Faculty Page Guide

LOCATING YOUR FACULTY PAGE

Your faculty page is linked to your name on your department's faculty list page.

For instance, if we look at the Modern Languages Department faculty list, we can click on any name to see their faculty page.


BASIC INFORMATION ON YOUR FACULTY PAGE

Your name, department, position, room number and phone come from the CUNYFirst database. Faculty pages are automatically generated by our system when someone is hired. If there is a mistake in this basic information, you can contact the BMCC Service Desk: https://www.bmcc.cuny.edu/irt/.

LOGGING IN TO YOUR FACULTY PAGE

1) Go to **Faculty/Staff Resources**, a menu link towards the top of the BMCC website; select Faculty/Staff Resources on that menu.
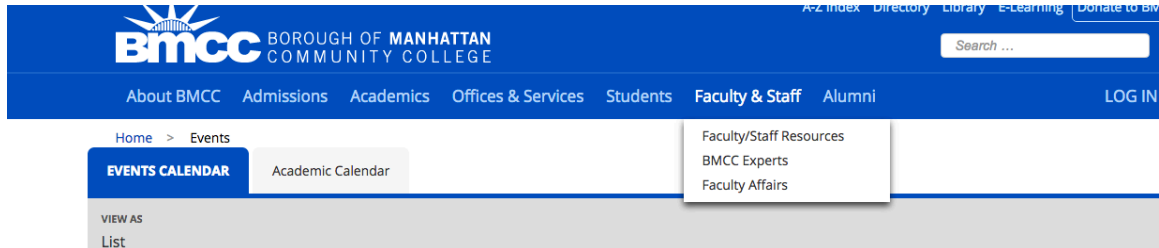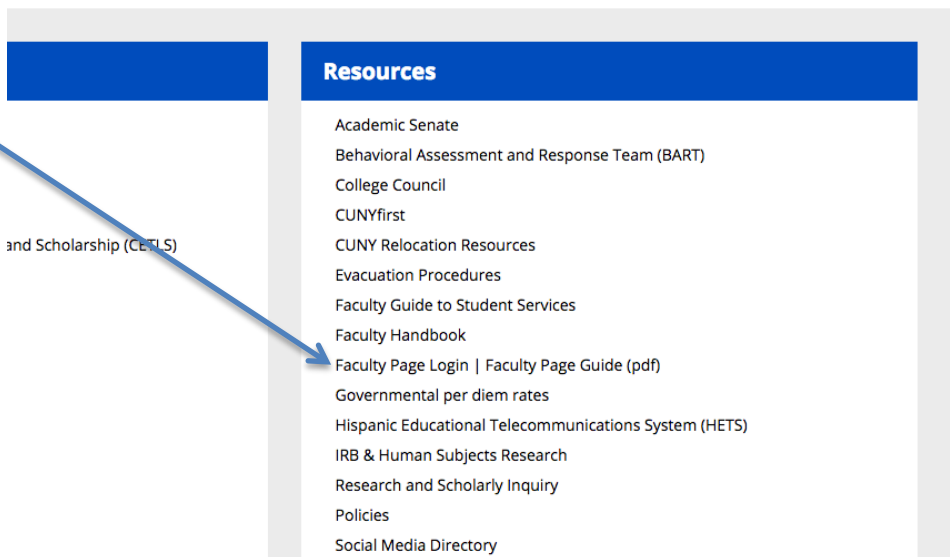

2) In the right column (Resources) scroll down to **Faculty Page Log in**.

There is also a link to this Faculty Page guide, which you can refer to at any time.

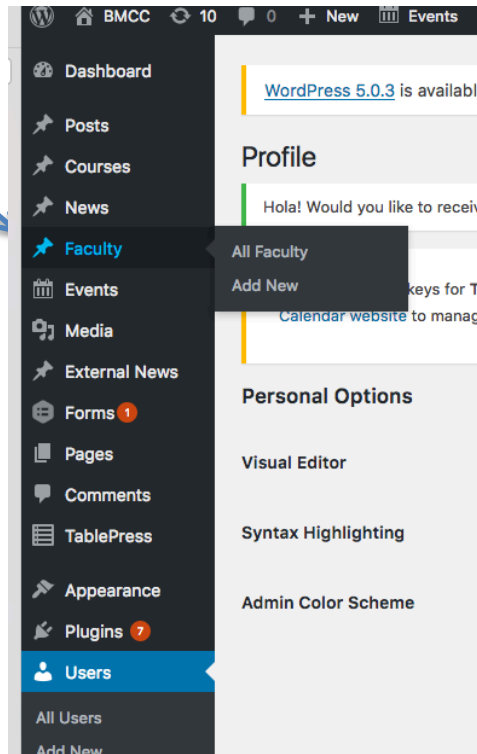3) Log in to your faculty page with your Outlook email username and password.
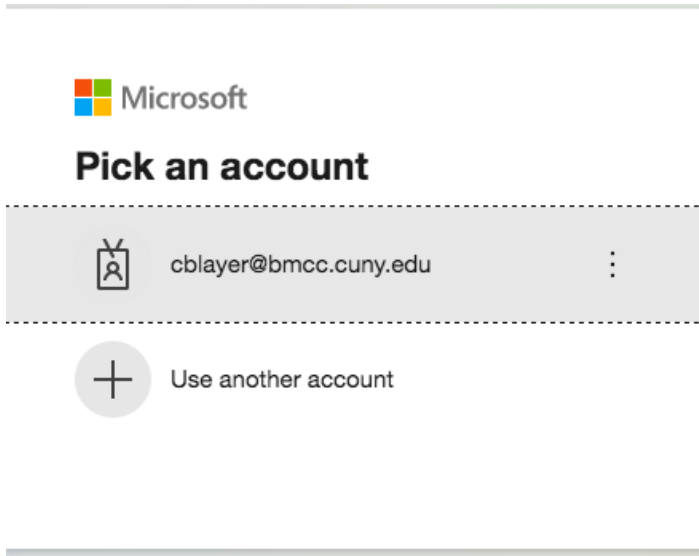
4) To go to your faculty page, hover over the word "**Faculty**" on the left side menu and then select "**All Faculty**". You will be brought directly to your faculty page.

EDITING YOUR FACULTY PAGE

Type, cut and paste, or edit text in the boxes.

Be consistent.
Abbreviate days: Mon.,
Tue., Wed., Thurs., Fri.,
Sat., Sun.

Biographical Description
Use third-person singular to create a brief biographical description. You can include a hyperlink to your Linkedin or personal professional website.

DO NOT CHANGE YOUR NAME

The way your name is represented on your faculty page is the legal name HR has for you and entered into CUNYFirst when you were hired.
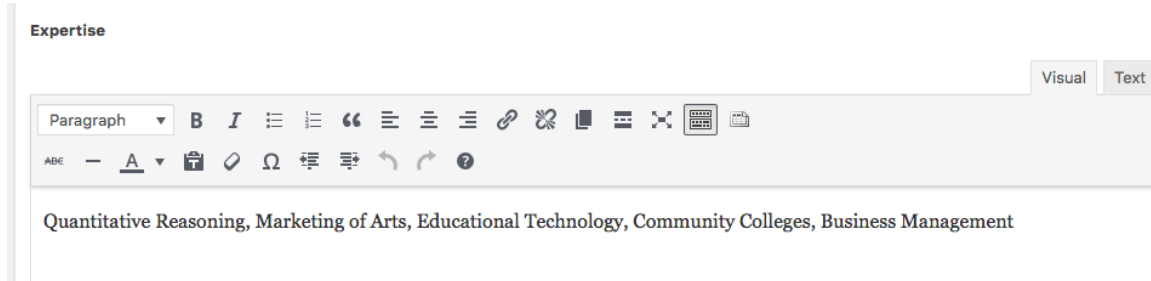
Please do not try to change your name on the page as it will cause problems within the system.

If your name is not correct, contact the BMCC Service Desk:
https://www.bmcc.cuny.edu/irt/.

6) Expertise

Add your areas of expertise.
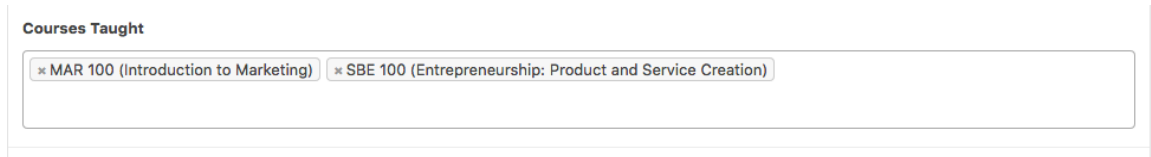
7) Adding Courses Taught

While in th**e** Courses Taught field, type the three letter code for the subject, (ex. MAT, ENG, BUS, etc.) and you will get a drop down list of courses in that field to select from.

Changing Course Order
You can change the order of the courses by dragging them before or after another course.

8) Adding Publications

Type or cut and paste your publications in the Publications box.
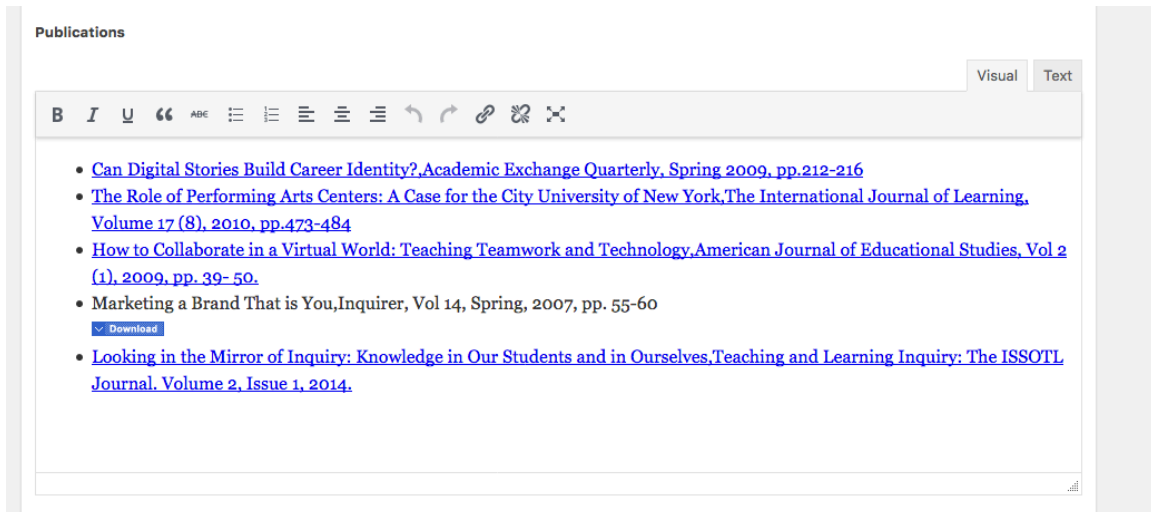
Publications

Move the publications (drag and drop or cut and paste) to be in reverse chronological order, so that the newest publication is first.

You can hyperlink to online versions of your publication that are available free of charge.

9) Select **Update** to save and publish your changes.
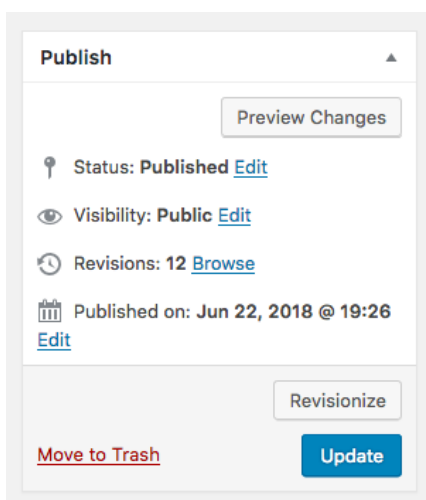
ADDING YOUR PHOTO

Many of the faculty photographs on our website were taken by our staff photographer. If you have a good photo of yourself, you can use that if you prefer.

Our photographer is available to take headshots of faculty. Please contact Public Affairs by phone (212) 346-8501 or email publicaffairs@bmcc.cuny.edu if you would like to have a photo taken for your page.

You can upload your photo using "**Set Featured Image**" on the lower right side of the screen.
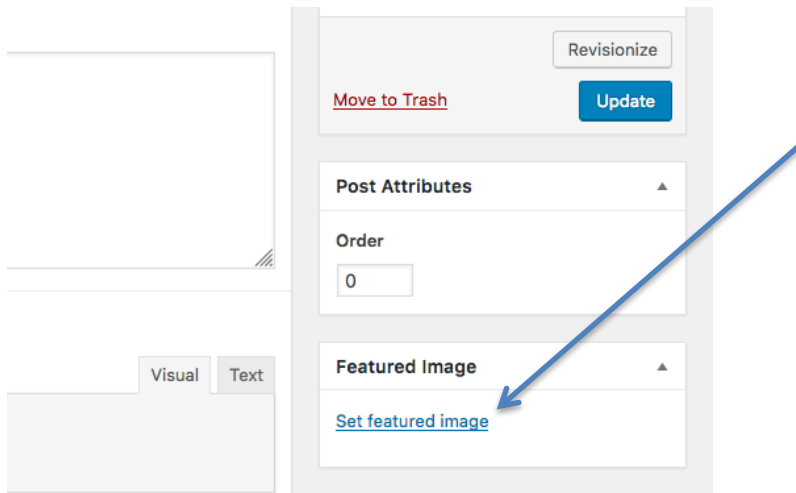
After clicking **Set Featured Image**, you will be brought to the Media Library. Select Upload Files and to upload your headshot.
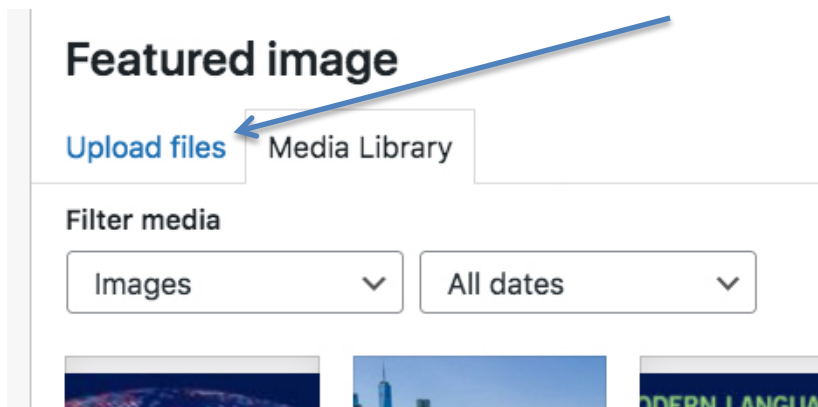
INCLUDE ALT TEXT ON ANY IMAGE

When you upload your headshot or any other image, there will be a chance to add details in the "Attachment Details" box that appears on the right.

Add a description of the image in the "ALT Text" box – either your name if it is an image of you, or a description if it is another kind of image (in another situation.)

The ALT or Alternative text serves two purposes:
1. If a computer can't display the image, the words will appear where the image would to inform the viewer what would be there
2. If a sight impaired person is using a screen reading device, the device will read the ALT text to the person, as they cannot see the image.

ADDING YOUR CV OR RESUME

Scrolling down to the bottom of the page you will find a button to upload a resume or CV.
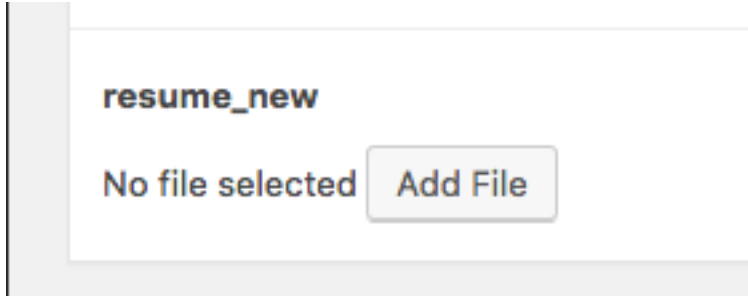
We recommend that you save your resume as a pdf before uploading it. A pdf can be easily opened by a variety of systems and will retain the formatting as intend.

OFFICE OF PUBLIC AFFAIRS

Website: https://www.bmcc.cuny.edu/about-bmcc/public-affairs/

Main Number: (212) 346-8501
Email: publicaffairs@bmcc.cuny.edu

Location: Room F-1230U, Fiterman Hall

Samantha Ramirez, *Office Assistant*

Publications
Tom Volpe, *Director of Publications*
Sharmela Bisram, *Graphic Designer*
Jeff Wong, *Graphic Designer*

Marketing
Rosslynn Pieters, *Associate Director of Marketing*
Louis Chan, *Photographer/Social Media*
David Pangburn, *Videographer*

Public Relations
Lynn McGee, *Communications Manager*
John Cody Lyon, *Writer*

Web and Multimedia
Cynthia Blayer, *Web Content Manager*
Rob Gizis, *Graphic and Multimedia Design*

ADDENDUM: THE EVENTS CALENDAR

Public Affairs helps to publicize events created by BMCC departments if they are held on campus and open to all students.

Events appear on our web calendar, which begins on the main page of the website. If you click "More Events" at the bottom, you will see it continues for many pages.

If you have an event to submit to us, there is a request form link on the right side of the Office Of Public Affairs landing page: https://www.bmcc.cuny.edu/about-bmcc/public-affairs/.

ublic Affairs serves as a point of contact
ers of the campus community and the
as heightening BMCC's profile on a local and
ith both general and higher education
orking with departments and offices across
promote BMCC's faculty achievement,
s and academic excellence to the citizens of
nd beyond. The Office of Public Affairs is
opportunities to promote BMCC as a vital
NY's various initiatives in action.

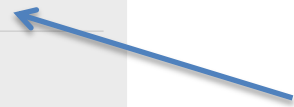**CONTACT**

Public Affairs
245 Greenwich Street, Room F-1230
New York, NY 10007
(212) 346-8501
publicaffairs@bmcc.cuny.edu

Project Request Form

Logo and Letterhead Downloads

ADDENDUM: THE STUDENT HUB

If your students are looking for information about offices and services at BMCC, the Student Hub page is a good place for you to refer them. By select the word "Students" on the top menu on every page of the website, you will get to the Student Hub. (https://www.bmcc.cuny.edu/students/)

BMCC Start Here. *Go Anywhere.* | CUNY
BOROUGH OF MANHATTAN COMMUNITY COLLEGE

About BMCC   Admissions   Academics   Services   The Heights   Continuing Ed   Students   Faculty/Staff   Alumni

Student Hub

BMCC provides students with services to become successful both inside and outside of the classroom. These services, resources and opportunities assist in the personal, intellectual, and emotional development that complements a student's academic experience in the classroom.

Academic Programs and Support Services	Registration and Financial Services	Student Engagement and Leadership	Student Resources and Information
ACADEMIC PROGRAMS • Honors Program • Success Programs · ASAP · BMCC Learning Academy (BLA) · College Discovery · Degree Under Three · Out in Two • Student Research	**PANTHER STATION »** **REGISTRATION AND RECORDS** • Bursar • CUNYfirst • Schedule Builder • DegreeWorks • Graduation / Commencement • Registrar • Resolving Incomplete (INC)	**LEADERSHIP, INVOLVEMENT AND SERVICE** • Achievers • Asian American and Pacific Islander (AANAPISI) Bridge Initiative • Athletics and Recreation • BMCC BlackStone Launchpad • Co-Curricular Transcript (CCT) • Conexiones & Connections	**COMMUNICATIONS AND PUBLICATIONS** • Communications and Procedures • College Bulletin (pdf) • OSA Campus Life Guide (pdf) • Student Handbook (pdf) • Support Programs Brochure (pdf) • Social Media Directory