

Bio Request Form

In addition to the information below, we ask for:

* A high-resolution headshot that can be cropped into a square. The dimensions should be 520x520 px or above.
* For faculty, a PDF of your most recent CV. Please remove all personally identifying information (home address, home phone, cell phone) before attaching.

This form plus the attachments requested above can be forwarded to **DMSBWeb@northeastern.edu**

**Name:**

**Title:**

**Northeastern email:**

**Northeastern phone number:**

**Person Type(s) (staff, faculty, tenured and tenure-track faculty, fellow, etc.):**

**Academic Group(s)/Departments:**

**Office Location:**

**Narrative Profile**

350 words. Submissions over 150 words are put into an expandable text box.

* Staff: Consider writing a short synopsis of your job description.
* Faculty: Consider including research/teaching interests, service work, industry/academic experience. This field is required for faculty submitting a new request.

*The first mention of your name must be your full name. For the following references, use only your last name. Beyond that, please use third person pronouns (he, she, they).*

**Education**

Degree Subject, University (e.g., BA Sociology, Northeastern University)  
1 line per degree  
Use [NU style](https://brand.northeastern.edu/style-for-degrees/) for degrees*This field is required for faculty submitting a new request.*

* **\_**
* **\_**

**Awards and Recognition**

List your 5 most recent or seminal awards. Your CV should feature the rest.

1. \_
2. \_
3. \_
4. \_
5. \_

**Selected Publications**

List your 10 most recent or seminal publications using [APA style](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html). Your CV should feature the rest.

1. \_
2. \_
3. \_
4. \_
5. \_
6. \_
7. \_
8. \_
9. \_
10. \_

**Selected Presentations**

List your 5 most recent or seminal presentations using [APA style](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html). Your CV should feature the rest.

1. \_
2. \_
3. \_
4. \_
5. \_

**Links to social media and portfolio or personal websites:**

**Additional comments:**