



Profile submission form: <http://forms.saic.edu/oia/profile/>

### Guidelines for Submitting or Updating Faculty Biographies

SAIC's online faculty profiles and various publications include 100a word biographies for current faculty. Please refer to the format guidelines below and submit your bio to our Marketing & Communications Department at [onlineupdates-saic@saic.edu](mailto:onlineupdates-saic@saic.edu) for review and final formatting before being listed on the School's website or in appropriate publications. Refer to <http://www.saic.edu/profiles/search/?audience=faculty> for representative examples.

#### Biography Format

A maximum of 100 words. Be selective, listing three to five entries in each of the following categories—**Exhibitions; Publications; Bibliography; Collections; and Awards**—if they apply. If you need to create a different category to better reflect your activities, please do so. SAIC does not include previous employment or teaching appointments in your faculty bio.

Your bio should include:

- **Educational background**, beginning with Bachelor's and ascending to highest degree.
- **Exhibitions** (and/or screenings, performances, broadcasts)—the most appropriate form for your creative production of choice—emphasizing activities in the past 5 years. List the gallery, museum, or site rather than the work or the title of the show.
- **Books and/or Publications**. Includes your writing, images, art work in print.
- **Bibliography**. Reviews and commentary written by others about your work.
- **Collections**. Public collections in which your work is represented.
- **Awards**. Includes residencies, fellowships, and grants. Do not include SAIC faculty enrichment grants or fellowships received while a student.

*For example:*

BFA, 1985, Tyler School of Fine Arts, Philadelphia; MFA, 1995, Cranbrook Academy of Art, Bloomfield Hills, MI. **Exhibitions:** Chicago Cultural Center, Chicago; Rhona Hoffman Gallery, Chicago; Renaissance Society, University of Chicago; Museum of Modern Art, New York. **Publications:** *Artforum*, *New Ideas in American Art*; *Pform Magazine*. **Bibliography:** *Modern American Painting*; *Encyclopedia of the Midwest*; *Who's Who in American Art*. **Collections:** Philadelphia Museum of Art; Microsoft Collection, Seattle; New Enterprises Corporation, London. **Awards:** Community Arts Assistance Program Grant, City of Chicago; John D. and Catherine T. MacArthur Foundation Fellowship.

Having trouble keeping your bio under 100 words? Please try:

1. Removing redundancies and commonly assumed information in locations (e.g. "Chicago Cultural Center" instead of "Chicago Cultural Center, Chicago, IL" and "Museum of Modern Art, New York" instead of "The Museum of Modern Art, New York, NY").
2. Omit article titles in publications and specific prize names in awards (e.g. "Artforum" instead of "'Title of Article,' Artforum" and "Toronto Film Festival" instead of "Breakout Achievement from Emerging Talent, second place, Toronto Film Festival").

### Updating an Existing Biography

Send an email to our Marketing & Communications Department at [onlineupdates-saic@saic.edu](mailto:onlineupdates-saic@saic.edu) with an updated biography. The text will be reviewed for accuracy, spelling and format before being submitted to the website for posting.

Updated: November 2014