

## Faculty Profile Guidelines

### [Profile Submission Form](#)

#### Guidelines for Submitting or Updating Faculty Profiles

Our website's faculty profiles include several fields to give prospective students an idea of faculty members' background and accomplishments. The form will prompt you to submit the following:

- Profile image
- Name
- Pronouns
- Email address (please use your saic.edu address)
- Biography (optional): Please limit to 100 words and include your educational background beginning with bachelor's and ascending to highest degree
- Personal statement (optional): Write about you, your work, or teaching philosophy
- Awards (optional): Includes residencies, fellowships, and grants. Do not include SAIC faculty enrichment grants or fellowships received while a student.
- Publications (optional): Includes your writing, images, and/or artwork in print.
- Exhibitions (optional)
- Other (optional): Can include any other highlights you'd like added to your profile page
- Links to your professional website(s), profiles on Instagram, Facebook, Twitter/X, LinkedIn, YouTube, and/or Vimeo (optional)
- Images of work (optional)

The website will automatically pull in your current courses.

The Marketing and Communications team may make edits in order to ensure consistency with our site and brand guidelines. Click [here](#) to view current examples of profiles on the site.

#### Updating an Existing Profile Page

Use the [faculty profile submission form](#) to request any updates to your profile. Select "Update" as your submission type, and fill out fields that need updating with the correct information. Like the initial submission, the updates may be edited in order to ensure consistency with our site and brand guidelines.