

People Directory

Updated March 30, 2022

NOTE: Changes to Faculty and Staff listings should not be done through BugHerd. Instead, send requests to IT Services using the People Directory Change Request Form mentioned below.

People Directory: <https://www.pfw.edu/about-pfw/people-directory>

People Directory Change Form: <https://www.pfw.edu/people-change-form>

Background on People Directory

- The People Directory on the new university website is the result of months of work with various vendors as well as units across campus—Information Technology Services, Human Resources, and Institutional Research and Analysis. The People Directory integrates information from several different data sources that Communications and Marketing does not itself maintain.

Change Requests

- Updates to directory information—individual name, job title, email, and phone number—can be requested by using the [People Directory Change Request Form](#) maintained by Information Technology Services. **Information updated in any of the data sources may take several days to appear in the People Directory.**

People Directory

- Individual names and job titles. First and last names of individuals and their job titles come a system sponsored by Human Resources in West Lafayette. Job titles are truncated due to the limited characters allowed from this HR system. **Communications and Marketing has no control over this information.** If an individual wants to have their name or title changed, they should use [People Directory Change Request Form](#) to make such a request. Any questions or concerns about this data should be directed to [Kirk Tolliver](#) in Human Resources.
- Phone numbers and email addresses. Phone numbers and email addresses come from a system sponsored by Information Technology Services (Fort Wayne). **Communications and Marketing has no control over this information.** If an individual needs to have an update made to a phone number or email address, they should use the [People Directory Change Request Form](#) to make such a request. Telephone Operations manages this information, and any questions about phone and email data should be directed to [Ryan Fahlsing](#) in Information Technology Services.
- New hires and employee separations. If a faculty or staff member is a new hire, their directory information will automatically appear in the People Directory once they have been added to the

HR and ITS systems mentioned above. Conversely, if a faculty or staff member leaves the institution, the Web Services Team will manually remove such individuals. The team is already working with Human Resources on weekly employee separations, so Communications and Marketing does not need to be notified of such changes.

Faculty Biographies

- Full-time faculty may have their biography included as a link off of the People Directory. Faculty biographies are housed in a system called Faculty Success (formerly called Digital Measures) sponsored by Institutional Research and Analysis. Any questions about faculty biographies should be directed to [Lindsey Dutrieux](#) in Institutional Research and Analysis.

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