

The profile pages are the personal pages of employees of Radboud University. For academic staff it is possible to add their expertise, research grants, (key) publications and secondary functions, among other information. Administrative staff can also edit their own profile page.

The profile page is available in Dutch and English and is managed in the staff portal:

<http://portal.ru.nl> >> profile page. Professors of Radboudumc log in using <https://portal.ru.nl/radboudumc>

Only employees of Radboud University (academic and administrative) and professors of Radboud University Medical Centre have access to edit their page. Profile pages can be found in the staff guide of Radboud University ([www.ru.nl/personen](http://www.ru.nl/personen) and [www.ru.nl/english/people](http://www.ru.nl/english/people)) and are available via search engines. Furthermore, each profile page has its own unique url:

- <http://www.ru.nl/personen/naam-a>
- <http://www.ru.nl/english/people/naam-a>

This guide provides a general explanation of the input fields in the profile page and the underlying sources. It also gives a list of which contacts to approach if any information is incorrect.

## 1. Sections profile page

The profile page has a number of sections:

1. Position and Expertise
  - Position
  - Expertise
  - Keywords / tags
  - Projects
2. Contact Information
  - Select contact information
  - Profile picture
  - Online information (Linkedin, Twitter, personal website)
  - Working days
3. Research & Publications \*
  - Research theme
  - Research group
  - Key publications
  - Links to a (complete) list of publications
  - Research Grants and prizes
  - Researcher ID
4. Teaching and courses \*\*
  - Courses
  - Education prizes
5. Curriculum vitae
  - Curriculum Vitae
  - Secondary functions

\* Available only to employees with an academic role.

\*\* Available only to employees who are teaching class.

### 1.1 Position and Expertise

#### ***Position***

The field 'Position' shows all the current positions an employee holds as registered in the Relationship Management System (in Dutch: Relatie Beheer Systeem, RBS). Employees can change the order of their positions and choose to hide a position.

If an employee wants to change a job title or wants to add one they have to contact the administrators of the Relationship Management System (see section 3) . Contacting the administrators is possible by using the question form in the staff portal on top of the profile page.

### **Expertise**

In the field 'Expertise' it is possible for an employee to add their expertise or specialization. Do not overuse technical terms. Make the description concise and also understandable to read. The maximum number of characters in this field is 2000.

For scientists who already work with the new Research information Services (more info: <http://ris.ru.nl>): it is possible to show the information from RIS at your profile page.

### **Tags**

In the field 'Tags' you can tags/keywords with a max of 5. Your profile page can be found in the staff guide by searching for these keywords (using the field expertise).

### **Projects**

Add (research) projects in which you participate. These could be ongoing projects, but also completed projects. You can specify up to 5 projects max. It is also possible to add a url to a project website and add a date.

## **1.2. Contact Information**

### **Select contact information**

These fields show all contact information as registered in the Relationship Management System (in Dutch: Relatie Beheer Systeem, RBS). You can choose which data is shown and which not. It is also possible to add a mobile number to your profile page.

### **Picture**

The field 'Picture' allows you to display your current profile picture at your profile page or not. It's possible to add a different profile picture to your profile page. The photo will be automatically cropped to the default size for profile pictures in the profile page: 522 pixels high and 392 pixels width.

Adding a different profile picture only changes the photo at your profile page and the photo in the staff guide. Changing the profile photo for your Campus Card can be done at [www.radboudnet.nl/campuscard](http://www.radboudnet.nl/campuscard).

### **Online data**

In this field you can add a link to your LinkedIn or Twitter account and/or a link to your personal website. These links are shown next to your contact information. Adding a link to a Dutch website and an English website is both possible.

### **Working days**

With 'Working days' it is possible to specify which days you work.

## **1.3. Research & Publications**

'Research and Publications' is only available to employees with a scientific role. If you do not have a scientific role you will not see this option.

### **Research themes**

If possible, add the research theme in which you participate. You can also add a link to the website of the research theme. Only for employees of Donders Institute the selection of themes to choose from is already predefined.

### **Research group**

If possible, add the research group in which your research is done. You can also add a link to the website of the research group. Only for employees of Donders Institute the selection of groups to choose from is already predefined.

### **Key publications**

It is possible to add key publications to your profile page and full text-links to your most important publications, with a maximum of 5. For scientists who already work with the new Research Information Services (more info: <http://ris.ru.nl>): it's possible to show the publications from RIS at your profile page.

### **Links to a (complete) list of publications**

It's possible to add several publication lists to your profile page. These lists are shown as a link at your profile page. Options:

- *Radboud Repository*: an online overview of scientific publications by the author and links to underlying datasets. The Repository contains the full-text files that are publicly accessible.
- *Research Information Services (RIS)*: a list of all publications by the author in the research registration system RIS. The RIS publication list includes publications that are still 'in press' and other results, such as interviews and prizes.
- *ResearcherID*: add your ResearcherID here (format: A-1234-1234). At your profile page a link to your list of publications within ResearcherID.com is shown
- *Website*: If you have your own personal website that contains a list of your publications, you can add it here. A link to this website will be shown at your profile page
- *PDF*: A pdf with an overview of all your publications

If an employee finds incorrect information in a publication list of Radboud Repository or Research Information Services they have to contact the administrators (see section 3) . Contacting the administrators is possible by using the question form in the staff portal on top of the profile page.

### **Grants and prizes**

Add grants, achievements, prizes and/or subsidies you have received, with a maximum of 5. Also add in which year the grant etc. was awarded.

## **1. 4. Teaching and courses**

The tab 'Teaching and courses' is only available to employees who are teaching class. If you do not have a teaching role you will not see this option.

### **Courses**

The source for the list of classes you teach is Osiris, a registration system for courses. Courses are automatically linked to an employee if they teach class. It is not possible for an employee to edit their list of courses. It's only possible to choose whether they want to show the list of courses at their profile page or not.

### **Education prizes**

Add grants, achievements, prizes and/or subsidies you have received, with a maximum of 5. Also add in which year the grant etc. was awarded.

If an employee finds incorrect information in the list of classes they teach they have to contact the administrators (see section 3) . Contacting the administrators is possible by using the question form in the staff portal on top of the profile page.

## 1.5. Curriculum vitae

### ***Curriculum Vitae***

You can upload a CV as a pdf file, which (inter)national visitors of your profile page can download and read. Previously cv's you have uploaded can be removed by checking the box "Delete cv Dutch or Delete cv English and then by saving your profile page. Be aware to delete privacy-sensitive information in your curriculum vitae before uploading.

### ***Secondary functions***

Radboud University finds it important to be as transparent as possible regarding secondary functions of its employees. Please add relevant secondary functions (for example: include additional functions related to main position, paid and unpaid but not voluntary work).

Give a brief description and add the year in which the secondary function started. If your work at Radboud University is a secondary function, please specify at which organization your main function takes place. You do not have any additional functions? Please indicate so.

## 2. Frequently asked questions

### ***I don't have a profile page***

Please go to <https://portal.ru.nl/group/staff-portal/profile-page> and click on 'Create profile' to create a profile page. Professors of Radboudumc log in using <https://portal.ru.nl/radboudumc>

### ***My contact details are shown in the staff guide, but my profile page isn't clickable***

If your profile page isn't clickable then you don't have a profile page yet. Please go to <https://portal.ru.nl/group/staff-portal/profile-page> and click on 'Create profile' to create a profile page. After that you can edit your page. Professors of Radboudumc log in using <https://portal.ru.nl/radboudumc>

### **Does Google index my profile page?**

Google does index all profile pages. Indexing is the process of adding Webpages into Google search. > [More information about indexing and Google search](#)

### **Why do I have to add my secondary functions, if I have any?**

Radboud University finds it important to be as transparent as possible regarding secondary functions of its employees.

### **My contact details are incorrect**

The source for all contact details is the Relationship Management System (in Dutch: Relatie Beheer Systeem, RBS). If these details are incorrect, please contact the RBS administrator of your department (see section 3) or send an email to [rbs@ru.nl](mailto:rbs@ru.nl)

### **My publication list is incorrect**

The source for publications is Research Information Services (RIS). If your publication list is incorrect, please contact the RIS administrators (see section 3).

### **The list of courses I teach is incorrect**

The source for the list of courses is Osiris, a registration system for courses. If this list is incorrect, please contact the Osiris administrators (see section 3).

### **How do I crop my profile picture to the right format?**

Please use Photoshop to crop your profile picture to the right format or use an online service as [www.photosizer.com](http://www.photosizer.com).

**What is the correct size for the profile picture?**

The correct size is 522 pixels high and 392 pixels width.

**3. Contact*****General questions about the profile page or staff guide:***

Department of Online Support, Marketing and Communication Office: [cms@ru.nl](mailto:cms@ru.nl)

***Questions about job titles or contact information:***

Administrators Relationship Management System: [www.radboudnet.nl/rbs/beheerders](http://www.radboudnet.nl/rbs/beheerders)

***Questions about publications:***

General: [ris@ubn.ru.nl](mailto:ris@ubn.ru.nl)

Administrators Research Information Services: [www.ru.nl/research-information-services/support](http://www.ru.nl/research-information-services/support)

***Questions about course information:***

Administrators Osiris: [www.radboudnet.nl/osiris/beheerders](http://www.radboudnet.nl/osiris/beheerders)