

Creating a Biography in ScholarWorks

The ERFA Biography Committee has developed standard categories that promote the uniform organization of information across all ERFA biographies. The first four categories must be completed by the retired faculty member.

- *Name*
- *Department*
- *Academic Rank*
- *Year Retired from SJSU*

The other categories are optional:

- *Facebook or Website URL*
- *Educational Background*
- *Dissertation Title*
- *Teaching Experience*
- *Administrative and Professional Experience*
- *Service*
- *Selected Publications*
- *Personal Commentary*

Retired faculty are invited to provide information for as many of these categories as they wish. There is no requirement to complete each and every section. A photo is also requested but not required.

To add your biography in ScholarWorks, please contact the ERFA ScholarWorks editor at jobellw@icloud.com to submit your CV and your photograph. The editor will prepare an initial draft for you to review and suggest revisions. Alternatively, you may request a form from jobellw@icloud.com to complete. Submitting the CV and photo is the recommended method because this procedure requires less work for faculty members but still provides the opportunity to request changes.

The editor reviews the submitted information, ensuring that the information is in the appropriate category and follows the order recommended on the form including the following: correcting any spelling errors, adding missing dates for publications, checking weblinks to ensure that the link connects, and suggesting the inclusion of additional information, as needed. The editor then sends the draft to the retired faculty member to review. Occasionally, the retired faculty member and the editor have two or three exchanges before the biography is in a final form that is satisfactory to the retired faculty member. In a few instances, the editor has explained to retired faculty members that to ensure consistency across all ERFA biographies, the information the retired faculty member wishes to include must be placed in one of the available categories.