



Office of the Provost

Faculty Web Profiles - Frequently Asked Questions

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

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

If you still see inaccuracies in your Faculty Web 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: The maximum file size of a profile picture is 2MB.

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

A: Your profile picture must be less than or equal to 2MB. It may also take up to 24 hours for your changes to appear on your Faculty Web Profile after uploading it into eFAAR.

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

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

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' Faculty 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 in your eFAAR.

Q: Can I add my research interests to my Faculty Web Profile?

A: Yes. If you enter your research interests in your eFAAR, they will appear in your Faculty Web Profile.

Q: What service activities are displayed on my Faculty Web Profile?

A: Service activities that are entered in your eFAAR from the section “Service to the Profession” will appear on your Faculty Web Profile.

Q: What publications display on my Faculty Web Profile?

A: Faculty 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 Web Profile page.

Note: If you co-authored a publication with another faculty member at CSU and you marked “Yes” for it to display publicly, it will display on your profile. If that same item is marked “No” by another faculty member, it will not display on their profile.

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 Web Profile page.

Q: Why do some of my publications not include enhancements?

A: It’s not a requirement, but if you enter the DOI information into your eFAAR for each publication, it will help to identify the publication and ensure that the enhancements are included.

Q: Why do some of the courses I’ve taught list years prior to when I started at CSU?

A: Faculty Web Profiles currently list courses by the [earliest date the course was ever taught] to [latest date the course was ever taught].

Q: Will my courses always appear this way?

A: Interfolio is working on updating how courses will be displayed. Coming sometime in 2026, it will be listed [earliest date the faculty member taught it] to [latest date the faculty member taught it].

Q: Why does my scholarly activity look different in my Web Profile than what is shown in FAR?

A: Faculty data are fed into the Faculty Web Profiles from Interfolio's Faculty Activity Reporting. The technology will take that data and match it with activity from Scopus using Scopus IDs or other identifiers to enrich that activity and fill in any missing fields, causing the data in Faculty Web Profiles to sometimes look different than what is shown in your eFAAR account. Faculty Web Profiles will never add activity records that do not exist in the user's eFAAR account, it will only enrich the records that are fed from eFAAR.

Q: How do Faculty Web Profiles use data from Scopus?

A: A faculty member's Profile page displays only the activity that has been added to their eFAAR account. The IDS system retrieves records from Scopus and suggests them to faculty for review. Faculty members must verify and accept these records before they are added to their eFAAR account and subsequently displayed on their Web Profile. Scopus data are also used to showcase citations and h-index metrics on faculty profile pages.

To display the Scopus citations to Faculty 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 eFAAR are not imported through IDS. At least one of these criteria must be met.

- i. PMID (PubMed ID)
- ii. DOI
- iii. Title + Year

Q: How is the H-Index calculated?

A: The H-Index is a metric used to measure both the productivity and impact of a researcher's work. It is calculated as follows:

- a. Rank your publications (listed in eFAAR) in descending order based on the number of times they have been cited.
- b. Identify the highest number (h) where the researcher has at least h papers that have each been cited at least h times.

For example: If a researcher has 10 papers, and 5 of them have been cited at least 5 times, but the 6th paper has fewer than 6 citations, their H-Index is 5.

Key Points:

- A higher H-Index indicates a stronger research impact.
- It balances quantity (number of papers) and quality (citations per paper).

Q: Why are some of my publications duplicated?

A: Deduplication in Faculty Web Profiles involves finding and merging identical or very similar faculty records to improve data accuracy and efficiency for display on Profiles. This process helps ensure that a record appears only once across all university websites, whether at the university, department, or individual profile level.

Duplicate records may occur for several reasons, such as:

- A user entering the same record more than once in eFAAR.
- Coauthors from the same institution each entering the same publication.

The Faculty Web Profiles system automatically detects and merges these duplicates to present a single, accurate record for each scholarly activity.