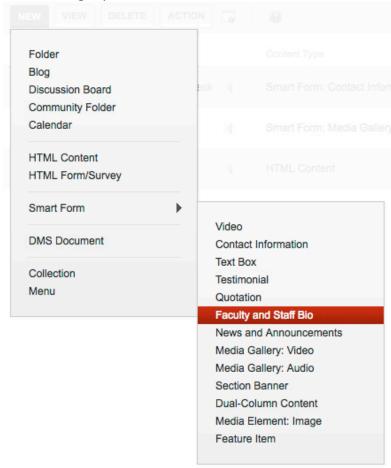# Faculty and Staff Biography

When to use it

Use it to create a list of faculty or staff members on a single webpage. It may also be used to create individual biographical pages with more detailed information

Best Practices for Use

- Use the full name of the faculty or staff member.
- Include as much contact information as possible.
- Try to be consistent among different faculty and staff members in your department.

Instructions

1. In the Navigation Pane, navigate to the Content folder.
2. In the right pane select New > Smart Form and choose Faculty and Staff Bio.

3. In the Title field, add the name of the faculty or staff member, using the naming convention Faculty Bio : Name or Staff Bio : Name.

4. Add a **Primary Image** by clicking 🏞 The photograph of the faculty or staff member. Will appear on the listing page.
Should not exceed 35 words. Do not include quotation marks. Do not change text color, size, or style. Required.
   a. Source: The source of the quotation.
   Include only the name, including prefixes. Do not change text color, size, or style. Required.
   b. Affiliation: The affiliation or other piece of information about the source of the quote.
   Should not exceed 5 words. Do not change text color, size, or style. Required.
5. Click "Publish".