

School of Management Website Faculty Biographical and Directories

When a faculty member resigns (not retires)

1. The department secretary tells the IT staff when to remove the faculty member's name, title and link to their biographical page from the department's faculty list.
2. Once IT is notified, IT removes the person(s) from the faculty/staff directory located on the "Contact Us" page.
3. IT will unpublish AND delete the person's biographical page along with the biographical right navigation page. When un-publishing and deleting the faculty biographical page, QCMS will not prompt to create an alias for the page as it does when a page is moved. IT needs to make note of the URL for the faculty page being deleted to create the alias upon deleting the page. The alias will point to the department's faculty directory of the person that left. Thus, anyone browsing to the departed faculty member's biographical page, from a saved link or favorite in their browser, will be directed to the department's faculty directory instead of a non-existent page.
4. IT might wait on deleting the right navigation biographical page if someone is assuming the office immediately and the right navigation page can be re-used.

When a faculty member retires from the School of Management

1. The department secretary or the dean's office tells the IT staff a faculty member is retiring. The faculty's name is moved from the "Full-Time Faculty" section to the "Faculty Emeriti" section on the department's faculty listing if the department chair and/or the dean's office approves the request.
2. IT will adjust/edit their RMS personnel record with their updated title.
3. IT will update the faculty member's biographical page and right navigation page with their new title of "Professor Emeritus." Their office and telephone number is changed to that of the department secretary unless they are retaining a school office and telephone number.
4. The Director of Communications will update the faculty biographical page, if needed.
5. The faculty member's entry on the faculty and staff directory on the Contact Us page will be updated. Their office will be removed from the directory unless they are maintaining an office in the building. Their telephone number will be changed to the telephone number for the departmental secretary unless they are maintaining an office and telephone number in the school.

Review emeritus faculty annually

1. The Web committee will review all faculty emeriti on the department faculty pages and faculty/staff directory. The two lists should match and be updated for any changes, for an example office being vacated.
2. The department chairs and dean's office will review the departmental faculty list to determine if the faculty member(s) will remain on the faculty listing for another year.

When a new faculty member comes to the school

1. The IT staff will tell the department secretary(s) when to add the new, incoming faculty member's name and title on the department's faculty list. The hyperlink to his/her biographical page will not be created at this time.
2. IT will create a blank biographical page with just the faculty member's name. In addition, IT will create the right navigation box which lists the faculty name, title, department, address, telephone number, and email address; the picture will be added later. Neither page will be published at this time.
3. IT will add the person to the faculty/staff directory located on the "Contact Us" page. The "Web" link to his/her biographical page will be created once the biographical page is published.
4. Concurrently, the Director of Communications will contact new faculty members to assist them with the development and editing of their first biographical Web pages and photos. Once the data has been entered for a faculty member's initial Web page, the Director of Communications will publish the page and inform IT so that they can create the hyperlink to that page on the department faculty listing. The department secretary will be responsible to update the biographical page going forward.

Faculty/Staff Directory

1. The IT staff will review the directory in the summer and make the following changes as of July 1 of each year:
 - a. Remove part-time faculty no longer teaching in the school.
 - b. Remove faculty resigning or leaving the school.