

## Faculty/Staff Directory – General Guidelines

The guidelines outlined below are applicable to Salve Regina faculty and staff. The full employee directory is available at [salve.edu/directory](https://salve.edu/directory), and the faculty directory is available at [salve.edu/faculty](https://salve.edu/faculty).

All updates should be submitted through the [marketing request form](#).

**Photo:** Headshots are recent photos taken by an authorized University photographer within the past few years. Photo sessions are held 2-3 times per year, with invitations distributed to salve.edu email addresses.

**CV/resume:** Employees may include their CV/resume. Per University policy, employees should not include any personal contact information (home address/phone, personal email address, etc.). Please submit in Word format.

**Social media:** Employees may include links to their personal social media accounts. Employees may not link to an outside business or organization.

**Website:** Employees may include the URL of their personal website, which may not be designed to solicit business outside of the University.

**Education:** Employees may list their educational background. This applies to bachelor's, master's and doctoral degrees only. No certificates or other certifications will be listed, although these may be mentioned in the personal statement. Degrees should be written as follows: B.S. in European history, Salve Regina University (2024).

**Areas of expertise:** Employees may compile a short list of topics and fields in which they consider themselves to be experts.

**Professional experience:** Employees may summarize their professional and/or work experience. Statements should be written in the first person, submitted in paragraph form rather than list form and contain professional interests only. Suggested length: 250 words or less.

**Research interests:** Employees may summarize their current research interests. Research interests should be written in the first person, submitted in paragraph form rather than list form and contain academic interests only. Suggested length: 250 words or less.

**Personal statement:** The personal statement provides an opportunity to connect with prospective students considering Salve Regina. The personal statement can examine why you chose your profession, how your work connects with the mission of the University or what values you hope to instill in your students. Suggested length: 250 words or less.