



Faculty Page Guide

Office of Public Affairs

Updated 11/2/23

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.

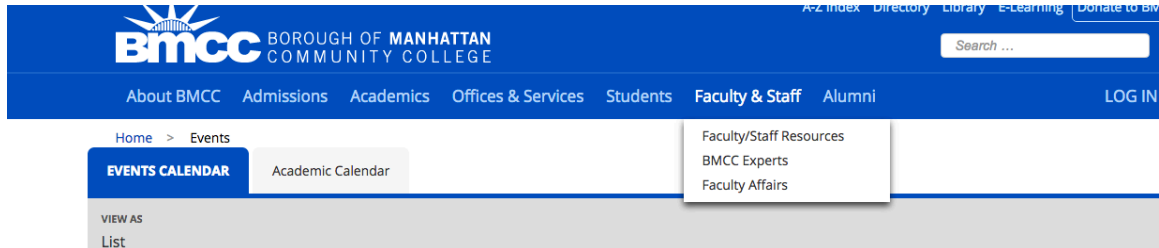
The screenshot shows the website header with the CUNY logo and navigation menu. Below the header is a breadcrumb trail: Academic Affairs > Academic Departments > Modern Languages > Faculty. The main heading is "Faculty". On the left is a sidebar menu with items: Modern Languages, Faculty, Language Level Assessment, Course Listings, Frequently Asked Questions, Language Lab/Tutoring, Modern Languages Major Opportunities, Extracurricular Activities, and Student Success. The main content area is titled "CHAIRPERSON" and lists Eda Henao, Professor. Below that is "DEPUTY CHAIRPERSONS" listing Silvia Alvarez-Olarra, Associate Professor and Sophie Marinez, Professor. A second "Faculty" section lists Silvia Alvarez-Olarra, Associate Professor; Hassen Bettaieb, Instructor; Ines Carrera-Junco, Adjunct Lecturer; and Margaret Carson, Associate Professor. At the bottom, the "PROGRAMS OFFERED" section lists Modern Languages: French (A.A.).

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.

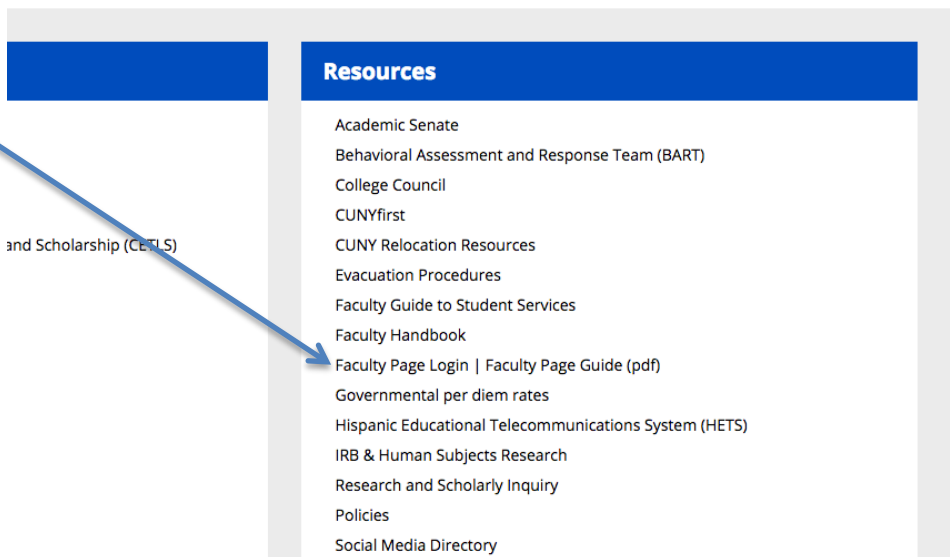


2) In the right column (Resources) scroll down to **Faculty Page Log in**.

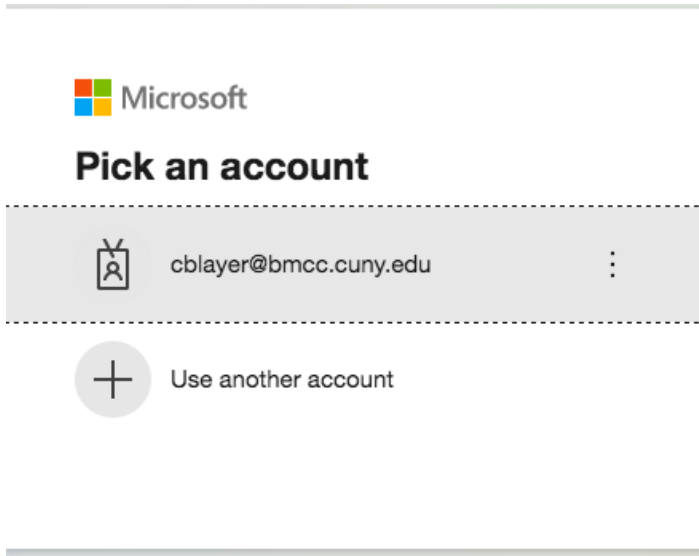
There is also a link to this Faculty Page guide, which you can refer to at any time.

Faculty & Staff Resources

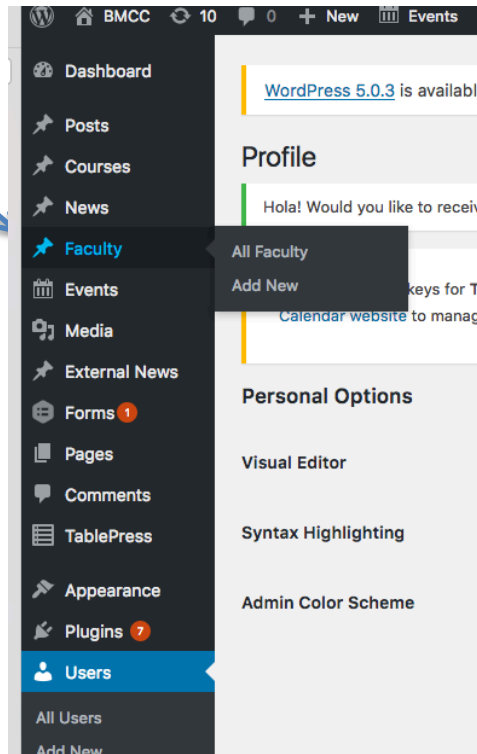
Faculty members work at BMCC bringing quality education to a diverse, urban population of students. Resources are available to faculty and staff who ensure our students have a quality learning experience.



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.

The screenshot shows a web editor interface for editing a faculty page. The main content area displays the name 'Mahatapa Palit' and a 'Faculty Information' section. Under 'Office Hours', there is a text input field containing 'Wed., Thurs. (10 a.m. - 12 p.m.)'. A blue arrow points to this field. The right sidebar contains a 'Publish' section with options for 'Status: Published', 'Visibility: Public', and 'Revisions: 12'. Below that is a 'Post Attributes' section with an 'Order' field set to '0'. At the bottom right, there are 'Visual' and 'Text' tabs.

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.

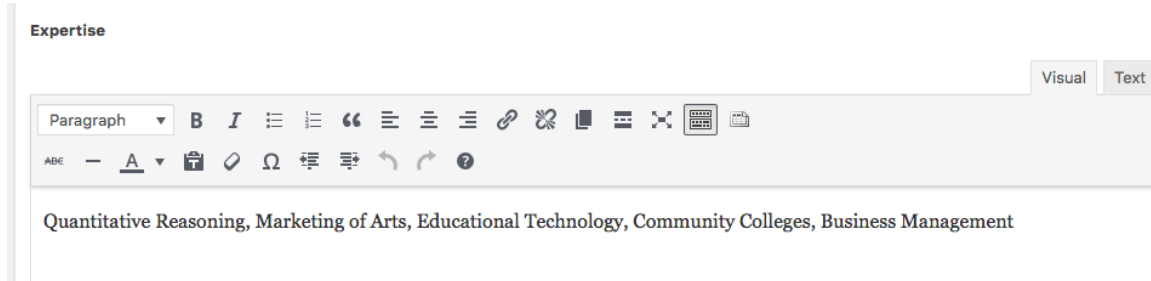
Please do not try to change your name on the page as it will cause problems within the system.

If your name is not correct, contact the BMCC Service Desk:

<https://www.bmcc.cuny.edu/irt/>.

6) Expertise

Add your areas of expertise.



Expertise

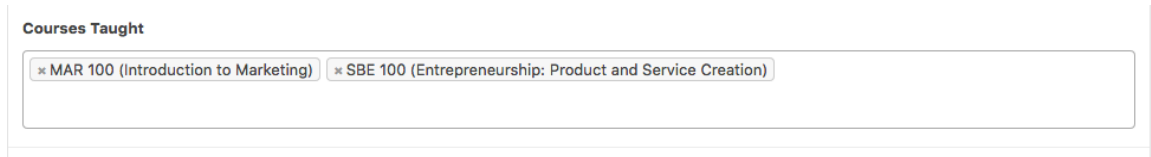
Visual Text

Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Image Icon] [Table Icon] [Table Icon] [Table Icon]

ABE - A [Image Icon] [Image Icon] [Image Icon] [Image Icon] [Image Icon] [Image Icon] [Image Icon] [Image Icon] [Image Icon]

Quantitative Reasoning, Marketing of Arts, Educational Technology, Community Colleges, Business Management

7) Adding Courses Taught



Courses Taught

x MAR 100 (Introduction to Marketing) x SBE 100 (Entrepreneurship: Product and Service Creation)

While in the 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.



Courses Taught

x MAR 100 (Introduction to Marketing) x SBE 100 (Entrepreneurship: Product and Service Creation)

MAR

- MAR 230 (Essentials of Public Relations)
- MAR 330 (Marketing Research and Analytics)
- MAR 340 (Digital Marketing and Analytics)

MAR 100 (Introduction to Marketing)

MAR 210 (Consumer Motivation)

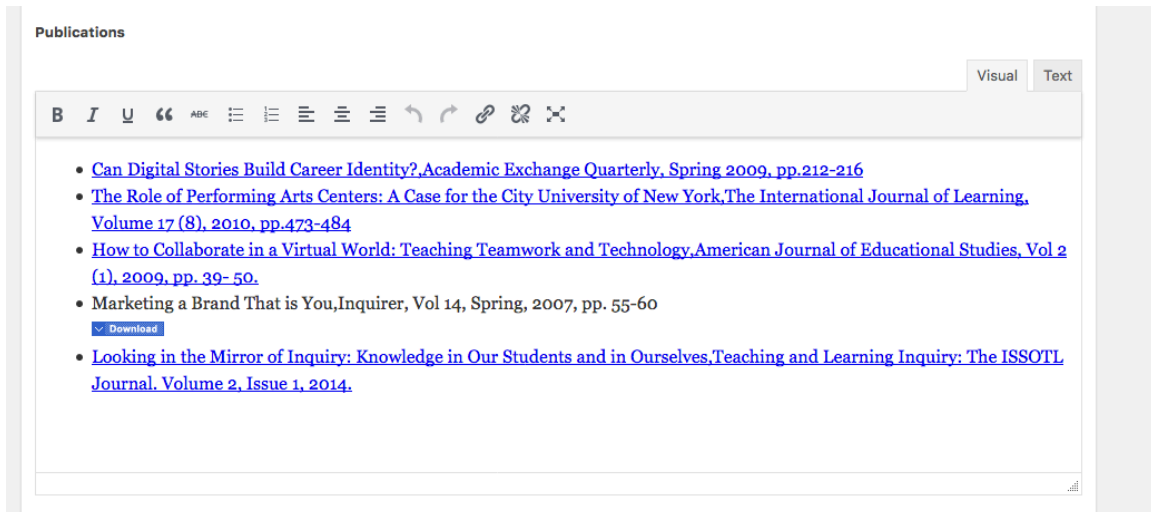
MAR 220 (Essentials of Advertising)

Changing Course Order

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

8) Adding Publications

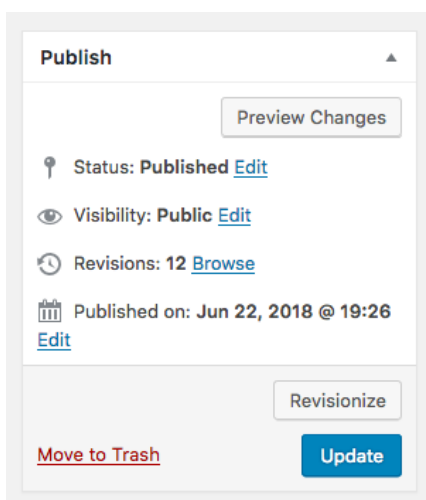
Type or cut and paste your publications in the Publications box.



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.

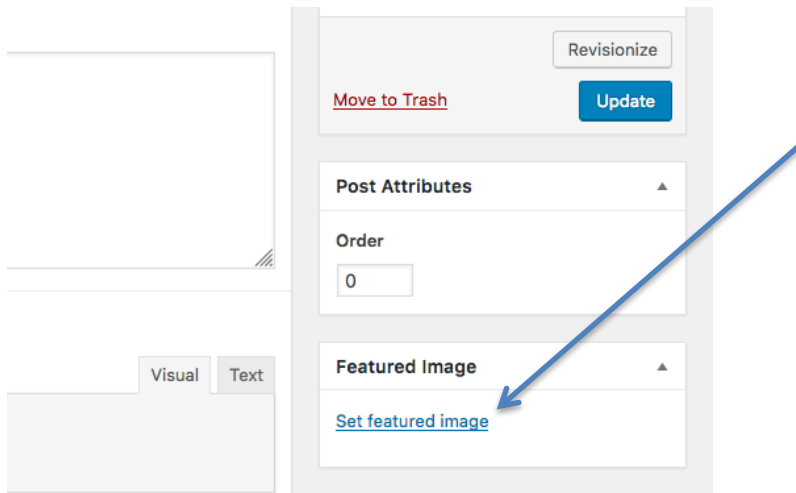


ADDING YOUR PHOTO

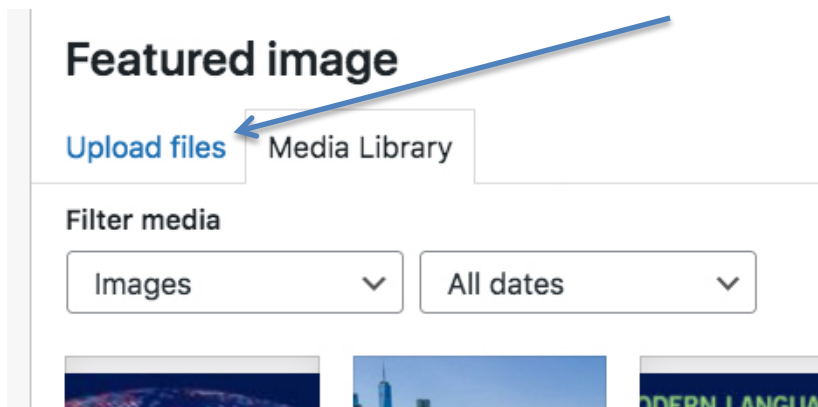
Many of the faculty photographs on our website were taken by our staff photographer. If you have a good photo of yourself, you can use that if you prefer.

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.)

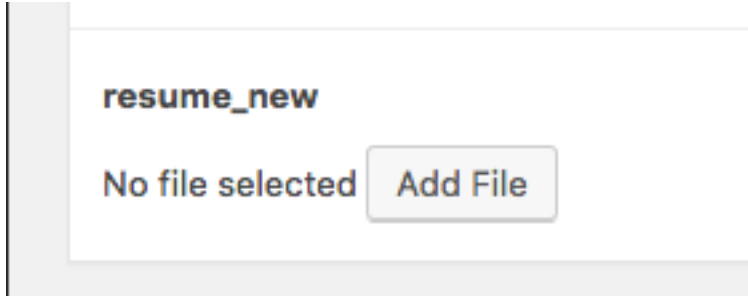
The ALT or Alternative text serves two purposes:

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.

The screenshot shows a user interface for uploading images. On the left is a grid of 24 small image thumbnails. The thumbnail in the third row, second column is selected, indicated by a blue checkmark in the top right corner. To the right of the grid is a larger 'Attachment Details' panel for the selected image. At the top of this panel is a larger version of the selected image (Eugenia Yau). Below the image, the following information is displayed: 'Eugenia-Music-Chair.jpg', 'December 2, 2022', '200 by 253 pixels', and two links: 'Edit image' (blue) and 'Delete permanently' (red). Below this information are several input fields: 'Alt Text' (containing 'Eugenia Yau'), 'Title' (containing 'Eugenia-Music-Chair'), 'Caption', 'Description', and 'File URL' (containing 'https://bmccprodstroac.'). A blue button labeled 'Copy URL to clipboard' is located below the File URL field. At the bottom of the panel, there is a note: 'Required fields are marked *'. A blue arrow points from the right side of the page towards the 'Alt Text' input field.

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

Roslynn 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/>.

Public Affairs serves as a point of contact for members of the campus community and the public, as heightening BMCC's profile on a local and national level with both general and higher education institutions. Working with departments and offices across campus to promote BMCC's faculty achievement, research, and academic excellence to the citizens of New York and beyond. The Office of Public Affairs is also providing opportunities to promote BMCC as a vital part of the City's various initiatives in action.

CONTACT

Public Affairs

245 Greenwich Street, Room
F-1230

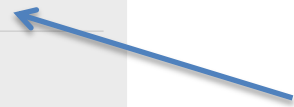
New York, NY 10007

(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/>)



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 <ul style="list-style-type: none">• Honors Program• Success Programs<ul style="list-style-type: none">• ASAP• BMCC Learning Academy (BLA)• College Discovery• Degree Under Three• Out in Two• Student Research	PANTHER STATION » REGISTRATION AND RECORDS <ul style="list-style-type: none">• Bursar• CUNYfirst• Schedule Builder• DegreeWorks• Graduation / Commencement• Registrar• Bookings Incomplete (MC)	LEADERSHIP, INVOLVEMENT AND SERVICE <ul style="list-style-type: none">• Achievers• Asian American and Pacific Islander (AANAPISI) Bridge Initiative• Athletics and Recreation• BMCC BlackStone Launchpad• Co-Curricular Transcript (CCT)• Conexiones & Connections	COMMUNICATIONS AND PUBLICATIONS <ul style="list-style-type: none">• Communications and Procedures• College Bulletin (pdf)• OSA Campus Life Guide (pdf)• Student Handbook (pdf)• Support Programs Brochure (pdf)• Social Media Directory