

Q: What do I do if there are errors in my Faculty Profile?

A: The first thing you should do is review your eFAAR for accuracy. All information from your eFAAR is imported to your Faculty Profile.

Expand each section within the **Activity Form** and review your information. Select the **pencil** icon to edit records.

Data that is mapped from eFAAR will synch overnight. Please allow 24 hours for your changes to appear on your web profile after uploading it into eFAAR.

If you still see inaccuracies in your Faculty Profile, please contact the Provost's Office.

Q: How do I add a picture to my Faculty Web Profile?

A: Click on the link to [Add, Edit, or Remove Your FAR/Web Profile Picture](#) for step-by-step instructions.

Please note: eFAAR will accept JPG and PNG files with a maximum file size of 2MB, *however*, images will only appear on a web profile if they are less than or equal to 1MB.

Q: I have added my picture to eFAAR, why is it not showing up on my Faculty Web Profile?

A: eFAAR will accept JPG and PNG files with a maximum file size of 2 MB, *however*, images will only appear on a web profile if they are less than or equal to 1MB.

Q: Why aren't my changes in eFAAR transferring to my Faculty Profile?

A: Data that is mapped from eFAAR will synch overnight. Please allow 24 hours for your changes to appear on your web profile after uploading it into eFAAR.

Q: Why are there duplicate records on my Faculty Profile?

A: There are many reasons why duplicates could occur including, but not limited to:

1. User enters the record twice in FAR.
2. User collaborates with coauthors at the same institution.

The technology performs several jobs to prevent duplicate records from showing on the web profile. Review the [About Deduplication in Interfolio Web Profiles](#) for more information.

Q: Can I add my own biography to my Faculty Web Profile?

A: Biographies are one of the first sections displayed on the faculty members' web profile pages. This space should be used to summarize the scholar's work, awards, and interests.

Click on the link [Web Profile Data Review and Validation for Faculty Members](#) to learn how to edit your Biography.

Q: What publications display on my Faculty Web Profile?

A: Web Profiles imports scholarly contributions from FAR, which may include a combination of Scopus data as well as data from other sources.

Click on the link [Manage the Activities Shown on Your Web Profile](#) to learn how to hide, display or update an activity shown on your Faculty Profile page.

Q: How do I prevent items in eFAAR from displaying on my Faculty Web Profile?

A: Click on the link [Manage the Activities Shown on Your Web Profile](#) to learn how to hide, display or update an activity shown on your Faculty Profile page.

Q: Why aren't my Fingerprints reflected on my Faculty Profile?

A: Interfolio was experiencing issues with their Fingerprint Engine and therefore has recommended that we deactivate this feature for the time being. This feature may be reactivated at some point in the future.

Q: Why are metrics like Scopus citations not available for some of the scholarly contributions?

A: To display the Scopus citations to Web Profiles, the Scopus publication ID for the scholarly contributions is required. Web Profiles will attempt to find the Scopus publication ID based on matching rules for the following fields if the scholarly contributions in FAR are not imported through IDS. At least one of these criteria must be met.

- i. PMID (PubMed ID)
- ii. DOI
- iii. ISSN + Volume + Page
- iv. Title + Year
- v. Author + Year + Page
- vi. Host publication title + Journal title + Series title
- vii. Page
- viii. Journal ISSN
- ix. Volume + Issue number

x. Article number

It is important to note that if a scholarly contribution is not indexed in Scopus, the Scopus citations will not be available understandably. However, with DOI matching, PlumX and Altmetrics can still be associated with the scholarly contribution; therefore, they can be present in Web Profiles.

Q: Why are the H-index and Scopus citation counts under some profiles different from the numbers in Scopus?

A: Web Profiles only presents the scholarly contributions in FAR, which may be a different dataset from what is available in Scopus. Therefore, the calculation of the H-index and Scopus citation count is based on the Scopus data in FAR, which may lead to that discrepancy.

Q: Why does the Scopus data in Web Profiles not match the Scopus data in Scopus?

A: Web Profiles imports scholarly contributions from FAR, which may include a combination of Scopus data as well as data from other sources. Therefore, it is possible that there are more scholarly contribution records in Web Profiles than in Scopus. At the same time, it is also possible that there are fewer Scopus records in Web Profiles than in Scopus. Web Profiles does not directly import the Scopus data from Scopus as it will only updates the existing Scopus data from FAR.