The other information, Biography, Research Interests, etc., you can either use the “Paste from Word” icon or type it directly into the box. If you use the “Paste from Word” icon, it retains your formatting.

To **SAVE** your entries, click the “**SUBMIT**” button. There is a “submit” button at the top and bottom of the page. Click “**Return**” *after* clicking “Submit” to review your pages content for accuracy.

**NOTE:** Remember to upload your most recent CV and check your URL link.

**Standard Items to Include in Your Personal Departmental Webpage:**

* **CV** - for all tenure-track and non-tenure track faculty
* **Personal Photo** - we prefer photos for everyone to help new students get to know you!
* **Syllabus** – if teaching, University policy requires a syllabus, each semester. Additionally, send a copy of the syllabus each semester to Erin Seiling, (eeseilin@ncsu.edu) for archival and accreditation purposes.
* **Posted Office Hours –** should be posted by **f**aculty, advisors, lecturers and grad students
* **Short Bio - f**ull-time faculty, please provide one-two brief paragraphs
* **Research/Academic primary interests** - faculty, lecturers, and grad students; several bullet points
* **Educational degree history** - Faculty, lecturers, and graduate students; \*graduation year is optional

**OPTIONAL Elements in your personal dept. webpage:**

* URL address and link to your non-departmental, personal webpage
* Academic/Research Projects, Publications, and Presentations (current or recent only)
* Responsibilities (current only)

**MISCELLANEOUS:**

University HR. uploads your “official” job title via PeopleSoft. Your name and contact information is fed directly from the NCSU directory. Staff **cannot edit** your personal profile in the NCSU Directory so please update as needed.

It is also your responsibility to identify which information you wish to remain private or public.

**See Michael Chapman for web assistance, he is our department web editor.**

Revised 10/9/2018M: Staff Administration/procedures