



**UNIVERSITY OF
GEORGIA**
Terry College of Business

Personnel Page Editing Guide

Office of Marketing and Communications

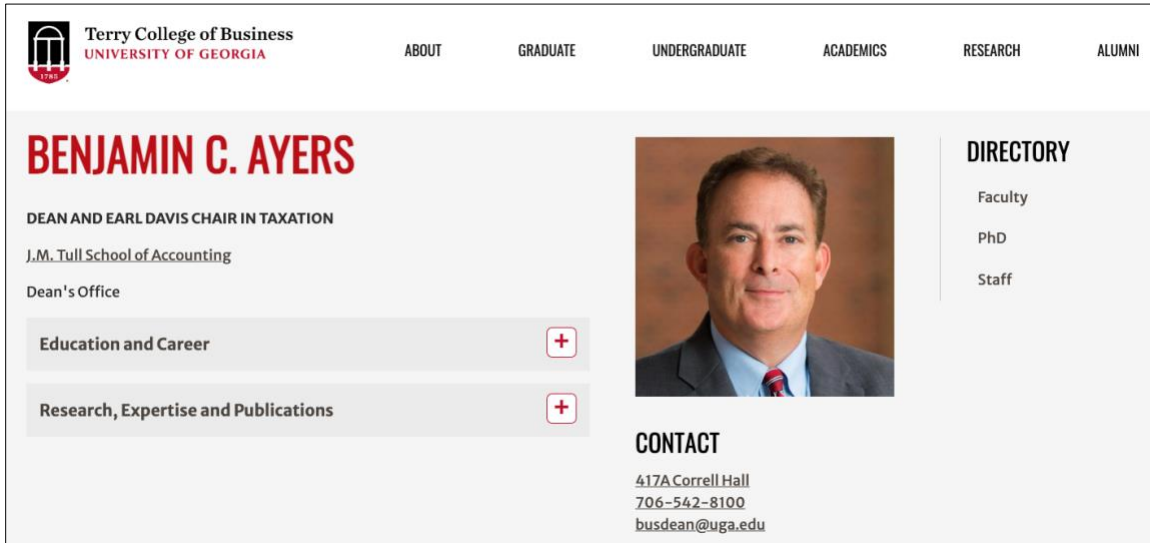
Last Updated: August 23, 2022

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Your Personnel Page

When you joined the Terry College of Business staff, a personnel page was created for you. This ensures that you are included in the directory on the college's website which allows students, faculty, and staff members to see your department affiliation and how to contact you.



The screenshot shows a personnel page for Benjamin C. Ayers. At the top left is the Terry College of Business logo and name. To the right are navigation links: ABOUT, GRADUATE, UNDERGRADUATE, ACADEMICS, RESEARCH, and ALUMNI. The main content area features the name "BENJAMIN C. AYERS" in large red letters. Below the name is the title "DEAN AND EARL DAVIS CHAIR IN TAXATION" and the affiliation "J.M. Tull School of Accounting, Dean's Office". There are two expandable sections: "Education and Career" and "Research, Expertise and Publications", each with a red plus icon. To the right of the main text is a portrait photo of Benjamin C. Ayers. Below the photo is a "CONTACT" section with the following information: "417A Correll Hall", "706-542-8100", and "busdean@uga.edu". On the far right, there is a "DIRECTORY" sidebar with links for "Faculty", "PhD", and "Staff".

The personnel page of Terry College Dean Benjamin Ayers.

When your personnel page is initially created, it includes your basic information that is provided to the Office of Marketing and Communication (OMC) when you are onboarded by the college. The following information is included:

- Your name
- Your title
- Your department/unit
- Your email address
- Your phone number (if one is provided)
- Your office building and number (if one is provided)

You have the option to provide more information than these essential items. While it is not mandatory to do so, the Terry OMC encourages you populate your personnel page with additional details about yourself to website visitors. This includes the following information:

- A personal website
- Office hours
- Curriculum Vitae
- Biography
- Research history
- Photo
- Dissertation details if a current PhD student

Need a Personnel Page?

If you have recently joined Terry College and did not receive an email with a link to your personnel page, you can submit a request for one using the [OMC intake form](#). Select **Office of Marketing and Communication (OMC)** for the Department and **Website** for the project type. An OMC member will contact you via email with a link to your personnel page.

Where Your Personnel Page Info is Used

Information on your personnel page is not only used on the personnel page itself, but also serves as a content source for other pages on the Terry website. If you are the subject of an article written by the Terry news team or a contact for a program/organization within Terry, your personnel page information can be relayed to these pages. Additionally, your personnel page's research expertise is populated on your department's research page.

Contact on Other Pages

Terry webpages often list an employee who serves as a contact for the content on the page. For example, advising pages display the contact information for its department's respective advisor. This serves the website visitor by providing an expert resource for asking questions or obtaining additional information.

The contact's photo, title, email address, and phone number are displayed in the sidebar of the page. This information is pulled from their personnel page – without that information, it cannot be displayed on other pages.

PROSPECTIVE STUDENTS

[Terry Home](#) > [Academics](#) > [Academic Advising](#)

Interested in business? Prospective students can learn more about Terry College academic programs by meeting with a prospective student advisor and exploring online resources.


Non-UGA Students (High School/Transfer)

Visitors are encouraged to register for a student-led tour of Terry's state-of-the-art facilities, the Business Learning Community.

[Schedule a Terry Tour](#)

They can also schedule an appointment with a prospective student advisor to learn more about the Terry academic programs and admissions process.

CONTACT



Rachael Pierce
College Advisor
Prospective Terry Student Liaison
rallen13@uga.edu
706-713-2816

News Articles


Terry regularly writes its own news articles that are published and featured on its website. If the article subject is a faculty member or another employee of the college, they are tagged in the article and listed as a featured subject. The information displayed with the article is pulled from their personnel page.

Scott Graffin named new head of UGA's Department of Management

Graffin succeeds Robert Vandenberg, who led the department for the past decade

Friday, July 29, 2022 - 1:58pm
By: Merritt Melancon

FEATURING



Scott D. Graffin
Professor and Synovus Chair in Servant Leadership
sgraffin@uga.edu

LATEST NEWS

Department Research Expertise

Each Terry department maintains a page that details the research expertise of its faculty members. This information is pulled from the **Research Interests and Areas of Expertise** field on their personnel pages. If this information is not provided on the personnel page, it cannot be displayed on the department's research page.

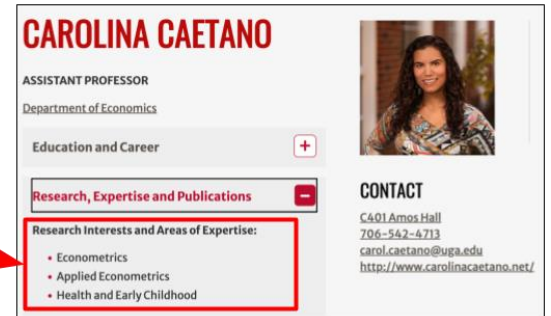


CAROLINA CAETANO
Assistant Professor

- Econometrics
- Applied Econometrics
- Health and Early Childhood

A red box highlights the list of research interests. A red arrow points from this box to the corresponding field on the Personnel Page.

Research Page



CAROLINA CAETANO
ASSISTANT PROFESSOR
Department of Economics

Education and Career +

Research, Expertise and Publications -

Research Interests and Areas of Expertise:

- Econometrics
- Applied Econometrics
- Health and Early Childhood

CONTACT
C401 Amos Hall
706-542-4713
carol.caetano@uga.edu
<http://www.carolinacaetano.net/>

A red box highlights the 'Research Interests and Areas of Expertise' field. A red arrow points from this box to the corresponding field on the Research Page.

Personnel Page

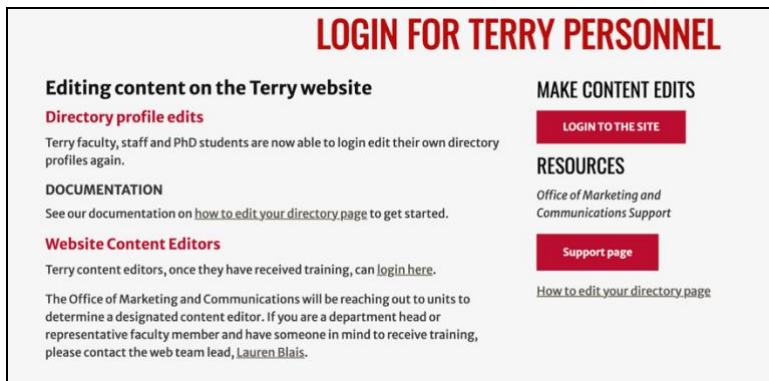
Logging in to the Terry Website

You must be logged in to the Terry website to access the tools you need to edit your personnel page. To log in, follow these steps:

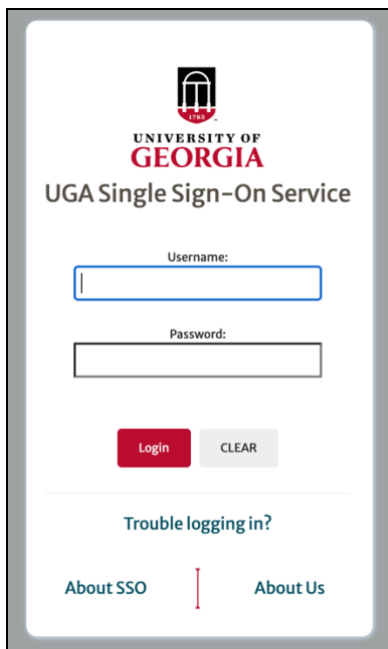
1. While on the Terry website, scroll to the bottom of any page to locate the **Login** link.



2. Click **Login**. The **Login for Terry Personnel** page is displayed.



3. Click **Login to the Site**. The UGA single sign-on page is displayed. Like other websites within the university, access to the Terry site is managed using a single sign-on service.



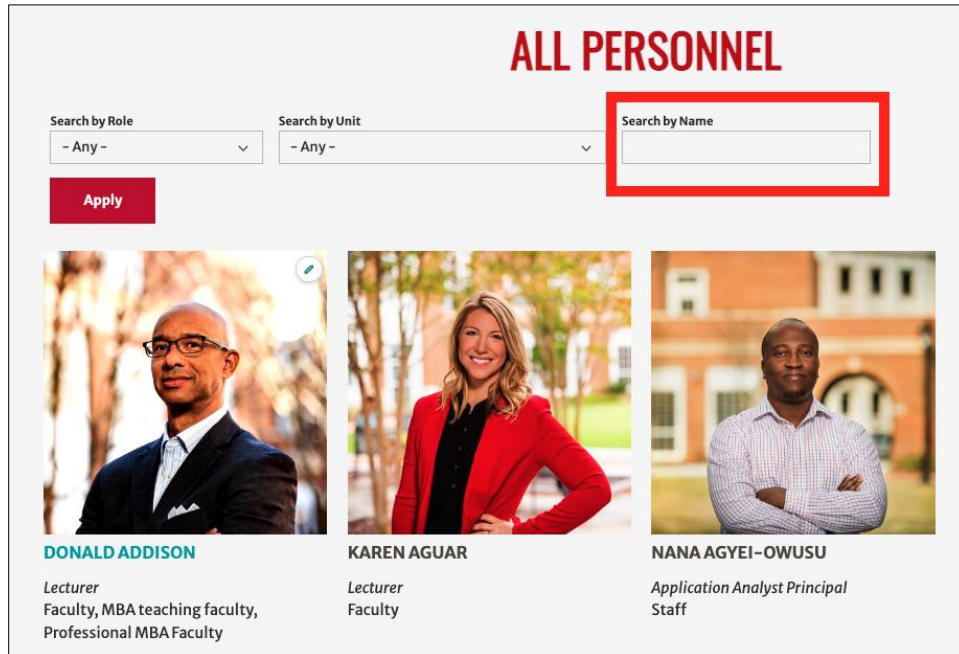
4. Enter your **MyID** credentials for the **Username** and **Password** fields.

5. Click **Login**. You are prompted to send a notification to your device for two-factor authentication. This follows the same process that is followed when logging in to any university website that uses the MyID single sign-on service.
6. After completing the two-factor authentication, the login process is completed and you can now edit content. You can confirm you are logged if your name is displayed as the logged-in user.

View	Scheduled	Edit
Member for		
3 weeks		
Last name:		
Blomert		
First name:		
Mitch		

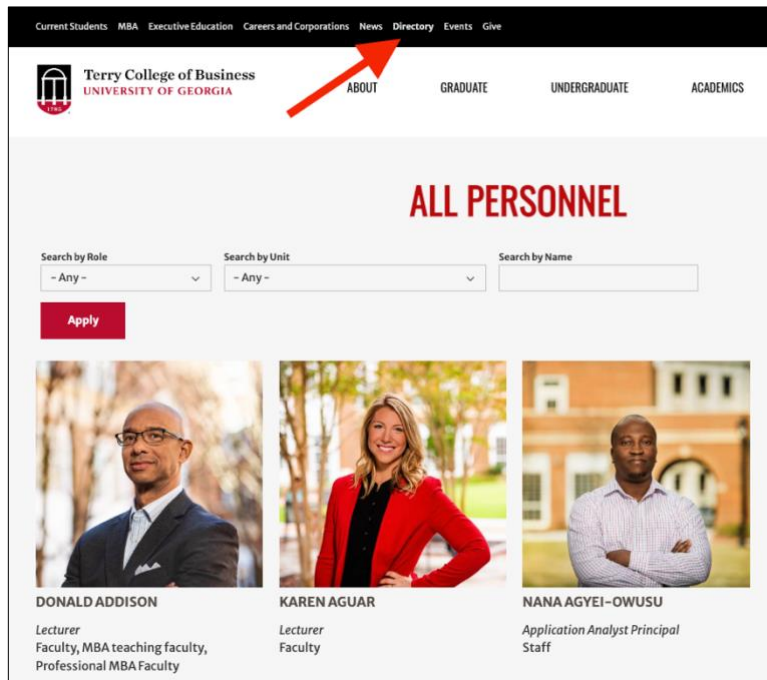
Locating Your Personnel Page

You can access your personnel page for editing after you have logged in to the site. The quickest way to do this is to use the Terry website's directory, which includes a search bar for locating personnel pages by name.



To locate your personnel page, follow these steps:

1. While on the Terry website and logged in, click **Directory** in the top menu. The Terry directory is displayed.



2. Enter your name into the **Search By Name** field.

- Click **Apply**. The directory search result is filtered by the keyword you entered (in this case, your name). Your personnel page is included in the filtered results.


ALL PERSONNEL

Search by Role
- Any -

Search by Unit
- Any -

Search by Name
Blomert

ApplyReset



MITCH BLOMERT
Digital Content Manager
Staff


Note: If you do not have a portrait photo for your page, a placeholder (shown below) is displayed instead.



- Click your name to display your personnel page. As a new Terry employee, your personnel page displays limited information – typically your name, title, department, office location, and email address. You will later be able to add more details about yourself.

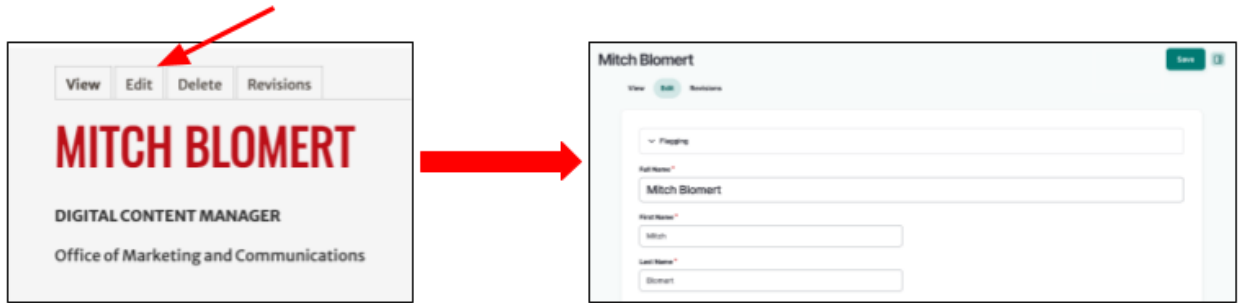
MITCH BLOMERT

DIGITAL CONTENT MANAGER
Office of Marketing and Communications



CONTACT
[E211 Ivester Hall](#)
mblomert@uga.edu

5. Click **Edit** in the top-left corner of your personnel page to display the **Edit** page. This is where you will make your edits to the page.



Editing Your Personnel Page

All updates you want to make to your personnel page are performed on the **Edit** page. This is the page that is displayed when you click **Edit** on your personnel page when logged into the Terry website.

The screenshot shows the 'Edit Personnel' page for Mitch Blomert. At the top left, the name 'Mitch Blomert' is displayed, with a red arrow pointing to it and the text 'Your Name' next to it. To the right of the name is a green 'Save' button, with a red arrow pointing to it and the text 'Save Button' next to it. Below the name and button are three text input fields: 'Full Name *' containing 'Mitch Blomert', 'First Name *' containing 'Mitch', and 'Last Name *' containing 'Blomert'. A red arrow points to these fields with the text 'Additional Editing Fields'. On the right side of the page, there is a 'Published' section with 'Last saved: 08/11/2022 - 9:23am' and 'Author: mblomert'. Below this is a 'Delete' button. Further down are sections for 'Scheduling options' (Not scheduled), 'URL redirects', and 'URL alias' (Automatic alias). At the bottom right, there is a toggle for 'Generate automatic URL alias' which is currently turned on.

When you access the **Edit** page from your personnel page, your name is displayed in the top-left corner. Below it are the additional personnel fields that you can edit, including the following:

- [Your name](#)
- [Department/unit](#)
- [Official title](#)
- [Position type](#)
- [Affiliations within Terry](#)
- [Office location](#)
- [Office hours](#)
- [Phone number](#)
- [Email address](#)
- [Curriculum Vitae](#)
- [Website](#)
- [Personal biography](#)
- [Education and career](#)
- [Research experience](#)
- [Portrait photo](#)
- [Graduate student information \(if applicable\)](#)

The **Save** button is displayed in the top-right corner. When clicked, your personnel page is saved with the information that is populated in the personnel fields.

Note: Saving the **Edit** page pushes all information in the personnel fields to the live website, so ensure that the information you enter is accurate and appropriate for website visitors.

Name

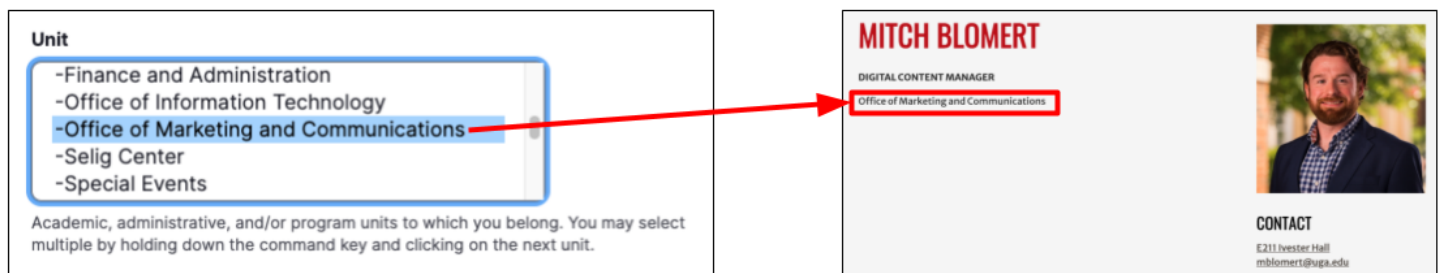
The name displayed at the top of your personnel page is populated in the **Full Name** field. There are also fields for specifying your first and last name.



A form with three input fields. The first field is labeled "Full Name*" and contains the text "Mitch Blomert". The second field is labeled "First Name*" and contains the text "Mitch". The third field is labeled "Last Name*" and contains the text "Blomert".

Unit

Your **Unit** determines the department that is displayed on your personnel page. It also determines which department directories in which you will be included. This field is selected by OMC when you join Terry and are onboarded into the system. Multiple units can be selected at once by holding the **Ctrl** key (on PC) or **Command** key (on Mac) and clicking additional units.




Two side-by-side images. The left image shows a "Unit" selection dropdown menu with a list of units: "-Finance and Administration", "-Office of Information Technology", "-Office of Marketing and Communications" (highlighted in blue), "-Selig Center", and "-Special Events". Below the list is a note: "Academic, administrative, and/or program units to which you belong. You may select multiple by holding down the command key and clicking on the next unit." A red arrow points from the highlighted unit to the right image. The right image is a preview of a personnel page for "MITCH BLOMERT", "DIGITAL CONTENT MANAGER", "Office of Marketing and Communications". It includes a photo of Mitch Blomert and contact information: "CONTACT", "E211 Hester Hall", "mblomert@uga.edu".

Title

Your **Title** is displayed on your personnel page and any other pages where you are listed as a contact or a featured employee. This field is populated by OMC when you join Terry and are onboarded into the system.



Two side-by-side images. The left image shows a "Title" entry form with two input fields. The first field contains "Digital Content Manager" and has a red arrow pointing to the right image. The second field is empty. Below the fields is a note: "Please enter each of your professional titles separately. You may add as many titles as you want, however in some displays only the first one or two will appear. All titles will appear on your full directory page." and an "Add another item" button. The right image is a preview of a personnel page for "MITCH BLOMERT", "DIGITAL CONTENT MANAGER", "Office of Marketing and Communications". It includes a photo of Mitch Blomert and contact information: "CONTACT", "E211 Hester Hall", "mblomert@uga.edu".

More than one title can be added by entering the title text in the second Title field. To add more titles, click **Add another item**. To rearrange the order in which the titles are displayed, click  and drag it to the desired position.

Position

Your **Position** determines how you are classified in the **Search by Role** menu college-wide directory. The directory can be filtered by role, allowing website visitors to quickly locate a member by the type of role they are assigned. For example, if an employee's position is **Faculty**, they will be included in the **Faculty** role filter, as shown below. Your position is selected by OMC when you join Terry and are onboarded into the system.

The screenshot shows a search interface with three filters: Search by Role, Search by Unit, and Search by Name. The Search by Role dropdown is set to 'Faculty'. Below the filters are 'Apply' and 'Reset' buttons. The search results display three employee profiles: Donald Addison (Lecturer, Faculty), Karen Aguar (Lecturer, Faculty), and Mariana Andrade (Assistant Professor, Faculty, Research). A red arrow points from the 'Faculty' checkbox in the Position menu to the 'Faculty' dropdown in the search interface.

Multiple positions can be selected. You will be included in any filtered directory list that you select as a **Position**. For example, if Faculty and Research are selected as your positions, you will appear in the filtered directory list of both Faculty and Research employees.

The two screenshots show the search results for Mariana Andrade. The left screenshot shows the search results for 'Faculty' with 'Apply' and 'Reset' buttons. The right screenshot shows the search results for '-Research' with 'Apply' and 'Reset' buttons. Red arrows point from the 'Apply' buttons in both screenshots to the name 'MARIANA ANDRADE' and her title 'Assistant Professor Faculty, Research'.

Other Affiliations

If you are affiliated with a Terry program or organization that does not have a [unit](#), you can indicate your affiliation with it by populating the **Other Affiliation** fields. The affiliations can link to a page on the Terry website or an external website. They can also be displayed without a link.

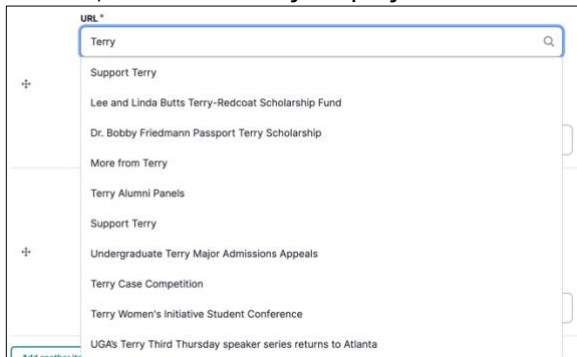
Other Affiliations are displayed under the Contact section of your personnel page.



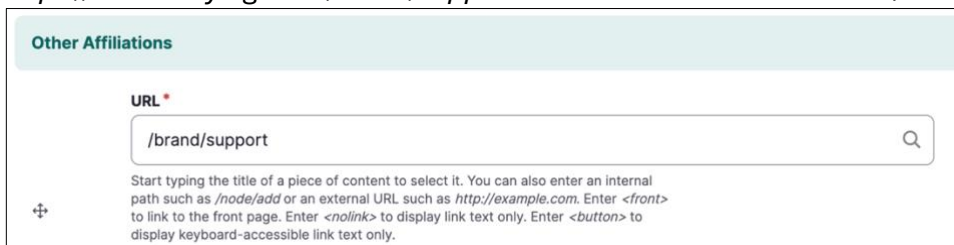
Affiliations within Terry

You can indicate an affiliation with an entity within Terry, such as an advisory board or council, by linking to the affiliate's page on the website. There are two options for accomplishing this:

- **Option 1:** In the **URL** field, begin typing the affiliation's name to display related content including pages, articles, and other Terry employees. Select the content item to which you want to be affiliated.



- **Option 2:** In the **URL** field, enter the URL path of the affiliation's page on the Terry website. **Do not include the https://www.terry.uga.edu portion of the URL;** only the URL path needs to be entered. For example, *https://www.terry.uga.edu/brand/support* is entered to the URL field as */brand/support*, as shown below.



After configuring the **URL** field, enter the text you want to display as the link in the **Link text** field.

Affiliations Outside Terry

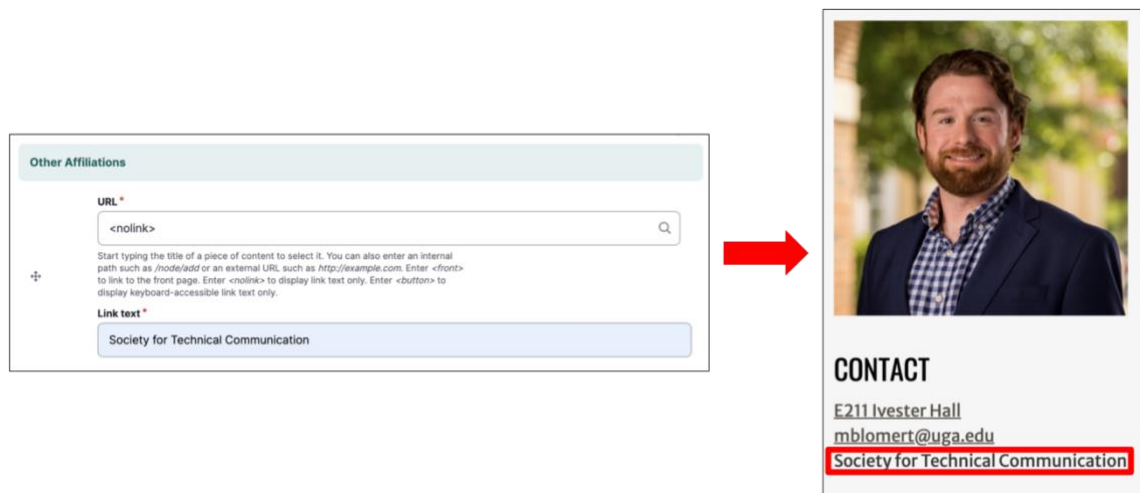
To display an affiliation that has a website outside of Terry, enter its entire URL in the **URL** field. Enter the text you want to display as the link in the **Link text** field.



The screenshot shows the 'Other Affiliations' form on the left. The 'URL' field contains 'https://www.stc.org/' and the 'Link text' field contains 'Society for Technical Communication'. A red arrow points to the right, where a contact card is shown. The card features a photo of a man and the following text: 'CONTACT', 'E211 Ivester Hall', 'mblomert@uga.edu', and 'Society for Technical Communication'. The text 'Society for Technical Communication' is highlighted with a red box.


Affiliations Without Links

To display an affiliation without a link, enter `<nolink>` in the **URL** field. Even though this affiliation will not have a link, enter the text you want to display in the **Link text** field.



The screenshot shows the 'Other Affiliations' form on the left. The 'URL' field contains '<nolink>' and the 'Link text' field contains 'Society for Technical Communication'. A red arrow points to the right, where a contact card is shown. The card features a photo of a man and the following text: 'CONTACT', 'E211 Ivester Hall', 'mblomert@uga.edu', and 'Society for Technical Communication'. The text 'Society for Technical Communication' is highlighted with a red box.

Additional Affiliations

If you want to add additional affiliations, click **Add another item** to display another set of affiliation fields. To rearrange the order in which the affiliations are displayed, click  and drag them to the desired position.



The screenshot shows the 'Other Affiliations' form. The 'URL' field is empty and the 'Link text' field is empty. At the bottom left of the form, there is a button labeled 'Add another item' with a red arrow pointing to it.

Office Location

There are two fields for displaying your office location on your personnel page:

- **Office Location Number:** Enter your office number in this field. Do not include the building in which your office is located – that information is selected in the **Location** field.

Office location number

Such as "344" or "A303." The building is supplied by the drop-down field.

- **Location:** Select the building in which your office is located.

Location

In which Terry building is your main office?

Note: If your office is located in a building that is not an option in the **Location** menu, select None and enter the building name in the **Location – other** field.


Location

In which Terry building is your main office?

Location - other


If you're office is located elsewhere, type it here.


Office Hours

Enter your office hours in the **Office Hours** field. If you have more than one block of time dedicated to office hours, click **Add another item** to display another field for entering additional hours. To rearrange the order in which the hours are displayed, click  and drag them to the desired position.

[Show row weights](#)

Office Hours

 10:00 a.m. - 12:00 p.m.

 2:00 p.m. - 3:00 p.m.

[Add another item](#)

Phone Number

Enter your phone number in the **Phone Number** field. The format is xxx-xxx-xxxx.

Phone Number

Email Address

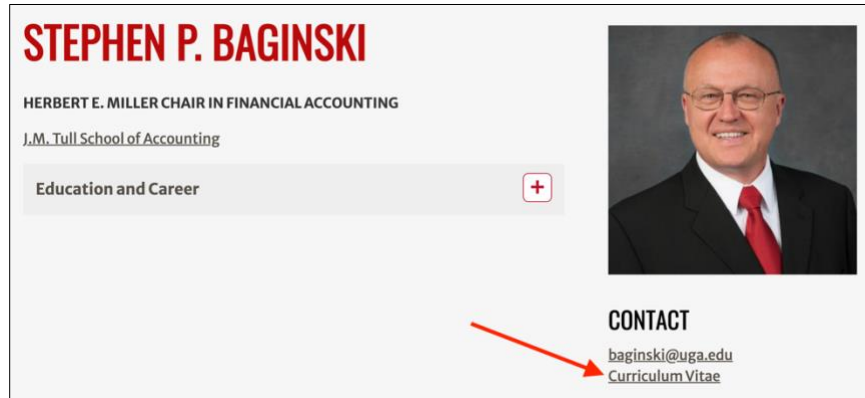
Your email address is added to your personnel page by OMC when you are onboarded into Terry. It is displayed in the **Email** field and can be edited if your email address changes.

Email

✚ mblomert@uga.edu

Curriculum Vitae

You can upload your curriculum vitae (CV) so that it can be viewed and downloaded directly from your personnel page. When uploaded, a link to your CV is displayed under the **Contact** section of your personnel page.

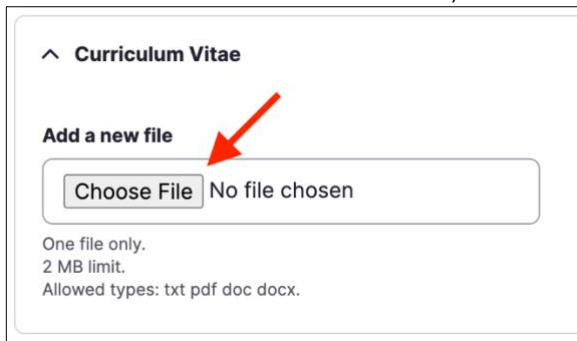


Your CV must meet the following criteria to be uploaded to the website:

- Only one CV file can be uploaded at a time
- The maximum file size is 2 MB
- The filetype must be **.pdf**, **.doc**, **.docx**, or **.pdf**. It is recommended to upload it as a **.pdf** file.

To upload your CV, follow these steps:

1. Under the **Curriculum Vitae** section, click **Choose File**. Your computer's file explorer is displayed.



2. Select your CV file. The filename is displayed after it is uploaded.



3. Enter a description of your CV in the Description field. This is the text that is displayed as the link to your CV on your personnel page.



^ Curriculum Vitae

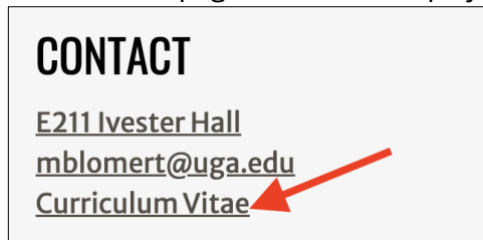
Blomert_CV_0.pdf (29.26 KB) Remove

Description

Curriculum Vitae

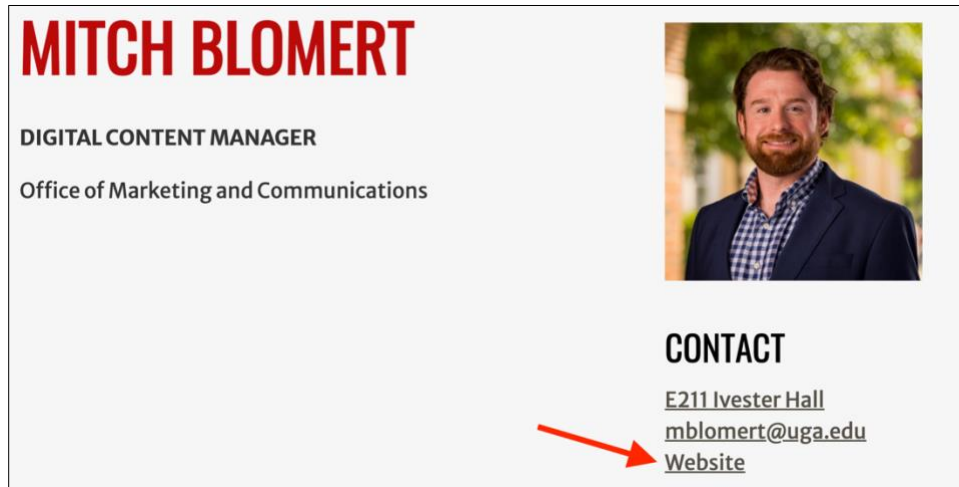
The description may be used as the label of the link to the file.

4. Save the **Edit** page. Your CV is displayed on your personnel page and can be viewed by website visitors.

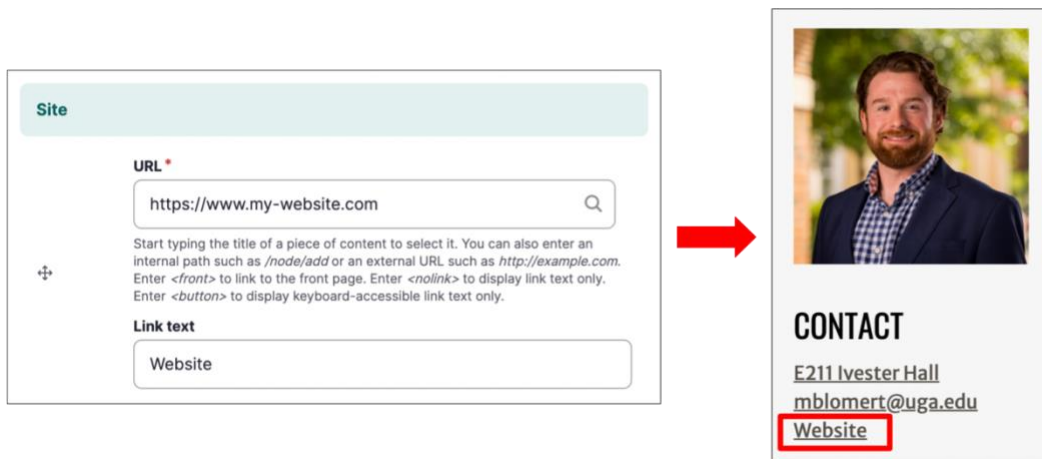


Website


If you have your own website that you use for professional purposes, you can create a link to it on your personnel page. The link is displayed under the **Contact** section of your personnel page.

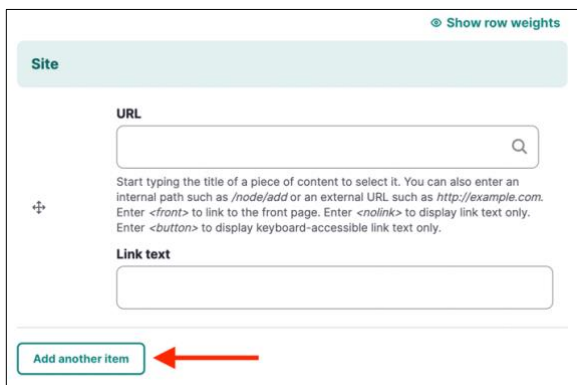


Under the **Site** section, enter your website's entire URL in the **URL** field. Enter the text you want to display as the link in the **Link text** field.



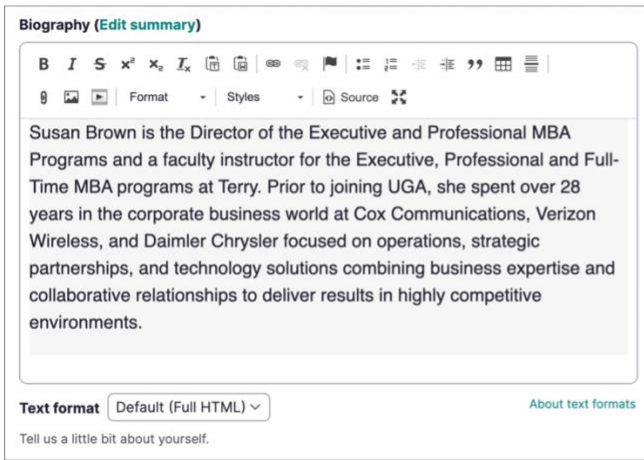
Additional Websites

If you want to add more than one website to your personnel page, click **Add another item** to display another set of affiliation fields. To rearrange the order in which the affiliations are displayed, click  and drag them to the desired position.



Biography

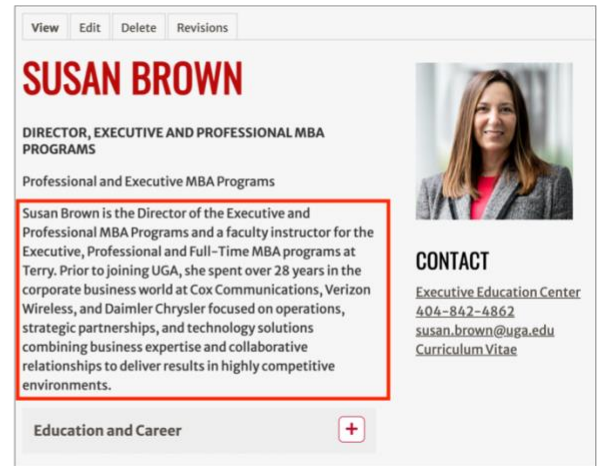
Your personnel page can include a biography that highlights your education, career, and professional experience. The **Edit** page has a **Biography** text field for entering your biography and providing it with formatting such as bolding, italicizing, underlining, or adding links to text.



Biography (Edit summary)

Susan Brown is the Director of the Executive and Professional MBA Programs and a faculty instructor for the Executive, Professional and Full-Time MBA programs at Terry. Prior to joining UGA, she spent over 28 years in the corporate business world at Cox Communications, Verizon Wireless, and Daimler Chrysler focused on operations, strategic partnerships, and technology solutions combining business expertise and collaborative relationships to deliver results in highly competitive environments.

Text format: Default (Full HTML)



SUSAN BROWN

DIRECTOR, EXECUTIVE AND PROFESSIONAL MBA PROGRAMS

Professional and Executive MBA Programs

Susan Brown is the Director of the Executive and Professional MBA Programs and a faculty instructor for the Executive, Professional and Full-Time MBA programs at Terry. Prior to joining UGA, she spent over 28 years in the corporate business world at Cox Communications, Verizon Wireless, and Daimler Chrysler focused on operations, strategic partnerships, and technology solutions combining business expertise and collaborative relationships to deliver results in highly competitive environments.

CONTACT

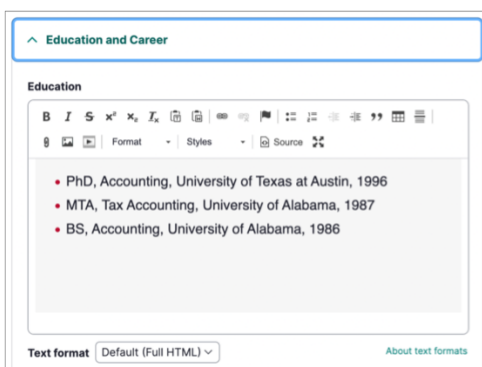
Executive Education Center
404-842-4862
susan.brown@uga.edu
Curriculum Vitae

Education and Career

Education and career information is displayable on your personnel page as separate information from your biography. The **Education and Career** section of the **Edit** page contains text fields for the following information about you:

- **Education**
- **Prior Professional Positions**
- **Awards, Honors, and Recognitions**
- **Service**

Any information you display in these text fields is displayed in an expandible/collapsible layout on your personnel page. Like the **Biography** text field, these fields provide formatting options. For example, if you have multiple degrees and want to include them as a bulleted list in the **Education** field, you can list your degrees and format them with a bulleted list (shown below).

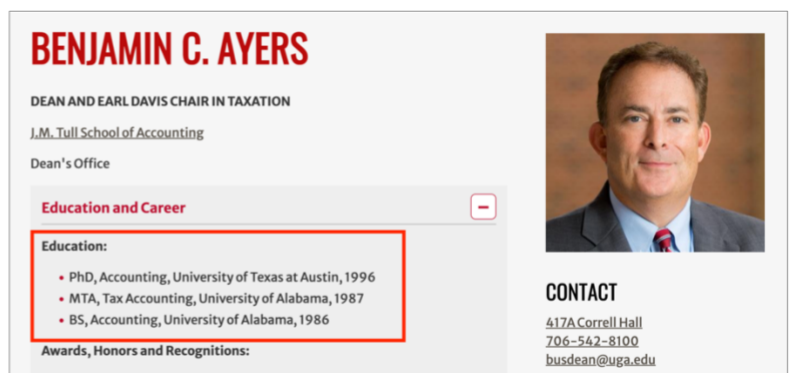


Education and Career

Education

- PhD, Accounting, University of Texas at Austin, 1996
- MTA, Tax Accounting, University of Alabama, 1987
- BS, Accounting, University of Alabama, 1986

Text format: Default (Full HTML)



BENJAMIN C. AYERS

DEAN AND EARL DAVIS CHAIR IN TAXATION

J.M. Tull School of Accounting

Dean's Office

Education and Career

Education:

- PhD, Accounting, University of Texas at Austin, 1996
- MTA, Tax Accounting, University of Alabama, 1987
- BS, Accounting, University of Alabama, 1986


CONTACT

417A Correll Hall
706-542-8100
busdean@uga.edu

Research

Like the [Education and Career fields](#), you can detail your research experience on your personnel page with a separate, expandable/collapsible layout. The **Research** section of the **Edit** page contains text fields for the following research information:

- **Research Interests and Areas of Expertise**
- **Selected Publications**
- **Editorial Appointments**



The image shows a transition from the edit page to the final personnel page. On the left, the 'Research' section in the edit page is visible, containing two text areas: 'Research Interests and Areas of Expertise' and 'Selected Publications'. A red arrow points to the right, where the final personnel page for Benjamin C. Ayers is shown. The page features a header with the name 'BENJAMIN C. AYERS' and a portrait photo. Below the header, the title 'DEAN AND EARL DAVIS CHAIR IN TAXATION' and affiliation 'J.M. Tull School of Accounting' are listed. The 'Dean's Office' section is followed by an expandable 'Education and Career' section, which is currently collapsed. Below this, the 'Research, Expertise and Publications' section is expanded, showing the same content as the edit page: 'Research Interests and Areas of Expertise' (Empirical Research in Tax and Financial Accounting) and 'Selected Publications' (Ayers, B.C., J. K. Seidman, and E. M. Towery. 2018. Taxpayer Behavior under Audit Certainty. Contemporary Accounting Research, Forthcoming. and Ayers, B.C., A. Call, and C. Schwab. 2018. Do Analysts' Cash Flow Forecasts Encourage Managers to Enhance Real Cash Flows? Evidence from Tax). To the right of the main content is a 'CONTACT' section with the address '417A Correll Hall', phone number '706-542-8100', and email 'busdean@uga.edu'.

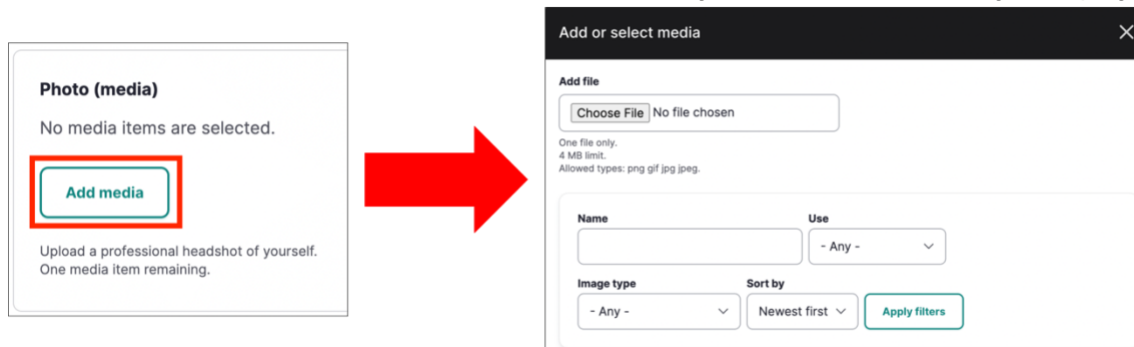
Photo

The **Photo (media)** section of the **Edit** page contains the portrait that is displayed on your personnel page. It is also the photo that is used when you are referenced in Terry news articles or listed as a contact for a Terry webpage.

Note: Terry provides photography services its employees. Submit a portrait request through the [OMC intake form](#) if you need a photo for your personnel page.

To upload a photo, follow these steps.

1. In the **Photo (media)** section, click **Add media**. The Terry website's media library is displayed.



The image shows the 'Photo (media)' section in the edit page on the left, with a red box around the 'Add media' button. A red arrow points to the right, where the 'Add or select media' dialog box is shown. The dialog box has a title bar with a close button. Below the title bar, there is an 'Add file' section with a 'Choose File' button and the text 'No file chosen'. Below this, it says 'One file only. 4 MB limit. Allowed types: png gif jpg jpeg.' There are two dropdown menus: 'Name' (empty) and 'Use' (set to '- Any -'). Below these are two more dropdown menus: 'Image type' (set to '- Any -') and 'Sort by' (set to 'Newest first'). There is an 'Apply filters' button at the bottom right.

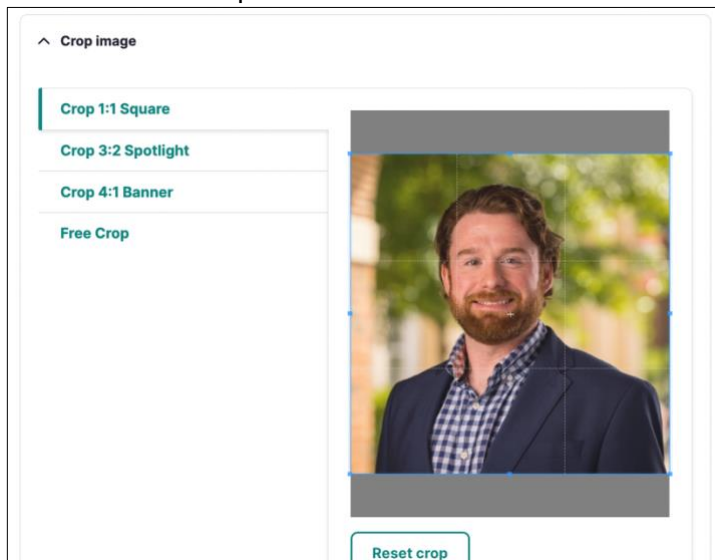
2. Click **Choose File**. Your computer's file explorer is displayed.

3. Select the photo you want to upload to your personnel page. The photo must meet the following criteria:

- Only one photo can be uploaded at a time
- The must be **.png, .jpg, .jpeg, or .gif** format
- The photo's file size must be 4 MB or smaller

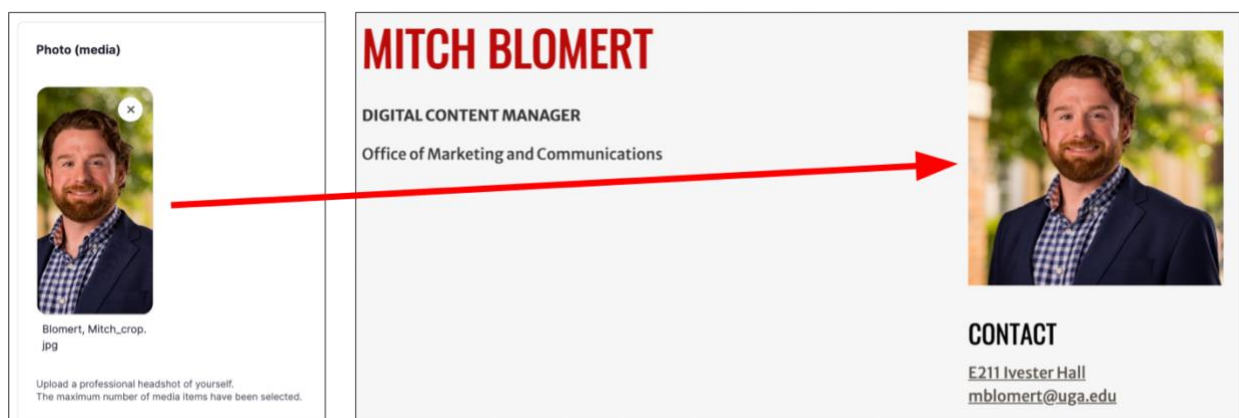
4. Configure the photo settings after the photo is uploaded into the media library:

- **Alternative text** is a literal description of the photo and is used by screen readers for accessibility purposes. For a portrait, "Head shot of <your name>" is appropriate alternative text.
- The **Crop image** tool allows you to crop the photo as necessary. The **Crop 1:1 Square** option is recommended for portraits.



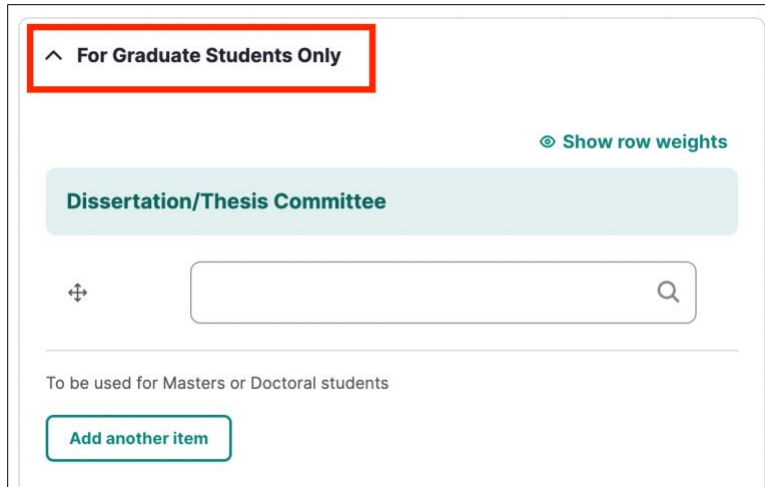
- The photo's **Name** field is autopopulated with the filename but can be edited in this field
- Select **Headshot** as the **Image Type**
- Select **General** as the **Use**
- Select your department as the **Unit** (this is optional for portraits)

5. Click **Save and Insert**. The photo is applied to the **Edit** page. After saving, the photo is displayed on your personnel page.



Graduate Student Information

Doctoral students with personnel pages can provide information on their graduate studies including dissertation details, degree completion status, and hiring updates. To locate the graduate student fields, scroll to the bottom of the **Edit** page and click **For Graduate Students Only**.



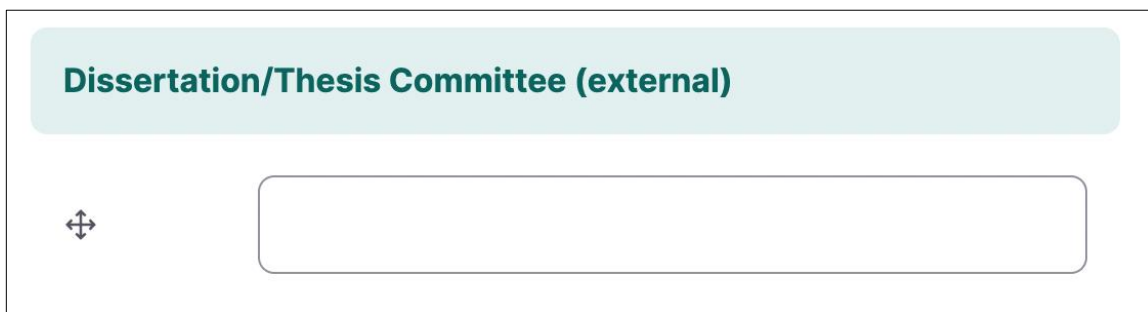
Dissertation/Thesis Committee

To display faculty members who are on your dissertation/thesis committee, type their name into **Dissertation/Thesis Committee** field. A list of available names is displayed as you type.

Committee members are displayed on your personnel page with **Committee Members** as the heading. Their name, title, and a link to their own personnel page are also provided.



If a committee member is not a Terry faculty member, enter their name in the **Dissertation/Thesis Committee (external)** field.



Dissertation/Thesis Title

Enter the name of your dissertation/thesis title in the **Dissertation/Thesis Title** field.

Dissertation/Thesis Title

Dissertation: This is an example of a dissertation title

To be used for Masters or Doctoral students

Dissertation Chair/Major Professor

To display faculty members who served as your dissertation chair or major professor, type their name into **Dissertation Chair/Major Professor** field. A list of available names is displayed as you type.

Major professors are displayed on your personnel page with **Major Professor** as the heading. Their name, title, and a link to their own personnel page are also provided.

Dissertation chair/major professor

🔍

Mitch Blomert

This is a field for you to add a list of dissertation chairs or major professors.

[Add another item](#)



MAJOR PROFESSOR



Mitch Blomert
Digital Content Manager

Dissertation/Thesis File Attachments

To upload a file related to your dissertation/thesis, click **Choose Files** in the **File Attachments** section. Your computer's file explorer is displayed, allowing you to upload the file. The filetype must be **.txt** and the file size must be under 100 MB.

File Attachments

You may upload your teaching statement, research statement, and/or other documents here.

Add a new file

[Choose Files](#) No file chosen

Unlimited number of files can be uploaded to this field.
100 MB limit.
Allowed types: txt.

Hired By

If you are hired by an employer during your graduate studies, you can include the employer's name on your personnel page by entering it in the **Hired By** field.

Hired by

Deloitte

When someone has been hired, indicate by whom here.

Interests

Enter your graduate research interests in the **Interests** text field. This field provides the **Edit** page's standard formatting options including bolding, italics, underlining, and bulleted lists.

Interests

B I S x² x₂ I_x [link] [image] [video] [code] [table] [quote] [list] [link] [source]

Format Styles Source

- **Research:** *Interest 1*
- **Research:** *Interest 2*
- **Research:** *Interest 3*

body ul li em

Degree Completion Date

Enter the date in which you intend to complete your degree.

Degree Completion Date

05/16/2022 [calendar icon]