

# Faculty Profiles

Last Modified on 10/18/2022 10:30 am PDT


Faculty are among the most accomplished individuals that make up a university, and Cal Lutheran has many esteemed faculty members. Because current and prospective students are attracted to Cal Lutheran for its small class sizes with helpful faculty, your audience is eager to meet the professor. Faculty profiles offer an opportunity to make this first impression and begin a new connection.

If your section of the website includes faculty profiles, this content can be updated through the MyCLU portal and the Control Panel, separate tools that are hosted outside of Omni CMS. Depending on your role, you will use one of these two tools to make updates.

## How to Create or Edit a Faculty Profile: For Faculty

If you are a faculty member seeking to *create* your new faculty profile, contact the staff member in your department who is responsible for managing faculty profiles for your department, or [Contact Us](#) to request a new faculty profile.

If you are a faculty member seeking to *edit* your existing faculty profile, the easiest way to work on your profile is through the [MyCLU](#) portal in the \_\_\_\_\_ section. After you make changes, your profile information will be instantly updated on the CalLutheran.edu website.

 **PRO TIP:** Want the profile to look complete on your department's section of the CalLutheran.edu website? Fill out each of the following fields: \_\_\_\_\_, \_\_\_\_\_ (share the details!), \_\_\_\_\_, and \_\_\_\_\_ (upload button appears after a profile is created).

## How to Create or Edit a Faculty Profile: For Staff

If you are a staff member whose job duties are to manage faculty profiles on behalf of faculty members, [Contact Us](#) to request login access to the [Control Panel](#). (Please note that student employees are not permitted to manage faculty profiles — see [User Levels](#) for details).

Then, follow the below steps.

### 1. Go to the Profiles Menu in the Control Panel

Once you are able to login to the Control Panel, click on the \_\_\_\_\_ menu on the left side of the screen. Choose the \_\_\_\_\_ submenu if you want to create a new profile, or choose the \_\_\_\_\_ submenu if you want to edit an existing profile.

### 2. Edit the Profile

Complete all of the required fields in the profile (as well as any optional fields), as seen in the example below.

- Philosophy Academy
- Placement Exams
- PLTS Website Tools
- Podcasting
- Podcasting Admin
- Profiles
- Add Profile
- Search Profiles
- RA Center
- Raiser's Edge Requests
- Recording Consent
- Registrar
- Senior Year Experience
- Speakers Bureau
- Staff Governance
- Student Accounts
- Student Clubs/Orgs
- Student Life
- Student Research Symposium
- Study Abroad
- T2CLU
- The Hub
- Tributes
- Undergraduate Admission
- University Marketing
- Vaccination Plans
- VAPA Scholarship

FACULTY PROFILES  
**Add a Profile**

[Back to Search...](#)

**Add Profile**

\* Adjunct?  Yes  No

\* MyCLU Username:

\* First Name:

Middle Name:

\* Last Name:

Pronouns:

Courtesy Title:

\* Professional Title:

Degree Title:

Phone #:

Mobile Phone #:

🕶️ **PRO TIP:** Want the profile to look complete on your department's section of the CalLutheran.edu website? Fill out each of the following fields: [Middle Name](#), [Pronouns](#) (share the details!), [Courtesy Title](#), and [Mobile Phone #](#) (upload button appears after a profile is created).

### 3. Update the Profile

When you are finished completing fields in the profile, click the [Add Profile](#) button or [Update Profile](#) button. The profile information will be instantly updated on the CalLutheran.edu website.

## How to Edit the List of Faculty Profiles for a Department

Are you looking to add or remove a faculty member from the list of faculty profiles on your department website? You can make this change directly if you have access in the [Control Panel](#).

Depending on the nature of the change you are looking to make, use one of the following steps:

- *If a faculty member has left the university:* On the left side of the Control Panel, go to the [Faculty Profiles](#) menu and click [Add Profile](#). Search for the faculty member's profile by name and click the link for their profile. While editing the profile, set the [Adjunct?](#) field to [No](#) and click the [Update Profile](#) button.
- *If a faculty member is still with the university but needs to be deactivated on the department website:* On the left side of the Control Panel, go to the [Faculty Profiles](#) menu and click [Add Profile](#). Click the link for your department. Untick the checkbox next to their name and click the [Update Department](#) button.
- *If a faculty member has been with the university but needs to be reactivated on the department website:* On the left side of the Control Panel, go to the [Faculty Profiles](#) menu and click

. Click the link for your department. Tick the checkbox next to their name and click the **Update Department** button.

- *If a faculty member needs to be added/removed as the chair of the department:* On the left side of the Control Panel, go to the \_\_\_\_\_ menu and click \_\_\_\_\_. Click the link for your department. Select the dropdown menu for \_\_\_\_\_ and change it to the faculty member who is now serving as chair of the department. Then, click the **Update Department** button.

If you do not have access in the Control Panel or need assistance with any of these steps, [Contact Us](#) with the name of the faculty member and the change requested.

---

[< Previous Article](#)

[Next Article >](#)

---