

# Faculty Profile Guidelines

There are three fields in your profile: basic profile, educational background and activities.

## 1. Basic Profile

This is your opportunity to give a general view of your background and experience, areas of expertise and nature of your research.

Your basic profile contains four fields. Please follow these guidelines when creating your basic profile:

### A. Photo

Your photo should be an appropriate image of yourself that properly represents you and the college, preferably a headshot. We discourage use of such images as, for instance, a photo of a sunset or your pet cat.

If you do not have an appropriate photo, you may schedule a photo shoot with a staff photographer in the Office of Communications and Marketing. Simply complete the [Photographer Request Form](#) and a photographer will be happy to schedule an appointment.

### B. Biography Statement

Craft your statement in the third person, not the first person.

Include any item appropriate to your position, background and professional experience and interests. *Do not include personal items*, such as how many children you have or your favorite vacation locale.

*Do not include your education in this field.* There are other fields for your education that you should utilize (see section 2, Educational Background, below.)

- Merih Uctum is professor of economics and executive officer of the Ph.D. program at the CUNY Graduate Center. Uctum has taught courses at the undergraduate level on global economies, macroeconomics, money and banking, and at the doctoral level on international macroeconomics and finance, macroeconomics and econometrics. She is a dissertation adviser at the Ph.D. level. Her research focuses on fiscal solvency, sustainability of foreign debt and intertemporal solvency; international portfolio flows and foreign direct investment; financial crises; exchange rates and choice of currency regimes; and corporate profits. Prior to joining Brooklyn College,

she served as research economist at the International Division of the Federal Reserve Bank of New York.

### **C. Area(s) of Expertise**

Your Area(s) of Expertise can either be a list of areas or a paragraph, if you choose to describe your areas of expertise more fully. In the latter case, craft your statement in the third person.

- Epistemology, philosophy of psychology and education, reasoning, ethics.
- Professor Agoos' primary interest is in dramatic and narrative modes of poetry, and in lyric strategies for the long poem. She is also interested in exploring, in book form, the ways in which poems overlap and infiltrate each other to create a sustained form beyond the forms of individual lyrics.

### **D. Nature of Your Doctoral Research**

As in the biography statement, craft the nature of your doctoral research statement in the third person.

## **2. Educational Background**

There are four fields within the Educational Background. Please be sure to complete *all* fields for each entry.

### **A. School**

Enter the full name (not the abbreviated form) of the college or university you attended.

- University of California, Los Angeles (*not* UCLA)
- New York University (*not* NYU)

CUNY schools other than Brooklyn College should be identified as such.

- Queens College (CUNY)

## **B. Degree**

Your degree should be abbreviated, with periods.

- B.A. (*not* Bachelor of Arts)
- Ph.D. (*not* Doctor of Philosophy)

## **C. Major**

Your major takes initial capitalization.

- Judaic Studies
- Developmental Psychology

## **D. Year**

Enter the full year in which you received your degree.

- 1997 (*not* 97 or '97)

## **3. Activities**

Assign only *one* activity per entry. If, for example, you made a presentation that was later included in a publication, create two separate entries: one for the presentation, the other for the publication. If you made the same presentation in four different locations, each should have a separate entry.

There are three fields to complete:

### **A. Activity Type**

In the drop-down menu, select the appropriate activity type from among almost two dozen choices:

1. Books and Publications: Book
2. Books and Publications: Edited Book
3. Books and Publications: Chapter
4. Books and Publications: Peer Reviewed Article
5. Books and Publications: Other Article
6. Books and Publications: Abstract
7. Books and Publications: Forthcoming Publications
8. Conferences, Seminars and Symposiums: Conference Presentation

9. Conferences, Seminars and Symposiums: Invited Talk
10. Conferences, Seminars and Symposiums: Contributed Talk
11. Creative Work
12. Professional Leadership: Organizational Leadership Position
13. Professional Leadership: Committee Service
14. Professional Leadership: Public Service
15. Pedagogical Achievements
16. Awards and Honors
17. Grants and Fellowships
18. Community Activities
19. Research Activities
20. Other Professional Activities
21. Books and Publications: Book Review

## **B. Year**

Enter the full year of the activity.

- 1997 (not 97 or '97)

## **C. Activity Description**

Describe your accomplishment or achievement in this field. Below are the correct styles for each activity type listed in section 3A, above. Please pay particular attention to the use of such items as italics, punctuation, capitalization, abbreviations for months (see Appendix A at the end of this document), etc.

Keep the following in mind when writing the description:

- For any activity type that you conducted alone, do not include your name, as the activity will appear under your profile and yours alone.

If, however, you worked in collaboration with one or more persons, include your name, as well as the name(s) of your collaborator(s). The first name in the list should appear as last name, first name/initial, and all subsequent names are first name/initial last name:

- Aja, S.U. and C. Crânganu. *Exploring the Earth System*. Dubuque, Iowa: Kendall-Hunt.
- Alexakos, K., J.K. Jones and Victor H. Rodriguez. "Close Emotional Bonds, Coping, Perseverance, and Role Models." Urban Science Education Research Seminar. CUNY Graduate Center. New York, December.

- Do *not* include the year of the activity in the Activity Description field, as it has already been entered in the year field and will appear automatically at the end of the description. The exceptions to this are (1) if the event runs over the course of more than one year, and (2) if you refer to previous years.
  - Chair, Department of English, 2003–07.
  - The article was originally published in 1968.
- When specifying a city in which your activity occurred (or where a publishing house is headquartered), note that certain cities do not require their identifying state or country. Refer to Appendix B at the end of this document for the complete list.
- For journal publications, write out the full name of the journal, not the abbreviated form, which may not be familiar to the visitor to your page.
  - *Journal of Biological Chemistry* (not *J Biol Chem*)
- For a span of years within the *same* century, omit the first two digits of the second year.
  - 2010–14 (*not* 2010–2014)
  - 1988–2002 (*not* 1988–02)
- For a span of page numbers above 99, omit all digits of the second number except the last two if the hundreds number is the same.
  - 205–24 (*not* 205–224)
  - 1388–96 (*not* 1388–1396)
  - 198–212 (*not* 198–12)

## 1. Books and Publications: Book

*Title of Book.* City, State/Country of publisher: Publishing company.

- *I'm No Angel: The Blonde in Fiction and Film.* Charlottesville, Va.: University of Virginia Press.
- Arnow, David and Gerald Weiss. *Introduction to Programming Using Java: An Object-oriented Approach.* Reading, Pa.: Addison Wesley Longman.

## 2. Books and Publications: Edited Book

*Title of Book.* City, State/Country of publisher: Publishing company.

- *On Cultural Ground: Essays in International History.* Chicago: Imprint Publications.
- Alonso, Gastón, Corey Robin, Roberta Satow and Alex Vitale. *People, Power and Politics* 10th ed. Boston: Pearson Custom Publishing.

## 3. Books and Publications: Chapter

“Title of Chapter.” *Title of Book.* Ed(s). First name/initial last name. City, State/Country of publisher: Publishing company. Page numbers of the chapter.

- “Assessment of Speech, Language, and Communication in Autism Spectrum Disorders.” *Clinical Assessment and Professional Writing in Speech-Language Pathology.* Eds. C. Rubin and R. Fabus. Clifton Park, N.Y.: Delmar Cengage Learning. 209–53.

## 4. Books and Publications: Other Article and

## 5. Books and Publications: Peer Reviewed Article

a. Newspaper:

“Title of Article.” *Title of Newspaper,* Month day: page number.

- “These Stats Are a Crime.” *Village Voice,* Nov. 2: 34.

b. Journal or magazine:

“Title of Article.” *Full Title of Publication* volume number.issue number: page number(s).

- “The Arts and School Reform: Case Study of a School in Change.” *Teaching Artist Journal* 1.4: 220–27.

or

“Title of Article.” *Full Title of Publication,* Season or Month (and day, if appropriate): page number(s).

- Ziegler, C. and E. Friedman. “Real-time Voice Communications Over a Token-passing Ring Local Area Network.” *Conference Record of the 1986 ACM SIGCOMM Symposium,* August: 52–57.

- Lewis, Tammy and Richard A. Niesenbaum. “The Benefits of Short-term Study Abroad.” *The Chronicle of Higher Education*, June 3: B20.

c. Website:

“Title of Article.” Website. Month day.

- “Still Solidly Democratic.” NYTimes.com. June 17.

## 6. Books and Publications: Abstract

“Title of Abstract.” *Title of Publication* date/volume/etc: page number.

- Axen, K.V. and K. Axen. “Effect of Atkins Diet on Insulin Resistance and Glycemic Control in Dietary Obese Rats.” *Obesity Research* 13 Suppl.: A53.

or

“Title of Abstract.” Relevant information.

- Fuse, A. and J. Ellsworth. “Auditory Integration Training in Current Practice: Ethical Issues.” Conference handout presented at the American Speech-Language-Hearing Association Convention. Boston, November.

## 7. Books and Publications: Forthcoming Publications

Use this category for any article, book or any other publication that has not been published yet. Use the same format as #1 – #6, above, as appropriate, and add a note regarding the status of publication.

- *Trust-based Marketing*. Tokyo: PHP Publishing. Expected in May.
- Tamis-LeMonda, C.S., R. Luo and L. Song. “Parents’ Role in Infants’ Language Development and Emergent Literacy.” *Wellbeing: A Complete Reference Guide*. Eds. S. Landry and C. Cooper. Oxford, United Kingdom: Wiley-Blackwell. In press.

## 8. Conferences, Seminars and Symposiums: Conference Presentation and

## 9. Conferences, Seminars and Symposiums: Invited Talk and

## 10. Conferences, Seminars and Symposiums: Contributed Talk

“Title of presentation.” Name of conference/meeting (if appropriate). City, State/Country, Month day.

- “Local Identities in Classical Athens.” Fourth International Conference on European History: Ancient to Modern. Athens, Greece, Dec. 31.
- “The Movement of Populations in Classical Attika.” Princeton University. Princeton, N.J., Sept. 25.

## 11. Creative Work

### a. CD:

*Title of CD.* City, State/Country of music company: Music company.

- *The Plain Where the Palace Stood* CD/LP. Chicago: Drag City.

### b. Track on a CD:

“Title of track.” *Title of CD.* City, State/Country of music company: Music company.

- “The Weird Salutation.” *I Never Meta Guitar Too: Solo Guitars for the XXI Century* CD, by various artists. Lisbon, Portugal: Clean Feed.

### c. Musical performance:

“Title of Piece.” Title of Show/Series/etc. Location of performance. City/State Country, date.

- “Enki’s Table.” UnTwelve series. Chicago Museum of Contemporary Art. Chicago, April 27.

### d. Work of art:

*Title of work of art,* medium. Gallery/museum/location of exhibition, City, State/Country, date.

- *Memorial to a Marriage*, bronze sculpture. On permanent view. Kelvingrove Art Gallery and Museum. Glasgow, Scotland, 2012–present.
- “Octagon Found in a Chair in Buenos Aires,” photograph. “Found Math,” a section of the online newsletter of the Mathematical Association of America.

*or*



“Name of Exhibition.” Gallery/museum of exhibition. City, State/Country, date

- “Twisted Sisters.” Dodge Gallery. New York, May 19 – June 23.

e. Theatrical involvement:

Position/Responsibility, *Title of Production*. Name of Theater/Festival. City, State/Country, date.

- Vocal coach, off-Broadway production of *Regrets*, by Matt Charman. Manhattan Theatre Club. New York, February–March.

**12. Professional Leadership: Organizational Leadership Position**  
*and*

**13. Professional Leadership: Committee Service**

Title, Organization, years (if more than one).

- Treasurer, Association of Early Childhood and Infant Psychologists, 2004–08.
- Acting chair, Department of Film, fall.
- Deputy executive officer, Department of Chemistry, CUNY Graduate Center.
- Member, Phi Beta Kappa Admissions Committee, 2008–13.

**14. Professional Leadership: Public Service**

A description of the service.

- Juror, Short Film Category, 35th Asian American International Film Festival, New York.
- Volunteer, Wounded Warrior Disabled Sports Project New York Adaptive Water Sports Festival.
- Interviewed by Lynda Baquero on the success of NBC-Telemundo global Spanish-language series, NBC News Channel Four (New York), April 25.

**15. Pedagogical Achievements**

A description of the achievement.

- Modified CHEM 52 laboratory curriculum by creating a new experiment in which students utilize NMR (nuclear magnetic resonance) instrumentation. This is the first, and presently only, exposure to modern instrumentation for students in the CHEM 52 curriculum.
- Balk, David E. and David Meagher. Developed an 18-credit graduate program, “Advanced Certificate in Grief Counseling,” approved by Brooklyn College, CUNY and the CUNY Board of Trustees.

## 16. Awards and Honors

Name of award or honor.

- CUNY Junior Faculty Research Award in Science and Engineering.
- *Gotham* named “Best Book of the Year” by the New York Society Library.

## 17. Grants and Fellowships

Name of grant, for “Title of Research Project” *or* description of research. Co-principal investigators first name last name (if appropriate). \$amount; year–year (if more than one year).

- NSF Grant 1137865, for “Collaborative Research: Multi-ancestor Coalescent Theory for Cultural Evolution.” \$447,994.
- CUNY Collaborative Incentive Grant, for “Increasing the Participation in Mathematics for Students in Inclusive Settings: Recommendations for Teacher Education.” Hanna Haydar and Maysaa Bazna, co-principal investigators. \$38,000; 2008–09.

## 18. Community Activities

A description of the activity.

- Organizer, reading of Italian dialect poetry, Cornelia St. Café, New York, Sept. 10.

## 19. Research Activities

A description of the activity.

- Conducted research in Sierra Leone for manuscript, “Women Paramount Chiefs of the Mende: Marginality and Power,” during January

intersession. This research was supported by a PSC-CUNY grant awarded in June 2006.

## 20. Other Professional Activities

A description of the activity.

- Consultant and on-camera commentator for *Walt Whitman*, a new PBS documentary on the life of the poet.
- Math Workshop, Mathematics Department. Provided tutorial sessions for all students taking Precalculus and Calculus 1, spring and fall semesters.

## 21. Books and Publications: Book Review

“Title of Review” (if there is one). Review of *Title of Book Being Reviewed*, by book author(s)/editor(s) first name last name. *Full Title of Publication in Which Review Appears* volume number.issue number *or* Date: page number-page number.

- Wong, W., W. Ma, L. Song, D.E. Strober and R.M. Golinkoff. “Whatever Happened to Play?” Review of *The Power of Play: How Spontaneous, Imaginative Activities Lead to Happier, Healthier Children*, by D. Elkind. *Journal of the American Academy of Child & Adolescent Psychiatry* 47: 1099–1100.
- Review of *Performing Patriotism: National Identity in the Colonial and Revolutionary American Theater*, by Jason Shaffer. *Theatre Research International* 34.2: 210–11.
- Review of *Norman Podhoretz: A Biography*, by Thomas L. Jeffers. *Library Journal*, Aug. 1: 83.

## Appendix A: Months of the Year

Always spell out the name of the month if it is cited on its own or with a year:

- “Parking Your Car in Manhattan.” *Stile* 2, February: 21.
- Chair, Department of Psychology, September 2000 – August 2006.

Abbreviate the name of the month if it is followed by a date:

- Masciandaro, Nicola and Clodagh Emoe. “Black Metal/Mysticism/ Anarchism.” National College of Art and Design. Dublin, Nov. 16.

Note that March, April, May, June and July are *never* abbreviated.

## Appendix B: Cities

### United States

The U.S. cities listed below do *not* require their identifying state. All other cities should be followed by their state. (See Appendix C for appropriate abbreviations for states.)

|            |               |                |
|------------|---------------|----------------|
| Atlanta    | Houston       | Philadelphia   |
| Baltimore  | Indianapolis  | Phoenix        |
| Boston     | Las Vegas     | Pittsburgh     |
| Chicago    | Los Angeles   | St. Louis      |
| Cincinnati | Miami         | Salt Lake City |
| Cleveland  | Milwaukee     | San Antonio    |
| Dallas     | Minneapolis   | San Diego      |
| Denver     | New Orleans   | San Francisco  |
| Detroit    | New York      | Seattle        |
| Honolulu   | Oklahoma City |                |

Note that the capital of the United States always appears as Washington, D.C.

### International

The international cities listed below do *not* require their identifying country. All other cities should be followed by their country.

In the case of Canadian cities, any city not listed below should be followed by its province (e.g., Halifax, Nova Scotia, *not* Halifax, Canada).

|            |              |                |
|------------|--------------|----------------|
| Amsterdam  | Hong Kong    | Ottawa         |
| Baghdad    | Islamabad    | Panama City    |
| Bangkok    | Istanbul     | Paris          |
| Beijing    | Jerusalem    | Prague         |
| Beirut     | Johannesburg | Quebec City    |
| Berlin     | Kabul        | Rio de Janeiro |
| Bogota     | Kuwait City  | Rome           |
| Brussels   | London       | San Marino     |
| Cairo      | Luxembourg   | Sao Paulo      |
| Copenhagen | Macau        | Shanghai       |
| Djibouti   | Madrid       | Singapore      |

|                |             |              |
|----------------|-------------|--------------|
| Dublin         | Mexico City | Stockholm    |
| Frankfurt      | Milan       | Sydney       |
| Geneva         | Monaco      | Tokyo        |
| Gibraltar      | Montreal    | Toronto      |
| Guatemala City | Moscow      | Vatican City |
| Hamburg        | Munich      | Vienna       |
| Havana         | New Delhi   | Zurich       |
| Helsinki       | Oslo        |              |

## Appendix C: States

Always spell out the name of a state if it is cited on its own:

- With over 20 years of experience, she has taught studio art to children of all ages in a variety of educational settings in northern Vermont.

Abbreviate the name of a state if it is preceded by a city that requires its identifying state:

- “Food Preferences Determined by Oral and Post-oral Nutrient Sensing.” Pennington Biomedical Research Center. Baton Rouge, La., Sept. 29.

Note that abbreviations for states within text are *not* the same as postal abbreviations. The following are the correct forms\*:

|        |       |       |
|--------|-------|-------|
| Ala.   | Md.   | N.D.  |
| Ariz.  | Mass. | Okla. |
| Ark.   | Mich. | Ore.  |
| Calif. | Minn. | Pa.   |
| Colo.  | Miss. | R.I.  |
| Conn.  | Mo.   | S.C.  |
| Del.   | Mont. | S.D.  |
| Fla.   | Neb.  | Tenn. |
| Ga.    | Nev.  | Vt.   |
| Ill.   | N.H.  | Va.   |
| Ind.   | N.J.  | Wash. |
| Kan.   | N.M.  | W.Va. |
| Ky.    | N.Y.  | Wis.  |
| La.    | N.C.  | Wyo.  |

\* Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah are *never* abbreviated.