



COLLEGE OF ENGINEERING

UNIVERSITY *of* WASHINGTON

Welcome to Faculty Finder

Create/edit your profile at <http://engr.washington.edu/facdb>

For assistance, please contact the web team at webhelp@engr.uw.edu.

After creating or updating your page, please notify the web team so we can make your page/edits live.

Frequently Asked Questions: Your Faculty Finder Profile

1 What is this information used for?

This form collects information for display on the College of Engineering Faculty Finder and participating UW Engineering department websites (A&A, CEE, ISE, ME, MSE and others in the future). You may share as much or as little information as you prefer.

2 When will my changes take effect?

Please send an email to webhelp@engr.uw.edu to let the web team know that there are changes on your profile that need to be published. The team will review the content to ensure proper formatting, etc., before publishing the changes. The review time varies based on the number of changes made. If we have any questions, we'll let you know.

3 What will my profile look like?

If you belong to a department supported by the dean's office web team (A&A, CEE, ISE, ME, and MSE), your faculty profile will follow a standard layout on your department website. View a complete [sample profile](#). A subset of information is displayed on the College of Engineering [Find a Faculty Member page](#).

4 How can I get help?

Contact webhelp@engr.uw.edu if you have questions or need help filling out the form.

5 What if I don't want to display my information?

If you have a security or privacy concern about the public display of your faculty profile, please contact webhelp@engr.uw.edu. We will work with you to ensure that any information you want removed is taken off both your faculty profile as well as any other locations on the websites we manage.

For assistance or to publish your profile/edits, contact the web team at webhelp@engr.uw.edu.

Editing sections of your profile

If your profile is already created and you need to edit a section, use the following table of contents to assist you in finding that section in your profile. For instructions on editing or creating a section, click the section name to jump to the instructions.

To create your profile, skip to [Creating your Faculty Finder Profile](#).

Basic Information

1. [Name](#)
2. [Photo](#)
3. [Contact](#)
4. [Administrative](#)

[Appointments](#) (add an appointment)

History

1. [Academic History](#)
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Research

1. [College of Engineering Strategic Research Areas](#)
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Publications

1. [Google Scholar](#)
2. [Select Publications](#)

Current work

1. [Courses Taught](#)
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3. [Ph.D. Students](#)

Awards

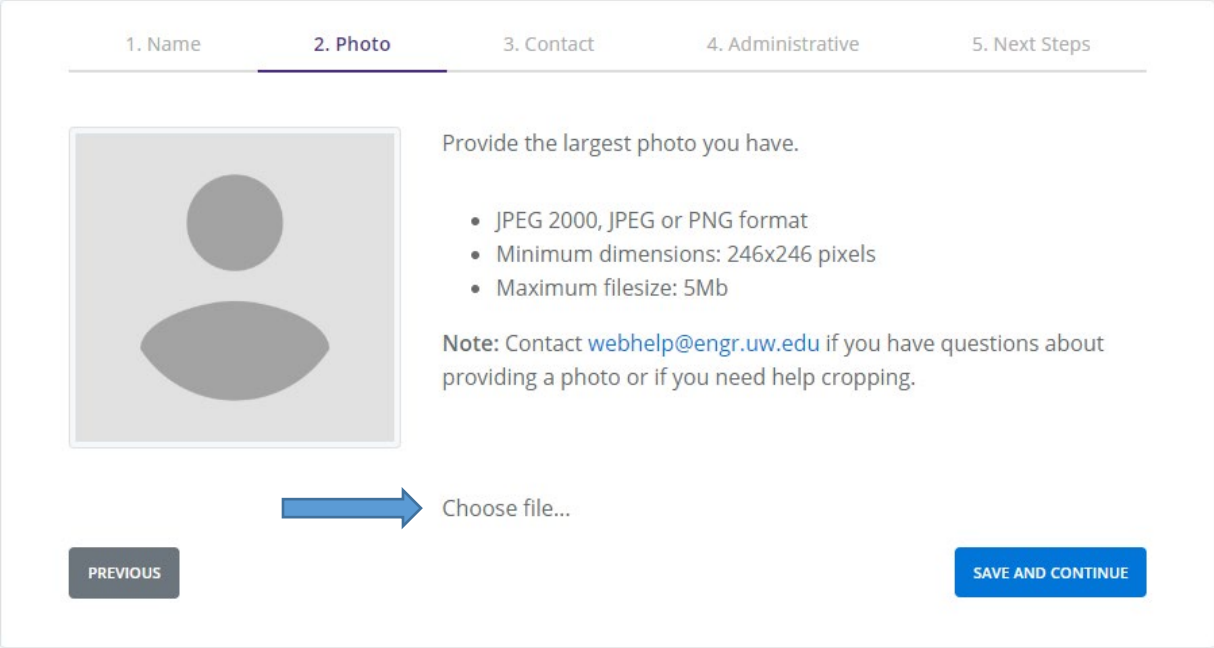
1. [Awards](#)
2. [Society fellowships](#)
3. [Academy memberships](#)

For assistance or to publish your profile/edits, contact the web team at webhelp@engr.uw.edu.

Creating your Faculty Finder Profile

Basic Information

1. **Name:** input exactly as you would like it to appear on your page
2. **Photo:** provide a professional headshot. Click “Choose file...” to upload.

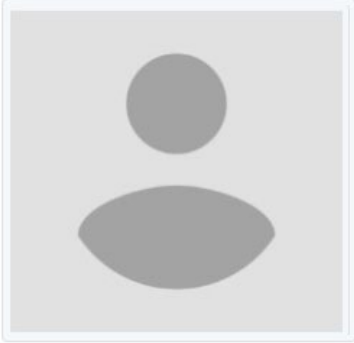


The screenshot shows a multi-step process for creating a profile. The steps are: 1. Name, 2. Photo (current step), 3. Contact, 4. Administrative, and 5. Next Steps. The 'Photo' step features a large grey placeholder for a headshot. To the right of the placeholder, instructions state: 'Provide the largest photo you have.' followed by a bulleted list: '• JPEG 2000, JPEG or PNG format', '• Minimum dimensions: 246x246 pixels', and '• Maximum filesize: 5Mb'. A note below the list says: 'Note: Contact webhelp@engr.uw.edu if you have questions about providing a photo or if you need help cropping.' Below the placeholder is a blue arrow pointing to a 'Choose file...' button. At the bottom left is a 'PREVIOUS' button and at the bottom right is a 'SAVE AND CONTINUE' button.

- Format: JPEG 2000, JPEG or PNG
- Minimum dimensions: 300x400px
- Maximum file size: 5Mb

- If you have uploaded a photo and need to replace it, click on the file name


1. Name **2. Photo** 3. Contact 4. Administrative 5. Next Steps



Provide the largest photo you have.

- JPEG 2000, JPEG or PNG format
- Minimum dimensions: 246x246 pixels
- Maximum filesize: 5Mb

Note: Contact webhelp@engr.uw.edu if you have questions about providing a photo or if you need help cropping.

 myphoto.jpg

PREVIOUS **SAVE AND CONTINUE**

3. **Contact:** UW email and office contact information. You'll enter information for your lab(s) separately.
4. **Administrative:** enter any administrative title such as director of a program. To add additional titles, click the plus sign.
5. **Next steps:** click "Add appointments."

Appointments

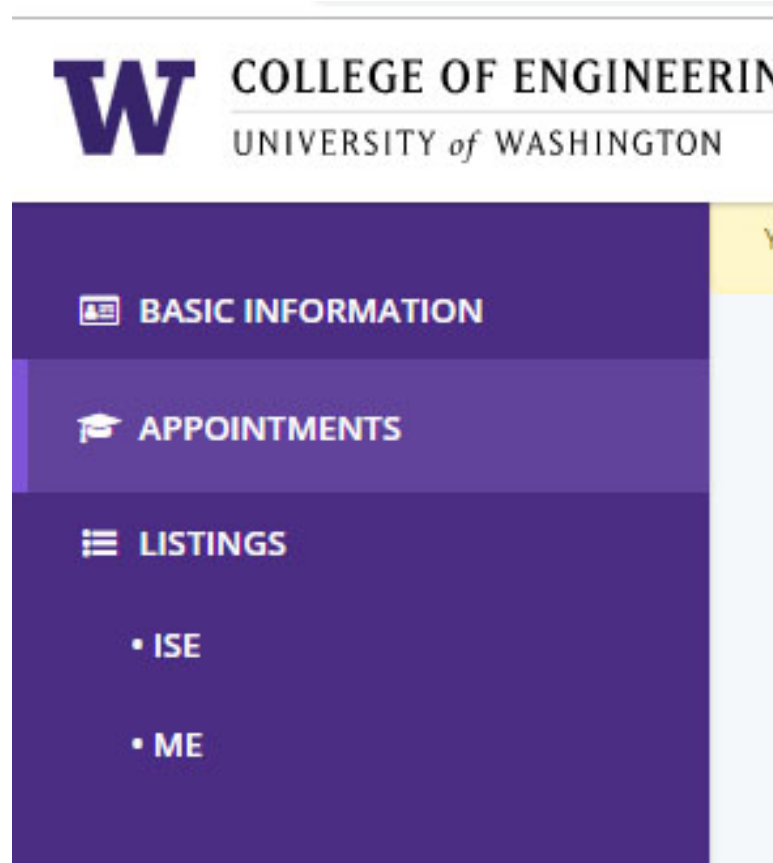
1. **Add an Appointment:** Enter the information for your department and save.
 - To add another appointment, click "Add Another Appointment." You can add non-College of Engineering appointments as well.

Listings

If you have appointments in multiple departments within the college, you may create one page that will be listed under all departments, or you may create a page with custom information for each department.

To add an additional page, click on “listings,” then “add a listing.”

To enter the information for each listing, click on the listing name in the left hand navigation.



The following sections are available once you have added an appointment.

History

5. Academic History

- List your degrees, one per line, most recent degree first.
- To add another degree, click a plus sign; a new line will be added below the one you clicked.

6. Previous Appointments

- This section is optional. Lines and sections left blank will not appear on your page.
- List up to 3 appointments, most recent first.
- Click the plus sign to add a new line below.

For assistance or to publish your profile/edits, contact the web team at webhelp@engr.uw.edu.

7. Biography

- General description of your work, as you would provide to a conference where you're presenting.
- 2000 character limit.
- Contact webhelp@engr.uw.edu for help with adding images, formatting, or editing.
- Note that you will be prompted for a detailed research statement in the RESEARCH section, and you can describe current work in detail in the CURRENT WORK section.

Research

4. **College of Engineering Strategic Research Areas:** Select research areas to list on your page.
5. **Department Research Areas:** Select research terms areas for your department.
6. **Personal Research Areas:** Add research areas not listed on the previous two pages.
 - One research area per line.
 - To add another line, click the plus sign.
 - 75 character limit per line.
 - Up to five entries.
 - Sections and lines left blank will not appear on the published faculty page.
8. **Research Statement:** General description of your research goals, successes, approach, etc. in paragraph form.
 - 2000 character limit.
 - Basic formatting allowed. Contact webhelp@engr.uw.edu for help with adding images, formatting.
 - Note that you can describe current work in detail in the CURRENT WORK section.

Labs & Centers

1. Add each lab and center you are affiliated with.

Publications

3. **Google Scholar:** We recommend providing a link to your Google Scholar Profile so you can curate an exhaustive list of your publications.
 - Learn how to [create or edit your google scholar profile](#).
 - Note that in the next section you can add up to 20 publications to your faculty page.
4. **Select Publications:** List your most recent or relevant publications. Please note, you cannot re-order publications once you've added them; contact webhelp@engr.uw.edu for assistance.
 - 20 publications maximum; one publication per line.
 - To add another, click the plus sign.
 - To remove, click the minus sign.

For assistance or to publish your profile/edits, contact the web team at webhelp@engr.uw.edu.

Current work

4. Courses Taught: List individually. To add another, click the plus sign.
5. Current Projects: For each project, you can add a name and a description.
 - Arrange in the order you prefer by starting with the project that should appear first.
 - Three project limit.
 - To add a project, click the plus sign. To remove one, click the minus sign.
6. Ph.D. Students: List individually: to add another, click the plus sign.

Awards

4. **Awards**
 - Arrange in the order you prefer by starting with the award that should appear first.
 - 10 award limit.
 - To add another, click the plus sign. To remove one, click the minus sign.
5. **Society fellowships**
 - Arrange in the order you prefer by starting with the fellowship that should appear first.
 - To add one, click the plus sign. To remove one, click the minus sign.
6. **Academy memberships:** Include academy name & year inducted
 - Arrange in the order you prefer by starting with the membership that should appear first.
 - To add another, click the plus sign.
 - To remove, click the minus sign.

You have reached the end! Click save and either review sections, create another listing for a UW Engineering department, or send email to webhelp@engr.uw.edu to request approval of your new faculty page.

Additional option: Add your CV

- If you would like to add your CV as a document (Word/PDF) as shown in the screenshot below, please email us at webhelp@engr.uw.edu.

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🏠 MEB G10A

✍ [Human Factors and Statistical Modeling Lab](#)

➡ ✍ [CV](#)