



Faculty Profile Guidelines

[Profile Submission Form](#)

Only faculty who maintain active status on the faculty roster managed by Academic Affairs may have a faculty profile on saic.edu. Job title and employment type must match what's on the faculty roster. ***If you are not on the faculty roster, you are not allowed a faculty profile.***

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:

- Name & SAIC ID number (required fields)
- Pronouns
- Profile image (required field)
- Biography (required field): Please limit to 100 words and include your educational background beginning with bachelor's and ascending to highest degree. When writing your bio, please make sure it's in third person.
- Personal statement (optional): Write about you, your work, or teaching philosophy. When writing your personal statement, please make sure it's in first person.
- 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, curations, and collections (optional): Includes solo and group exhibitions, curations, and collections.
- Links to your professional website(s), profiles on Instagram, Facebook, Twitter/X, LinkedIn, YouTube, and/or Vimeo (optional)
- Images of work (optional): Faculty may submit up to 12 images of work to be displayed on their profile in an image gallery. In the description field for each image, please include the file name of the image being described. Images should be uploaded as jpegs.

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.

Requesting A Faculty Profile Page

All new faculty members are required to submit their faculty profile information to be published on saic.edu. To do so, please use the [faculty profile submission form](#) following these steps:

- Select “New profile” as your submission type.
- Select whether you are Full-Time/Part-Time Faculty or Continuing Studies Faculty.
- Include your SAIC ID number.
- Select your pronouns.
- Upload a profile image (required), share links to personal and professional websites or social media (optional), and include a bio (required).
- Fill out additional fields that you would like to include on your profile page (i.e., personal statement, awards, exhibitions, examples of work, etc.).
- Check the box that indicates you agree to the SAIC license agreement.
- Click the “Submit” button to submit your faculty profile update.

Submissions may be edited in order to ensure consistency with our site and brand guidelines.

Updating an Existing Profile Page

Use the [faculty profile submission form](#) to request any updates to your profile following these steps:

- Select “Update” as your submission type.
- Select what type of update you are requesting: update to profile image, update to bio, or other. You may select more than one type of update.
- Select whether you are Full-Time/Part-Time Faculty or Continuing Studies Faculty.
- Include your SAIC ID number.
- Select your pronouns.
- Fill out corresponding fields that need updating. The web team will replace what’s currently on your profile page with the new information that’s submitted (so please include the preferred text in its entirety). Like the initial submission, updates may be edited in order to ensure consistency with our site and brand guidelines.
- Check the box that indicates you agree to the SAIC license agreement.
- Click the “Submit” button to submit your faculty profile update.

Publication timeline:

Please allow one week to see your faculty profile submissions published to saic.edu. A member of the MarCom web team will reach out to let you know once your faculty profile has been published or updated. If you have any questions, please contact saic-facultyprofiles@saic.edu.