

Academic Analytics User Guide

Faculty Profiles

About

Faculty profiles appear in the FSU Discovery Site and Faculty Insight analytic tools. The profiles are pre-populated based on the FSU faculty roster and public data on faculty scholarship, awards, and grants.

Profile Information

Faculty profiles feature scholarship activity and affiliations with academic units, centers, and institutes. They also highlight research keywords appearing in publication titles and abstracts, as well as collaborating scholars and co-authors. Faculty may also customize what appears on their faculty profile page by adding optional information and editing research keywords.

Faculty roster data that is used to add or remove profiles is updated annually.

Edit your Profile

If you are an FSU faculty member, you can edit your profile in the Faculty Insight tool. This will update your profile on both the Faculty Insight page and the FSU Discovery Site.

Customizations

- **Preferred Name**
- **Contact Information**
- **Research Summary**
A brief bio describing your scholarship focus
- **Research Interests**
Research topics to be listed on your public profile
- **Research Keywords**
Add or remove research keywords to the pre-populated list of keywords derived from research titles and abstracts.

How to Edit your Profile

1. Complete Your Profile

When you login to Faculty Insight the first time, you will be prompted to “Complete your Profile.”

Click on any “**Update...**” links to get to the profile editor page. Make changes to any of the customization options noted above and click the **Save** button.



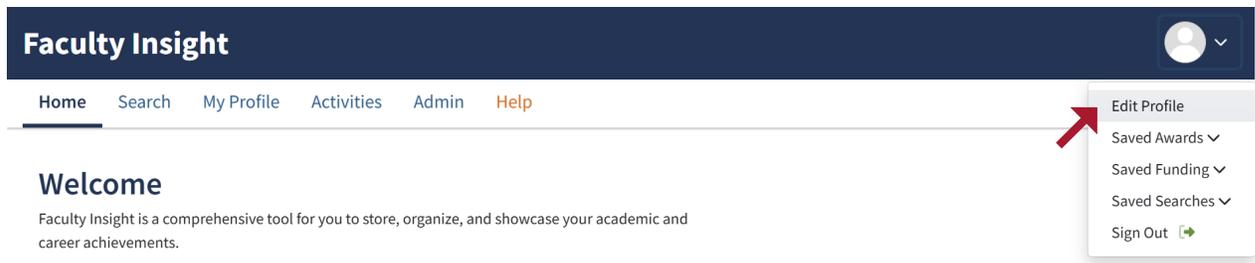
2. Edit Your Profile

You can return to the Faculty Insight page and edit your profile at any time by logging in then clicking on your profile icon/name in the top right corner of the page. Select “**Edit Profile.**” This will take you to the profile editor page.

Complete your Profile

Keep your academic profile up-to-date by reviewing the below activities.

- Update your Research Interests
I'll do it later
- Update your Research Summary
I'll do it later
- Update your Research Keywords
I'll do it later



Profile Editor Page

Make changes to any of the customization options noted above and click the **Save** button.

Continued on next page...

Faculty Insight



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Profile

Please update your profile to help yourself, and others, get the most out of Faculty Insight. Research Interests and Research Keywords factor into your recommendations and discoverability within Faculty Insight. All content will appear on your institution's Academic Analytics External Discovery Site if it has one.

Reset

Save

Preferred Name

First Name	Middle Name	Last Name
First Name	Middle Name	Last Name

Email Address

No Email Provided [Edit](#)

Phone Number

No Phone Number Provided [Edit](#)

Research Summary

Enter a short, plain-text paragraph that describes your academic work.

Research Summary...

Research Interests

Enter broad areas of academic interest (e.g. "macular degeneration," "medieval literature").

Add research interest +

Research Keywords

Keywords are intended to be narrow terms associated with broad research areas (e.g. "drusen," "Beowulf"). You can add your own and remove generated keywords. Keywords are utilized to produce related scholars as well as suggested funding opportunities. Additionally, if your institution licenses an external discovery site, these terms will be shown to public users who may view your profile.

AcA Keywords Badge Self-entered Keywords Badge Removed AcA Keywords Badge

Add research keyword +

Still have questions about editing your Faculty Profile?

Contact Facultyworks@fsu.edu