

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: *xxxxxxx@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.