

4 STEPS TO CREATE A PROFILE

FACULTY PORTFOLIOS

Faculty Portfolios is an evolving and central database of information about Drexel faculty's academic achievements.

1. LOGIN USING YOUR DREXEL ID AND PASSWORD

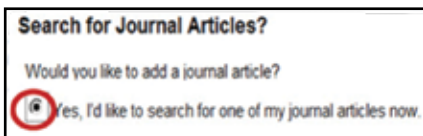



- drexel.edu/facultyportfolios

2. COMPLETE YOUR PERSONAL INFORMATION

- Add variations of your professional email addresses.
- Choose "NO" when asked about a "Researcher ID" account.

3. SEARCH AND ENTER PUBLICATIONS



- To approve an article as yours, you may have to indicate whether it was "peer reviewed."
- Clicking the search icon  next to each publication type allows you to initiate searches for those types of materials

4. COMPLETE OTHER ACTIVITY CATEGORIES

- Approve pre-loaded data such as courses taught & complete appropriate activity templates, such as creative expressions within service.
- All activity templates have drop-down menus which assist with completion.
 - All activity templates have a privacy option.

BENEFITS OF FACULTY PORTFOLIOS

- Speeds generation of your CV and biosketches for a variety of needs, such as: PAR, tenure packets and grant applications.
- Creates a single authoritative directory for internal networking to meet inter-disciplinary needs.
- Provides a single point of data gathering about institution-wide initiatives (such as co-publishing with faculty & advisees).
- Simplifies sharing of information about publications and other accomplishments.
- Integrates your course information from banner.
- Enables a high level summaries across Drexel and comparisons to other institutions.

HELPFUL TIPS ABOUT BUILDING YOUR PROFILE

- Each time you log in after creating your profile, you will notice that the automated search has run and may find publication citations awaiting your approval.
- If citations for your publications are already stored in EndNote they can be batch loaded to your profile. Contact your Liaison Librarian for more information.
- You can identify a staff member as a proxy. Once assigned by you, your proxy can edit and maintain your profile. Your Liaison Librarian can initiate a proxy request.

QUESTIONS? NEED HELP GETTING STARTED?

Start your profile:

drexel.edu/facultyportfolios

For more information:

library.drexel.edu/facultyportfolios

Contact your department for data entry assistance through the Libraries.



Drexel University
Libraries