San Jose State University

SJSU ScholarWorks

SJSU ScholarWorks Policies

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ScholarWorks Profiles Policy

SJSU ScholarWorks Staff

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ScholarWorks Profiles Policy

SelectedWorks profiles work in concert with the institutional repository, SJSU ScholarWorks. SelectedWorks profiles can be created for current faculty and staff members (at the faculty or staff member's request), and will be created and maintained by SJSU ScholarWorks staff, to ensure consistent description. SJSU ScholarWorks staff follow a workflow in which items are added to the institutional repository (SJSU ScholarWorks) first, and then imported over to individual profiles. Faculty members can also manage their own profile content, but inclusion of works in SJSU ScholarWorks cannot be guaranteed. If faculty are uploading their own documents, the ScholarWorks staff workflow is not possible, and ScholarWorks staff are not notified when items are uploaded. ScholarWorks staff does not have the bandwidth to monitor all profiles, so the preferred workflow is that staff be contacted to update profiles, so items can be included in both the institutional repository and also an individual's profile. Batch submissions of CVs for processing and profile creation from departments are also welcome.

Who can have an SJSU-affiliated profile?

Profiles can be created for SJSU-affiliated faculty and staff.

Emeritus and Retired Faculty Profiles

SJSU ScholarWorks staff will not update or create profiles for emeritus or retired faculty. When a faculty member retires or receives emeritus/a status, their profile will be updated to reflect the correct status, and remain affiliated with SJSU.

Profiles for those leaving SJSU

When staff or faculty leave SJSU, the affiliation of the profile with SJSU will be removed (unless retiring or gaining emeritus/a status). The former faculty or staff member can then update their profile as they see fit. Any items added to SJSU ScholarWorks and then imported over to a profile will remain on SJSU ScholarWorks. Before un-affiliating a profile, a good-faith effort will be made to contact the staff or faculty member, and information about affiliating their profile with another institution or maintaining their own profile will be provided.

What content will we add to a profile?

When initially creating a profile, or updating a profile, we will add entries for all publications, book reviews, and some popular press that have been published within the last 5 years. We will also add older items upon request. We will verify publications before adding them to a profile. We will also add selected presentations (around 5), determined by the faculty or staff member. Due to the ephemeral nature of conferences, we will attempt to verify information, but if we cannot, we will add information exactly as it has been given to us. Only conference presentations and lectures that have a distinct title will be added; sessions where the staff or faculty member moderated a discussion or did not give a presentation with a distinct title will not be included.

SJSU ScholarWorks staff will check the self-archiving and copyright permissions of each publication. When items are open access, we will add the version of record. If we are allowed to add a pre-print or post-print, we will email the faculty member to see if they have these versions. If we are unable to add

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any full-text versions of a publication, we will provide a link to the resource. If we do not have a link, we will provide as much metadata as possible. For conference presentations, when we are able to verify information from a conference program, and the conference program or other information does not add any additional information to that we are entering, we will omit the link.

When creating a profile from a CV, works created before the faculty or staff member joined SJSU will be included if they have been published within the 5 previous years.

We can also include any employment, education, research interests, grants, professional service, affiliations, honors, awards, and courses that are present on a CV. A CV and photo can also be uploaded to a profile, but we will seek permission from faculty or staff members before adding these to profiles. This information is not required, so requests for the exclusion of some information will be granted.