School of Management Website
Faculty Biographical and Directories

When a faculty member resigns (not retires)
1. The school's Human Resources manager will inform the Information Technology staff when to remove the faculty member's name, title and link to their biographical page from the department's faculty list.

2. Once IT is notified, IT removes the person(s) from the faculty/staff directory located on the "Contact Us" page on the appropriate day.

3. IT will unpublish the person's biographical page along with the biographical right navigation page. When unpublishing the faculty biographical page, UBCMS will not prompt to create an alias. Links to the page will be checked using the UBCMS Reference tool and such hyperlinks will either be removed or redirected. IT will make note of the URL for the faculty page being deleted to create the alias upon deleting the page. The alias will point to the department's faculty directory of the person that left. Thus, anyone browsing to the departed faculty member's biographical page, from a saved link or favorite in their browser, will be directed to the department's faculty directory instead of a non-existent page.

4. IT will wait to delete the unpublished faculty member's page for 12 months. After that period, the biographical page will be deleted from UBCMS.

When a faculty member retires from the School of Management
1. The school's Human Resources manager will inform the IT staff when a faculty member is retiring. According to UB Human Resources (Joan Brant), all faculty who retire in good standing automatically receive emeritus status. Unless otherwise specified by the dean or department chair, retired faculty members will be listed on the departmental faculty page as faculty emeriti, and their profile will remain on the website for one year at which time it will be unpublished.

2. The Digital Communication Committee will update the faculty department page, adding the person to the department faculty emeritus list with their name, emeritus title and UB email (no photo).

3. Faculty who retire will be removed from the Faculty and Staff Directory on the Contact Us page, and their office listings will be removed from the school directory.

4. As of September 1, the IT Department will review the faculty emeriti on the website to unpublish the bio page of anyone who has been gone for 12 months or more.

When a new faculty member is hired
1. The school's Human Resources manager will provide the IT staff with a list of new hires, including faculty, and their start dates.

2. IT will create a blank biographical page with just the faculty member's name. In addition, IT will create the right navigation box which lists the faculty name, title, department, address, telephone number and email address; a headshot will be added later once arranged by the communications team. Neither page will be published until completed.

3. IT will add the person to the faculty/staff directory located on the "Contact Us" page. The Web link to his/her biographical page will be created once the biographical page is published.

4. Concurrently, the communications team will contact new faculty members to assist them with the creation of their first biographical web pages and photos. Once the data has been entered for a faculty member's initial web page, the communications will publish the page and inform IT so that they can create the hyperlink to that page on the department faculty listing. The department secretary will be responsible for notifying the Digital Communications committee of biographical page updates including CV updates going forward.

Faculty/staff directory
1. The IT staff will review the directory in the summer and, in consultation with the HR manager, make the following changes as of July 1 (or effective date, if different) of each year:
    a. Remove part-time faculty no longer teaching in the school.
    b. Remove faculty resigning or leaving the school.

Who gets a faculty webpage?
The school's website will have individual faculty webpages for all full-time faculty. Faculty emeriti may also retain their faculty webpages, if they wish, but should remain in contact for updates. Adjunct faculty will not have an individual faculty webpage unless they request one and have been teaching for the School of Management consistently for five years or more.

The format of the individual faculty webpage must adhere to the school's established standards.

Faculty with biographical pages will be listed on the faculty and faculty/staff directories.

A box on the right side of each faculty member's webpage must contain the following Information. The format and content under the picture must follow this standard:

> Full name
> Title (Official School of Management title only)
> Department name
> School of Management
> University at Buffalo
> ### Jacobs Management Center
> Buffalo, NY 14260-4000

(Blank line)
Tel: 716-645-####
Email (this is hyperlinked to the UB email address of the faculty member)

The following may be added, if applicable (hyperlink to open in new window):
Personal Website (A faculty member's personal website need not adhere to the school format)
ResearchGate
Google Scholar
LinkedIn

Example:
John M. Doe
Professor
School of Management
University at Buffalo
160 Jacobs Management Center
Buffalo, NY 14260-4000
Tel: 716-645-3221
johndoe@buffalo.edu

For full-time faculty or approved adjunct faculty, a professional photo (headshot) should be included. Photos are taken when new faculty join the school and updated every three to five years. Faculty who wish to use their own photos must receive approval of the photo by the assistant dean of communications to ensure quality and consistency with existing photos.