

# Guide for Updating Faculty/Staff Profiles

- **Save changes to each section individually. If you navigate from a section without hitting save, any changes made will be lost.**
  - Do not add content that is relevant for only a short period of time, such as chairing a biannual association meeting planning committee. Add instead awards, research interests, and projects that are timeless or pertinent for at least a year.
  - Paste text into Notepad before copying and pasting on the website to ensure you do not bring over formatting from the word processor you used originally. Any formatting should be added in the website directly.
  - Follow the style requirements for each section identified below to ensure consistency across profiles.
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## Section Style Guide

### Profile

Photo: Upload an image sized at 420x500 pixels using the file naming format, “420x500\_Your Full Name.”

Job title: List each title individually, with Professor, Assistant Professor, etc. listed first. Administrative titles should follow the format, “Title, Center or Organization Name.”

Address: Follow the format, “Office number Building” for all University of Maryland, College Park buildings. Do not include the street address, city name, or zip code.

Website URL: List your personal website and the website of all institutes, centers, or labs with which you are involved, with personal websites listed first. Title personal websites, “Website.” All other websites should be titled with the research group name.

### Example



#### **Zhang, Lei**

Professor  
Herbert Rabin Distinguished Professor  
Director, National Transportation Center  
Civil and Environmental Engineering  
1124 Glenn L. Martin Hall  
[lei@umd.edu](mailto:lei@umd.edu)  
[301-405-2881](tel:301-405-2881)

#### **Website(s):**

[Website](#)  
[National Transportation Center](#)

## Overview

### EDUCATION (all caps, heading 3)

- Most Recent Degree Acronym, University Name, Year of Graduation
- Second Most Recent Degree Acronym, University Name, Year of Graduation
- Third Most Recent Degree Acronym, University Name, Year of Graduation

### HONORS AND AWARDS (all caps, heading 3)

- Most Recent Award Name, Awarding Organization, Year
- Second Most Recent Award Name, Awarding Organization, Year

### PROFESSIONAL MEMBERSHIPS (all caps, heading 3)

- First in Alphabetical Order Association Full Name
- Second in Alphabetical Order Association Full Name

## Example

### **EDUCATION**

- › Ph.D., University of Maryland, 1982

### **HONORS AND AWARDS**

- › Highly Commendable Paper Award, First International Conference on Recent Advances in Concrete Technology, 2007
- › Outstanding Educator of the Year Award, American Society of Civil Engineers Maryland Chapter, 2005
- › Marquis Who's Who in Science and Engineering since 1995
- › Achievement Award, Bechtel, 1984, 1985, and 1986
- › Fellow, American Society of Civil Engineers

### **PROFESSIONAL MEMBERSHIPS**

- › American Concrete Institute
- › American Institute of Steel Construction
- › American Society of Civil Engineering
- › Precast/Prestressed Concrete Institute
- › Society of SIGMA XI
- › Transportation Research Board

## Research Interests (faculty only)

- Interest one
- Interest two
- Interest three

### Example

- › Integration of socio-technical issues in technical undergraduate curriculum
- › Polybrominated diphenyl ethers
- › Fate and transformation of environmental pollutants
- › Sustainable use of biosolids as a fertilizer

## Projects (faculty only)

- Project Name (title case, heading 4)

### Principal Investigator(s)

Last Name, First Name

Last Name, First Name

### Sponsors

Organization Name (linked to website)

Organization Name (linked to website)

Brief description.

Note: All photo or PDF files included in this section should be titled using the naming format, "Project Name\_Your Name."

### Example

- › [Reliability-Based Design of Piping for Nuclear Power Plants](#)

#### Principal Investigator(s)

Ayyub, Bilal M.

#### Sponsors

[U.S. Nuclear Regulatory Commission](#)

[U.S. Department of Energy](#)

[American Society of Mechanical Engineers \(ASME\)](#)

Load and resistance factor design (LRFD) reliability-based design methods for piping were developed for nuclear facilities. This multi-year effort resulted in a draft code case being considered by the ASME Codes and Standards Committees. LRFD design methods are available in several papers of the ASME Journal of Pressure Vessel and Piping.

## Teaching (faculty only)

- Course Number: Full Name

### Example

- › ENCE 455: Design of Steel Structures
- › ENCE 466: Design of Civil Engineering System
- › ENCE 616: Plates and Shells

## Publications (faculty only)

List refereed publications published no later than 10 years ago under the heading, "SELECT REFEREED PUBLICATIONS" (all caps, heading 3).

### Example

#### **SELECT REFEREED PUBLICATIONS**

Fu, C.C., Pan, Z.F., and Ahmed, M.S., "Transverse Post-tensioning Design of Adjacent Precast Solid Multi-beam Bridges," ASCE Journal of Performance for Constructed Facilities, June 2010

Pan, Z.F., Fu, C.C., and Yong Jiang, "Uncertainty Analysis of Creep and Shrinkage Effects in Long-Span Continuous Rigid Frame of Sutong Bridge," ASCE Journal of Bridge Engineering, March/April 2011