The Faculty Profiles can be found at:
https://lethbridgecollege.ca/academic-centres/faculty-profiles

Intention of Use

The Faculty Profiles are intended to present key faculty only and not include every instructor within each academic centre. The extra workload of managing and keeping current all faculty could result in a less successful resource and potentially lose the impact of showcasing featured instructors.

Process for Adding Faculty

1. Dean or Assistant Dean raises request with faculty member

2. Photography of faculty member profile image

A professionally photographed profile image is arranged by the Centre with the faculty member. The photo is to be formatted in a rectangular, landscape orientation. Faculty members will be contacted by the photographer. The photo is to be sent to the Academic Centre Administrator or attached to the webform below. Allow 3 – 5 days for photographer scheduling.

Photo specifications

Three photos to be provided by the photographer:

1. The original hi-res/RAW photo in landscape orientation
2. 1000 x 667 pixel image for the profile detail image (3:2 ratio, JPEG)
3. 600 x 600 pixel image for the profile thumbnail (1:1 ratio, JPEG)

Images 2 and 3 will be uploaded to the website by the academic centre administrator.

Contact Marketing, Communications and Web Services for a list of available photographers.

3. Faculty member submits webform

The faculty member will visit https://forms.office.com/r/nDc2aq6GbF and complete the form. It is important that the faculty member fills out the form as completely as they can, following the word count limits established in the help text. If they do not fill out specific sections, they will be hidden on the finished faculty profile.

3b. Updating list of Expertise options

If a faculty member requires expertise keywords that are not already available for selection on the webform, please send Web Services a message to add them to both the web form and the website.

4. Webform sends email to Dean or Assistant Dean for approval

Upon submission, the webform automatically sends the submitted form content to the respective Academic Centre Dean. [1]

5. Dean or Assistant Dean forwards email to Communications for proofing

The email can be forwarded to communications@lethbridgecollege.ca for CP styling and review. Allow approximately one week for editing, based on volume of submissions.

6. Communications forwards back edited submission to the Academic Centre Administrator for web processing

Key staff members (preferably the Academic Centre Administrator or an alternate) trained in the adding of faculty profiles will then upload the profile to the institution website.

7. Ongoing management

In the event of a faculty member leaving the college, the Academic Centre Administrator will need to remove the respective profiles. The Academic Centre will be responsible for updating and maintaining existing profiles.

Marketing, Communications and Web Services will review the profiles twice a year, prior to the fall and winter semesters. Academic Centre Administrators will be notified of any revisions required.

Reference Notes

[1] The webform submission process is using Office 365 Power Automate Flow for pulling the form data into a file that exists in the Web Services Sharepoint folder as well as in email and text format to the Dean or Assistant Dean. Submitted photos are also stored in the Web Services Sharepoint folder.