

Frequently Asked Questions about Faculty Profile Pages

By Associate Provost R.B. Fich

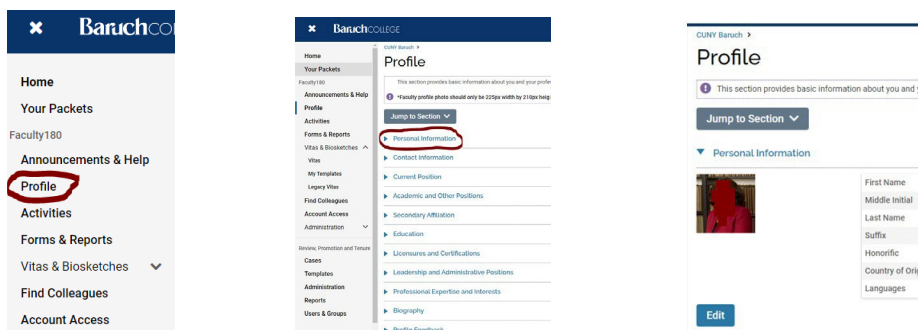
Revised Version (11/20/2023)

1. **Is the Faculty Profile Pages site 'live' (i.e., accessible to everybody through a browser)?** Yes, the Faculty Profile Pages site was publicly launched on Aug. 15th, 2023. It is available at: <https://www.baruch.cuny.edu/profiles/>

To locate a particular page, search for the faculty name in the search box or type directly the URL of the individual web page: <https://www.baruch.cuny.edu/profiles/faculty/Raquel-Fich>

The information shown on the Faculty Profile pages – except for the Teaching tab (which is loaded from CUNYFirst) and the Grants tab (which is loaded from CAYUSE) – comes from Interfolio Faculty 180. To make any changes, faculty should modify their records in Interfolio. The changes will be reflected on the Faculty Profile Page the following day.

2. **Where can I upload my profile picture?**
Professional headshots are preferred. If not available, please use a high-quality personal picture. To upload your profile picture:
 - a) Go to the Profile area in Interfolio Faculty 180
 - b) Open the Personal Information Section
 - c) Click the blue Edit button below the picture area
 - d) Follow the instructions to upload your photo (professional headshots are preferred).



3. **Why is my contact information not shown?**
The initial requirements (approved for the design of these pages) did not include pulling contact details for each faculty member because this information is found in the Baruch Directory. If this information is missing from the Baruch directory, please take a moment to update it there.

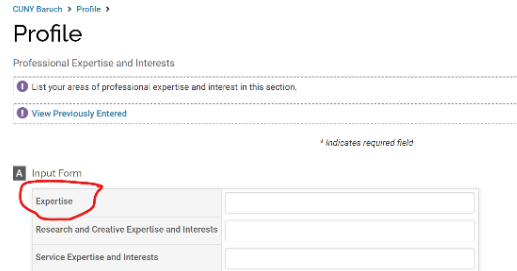
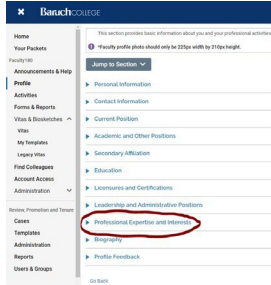
Directory

→ Update your directory info

NAME	First name	Fich	DEPARTMENT	Department	Q
Name	Department	Phone Number			
Fich, Raquel	Provost-Faculty Operations	646 660-6514			

4. How do I update my expertise?

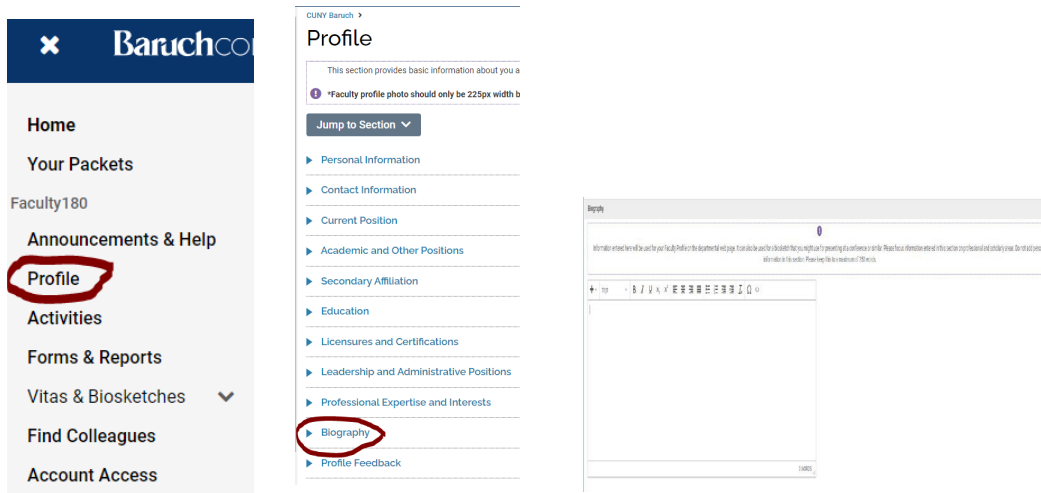
Only the first expertise field in Interfolio Faculty 180 is used to populate the profile on the faculty pages. To enter your fields of expertise, go to the Interfolio Faculty 180 Profile area, and click on Professional Expertise and Interests. In the *Expertise* field type each field separated by commas, in the desired order.



5. How can I add a bio-sketch paragraph?

- 1) Go to the Profile area in Interfolio Faculty 180
- 2) Click on "Biography"
- 3) Type your bio in the input box.

This information will show up on your page tomorrow after the nightly system update.

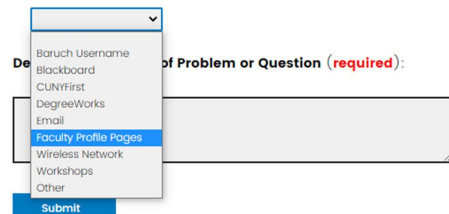


6. Is it possible to hide (or deactivate) the Teaching Tab?

Yes, you may deactivate some tabs (e.g., Teaching, Service, Grants) from the public view. To do so, please fill out this HelpDesk form (<https://bctc.baruch.cuny.edu/need-technology-help/>).

The form has three parts: (1) Your information (2) a drop-down menu and (3) a comment box. After entering your name and your contact information, choose Faculty Profile Pages from the drop-down menu.

Question Topic (required):



In the textbox, describe your request clearly by listing the tabs you wish to deactivate and submit.

Detailed Description of Problem or Question (required):

Submit

BCTC will process your form and contact you if they have any questions.

Even if you choose to hide some tabs from the Faculty Profile Page display, those activities will still be listed in the Interfolio-CV which is generated from the "View CV" button. If you wish to hide this button, see below.

7. Can I hide the "View CV" button?

Yes, to hide the CV Button, please fill out the HelpDesk form mentioned above

(<https://bctc.baruch.cuny.edu/need-technology-help/>), enter your information and type "hide the view CV" button in the input box.

Note: You can submit a single request listing which tabs to hide and to omit the CV Button.

8. Is there a deadline to submit the request form to BCTC?

You can submit requests to BCTC at any time to hide or unhide tabs. Please make sure that your EMPID is correct when you fill out the form.

9. Why is my name (as an author) missing in some of my publications?

If your last name as an author is not properly reflected in the reference, as in this example:

Journal Articles

Downing, A. (2003). Excellence as Congruence between Library Mission and that of the Parent Institution. *Urban Library Journal*, 12(2), 13-21.

Downing, A., & Klein, L. R. (2001). A Multilingual Virtual Tour for International Students. *College and Research Libraries News*, 62(5), 500-502.

(1990). The Consequences of Offering Fee Based Services in a Medical Library. *Bulletin of the Medical Library Association*, 78, 57-63.

Downing, A., & Eppie, M. (1985). Positively New Jersey. *Serials Review*, 11, 37-42.

Downing, A. (1984). Political Christianity in Action: The Crusades of Agnes Maude Royden. *Journal of the Rutgers University Libraries*, 46, 28-38.

Downing, A. (1982). Evaluating Bibliographic Instruction. *New Jersey Libraries*, 15, 18-21.

You need to

- 1) go to Interfolio Faculty 180,
- 2) Click on the Activities area (right below profile)
- 3) Go to the Research and Creative Activities section and locate the item in question
- 4) Once you find the item you need to modify, click on the edit button (blue pen icon)
- 5) Define your role by choosing "author" from the pull-down menu in the role column

% Contribution	Role	Student Level	Faculty at your institution	Delete
<input type="text"/>	Select	Select	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

% Contribution	Role	Student Level	Faculty at your institution	Delete
<input type="text"/>	Author	Select	<input type="checkbox"/>	<input checked="" type="checkbox"/>

10. Can I hide specific activities in the Research Tab or in the Honors and Awards tab?

To hide specific items shown on the Research tab or in the Honors and Awards tab, go to the corresponding Interfolio Faculty 180 Activities section, click edit on the activity or item you do not want to show, and set the "publicly display" field to "NO".

Publicly Displayed* 

Yes 

NOTE: hidden items (i.e., not publicly displayed) will not be listed on the CV and will not be visible to anyone else.

11. Can I hide specific sub-sections in the Research and Creative Awards tab?

To hide specific sub-sections within a tab, you need to hide all the corresponding items in Interfolio Faculty 180 section, following the instructions above. If the sub-section has nothing to show, the sub-section title will not appear.

NOTE: If you hide any items, they will not be visible to anyone but yourself. These items will not appear on your Interfolio-generated CV.

12. Can faculty choose the order of the sub-categories (journal articles, books, book chapters, etc.) in the Research and Creative Activity Tab?

The order of the subsections within a tab is standard for all faculty and cannot be altered by individuals.

13. Why are there some sections in the Interfolio-generated CV that do not appear in any of the tabs?

The initial requirements for the Faculty Profile Pages only pulled out certain information from Interfolio Faculty 180 to populate the tabs. As a result, some subsections (for example mentorship) do not appear anywhere. Some of this information may be included in a future version of the profile pages.

14. What is the difference between Grants via SPAR and other Grants (not via SPAR)?

The Grants via SPAR section is not editable because the data is *imported directly* from SPAR's grant tracking system CAYUSE. The data in this section is updated twice a year (Spring and Fall). Therefore, some information shown in the Grants tab might be outdated. The other Grants (not via SPAR) are not displayed in the Grants tab because of the initial design decisions.

15. How do I correct the information shown in the Grants (via SPAR) section?

Since this section only shows Grants via SPAR (from the CAYUSE system), you need to contact the SPAR office to alert them of the inconsistencies. Please note that even if the grant entry is updated on their end, it will take until the next scheduled update to show up on your Interfolio Faculty 180 account, and on your profile page. Grant information is updated twice a year and will appear on your profile page shortly after the new data file is refreshed.

16. Is there a deadline to review all the information on my Faculty Profile Page?

There is no specific deadline. You can review your information at any time and make any necessary changes or updates in Interfolio Faculty 180. Remember that any changes or updates take a day to appear on the Faculty Profile Page, after the nightly refresh of the system.

17. Where will these profiles appear on the college website?

The faculty profile site will be integrated into the Baruch College website with links where appropriate. More information about searchability and integration will follow.