

LENOIR-RHYNE UNIVERSITY

Faculty & Staff Directory Pages

Biographies for faculty and staff directory pages are written in third person and are intended to be professional and conversational in tone. Ideally, they should be 300 words or less. Please refer to the information below for additional guidance.

- Write your biography in a short, narrative format that is conversational and welcoming in tone. Think of your faculty/staff directory page as your way of introducing yourself to prospective and current students, university visitors and Lenoir-Rhyne colleagues.
- Include information about your work experience and your passion for your work. Cover career highlights and focus on main points that distinguish you as a professional.

What to Avoid

- Since your education is listed prominently at the top of your directory page, avoid writing out your education within your biography. For example, avoid “Jane Doe received her Ph.D. in X from... and M.S. in Y from...”
- The directory is not a place for a comprehensive list of awards, publications, community service, etc. Instead, provide a CV or link to a professional website.

Education

You should list your education in reverse chronological starting with your terminal degree. List your degree, major or program and then institution. Format and style example:

M.S., Psychology, Duke University
B.A., History, Lenoir-Rhyne University

Certifications

If you have certifications you would like to list, please provide these at the bottom of your written biography under a certifications heading.

Professional Headshot

All staff directory pages will include a professional headshot that is taken horizontally for use in the directory and for other university communications. Please contact John West, senior multimedia producer, at john.west@lr.edu to schedule a time to have your headshot taken.

Staff Biography Webpage Examples

Please visit the campus directory at <https://www.lr.edu/directory> to view examples of posted directory pages and biographies.

Questions

If you have questions or need assistance, please contact Doug Minor, AVP for marketing and communications, at doug.minor@lr.edu.