# SMU Website Faculty Profile Update Process

Updated December 2020

1. Individual faculty members provide new or updated faculty profile information via the [Faculty Profile Submission Form](https://samuelmerritt.az1.qualtrics.com/jfe/form/SV_a2ZCEtWBAPZyj2Z) (a Qualtrics survey) on mySMU, under the Communications tab and being shared by A&II and upon request.
2. Web editors/publishers for individual academic programs/departments check the responses to the [Faculty Profile Submission Form in Qualtrics](https://samuelmerritt.az1.qualtrics.com/Q/MyProjectsSection) on a regular basis to see if new faculty bio data has been submitted. The expectation is that faculty profiles will be kept up to date. We recommend updating once a month at minimum. (Web editors/publishers will have access to the Qualtrics survey as “collaborators” so they can easily log in and view the survey responses.)
3. When new or updated faculty bio information is available for faculty in an individual academic program/department, the web editor/publisher will create a new faculty profile for that faculty member or update an existing profile with the updated information.

The faculty profiles can be accessed using the website content management system (CMS) via menu: Content > Add Content > Profile. (A training and video tutorial are in the works.)

1. Web editors/publishers can refer to [Michael De Rosa’](https://www.samuelmerritt.edu/faculty/michael-de-rosa)s profile (Chair, Department of Physician Assistant) as a template and the [SMU Web and Editorial Style Guide](https://docs.google.com/document/d/1HnAE4kpz46-eWelus7ehGB6QVx-xLmEqpkMs4e2fFv4/edit?usp=sharing) for how titles, degree information, etc. are formatted correctly and consistently.
2. Once a new faculty profile has been published, the web editor/publisher will notify Donita Boles in the Communications Department (communications@samuelmerritt) and request that she upload a professional profile photo from the University photo library. If a professional photo is not on file, Communications will work with the faculty member/department to acquire one that meets website guidelines.

**Faculty Profile Update Directions**

1. Download the latest report from the [Faculty Profile Submission Form “survey”](https://samuelmerritt.az1.qualtrics.com/Q/MyProjectsSection) in Qualtrics. (The survey will be shared with all web Editors and Publishers and can be found in your list of Qualtrics projects.)
2. Log in to the SMU website content management system (CMS): [https://www.samuelmerritt.edu/user/](https://www.samuelmerritt.edu/user/login)

1. From the Content menu select Add Content > Profile.
2. Enter the relevant content from the Faculty Profile Submission Form into the appropriate fields in the CMS. Note: When entering text, please avoid cutting and pasting from MS Word as that causes formatting and spacing errors.
3. Save/publish the profile from within the CMS, review in place, and edit as necessary. If you are a web Editor, your designated web Publisher will need to log in to the CMS and publish the profile page after you have saved it as a draft.