

Faculty profiles on the USC Rossier website

Creating your profile on rossier.usc.edu:

1. Log directly into the [Rossier Portal Faculty Directory Manager](#) using your USC NetID credentials
2. After log in, you will be automatically directed to your profile.
3. When you're done entering content, click 'Yes' next to 'Ready to Publish?', or 'No' to save in draft form.
4. Rossier internal teams will review content in a timely manner. When approved, they will publish the profile to the website. If edits are required, you will receive a message with further details.

Editing your profile

After your profile has been approved, follow steps 1 – 3 above. You do not need additional approval for edits.

Troubleshooting

If you encounter an error or run into difficulty, please [submit a web ticket](#) for review by the Rossier Webmaster.

Content requirements for faculty profiles:

- Upload a headshot or professional-looking photo.
- Attach a copy of your updated CV.
- Include professional biographical information.
- Text should be free of spelling errors.

Style recommendations for your bio:

- Refer to Rossier as USC Rossier
- For Rossier programs, please use the full program name and acronym on first reference, e.g., Master of Arts in Teaching (MAT). Subsequent references can use the acronym only. [View all program / degree names.](#)
- When first referencing yourself in your bio, please list your highest academic degree after your name, e.g., Steven Smith, PhD. You don't need to reference the degree again. (Avoid using 'Dr.,' before your name, even if you hold a doctoral degree.)