Staff profiles FAQ

General Questions

Q. What is the Academic Profile project?

A. The Academic Profiles system has been developed in response to the need for better profiles of our Academic staff on the internet via our website. The current Academic Profiles rely on the manual entry of free text. The new Academic Profiles will pull a majority of the information from core University systems, dramatically reducing the effort required by staff to develop a profile, and enabling updates to the core University systems to be reflected in their profile once they are updated.

Q. Will the profiles be restricted to Academic staff?

A. Professional staff members are encouraged to create a Staff Profile.

Q. How will a profile benefit me?

A. The new profiles provide improved results for internet search engines, so online searches are more likely to find you, and the content they index will be more likely to be current. There is an improved contextual search results relating to subjects and research areas. The Staff Profile Management System has been designed to be relatively easy to setup and maintain and provide an accurate reflection of your professional, academic and research activities at UWS.

Q. How will my profile benefit the University?

A. The new Staff Profiles have been designed to showcase UWS professional staff, academics and researchers and provide consistency in the presentation of UWS profiles. They will improve accessibility to UWS expertise and allow participation in national initiatives.

Technical

Q. How do I build my profile?

A. The Staff Profile Management System (SPMS) allows you to manage your information. Information sourced from core University systems that are marked for amendment will be updated in that system and the changes fed through to your profile.

Q. I have an existing profile; do I need to start from scratch?

A. Information in your profile that is already held in the authoritative locations such as Rhesys, Alesco and TICE will display automatically. In most cases your biography and other free-text fields will need to be re-entered or copied from your existing profile.

Q. Can I keep my existing profile?

A. No, the existing profiles will be removed from the UWS website once the new system is in place.

Q. Can I opt out of displaying information?

A. Contact the Web Services Unit to discuss.

Q. Where is the information on my profile being drawn from?

A. The information populating your profile is being drawn from the following systems
Q. Information displayed on my profile is incorrect, how do I correct it?

A. In the SPMS each field has an edit button that either allows editing there in the page, or contains information about which system you will need to access in order to correct the particular piece of information.

Q. Will I be able to delegate control of my profile to my assistant?

A. No, each individual staff member will be responsible for the management of their information on the Staff Profiles system.

Q. Will this replace the staff directory?

A. At present the Staff Profiles will supplement the information that is available in the Staff Directory. The system has been designed to be extended in the future.

Q. Can I include Video/Podcasts?

A. Yes, you will be able to link to video and audio in your Media tab.

Q. Will links to external sites will be allowed?

A. Yes, you be able to add links to external websites on your Personal or Media tabs.

Q. Why am I listed in a wrong/old Organisation Unit?

A. At the time of launch HR were still working through some of their systems to implement the new names of Schools, Institutes etc. Please contact your HR client support officer, or your school admin team to have this rectified if you find a problem.

Q. Why are there no links on my publications?

A. This functionality was planned, however currently there are inconsistencies with the way URLs are managed for UWS publications. This situation is currently being addressed and should be rectified soon.

Q. Qualifications are displaying wrongly – eg: DPHIL instead of PhD

A. This issue is being worked on now, and should be resolved very soon.

Q. The system told me updates are not published immediately – when are they published?

A. Due to the large quantity of data this system processes, updates are published twice a week. The aim is to publish nightly.

Q. What is pulled in automatically? And what do I update manually?

A:
Automatic content:

Name, Contact Details, Qualifications

Current Position, Organisational Unit

Research Supervision, Current and Past Research projects

Academic and Public Community Engagement Activities

Publications

Manually added content:

Photo, Professional Memberships, Biography, Interests, Awards, Governance and Committees

Research Description, Teaching, Multimedia links