

## Dal.ca Faculty/Researcher Profile Guidelines

---

### About the Faculty/Researcher Profile

An individual profile should be a **brief, accurate** overview of who you are and what you do. It provides **basic information** about yourself, how to contact you, highlights what you're working on and includes a current photo.

### Required elements for faculty profiles

- **Name:** Your name will be at the top of your profile.
- **Honorific Suffix:** Your credentials will follow your name. (eg. MD, FRCPC, FACP, etc)
- **Photo:** Preferably, this should be a professional headshot of you. Dalhousie's Design Services (494-3636) can provide a photographer if you need one.
- **Title:** Your academic rank and administrative title, if applicable, sits just below your name.
- **NetID:** This is required to uniquely identify your profile as your official profile.
- **Contact information:** It is best if you can provide your NSHA, Dal or IWK Health Centre email and/or phone number.
- **Department:** please indicate if you have a cross-posting(s).
- **Research topics:** You may list up to **eight search terms related to your field of research**. Please aim to choose a few broad terms. The rest can be specific. (For example, if you are in the Division of Rheumatology, we would expect one of your terms to be "rheumatology" as a broad term. You can then get as specific as you'd like for your other terms.
- **Related information:** You can link to information in addition to the optional elements below. Please see page 2 of this document for more information.
  - **Best practice:** provide a **maximum of five links**. Here are some examples of links you might want to have:
    - Website and/or CV [PDF]
    - DalSpace Profile (can provide linked access to publications) or Google Scholar page
    - Experts@Dal profile

### Optional elements

- **Education:** Undergraduate, master's level, doctorate, postdoctorate fellowship(s).
- **Biography:** Please keep to 50 words.
- **Research and/or clinical interests:** A research synopsis of up to 50 words.
- **Selected publications:** Please limit to 5 and link out to others.
- **Awards and honours**
- **Employment**
- **Memberships / Services and Activities**
- **Teaching:** Either a list of current classes, or selected classes.
- **Office hours**

# Profile content template

*First name, last name, Credentials*

Title and Academic rank: *Professional title(s), Academic rank*

Department Affiliation(s): *list school or dept(s)*

## Contact Information

Email: [first.last@nshealth.ca](mailto:first.last@nshealth.ca) OR [first.last@dal.ca](mailto:first.last@dal.ca)

Telephone: 902-473-xxxx

Mailing address:

*Room, Building, Street Address*

*PO Box 15000, Halifax, Nova Scotia, Canada B3H 4R2*

**Department:** Please indicate if you have a cross-posting(s)

**Research topics:** Up to 8 search terms related to your fields of expertise (Please include both broad terms and specific terms.)

## Related information

- *Link to personal/research website*
- *Link to full publications (personal website, subpage of profile or link to profile page on database such as DalSpace or SSRN)*
- *CV (attach as PDF)*
- *Experts @Dal site*

## Education

- *BA/BSc (University)*
- *MA/MSc (University)*
- *PhD (University)*
- *PDF (University)*

**Biography** – please keep to 50 words

## Research and/or clinical interests

**(50 words max - for example)** Professor Smith's research interests include women's health, assisted death, research involving humans, and organ transplantation. Her work is interdisciplinary, collaborative, and geared both to contributing to the academic literature and to affecting change in health law and policy at federal and provincial levels.

Other optional fields to be listed in exactly the same way (ie, maximum 5, bulleted list):

## Selected publications (format shown below)

- *A*
- *B*
- *C*
- *D*
- *E*

## Awards and honours

## Employment

## Memberships

## Services & Activities

## Teaching

## Office hours

---

To add/change website content on your Department of Medicine profile, contact:

Email: [anne.veinotte@nshealth.ca](mailto:anne.veinotte@nshealth.ca)

## Options for additional information

### DalSpace

If you would like to link to a more detailed list of publications, the Dalhousie University Libraries can work with you to create a publication list in DalSpace. Send an email to [DalSpace.Profiles@dal.ca](mailto:DalSpace.Profiles@dal.ca) for more information.

### Research websites

If you need to provide more in-depth information about your work, you can link to your website (please note: this is not a link to a personal social media page such as a Facebook or LinkedIn page).

If you do not have a website, templates are available for Dal-affiliated research websites. These templates are available in Dalhousie's content management system, AEM. Dal-affiliated sites inherit the Dal style, so should the university modify the look and feel of the site, your research lab site will be updated as well, keeping you aligned with the brand.

Interested? Contact [webteam@dal.ca](mailto:webteam@dal.ca) for more information on how to set up a research lab site.

## Contact

To add/change website content on your Department of Medicine profile, contact:  
Email: [anne.veinotte@nshealth.ca](mailto:anne.veinotte@nshealth.ca)