

Academic Staff Profile Guidance

Introduction

It is hugely important for the academic profile of the university, student recruitment and our wider business engagement activities that the academic expertise of our staff is fully and appropriately captured and visible to current and prospective students, clients and stakeholders on our webpages – one of the key tools for us (and all universities) to do this is via the academic profiles of staff on the university website

Over the next two years we will be introducing a range of new systems for automatically harvesting much of this information to help you maintain this, but as a first step we need to ensure that every member of staff has an up to date set of starting information in a relatively consistent form – from which we will construct your webpage profile.

The process we are asking you to follow is to populate and save the information requested in the standard template provided on our on-line Staff profile system

<https://staffprofile.tees.ac.uk/staffprofile/>. To get started or continue an existing profile please edit it [here](#) following the guidance notes provided.

Please note, editing your profile does not automatically update your webpage directly. Once the profile is saved it will need to be submitted, sending it to a web administrator who will then check and upload the information onto the university website.

Navigating the System

Application Menu


- > **Your Profile**
 - Manage your profile
 - View Your Approved Profile
- > Administration

Staff Profiles > Your Profile > [Manage your profile](#)

Your staff profile

This is your currently saved staff profile. To edit any of the information here please click the 'Edit Profile' button

Current status: **Unapproved** [Preview](#) [Submit for Approval](#) [Edit Profile](#)

Photo	School and Department
	Contact Phone 8792
	Contact Email R.Edmundson@tees.ac.uk
	ORCID ID Number 0000-0001-9752-5222
	Research Group/Centre
	Grand Challenge Theme(s)

There are 2 profiles you can view in the system:

- Current Approved Profile
- Current Edited Profile

By default, you will see the profile to edit. Transferring to your approved profile (the one that is shown on the university website) is done by clicking on the 'View Your Approved Profile' menu in the left-hand menu.

The Manage your profile link in the menu will revert back to the current edited profile.

The system will display your currently saved staff profile. To edit any of the information click the 'Edit Profile' button.

Staff Profiles > Your Profile > [Manage your profile](#)

Your staff profile

This is your currently saved staff profile. To edit any of the information here please click the 'Edit Profile' button

Current status: **Unapproved**

 [Preview](#)

 [Submit for Approval](#)

 [Edit Profile](#)

Clicking the preview button will provide a preview of how a profile will look once it is published on the university website.

Once you have completed all the sections in the profile. Click the Save Profile button. Remember to save frequently while editing.

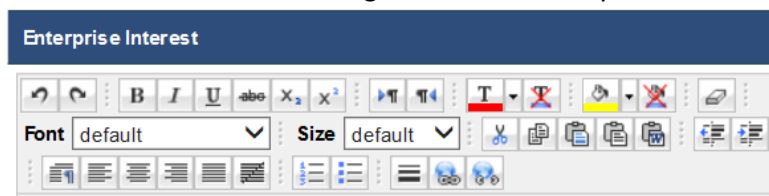
Clicking the Cancel Edit button will lose any unsaved changes, returning to view mode.

When your profile is ready to publish to the university website, click on 'Submit for Approval'. The approval process will automatically update the university website.

Completing a Staff Profile

ITACs have provided some additional guidance points re the template system which are worth noting:


1. When editing your profile, please use internet explorer as your web browser – it doesn't give full functionality in other browsers such as Google Chrome and Firefox.
2. The profile system has its own built in editing tools which allow you to format etc.



3. Whilst it is possible to import text created outside the system, please do not try and cut and paste directly from Word as this will corrupt the information.

If you want to import text from Word, please cut and paste this first into Notepad (type "notepad" into search programmes in windows) which will clean the data, and then cut and paste from Notepad into the profile tool

Completing Your Profile

Photo	School and Department
	Should automatically populate from HR records
	Contact Phone
	Should automatically populate from HR records. Contact Associate Dean (Research & innovation) for your school if this needs to be overridden.
	Contact Email
	Should automatically populate from HR records. Contact Associate Dean (Research & innovation) for your school if this needs to be overridden.
ORCID ID number	
NB If you do not already have an ORCID ID and profile, you are strongly encouraged to create one (see https://orcid.org/) before completing this template Not only is ORCID registration expected to be mandatory for REF2021, but this will help you to automatically capture the information to populate your web profile	Research Group/Centre
	List Research Groups and/or centres to which you are attached within your School
Grand Challenge Theme(s)	
List any of the Grand Challenge themes with which you wish to be affiliated, and which relate to your research interests	

Research Keywords

Please list up to 20 keywords/phrases through which you would want your research to be easily searchable through university website and external search engines.

Each Keyword should be separated with a comma.

These keywords will not show on the website, but will be used to help search and find your profile.

Academic Biography (Max 150 Words)

This will be your staff landing page on website – needs to fit on one screen – hence limit of 150 words

This needs to be aimed at an external audience, of potential research sponsors, collaborators or students who want to know more.

Try to provide a very brief summary of key information/highlights that will capture the interest of reader, which can then be drilled into further detail via other info below. Can also include hyperlinks

Enterprise Interest and Activities (Max 150 Words)

Where relevant, this would include examples of activities such as consultancy roles, knowledge Transfer activities etc. that are not targeted on the production and dissemination of new knowledge (Research), but which produces other benefits for the sponsor. If this work has led to/is expected to lead to research outputs, please list it under research instead.

If empty this field would not show on your profile.

Learning and Teaching and Activities (Max 150 Words)

Where relevant, please include any key teaching and learning responsibilities or awards, for example programme/module leaderships, teaching innovations, awards. NB this should not just be a list of your workload but rather highlights of things that would be of interest to an external audience. Where possible it would be excellent practise to show a link between your teaching, research and or enterprise interests and how these relate here.

If empty this field would not show on your profile.

Summary of Research Interests

Provide a brief wrap-around summary, that introduces and contextualises your research interests, then bullet point them. Could include things you want to do as well as have done. Would be more detailed than in the bio section.

If empty this field would not show on your profile.

Research Projects & External Funding

Please list projects in reverse date order and provide the following information for each Project Title, Dates (from and to), Funding body, Grant Reference Number, Collaborators, Role in Project (i.e. if PI/Grant holder or CI), and Value (only include value for projects with value >£20K). Please include link to Gateway to Research or other public record of funding (such as funding body website) for the project where available

If empty this field would not show on your profile.

External Research Collaborations

Please list here a list of organisations with whom you have conducted joint research projects and or co-produced published research over the last 10 years

If empty this field would not show on your profile.

PhD and Research Opportunities

I have the following research topics available to potential PhD students and others interested to undertake research with me this year

List PhD titles offered and identify where any of these are linked to external partnerships/funding opportunities (some of these are likely to be only available to self/externally sponsored students where we do not have university scholarships available)

If empty this field would not show on your profile.

External Roles and Professional Activities

If empty this field would not show on your profile.

Selected Publications

Please list up to 6 of what you consider to be your most significant research outputs over the last 10 years that you wish to be highlighted on your web profile. Ideally, in the run up to REF, the majority should be the outputs being submitted in this REF period

Please use [Harvard Referencing Style](#) and add your name in bold

This section of your webpage will also include a link to your wider Teesrep record

Enterprise Interest and Activities (Max 150 Words)

Learning and Teaching and Activities (Max 150 Words)

Summary of Research Interests

Jane's research interests centre on reducing the harm produced by substance misuse and other risky behaviours on individuals and society, specialising in areas such as:

- Impact of substance use on developing economies and their health systems
- Interventions for substance misuse in sports
- Interventions for substance abuse disorders in the criminal justice system
- Health evaluations with public health practitioners
- Design of Health education programmes
- Etc. Etc.

Research Projects & External Funding

"Advanced Electrical Machines Technologies for Aircraft (AEMTA)"; Funder Innovate UK; 2014-2017 Co-Applicant and Teesside University Lead. Value £3,083,294
<http://gtr.rcuk.ac.uk/project/49C46AAD-0021-4142-8F9E525D27F7CB6C>

"High-Value High-Temperature Materials for Electrical Machines (HiVEM)". Funder Innovate UK; 2013-2016. Co-Applicant & Teesside University Lead. Value £316,754
<http://gtr.rcuk.ac.uk/projects?ref=101487>

External Research Collaborations

- University of Santa Barbara (USA)
- University of Durham (UK)
- North Yorkshire County Council Public Health Department (UK)

PhD and Research Opportunities

1. "The effect of pet ownership on human health and wellbeing"
Funded Research opportunity - DTA Applied Biosciences for Health; To apply see [researchhttp://www.tees.ac.uk/sections/research/pg_research_opportunities.cfm](http://www.tees.ac.uk/sections/research/pg_research_opportunities.cfm)
2. "Intelligent systems for identifying risk factors and effective intervention strategies"
This project may be eligible for fees studentships and/or the James Caldwell Scholarship. To apply see http://www.tees.ac.uk/sections/research/pg_research_opportunities.cfm
3. "Understanding the relationship between Socio-economic status and the outcomes of surgery".
Funded research opportunity via ESRC Doctoral Training Partnership (Nine DTP). To apply see http://www.tees.ac.uk/sections/research/pg_research_opportunities.cfm
4. The effect of physical activity on mental health and propensity for risky behaviour in teenagers
This project may be eligible for a full fees studentship. To apply see http://www.tees.ac.uk/sections/research/pg_research_opportunities.cfm

Please contact me by email in the first instance if you are interested in any of the above

I am also interested in hearing from other potential students who may wish to carry out a PhD in areas that relate to my areas of research, and would be happy to discuss other potential topics

External Roles and Professional Activities

- Member of the Grants Panel for Alcohol Research UK
- Member of the NICE Public Health Advisory Committee for alcohol based interventions guidelines.

Selected Publications

1. Lawrie, H.C., May; J.T., and **Smith, J.** (2008) "Doing it Better? A review of literature on effective teaching practice across health and social care professions', *Reflective Practice*, 15(5), pp. 165–178.
2. Clarkson, J,T; **Smith J** (2014) 'Successful teaching placements in healthcare settings" , *European Journal of Practitioner Education*, 13(2), pp. 24–6. doi: 11.1030/0261976100541246.