

Faculty members are encouraged to develop their [faculty profiles](#) as a means of publicizing their work and communicating their expertise. An accurate and robust faculty profile helps faculty stand out to prospective collaborators, trainees, students, donors, funding agencies, and the media. Faculty promotion/tenure candidates are advised to polish their profile because external referees may find it when doing research to write recommendation letters. Up to six tabbed pages appear on a profile (if they have content) and are described below.

Tab Name	Overview and Description of Content
Bio	Offers a narrative description of faculty expertise as well as education and training history. Most content in this tab is maintained by faculty members using the Feinberg Faculty Portal. (See page 2 for more details.)
Activities	Displays a faculty member's list of professional accomplishments. Faculty members control what displays in this tab using the Feinberg Faculty Portal. (See page 2 for more details.)
Publications	Lists published journal articles, books, and book chapters from Northwestern Elements, a publication database overseen by the Galter Health Sciences Library & Learning Center. Faculty are encouraged to obtain and publish with an ORCID iD , which enables Northwestern Elements to automatically associate publications with a faculty member. If manual revisions to the publication list are needed, each Feinberg department has staff trained as super users of Northwestern Elements who can update the publication list for faculty. <i>Note: Faculty profiles receive publication updates from Northwestern Elements on a nightly basis. The Feinberg Faculty Portal (FFP) also receives a data feed of publications from Northwestern Elements, but on a weekly basis, so you may notice publications on the public profile before they appear in the Feinberg Faculty Portal. The FFP also receives conference proceedings from Northwestern Elements, but conference proceedings do not display publicly on faculty profiles.</i>
Clinical Trials	A clinical trials tab appears for faculty who are the Principal Investigator on active clinical trials registered in Northwestern University's Study Tracker system. Research teams must opt in via Study Tracker to display each trial publicly. For help in enabling trials for public display, please contact the Feinberg Office of Communications at medweb@northwestern.edu .
News	Contains news stories from the Feinberg News Center that feature the faculty member. For a news story to appear in this tab, the original Feinberg news story must contain a link to the faculty member's profile.
Disclosures	Contains data reported by faculty in the annual disclosure survey administered through eDisclosure. This tab is updated each summer after completion of the survey and review of the data by the Feinberg Office for Regulatory Affairs.

Update Profile Content via the Feinberg Faculty Portal

Log into the [Feinberg Faculty Portal \(FFP\)](#) with university netID and password to update your faculty profile. The FFP is a central data repository for recording professional accomplishments and is designed to support faculty throughout their careers at Northwestern, facilitating processes that include performance review, promotion and tenure review, and mentoring. The table below identifies the FFP sections that should be updated to control public profile content. Faculty can always access the Feinberg Faculty Portal by clicking the “Edit My Profile” link on their faculty profile.

Public Profile Content	FFP Section to Update	Notes
Edit from Profile Page (in left navigation of FFP)		
Honorific Suffix (i.e., degree abbreviation after name)	Personal Information	Edit the Honorific field to update the degree abbreviations that display after a faculty member’s name. The name itself can only be edited by the Faculty Affairs Office.
Pronouns	Personal Pronouns	You can identify the pronouns you use and if you choose to display them publicly, they will appear on the last line of your title block.
Focus of Work	Biographical Narratives	Up to three narrative statements can be displayed under the Focus of Work section on the public profile: Bio, Academic Focus, Clinical Focus. Enter each narrative separately in the FFP, and tag it with a bio type so that it displays under the appropriate header.
Keywords	Interests	In the FFP, multiple interest lists may be added (e.g., research interests, teaching interests, etc.). On the public profile, the separate lists are combined into a one list of keywords with duplicate interests removed.
Education	Education	
Contact	Contact Information (for public display)	Faculty can opt to display their email address; only the preferred email recorded with the Faculty Affairs Office may be displayed.
Edit from Activities Page (in left navigation of FFP)		
Postgraduate Training	Postgraduate Training	
Certification	Certifications	Only entries categorized as board certification display publicly.
Hospital Affiliations	Hospital / Clinic Appointments	All hospital/clinic appointments may be entered in the Feinberg Faculty Portal, but only the institutions that appear as structured options on the Hospital/Clinic dropdown list display on public profiles.
Honors and Awards	Honors and Awards	These 5 sections display on the Activities tab of the public faculty profile if there are data entered in them. In each of these 5 sections, specific records can be hidden from public display (e.g., if you have 10 awards, you could choose to display only 8 of them publicly). If there are more than 10 records entered in any of these sections, only the 10 most recent records display publicly by default and a “Show More” link allows a viewer of the public profile to expand that section to see the full list of records set to display publicly.
External Professional Leadership and Service	External Professional Leadership and Service	
Editorships / Editorial Board Service	Editorships / Editorial Board Service	
Scientific or Medical Advisory Board Service	Scientific and Medical Advisory Boards	
Professional Society Membership	Professional Society Membership	

Profile Content Maintained by the Faculty Affairs Office (FAO)

Profile Content	How to Update
Photo	Send a .jpg or .png file to fao@northwestern.edu . For optimal display, the photo should have proportions of 8(w) x 10(h), with a minimum size of 192 pixels wide by 240 pixels high.
Name	Communicate name changes to fao@northwestern.edu ; additional paperwork may be required.
Titles	FAO controls the faculty rank and other titles that display under a faculty member’s name. Only leadership/honorific titles tracked by the Feinberg Dean’s Office display here (i.e., deans, department chairs, division chiefs, institute/center directors, endowed professorships). Faculty holding other titles not tracked by the Feinberg Dean’s Office may describe those in the narrative Focus of Work section within the Bio tab.
Email Address	Contact fao@northwestern.edu to update preferred email address for receiving Feinberg communications; the address must use an approved Northwestern-affiliated email system consistent with Feinberg policy .
Links	Faculty may display one link to a personal academic website in the Bio tab of the profile. Send the link to fao@northwestern.edu and FAO will review it for consistency with Feinberg content guidelines .
Institutes and Centers	Faculty who are members of institutes and centers that are registered with FAO will have a link to the institute/center appear in the Bio tab of their faculty profile. In general, membership is communicated to FAO by the membership coordinator for each unit.