

LAS Red Profile Migration Guide

Credentials

Many of our current profile pages indicate a person's degree or highest degree. Please follow these considerations.

- Please use the style "PhD" instead of "Ph.D." without the periods for this or other degrees
- These only tend to show up on the individual page, not the listing
- Default to showing the highest degree unless an individual specifically has shown multiple degrees their current profile page.
- Since most profiles do refer to the degrees in some way, it is best for consistency to add the degree, particularly for all faculty and lecturers. Staff can default to not showing a credential unless they have an advanced degree (particularly if related to the department they work in or it shows on their current profile page)

Photo

- Please use file naming in this format "netid-profile.jpg" then when an update is needed, remove and replace the file with one of identical name. This will make sure that Google search does not result in an old copy of the photo and that search ranking relevance is not lost by a change in name.
- Using this naming will also help to find profile images by using text search of "profile" in the WordPress Media Library

Academic Title

- This one shows up on the profile listing (unlike the Alternate Title), so we suggest adding multiple titles if they are relevant to the department such as
 - Director and Associate Professor
 - Head and Professor
 - Professor and Director of Undergraduate Studies
 - Associate Professor and Director of Graduate Studies
- Where multiple titles exist, we would use the ones most relevant to the particular website and the put them in order of relevance.

Department

- For individuals with multiple appointments, we would list the one for the particular website first
- For more than two departments they should appear as a list either delimited by comma or semicolon (semicolon if a department name includes a comma or the word 'and').
 - Gender and Women's Studies; and History
 - English and History
 - Criminology, Law and Justice; History; and African American Studies
 - African American Studies, History, and English

Building

- For consistency, we recommend room number followed by building abbreviation as this matches the campus phone directory website
 - 401 UH
 - 7777 SES (not SES 7777)

Address

- This would be street address, but usually not including the city, state, zip (they may be inferred from the footer of the website)

Office Phone

- Follow UIC standard example: (312) 996-7000 – note this differs from the form on most current LAS profiles which use 312-996-7000, so please update. It will then match the format used in the footer on all pages!

Curriculum Vitae

- Please use file naming in this format “netid-cv.pdf” then when an update is needed, remove and replace the file with one of identical name. This will make sure that Google search does not result in an old copy of the CV and that search rankings are not lost by a change in name.
- Using this naming will also help find all CVs by using text search of “cv” in the WordPress Media Library.

****Affiliated Faculty****

- We recommend a very minimal profile (for maintainability) which links to the person’s profile in their home department. Please include:
 - Name, Academic Title (i.e. Professor), Department (not the affiliated department), Email
 - Then we would use Related Websites to add a site to the home department using a title such as “Sociology profile”. If the individual has a profile page in more than one department, you could add those as well.

About

- This section will come from the main body of the profile on current websites. It will be important to check any links, to make sure special HTML is not used and items link are not coming from the current website (which will get shut down).

Selected Publications

- The number of publication items currently has a maximum of 4. There is a pending request to increase this (likely to 10 or unlimited).
- As we are migrating, we know most current profiles have more than 4 items, so we suggest putting multiples into the first publication with the intent that this will be cleaned up when the feature is enhanced to accommodate more.
- If the publications are grouped by type, say Articles and Books you could put them in 2 groups as 2 publication items.