

The NJMS IT and Marketing departments have worked together to redesign a new Faculty Landing Page and Profile page on the NJMS website. The new and enhanced Landing and Profile pages were created to help promote the work of all NJMS Faculty members. We want to take this time to ask your assistance in modifying and/or populating your personal faculty profile.

### FACULTY LANDING PAGE:

NEW JERSEY

MEDICAL SCHOOL

University of Medicine & Dentistry of New Jersey

UMDNI

This page was created to highlight several faculty members at one time on a rotating basis. This page also includes a search engine where one can search for faculty by their name or by department. The area at the

bottom of the landing page is designed to show groundbreaking news items, publications, and current events. The new Faculty Landing page can be found at:

http://njms.umdnj.edu/resource locator/find people/index.cfm. It is also accessible by clicking on "Resources" and then on "Find Faculty" on the NJMS homepage:

http://njms.umdnj.edu/index.cfm

#### FACULTY PROFILE:

In an effort to promote the work of all faculty members, we have significantly enhanced the content of the NJMS faculty profile. Faculty can update their own profiles or a proxy may be designated for the department. In order to begin populating your profile, you may update



your information through the NJMS Intranet: <u>https://njmsintra.umdnj.edu/intraLogin/</u>



## HOW TO ACCESS YOUR PROFILE PAGE:

Once you (or your proxy) log in through the NJMS Intranet, you will find a link that leads you to the Faculty Profile form called **"Edit My NJMS Profile."** Please note that if no information has been entered into a specific tab, the tab will not appear on your profile.



If you are a **Proxy** for a department, you will log into your NJMS Intranet account and you will see a link that says **"Review Content for My Department."** This link leads you to a menu where you will find **"Edit Member Profile Information."** This is where you will find a list of the Faculty Members and staff in your department. Click on the name of the person's profile you wish to update. The following tabs will appear on the data entry form. Tabs Include:



# FACULTY PROFILE REDESIGN

- Clinical
- Biography
- Publications

- Interests
- Courses
- Research

- Title
- Contact
- Links

# FACULTY PROFILE Sample Page

			ah Sites -	
UMDNJ NEW JI MEDIC University of Me	ERSEY CAL SCHOOL dicine & Dentistry of New Jersey	UMDINJ.edu We	Search N	JMS NJMS Google - GO
GATEWAYS	MISSION AREAS	QUICK LINKS	ADMISSIONS	RESOURCES
DEPARTMENT OF NEUROLOGY & NEUROSCIENCES				
ſ	Professor Director, Laboratory For Neurobiology Editor-in-Chief, Developr Department of Neurology levisosw@umdnj.edu	Regenerative Cancer R mental Neuroscience 195 South y & Neurosciences Fax: (973	ory esearch Center (CANCT) I Orange Avenue Room H-1226 973) 972-5162 J 972-2668	Additional Links: <u>New Jersey Medical School -</u> <u>Cancer Center</u> <u>American Society for</u> <u>Neurochemistry</u>
Biography Overview	Publications Areas of Interest	Courses Taught Current	Research	
Dr. Levison joined NJMS in 2004 after 11 years on the faculty of the Penn State College of Medicine. He is a past Co-Director of the Integrative Neuroscience Graduate Program: a cross institutional graduate program between UMDNJ-NJMS and Rutgers-Newark and has trained 8 Masters thesis students, 8 PhD students and 7 postdocs. Dr. Levison participates in a team taught Medical Neurobiology course as well as in several graduate school courses, including the Professional Skills course for 2nd year PhD students. Dr. Levison has served on review panels for the NIH, NSF and VA and was for 3 years the Chair of an NIH Fellowship Review Committee. Dr. Levison has served as a consultant for researchers at MCP-Hahnemann, USUHS, the Universidad Central del Caribe, Puerto Rico, and the University of Texas. He is the Editor-in-Chief for Developmental Neuroscience, and sits on the editorial boards of the International Journal of Developmental Neuroscience, the Journal of Neuroscience Research, Tissue Engineering & Regenerative Medicine, Frontiers in Neurogenesis and ASN NEURO. He has authored over 75 peer-reviewed scientific articles and edited the book "The Mammalian Subventricular Zone: Its roles in brain development, cell replacement and disease". Dr. Levison is President of the American Society for Neurochemistry and Past-President of the NJ Chapter of the Society for Neuroscience. Last but not least, he plays defense for the Medwings ice hockey team.				
<b>Education</b> Ph.D., 1990, Univ B.S., 1983, Unive	versity of North Carolina at Chapel Hill, rsity of Rochester, Neuroscience, NY,	, NC, Neurobiology Neuroscience		



## FACULTY PROFILE Instructions by Tab:

*Please note that if no information is entered into a specific tab, the tab will not appear on your profile.* Your connection to this application will timeout after 30 minutes if there is no activity. We recommend that you submit each area once it is completed and that action will restart the timer.

1. <u>Clinical</u>: This area includes Medical Expertise information as well as languages spoken. Please note that medical expertise should be limited to a maximum of 200 characters.

## 2. Biography:

- a. Overview this is an overview of your professional profile
- b. Education this information is automatically populated by the FIS/Banner System
- c. Licensure and Certification this information is automatically populated from the Clinical Affairs database
- d. Curriculum Vitae your CV can be posted here after it has been converted to PDF and "sanitized" meaning that you have taken out any personal information such as personal address, children's names, etc. This CV is a maximum size of 300KB.
- <u>Publications</u>: Relevant publications may be listed here. The number of publications is limited to 10 (increased from 5 in the previous version). This information should be entered as text only. No links/icons/pictures are allowed due to space limits.
- 4. <u>Interests</u>: This section is designed to input information about areas of interest as it relates to your professional work at NJMS (max 600 characters). You also have the ability to enter keywords used to search your profile on the internet or NJMS homepage. There is a limit of 300 characters to the keyword section.
- 5. <u>Courses</u>: This area contains a comprehensive list of courses from NJMS and GSBS. If your course does not appear on the drop-down list, please contact: <u>njmsts@umdnj.edu</u>
- 6. <u>Research</u>: You may enter your research title in this area as well as images related to your research work, if any. The description of your research goes below and is limited to a maximum of 2,500 characters.
- <u>Title</u>: Your Board approved title, education and faculty appointment information is populated automatically by the FIS/Banner System. You may add additional titles in this area
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## 8. Contact:

- a. Your primary office information is entered here. This information will appear next to your photo on your profile page. This area is where you will populate your contact information so that patients, colleagues and students may reach you during office hours. You are able to enter information for one office location only due to space limits.
- b. Office location examples include: Clinical Office, Research Office, or Administrative Office.
- c. You also have the ability to enter the name of your Administrative Assistant or Receptionist in
  "Title of Contact Person."
- d. Your assistant's core user name goes into the "User Name of Contact Person" area so that their email address will appear in the address section of your profile.
- Links: You are able to add additional links related to your area(s) of expertise. Examples of other links include: Centers, Institutes, Professional Societies, Lab Sites, etc... You may add the following social media links to your profile. Examples of social media links are: Facebook, Twitter, LinkedIn, and Google+.

#### **NEXT STEPS**

We value your input. If you feel there are missing areas and/or if you have suggestions for other enhancements, please do not hesitate to contact our Project Manager: Iveth Mosquera, MPA, <u>mosqueip@umdnj.edu</u> anytime. The entire team of IT@NJMS is also ready to help answer any questions you may have. Please contact <u>njmsts@umdnj.edu</u> for technical assistance. For marketing related questions, please send an email to <u>njmsmarketing@umdnj.edu</u>. Thank you again for taking the time to help improve the NJMS website.