

## Website Redesign Sample Template: Faculty Bios

*This sample template offers a step-by-step guide for developing a faculty bio matching the template of PNW's redesigned website. Each faculty member is asked to [submit their information to our Qualtrics form](#) by Dec. 20. We're sharing this sample template to help you prepare the final copy you will submit.*

*Please note: word-count and character limits will be enforced in the Qualtrics template to help us align with our design system templates and meet best practices for writing for the web.*

### Faculty Bios

As we launch PNW's new website, we're approaching faculty throughout the university to update their bios.

We've worked with our partners at mStoner to develop a standardized bio format that concisely highlights faculty credentials. Rather than serving as a comprehensive CV, a website bio offers a short, approachable summary of your education, work, expertise, awards and accomplishments.

Aimed primarily at prospective students, this flexible format underscores PNW's expertise while conveying our passion for helping students realize their potential!

You can [see an example of what a bio will look like with this sample page](#).

### Faculty Bio Form Fields

#### 1. Name

*Please enter your full name – including all applicable post-nominal letters – as you would like it to appear on your bio page.*

#### 2. Title

*Please enter all applicable titles – one title per line – in the order you'd like them to appear on the page.*

#### 3. Academic Degrees

*Please list relevant academic degrees (including degree type, degree field, specialization and institution). Please put each degree on its own line, in the following format:*

*Ph.D. - Biology, Illinois State University*

#### Areas of Expertise (maximum 150 characters)

*Please provide a list of one to five "Areas of Expertise" topics, each on its own line. Examples*

*include:*

*International Currency*  
*Behavioral and Evolutionary Ecology*  
*Machine Learning*

**4. Email Address**

*Please enter your official PNW email address.*

**5. Phone Number**

*Please enter your office phone number in the following format: (xxx) xxx-xxxx*

**6. Office Location(s) (Optional)**

*If you choose to include your office location(s), please use the following format. Multiple locations are welcome.*

*Campus Name, Office Building and Room Number*

**7. Introduction (Maximum 200 characters)**

*Summarize your current role and key responsibilities. This short introduction will appear on your bio page, and it will also display as summary text when your bio is featured elsewhere (e.g., on program pages or departmental listings).*

**8. Credentials, Accreditations and Awards (Optional) (Maximum 275 characters)**

*Please list credentials, accreditations and awards – one per line - that you would like to list on your page. These will appear on your bio in bullet-point format.*

**9. Teaching Focuses (Optional) (Maximum 400 characters)**

*Please provide a student-friendly summary of your key teaching focuses. To keep this section evergreen, we recommend focusing more on topics/subjects and less on specific course listings.*

**10. Research Overview (Optional) (Maximum 400 characters)**

*Please provide a student-friendly, high-level introduction to your research interest, projects and locations.*

**11. Recent Books or Publications (Optional)**

*Please share up to three recent books or publications, one per line. These will appear on your bio in bullet-point format.*

**12. Previous Roles/Responsibilities (Optional) (Maximum 275 characters)**

*If relevant, outline significant previous roles/responsibilities, either at PNW or before you came to the university.*

**13. Fun Fact (Optional) (Maximum 350 characters)**

*Please use this space to include an interesting detail or anecdote about yourself. This could be a fun personal fact--"I love to surf and knit Bigfoot sweaters" or it could be an industry-specific highlights, such as "Why I Became an {Insert Your Profession}" or "What {Insert Your Profession} Can Do." Please frame this as an "I" statement so that it can be featured as a quote.*

**14. Curriculum Vitae (Optional)**

*Please attach your CV as an accessible PDF, labeling it according to the following format: lastname-firstname.pdf.*

*Not sure if your PDF is accessible? You can learn more at [www.pnw.edu/accessibility/resources/#pdf](http://www.pnw.edu/accessibility/resources/#pdf)*

**15. Feedback**

*Do you have additional information you feel is essential that wasn't included in the template? Please note it here. This could include personal faculty websites on the pnw.edu domain or professional social media accounts.*