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OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

February 23, 2009

MEMORANDUM

TO: UNT Faculty

FROM: Wendy K. Wilkins, Provost and Vice President for Academic Affairs

RE: Faculty Profile System

I am pleased to announce the release of the University's online Faculty Profile System. This comprehensive, searchable database system facilitates interdisciplinary communication, supports collaborative research, highlights scholarly expertise, and documents faculty productivity. The system will provide an online gateway to University resources available through its people, technology, equipment, facilities, and research centers.

Your Faculty Profile System resides on a secure Internet server. New users will be prompted to create an account using the EUID user name and password. After your account has been established, you will have the opportunity to build a custom faculty profile directly on the system server through a core set of 27 faculty profile component pages. If you would prefer to have your basic profile created for you, please email an electronic version of your CV to Marjorie Donzello, Office of Institutional Research and Effectiveness at IRDept@unt.edu. However, populating your profile is easy.

The built-in text editor is compatible with all word processing programs, allowing you to "cut and paste" information from your existing CV and other relevant documents. You do not have to complete your entire profile during a single session. The system allows you to save your work at any point and upload the information to the system's Web server where the information will be immediately viewable to you and other logged-in members.

While the system allows you to publish 27 or more profile component modules for display, only those pages containing your saved data will be visible on your faculty profile homepage. You will even have the opportunity to create your own custom profile if you so desire.

Detailed descriptions and instructions to complete your faculty profile homepage are located on the Faculty Profile System log-on page at <https://faculty.unt.edu/index.php>. For a brief system overview and basic instructions for getting started, a "Quick Start" guide is attached for your convenience.

Our goal is to achieve 100% faculty participation by August 1, 2009. If you have any questions or concerns, please contact Dr. Allen Clark, Assistant Vice President for Institutional Research and Effectiveness, at 940-565-2085 or by email at allen.clark@unt.edu.