DOM Process for New Faculty Announcement, Website Biography and Portrait Session

1. DOM HR informs Cindy West via email of the new faculty member and their start date

2. Cindy adds the information to the New Faculty Shared Calendar
3. 10 days prior to their start date, Sabrina sends email to the new faculty member and division staff. The email includes a link to the bio form and a link to schedule a portrait session with Sabrina at VCRC 118.

4. The bio form is completed by the faculty member with assistance from the division staff and submitted via Google form.

5. Portrait is taken within 1 week of start date.

DOM faculty portraits comply with M Health guidelines as of February 2017.
6. Sabrina sends photos to the faculty member and division staff – faculty member chooses favorite

7. Sabrina and/or Cindy creates the biography and uploads to the DOM faculty page

8. Office of Faculty Affairs and Diversity (OFAD) sends out the new faculty announcement see example
HR informs Cindy of new faculty & their start date

Cindy adds the information to the ‘New Faculty’ Shared Calendar

Sabrina sends email with links to bio form & portrait calendar to faculty & division staff

Bio form is completed by faculty and division staff and submitted

Portait is taken within 1 week of start date

Sabrina sends photos to faculty and division staff – faculty member chooses a favorite

Faculty bio is created and uploaded to DOM website

OFAD sends out the New Faculty Announcement with a link to their bio

DOM faculty portraits comply with M Health guidelines as of February 2017
DOM Contacts with Process

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