

Creating a Biography in ScholarWorks

The ERFA Biography Committee has developed standard categories *that* promote the uniform organization of information across all ERFA biographies. The first four categories on the form are completed by the retired faculty member for all entries.

- *Name*
- *Department*
- *Academic Rank*
- *Year Retired from SJSU*

The other categories are optional:

- *Facebook or Website URL*
- *Selected Works Profile Page*
- *Educational Background*
- *Dissertation Title*
- *Teaching Experience*
- *Administrative and Professional Experience,*
- *Service*
- *Selected Publications*
- *Personal Commentary*

Retired faculty are invited to provide information for as many of these categories as they wish. There is no requirement to complete each and every section. A photo is also requested but not required.

The retired faculty member wishing to participate in the ERFA ScholarWorks Biography project mails the completed form (or a current vitae) to the editor (jobellw@gmail.com), who drafts a Biography. The editor reviews the submitted information, ensuring that the information is in the appropriate category and follows the order recommended on the form including the following: correcting any spelling errors, adding missing dates for publications, checking weblinks to ensure that the link connects, and suggesting the inclusion of additional information, as needed. The editor then sends the draft to the retired faculty member to review. Occasionally, the retired faculty member and the editor have two or three exchanges before the biography is in a final form that is satisfactory to the retired faculty member. In a few instances, the editor has explained to retired faculty members that to ensure consistency across all ERFA biographies, the information the

retired faculty member wishes to include must be placed in one of the available categories.