

## **Faculty/Staff Directory – General Guidelines**

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

All updates, along with any questions, should be emailed to [webmaster@salve.edu](mailto:webmaster@salve.edu).

### **Photo**

Headshots will be professional 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](mailto:salve.edu) email addresses.

### **Video**

Video introductions could explain a teaching philosophy or rationale for being part of the Salve Regina community, or contain a message to students. Videos are approximately one minute in length and are professionally produced by the Office of Digital Communications. Video introductions may be scheduled via email to [webmaster@salve.edu](mailto:webmaster@salve.edu).

### **CV**

Employees may include their resume or CV. Per University policy, employees should not include any personal contact information (home address/phone, personal email address, etc.). CVs may be submitted in Word or PDF format.

### **Social media**

Employees may include links to their personal Twitter, Facebook and LinkedIn 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. Degrees should be written as follows: B.S. in American studies, Salve Regina University (2016).

### **Research interests**

Employees may summarize their current research interests in 250 words or less (suggested). Research interests should be submitted in paragraph form rather than list form and contain academic interests only.

### **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. It is suggested that the personal statement also be 250 words or less.