

Faculty Web Profiles

The [Faculty Activity Database](#) (FAD) is integrated with the university's website platform, Omni CMS. Select faculty information provided in the FAD will automatically populate a templated faculty profile webpage. Faculty biography, research and teaching interests, and contact information are easily searchable within the profiles. All full-time faculty will have a university profile webpage powered by the information provided in the FAD.

All full-time faculty will have a university web profile page. This page is automatically created once you log into the [Faculty Activity Database](#) and complete your web profile information.

All adjunct and emeritus faculty will have the option to create a university web profile page. To initiate creation of your page, please use the following [form](#).

Here are answers to some frequently asked questions regarding the integration between the FAD and Web Profiles:

Adjunct/Emeritus Faculty

I am adjunct faculty and do not use the FAD; can I have a web profile page?

Yes. Adjunct faculty are eligible for a web profile. Please complete the following [form](#) and follow the directions. Be sure to include your contract begin and end dates, a photo, and the requested information.

I am emeritus faculty and do not use the FAD; can I have a web profile page?

Yes. Emeritus faculty are eligible for a web profile. Please complete the following [form](#) and follow the directions. Be sure to include your contract begin and end dates, a photo, and the requested information.

How do I change my name in the Faculty Directory?

The name used as your personal identifier [first and last name] in the faculty directory has been imported from the Western Carolina University Human Resources (HR) system. Based on Federal Rules, an employee record is established within our HR system based on the name that appears on an employee's Social Security Card. If you have questions about the personal identifier that appears in the Faculty Directory, please email [Donna Watson](#) of our Human Resources department.

How do I update the picture that is being used on my web profile page?

Please email [Ashley Evans](#) to have a professional photo taken by our Western Carolina University Photographer. Once the photo is taken, faculty can email [Emily Giarrette](#) to request their new photo be added to their profile page.

How do I stop my picture from being displayed on my web profile page?

All faculty with a web profile, will have a photo displayed. A default will be present in the case where an individual photo is not available.

How do I correct my email address as it appears on my web profile page?

All email addresses are currently listed as [Username]@wcu.edu.

If you believe the username that makes up the first part of your email address is incorrect, please contact the [Faculty Activity Database Administrator](#).

How do I change the information that displays under the Biography tab?

The biography field is limited to 300 words. Initial entry should be keyed on the web profile creation form. If changes are needed to your existing page, please contact [Emily Giarette](#). Please note: If no information is present in this field, the "Biography" section will not display on your web profile.

How do I change the information that displays under the Teaching Interests tab?

The teaching interests field is limited to 150 words. Initial entry should be keyed on the web profile creation form. If changes are needed to your existing page, please contact [Emily Giarette](#). Please note: If no information is present in this field, the "Teaching Interests" section will not display on your web profile.

How do I change the information that displays under the Research Interests tab?

The research interests field is limited to 150 words. Initial entry should be keyed on the web profile creation form. If changes are needed to your existing page, please contact [Emily Giarette](#). Please note: If no information is present in this field, the "Research Interests" section will not display on your web profile.

Who should I contact with additional questions?

Please contact your university's [Faculty Activity Database Administrator](#).

Full-Time Faculty

How do I change my name in the Faculty Directory?

The name used as your personal identifier [first and last name] in the faculty directory has been imported from the Western Carolina University Human Resources (HR) system. Based on Federal Rules, an employee record is established within our HR system based on the name that appears on an employee's Social Security Card. If you have questions about the personal identifier that appears in the Faculty Directory, please email [Donna Watson](#) of our Human Resources department. All full-time faculty can log into the Faculty Activity Database (FAD), open their "Contact Information, Rank, and Faculty Profile" screen, and change their "Name that you prefer to appear on reports and faculty profile".

How do I change my Personal Contact Information on my web profile page?

All full-time faculty can log into the Faculty Activity Database (FAD), open their "Contact Information, Rank, and Faculty Profile" screen, and change their:

- Preferred First Name
- Office phone number
- Office Location
- Personal Website address
- Biography
- Teaching Interests
- Research Interests

How do I update the picture that is being used on my web profile page?

Please email [Ashley Evans](#) to have a professional photo taken by our Western Carolina University Photographer. Once the photo is taken, faculty can email [Emily Giarette](#) to request their new photo be added to their profile page.

How do I stop my picture from being displayed on my web profile page?

All faculty will have a photo displayed. A default will be present in the case where an individual photo is not available.

How do I correct the academic title I am listed as having on my web profile page?

The faculty titles that appear in the faculty directory have been imported from the Western Carolina University Human Resources (HR) system. If you believe there is an error in these records, please email your [Faculty Activity Database Administrator](#) and they will investigate with Human Resources and provide resolution. We have provided a field in the Faculty Activity Database (FAD) where a preferred title can be entered. Log into the Faculty Activity Database (FAD), open the "Contact Information, Rank, and Faculty Profile" screen, and enter the preferred title in the "Academic title that you prefer to appear on faculty profile" field. Please note this title will appear in addition to your HR title. Examples: Department Head, Program Director, Interim Dean, etc.

How do I correct my email address as it appears on my web profile page?

All email addresses are currently listed as [Username]@wcu.edu.

If you believe the username that makes up the first part of your email address is incorrect, please contact your university's [Faculty Activity Database Administrator](#).

How do I change the academic degrees that are listed under the Education tab?

The academic degrees that appear in the faculty directory have been imported from HR. Foreign Institutions are listed as "Foreign Institution" by default in the banner system. If you would like your foreign institution name listed on your profile page, please contact your university's [Faculty Activity Database Administrator](#).

How do I change the information that displays under the Biography tab?

The data used to populate the biography section of the Faculty Directory is imported from the faculty member's faculty profile information within the Faculty Activity Database (FAD). To change this information: Log into the Faculty Activity Database (FAD), open the "Contact Information, Rank, and Faculty Profile" screen, and edit the "Biography" field under "Faculty Profile". The biography field is limited to 300 words. Please note: If no information is present in this field, the "Biography" section will not display on your web profile.

How do I change the information that displays under the Teaching Interests tab?

The data used to populate the teaching interests section of the Faculty Directory is imported from the faculty member's faculty profile information within the Faculty Activity Database (FAD). To change this information: Log into the Faculty Activity Database (FAD), open the "Contact Information, Rank, and Faculty Profile" screen, and edit the "Teaching Interests" field under "Faculty Profile". The teaching interests field is limited to 150 words. Please note: If no information is present in this field, the "Teaching Interests" section will not display on your web profile.

How do I change the information that displays under the Research Interests tab?

The data used to populate the research interests section of the Faculty Directory is imported from the faculty member's faculty profile information within the Faculty Activity Database (FAD). To change this information: Log into the Faculty Activity Database (FAD), open the "Contact Information, Rank, and Faculty Profile" screen, and edit the "Research Interests" field under "Faculty Profile". The research interests field is limited to 150 words. Please note: If no information is present in this field, the "Research Interests" section will not display on your web profile.

How do I update the Curriculum Vitae (CV) listed on my web profile page?

Faculty using the FAD, will need to email [Emily Giarrette](#) to update their CV on their web profile page. Faculty may choose not to include their CV on their web profile.

What happens to my existing web profile page?

Once the new web profile pages rollout, any existing pages will be removed. Please be sure you save any information in an accessible location for your further use.

I made edits to my web profile page from within the Faculty Activity Database (FAD); when will those show?

Updates to the FAD will be reflected on your web profile page within 24 hours.

Who should I contact with additional questions?

Please contact your university's [Faculty Activity Database Administrator](#).

Who can I contact with questions?

The program administrator can be reached at dmadmin@wcu.edu.

Additional information and resources are available.

