New Campus Directory Policy

Wilkes University has implemented a new faculty and staff directory. This new directory has replaced the current “locator.”

In an effort to ensure the accuracy of all information in the campus directory, it has been decided to make the majority of fields in the directory a self-service function. This means that it will be the responsibility of each staff/faculty member to keep his/her information current and accurate.

The following fields fall under the self-service protocol:

1) **Preferred Name** - We are now enhancing the new directory to accommodate your *chosen name.* (eg. Joseph – Joe; Kimberly – Kim). Your legal name will still be recorded in HR banner records.

2) **Office Location, Room Number and Floor** – Please list the building/room number/floor where your primary office is housed. Two locations will not be accepted.

3) **Office Phone Number** – Please list your 7-digit phone number. All area codes will be 570. Please omit any spaces or special characters (eg. 4082000)

4) **Home Page URL** – If you are a faculty member and would like to list your professional website, please include the exact URL.

Please note that the users prefix, official name, email and job title *will be supplied to the directory from the Banner H.R. records. These fields are not self-service and cannot be changed through self-service/interact.*

**Faculty/Staff Profile Page**

As part of the new campus directory, an individual may list his/her professional achievements, awards, publications and research. There will be an area for inclusion of CV and bibliography. Since this is self-reported information, Wilkes University will not be responsible for any misrepresentations made by its faculty/staff and should be verified by the user of this information when necessary. This area is meant to highlight faculty/staff achievement. Please send craig.thomas@wilkes.edu any information that you would like to be displayed.