ScholarLegacy

A FREE GUIDE FOR FACULTY

The Faculty Profile *Rewrite Kit*

Replace your out-of-date university bio with a clear research summary this week, without hiring a web designer or waiting in your department's IT queue.

STAGE 1 · ABOUT AN HOUR

Improve your university profile

Fill in the Fact Sheet, write the 150-word bio and the research summary, then paste them into your profile page with the checklist.

Fact Sheet 02
Bio templates 03
Research summary 04
Worked example 05

STAGE 2 · OPTIONAL

Build your independent scholarly presence

The Scholar Profile Blueprint gathers everything a website of your own would hold. Much of it comes straight from Stage 1.

Five questions about your presence 07
The Scholar Profile Blueprint 08
Where this leads 10
Profile Page Checklist 06

Keep your current university profile open in another tab while you work.

1

STAGE 1

Improve Your University Profile

STEP 1 · ABOUT 15 MINUTES

Fact Sheet

Short answers. Fragments are fine. Everything else in the kit is built from this page.

	PROMPT	YOUR ANSWER
01	Name as you want it to appear, with degree	
02	Current title and department	
03	Institution	
04	The question your work tries to answer, in one plain sentence	
05	Who benefits when you answer it	
06	Two or three things you are best known for	
07	Your most recent significant result, paper, book or project (last 3 years)	
08	One number that shows scale (papers, years teaching, funding, students mentored)	
09	Up to three honors worth naming	
10	What you teach	
11	What you are open to (collaboration, speaking, media, graduate students, partnerships)	
12	Where people should find more (lab page, ORCID, Google Scholar, personal site)	

2 STEP 2

Bio templates

Write in the third person unless your department uses the first person. Use the present tense for what you do now.

150 words

THE STANDARD PROFILE PAGE. WRITE THIS ONE FIRST.

> *[Name]*, *[degree]*, is *[title]* of *[field]* at *[institution]*, where *[pronoun] [leads / directs / is a member of] [lab, center or group, if any]*.
>
> *[Pronoun]* research asks *[the question, in plain words]*. That matters because *[who benefits and how]*. *[Pronoun]* best-known work includes *[thing 1]* and *[thing 2]*.
>
> *[Most recent significant result, with the year]*. *[Number that shows scale]*.
>
> *[Pronoun]* has received *[up to three honors]*.
>
> At *[institution]*, *[pronoun]* teaches *[courses]* and mentors *[students]*. *[Pronoun]* is open to *[what you are open to]*. More at *[link]*.

50 words

DIRECTORY LISTINGS, CONFERENCE PROGRAMS, AUTHOR NOTES

> *[Name]*, *[degree]*, is *[title]* of *[field]* at *[institution]*. *[Pronoun]* studies *[the question your work answers, in plain words]*, with a focus on *[specialty]*. *[One result or number that shows scale]*. *[Pronoun]* teaches *[courses or level]*.

300 words

SPEAKER INTRODUCTIONS, GRANT PACKETS, AN ABOUT PAGE

Start from the 150-word bio and add, in this order:

1. One sentence on how you came to the question: a turning point, not your whole history.
2. One concrete example of the work in the world: a partnership, a policy, a classroom change, a product.
3. Education in one line: degrees and institutions, newest first.
4. One line on what you are working on next.

Checks before you paste

- [ ] The first sentence says who you are and where, with no adjectives.
- [ ] Someone outside your field could repeat your research question back to you.
- [ ] Every number and honor is current and correct.
- [ ] No line is copied from your CV word for word.
- [ ] Read it aloud once. Cut anything you would not say in conversation.

YOUR 150-WORD BIO, FIRST DRAFT

3

STEP 3 · 100 TO 200 WORDS

Research summary

This is the paragraph a visitor reads to decide whether your work matters to them. Lead with the question, not the method.

The question

One sentence: what you are trying to find out or make possible.

Why it matters

One or two sentences: who is affected and what changes if the question is answered.

The approach

One or two sentences, in plain words. Name the method only after the reader knows why it matters.

What we have found so far

Two or three results, one sentence each, newest first.

What's next

One sentence.

Get involved

Students, collaborators, partners, and how to reach you.

4

STEP 4

Worked example

Rob Callahan and City Creek University are fictional. He is the scholar on Scholar Legacy's demonstration site.

BEFORE · A TYPICAL STALE PROFILE

~~*Dr. Callahan received his Ph.D. in 2004. His research interests include catalysis, green chemistry, reaction mechanisms, organometallic chemistry and sustainability. He has published extensively and has received numerous awards. He teaches courses in chemistry.*~~

AFTER · 150 WORDS

Rob Callahan, Ph.D., is Professor of Chemistry at City Creek University, where he leads a research group in green chemistry.

His research asks how to make the chemical reactions behind medicines and everyday materials cleaner to run. That matters because many of those reactions depend on rare, costly metals that are mined in few places and hard to recover. His best-known work replaces precious-metal catalysts with abundant iron, copper and manganese.

Methods developed in his group have been adopted in pharmaceutical and materials synthesis. He has published more than 90 peer-reviewed papers.

He has received an NSF CAREER Award and the City Creek University Distinguished Teaching Award, and he is a Fellow of the Royal Society of Chemistry.

He teaches general and organic chemistry and welcomes graduate students and industry partners. More at RobertWCallahan.com.

RESEARCH SUMMARY

The question.
Can the reactions that make plastics and medicines run on cheap, abundant metals instead of rare ones?

Why it matters.
Rare-metal catalysts are expensive, mined in few places and hard to recover. Replacing them lowers cost and waste across whole industries.

The approach.
The group designs iron, copper and manganese catalysts and tests them under the conditions manufacturers actually use.

What we have found so far.
Iron-catalyzed cross-coupling that runs in water. Methods now used in pharmaceutical and materials synthesis.

What's next.
Running the iron process at production scale with an industry partner.

Get involved.
Graduate students and partners can reach the group through RobertWCallahan.com.

5

STEP 5

Profile Page Checklist

Most university profile systems let you change some fields yourself and need a request for the rest.

Usually yours to edit

- [ ] Photo: recent, head and shoulders, plain background, at least 800 pixels wide.
- [ ] Title and department exactly as the university lists them.
- [ ] Bio: paste the 150-word version.
- [ ] Research summary or "research interests": paste the summary, not a keyword list.
- [ ] Links: lab page, ORCID, Google Scholar, personal site. Test every link.
- [ ] Selected publications: five recent ones, not your whole CV.
- [ ] CV: upload the current version as a PDF named Lastname-CV-2026.pdf.
- [ ] Contact: the email address you actually read.

Usually a request to your web or communications team

- [ ] Page layout, extra sections or a custom page address.
- [ ] Removing outdated pages that still appear in search.
- [ ] Lab or center pages hosted by the department.

After you save

- [ ] Open the page on your phone and read it top to bottom.
- [ ] Search your name and check what appears first. If an old page outranks the new one, ask your web team to remove or redirect it.
- [ ] Set a calendar reminder six months from now to update your publications and the "what's next" line.



Stage 1 is done. Your university profile now tells your current story. The next page helps you decide whether you also want a professional home of your own.

BETWEEN THE STAGES

Five questions about your professional presence

A university profile does an important job well: it shows where you work today and what you teach there. Many are excellent. It is also, by design, part of the institution's website, so it follows the institution's template and lives at the institution's address.

These five questions help you decide whether that is all you need.

01 If you changed institutions tomorrow, what would happen to your university profile?

02 Can you present your complete research, teaching, publications and professional accomplishments in one place?

03 Can potential collaborators find your work without navigating several institutional systems?

04 Do you control how your professional story is presented?

05 Do you have one permanent professional address that can follow you throughout your career?

If your answers are comfortable, keep your university profile current with Stage 1 and you are done.

If two or three of them gave you pause, Stage 2 is for you.

2

STAGE 2

Build Your Independent Scholarly Presence

The Scholar Profile Blueprint

An independent academic website brings together what is now spread across a directory page, a CV, publisher pages, citation sites and old conference programs. Fill in what applies to you and leave the rest blank: a good site includes only the sections your work calls for.

1	**Biography and academic background** FROM STAGE 1: BIO TEMPLATES	Your 150-word and 300-word bios; degrees and institutions; a current photo.	☐
2	**Research interests and current projects** FROM STAGE 1: RESEARCH SUMMARY	Your research summary; two or three current projects, one line each, with collaborators and funders.	☐
3	**Selected publications and books** FROM STAGE 1: CHECKLIST	Your five to ten most important works, with links or DOIs; books with cover images and publisher links.	☐
4	**Teaching experience and innovations** FROM STAGE 1: FACT SHEET	Courses you teach; one teaching approach or course change you are proud of; mentoring.	☐
5	**Presentations and speaking engagements**	Keynotes, invited talks and panels, with year and venue; any recordings or slides you can share.	☐

SCHOLAR PROFILE BLUEPRINT, CONTINUED

6 **Awards and professional accomplishments**

FROM STAGE 1: FACT SHEET

Honors, fellowships, grants and service roles, with years. ☐

7 **Media appearances and interviews**

Articles, podcasts, radio or video that quoted or featured you, with links. ☐

8 **Professional associations and collaborations**

Societies, editorial boards, centers, industry or community partners. ☐

9 **Contact information and scholarly links**

FROM STAGE 1: FACT SHEET

Preferred email, ORCID, Google Scholar, lab or department page, other profiles. ☐

Your Blueprint at a glance

Count the sections you ticked.

- ☐ Three or four: your university profile and a strong CV may be enough for now.
- ☐ Five or more: you already have the material for a complete website of your own.

WHERE THIS LEADS

Your university profile introduces you. Your independent Scholar Profile brings your academic work together in one professional home, with an address that can remain yours throughout your career.

The Blueprint you just completed is most of the content preparation for that home. Scholar Legacy turns it, together with your CV and a few links, into a complete professional website: your biography, research, publications, teaching, talks and media in one place. You review the site before it goes live, the site and its files are yours, and it goes with you if you move to another university. It starts at yourname.scholarlegacy.com, with your own domain available as an optional upgrade: a domain in your name is the address that stays yours for good.

SEE A FINISHED EXAMPLE

RobertWCallahan.com

A demonstration site for the fictional scholar in this kit's worked example.

NOT SURE YOU NEED ONE?

Many scholars don't. If your university profile already says what you want it to say, Stage 1 is the whole job.

WHEN YOU'RE READY

Explore Scholar Legacy

scholarlegacy.com