We encourage you to enter your academic & professional information into the Faculty Achievement Database

Log on to http://www.marshall.edu/senate/achieve and at left, click the “Profile Request Form.”

- **Profile Information:**
  Name: *first, middle initial, and last*
  Title: *assistant/associate professor, professor, chair, dean, or title@MUGC*
  Office: *department/college*
  Telephone Number: *304-696-XXXX*
  E-mail address: *xxxxxxxx@marshall.edu*
  MUNet Username: *first part of your email address*
  Expert: *List your area(s) of expertise. A listing of Expert Categories is available at a link provided on the Database homepage*

Once your profile has been approved you will receive an e-mail that provides a link so you may enter your achievement information.

**CRITERIA FORMAT:**

Below is the suggested format to follow when compiling information to enter for your faculty achievements. Include information for academic years 2005 to present.

*Please do not use any special formatting: fonts, bullets, indentions, etc...*

**Research Based:**

Author(s). (Year). Title. Where it was presented with location or Journal Title, volume, and/or number with page numbers or Book Title with Publisher name.

**Creative Works:**

Authors or Artist. (Year/Date). Title or description. Location of work.

**Awards:**

Name. (Year/Date). Title of award or brief description. Who granted the award or name of organization.

**Professional/Community Service:**

Name. (Year/Date). Title or brief description of activity. Location of activity.

**Other:**

Name. (Year/Date). Description.