



Elements

SYMPLECTIC ELEMENTS

Copying over your University Staff Profile

Introduction

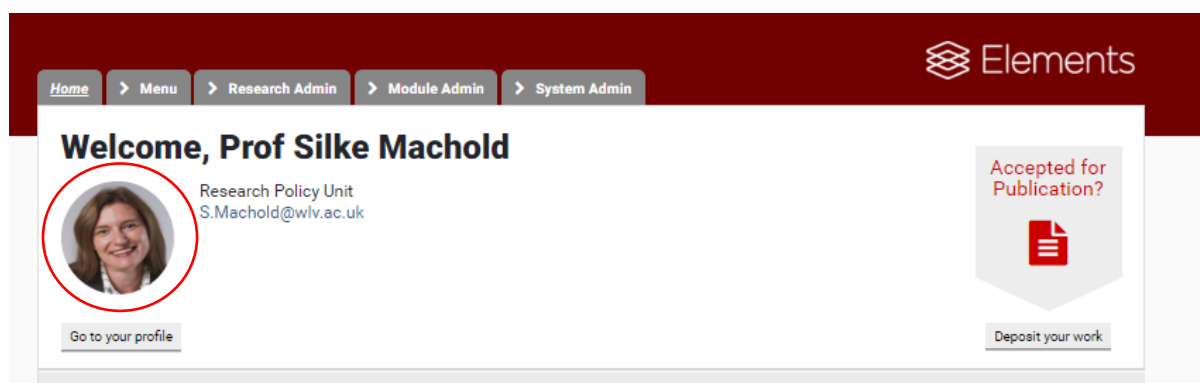
This guide will include how to copy over your details from your University Staff Profile onto your Elements Researcher Profile. Please note there is another guide available on editing your profile if you were entering this information manually.

(<https://www.wlv.ac.uk/media/departments/research/documents/Editing-Profile.pdf>). It is recommended that Staff members have a read through both guides.

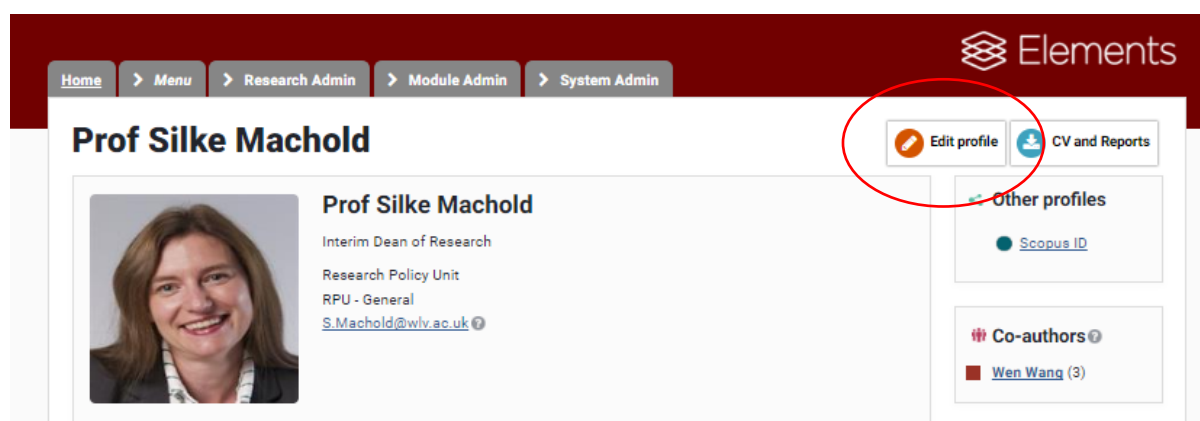
Adding About Information

Once logged into Elements, you will be presented with your homepage.

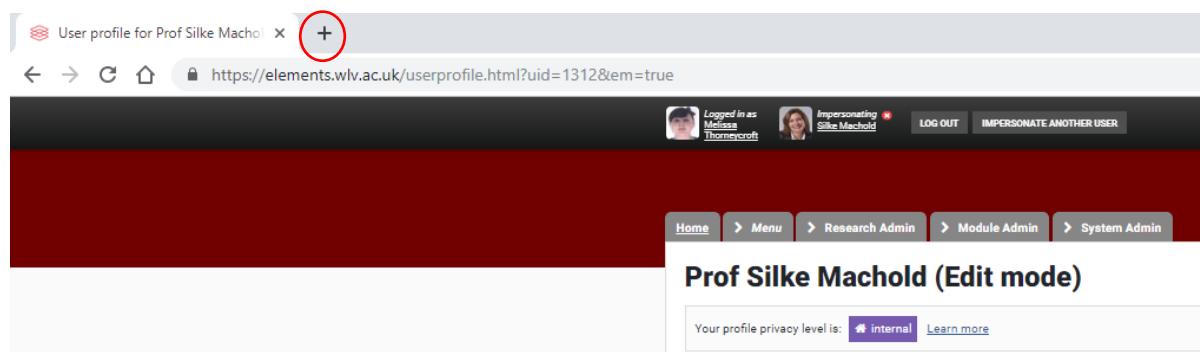
- 1) Click on your profile picture to enter your profile.



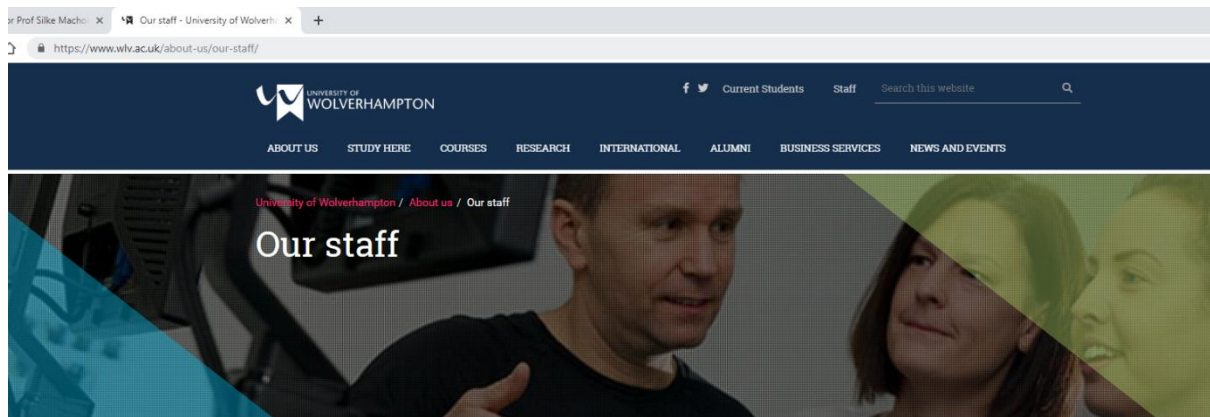
- 2) Click the 'edit profile' button to enter edit mode.



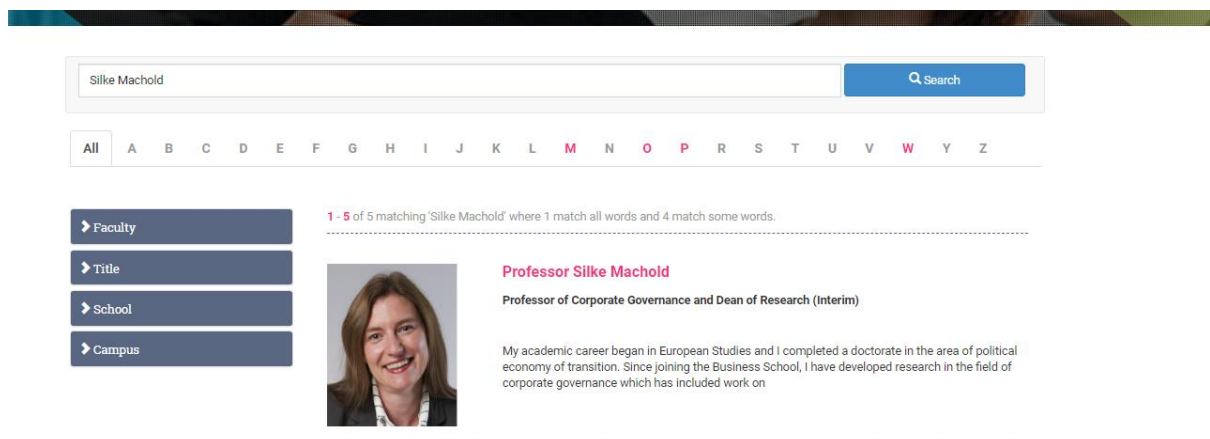
- 3) Next, you need to open another internet tab by clicking the + button.



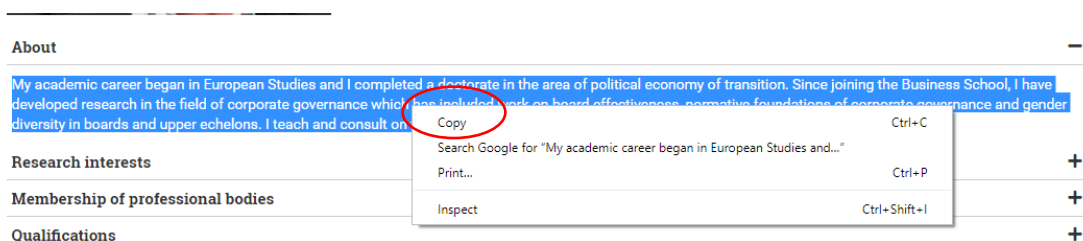
- 4) Please enter <https://www.wlv.ac.uk/about-us/our-staff/> and click enter. Search for your profile using the search box provided.



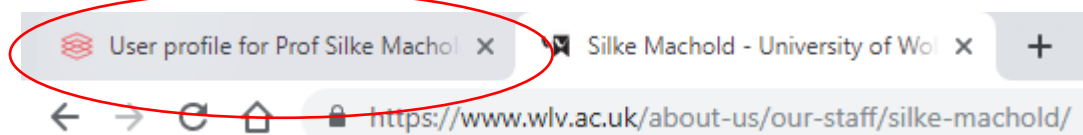
5) Click on your Name to view your profile.



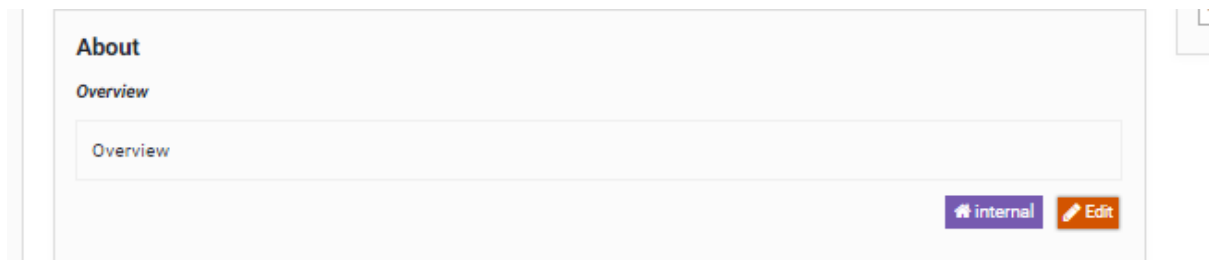
6) Open the about tab and highlight the text you wish to include in the about section of your Elements profile and right click, then select copy.



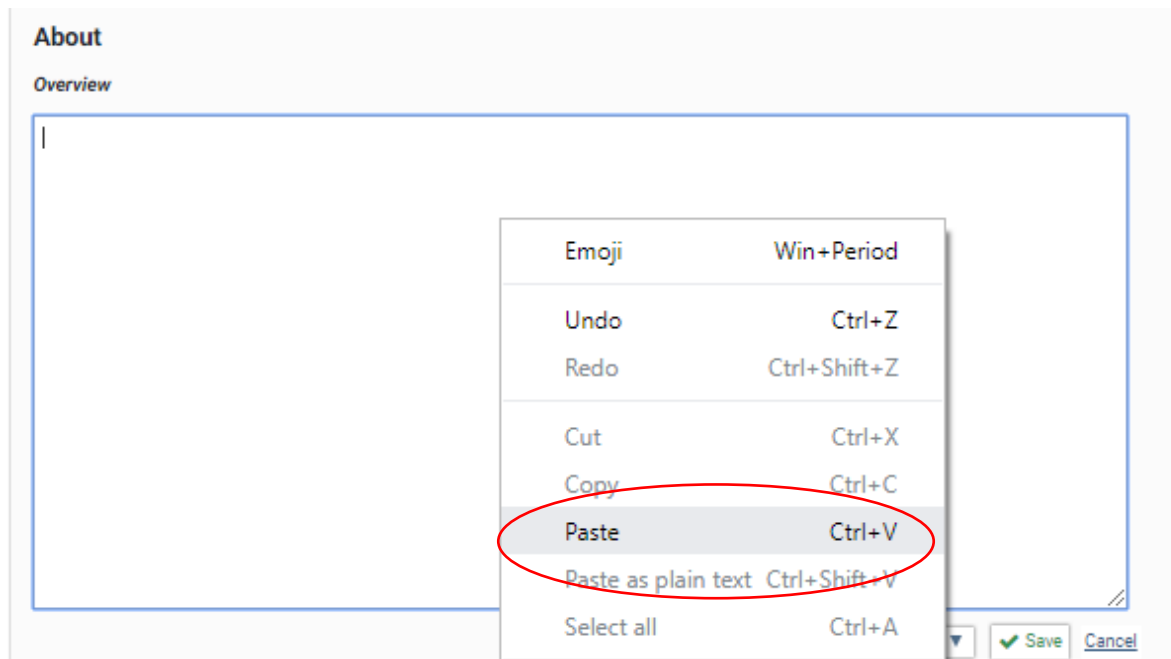
7) Click on the Elements tab to go back to your Elements profile.



8) Click on the edit button next to the 'Overview' section of your profile.



- 9) Right click in the text box and then click paste. Your text will now appear in the text box provided. You can now edit/update this if there is anything further you wish to add and then click the save button.



Please note: if no text displays after you have clicked paste, return to your University profile and highlight the text again and click copy and then repeat the instruction listed above.

10) Once you have finished editing this section, click the save button.

About

Overview

My academic career began in European Studies and I completed a doctorate in the area of political economy of transition. Since joining the Business School, I have developed research in the field of corporate governance which has included work on board effectiveness, normative foundations of corporate governance and gender diversity in boards and upper echelons. I teach and consult on these topics in the UK and overseas.

Privacy: Match profile level ☒ Save Cancel

Those who have a further information tabs may wish to also paste this information in the Overview, Research Interests or Teaching summary section depending on the content written.

Adding your Research Interests and Teaching Summary Information.

Follow the instructions listed above for how to copy over your Research Interests.

In your Research Interests or Further Information section, you may also have your PhD Supervision listed. In Elements, you will need to include the areas of supervision in the Teaching Summary and the current and completed supervisions would be recorded within the Teaching Activities Module. See <https://www.wlv.ac.uk/media/departments/research/documents/Teaching-Activities-Staff-Guide.pdf> for instructions on how to add these.

Research interests

My research interests are in corporate governance and especially board behaviours and performance from strategic management and OB perspectives. Recent projects investigated board behaviours, board task performance, and board leadership in different organisational settings. I have also been involved in a number of international projects focusing on the determinants and effects of gender diversity on boards.

PhD supervision

Areas of supervision

Boards of directors: behaviours, interactions, board performance, women on boards; Gender diversity

Completed supervisions

2011: The Impact of board processes on board role performance and effectiveness: An empirical study of UK listed companies.
2013: Investigating absorptive capacity in boards: Corporate governance and the value creating board
2013: Networking performance: A study of the benefits of business networking in the West Midlands
2016: An investigation of CSR as a source of Corporate Political Power
2017: Determinants of Board Processes: Trust in the Boardroom

Current supervisions



Learning in boards of directors
Islamic banking and the role of Shariah boards
Managing gender diversity in Nigerian hotels
Strengthening corporate governance with new media for widened employee voice

I have copied and pasted the information following the instructions above, which has now completed the 'About' section of the profile.

About



Overview

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 internal  Edit

Research interests



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 internal  Edit

Teaching summary

Areas of supervision

Boards of directors: behaviours, interactions, board performance, women on boards; Gender diversity

 internal  Edit

Memberships of Professional Bodies

Some users may have a Membership of Professional Bodies section on your University profile. Within Elements, these can be added as 'Professional Activities'. To see how to do this please visit; <https://www.wlv.ac.uk/media/departments/research/documents/Professional-Activity-Elements-User-Guide.pdf>

Membership of professional bodies

European Academy of Management (board member)

British Academy of Management (member)

International Teachers Programme (member)

Qualifications

If you have your Qualifications listed on your University Profile, these can be added into your Elements profile by following the below instructions.

Qualifications

PhD: "Local-level policies for small firm sector development in Russia and Hungary: A comparative analysis" (University of Wolverhampton)

BA (Hons) Languages for Business and Information Technology (First Class Honours with Distinction for Spoken Language Performance in English and Russian) (CNAA)

- 1) In Elements, click on 'add a degree button'

Education

Degrees

You haven't listed any degrees.

[+ Add a degree](#)

Certifications

You haven't listed any certifications.

[+ Add a certification](#)

Postgraduate training

You haven't listed any postgraduate training.

[+ Add postgraduate training](#)

Language competencies

You haven't listed any language competencies.

[+ Add a language competency](#)

You will then be presented with a form to complete. You could manually enter the details in or you could copy this from your University Profile.

Education

Degrees

You haven't listed any degrees.

Add degree:

Qualification *

Institution name *

City

Country *

Start date

End date

Privacy: Match profile level Save Cancel

Click into your University Profile and then on the Qualifications tab. highlight the text you wish to copy over, right click and select copy.

Qualifications

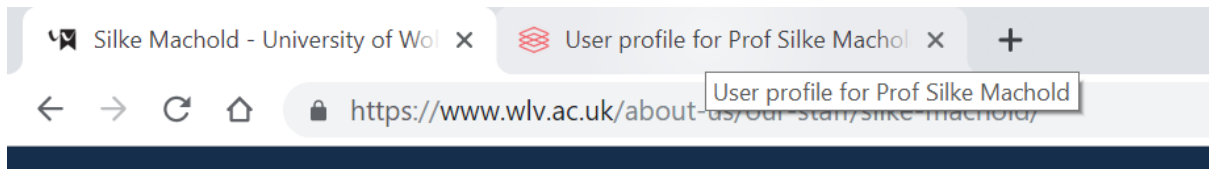
PhD: "Local-level policies for small firm sector development in Russia"

BA (Hons) Languages for Business and Information Technology (First Class Honours) (CNAA)

Publications

Further information

Next, return to your Elements profile.



Right click in the Qualification field and then select paste.

You will then need to enter at least the Institution name and Country and then click save. Also include start and end dates if you have these to hand.

You would then repeat these instructions until all your qualifications have been added.

Publications

There is a section on Publications within Staff Profiles on the University website. Elements should have pulled across much of this information already for you.

You should check your Publications list against the ones in Elements. If you have any publications missing you can manually add them to Elements. Please refer to the Publications guide for assistance with adding publications. This can be accessed at :<
<https://www.wlv.ac.uk/media/departments/research/documents/Publications-Module-Staff-User-Guide.pdf>>.

Experience in Industry

The information held in your University Profiles for this section will fit into the experience section on your Elements profile.

To add your experience, you would click on the add button next to the section you wish to add too.

The screenshot shows the 'Experience' section of a user profile. It has three sub-sections: 'University of Wolverhampton appointments', 'Academic appointments', and 'Non-academic employment'. Each sub-section states 'You haven't listed any...' and includes a green plus icon followed by a blue link to add an appointment or employment. The link for 'Add an institutional appointment' is circled in red.

Experience

University of Wolverhampton appointments

You haven't listed any University of Wolverhampton appointments.

+ [Add an institutional appointment](#)

Academic appointments

You haven't listed any academic appointments.

+ [Add an academic appointment](#)

Non-academic employment

You haven't listed any non-academic employments.

+ [Add a non-academic employment](#)

You will then be presented with a form to complete. You must ensure all mandatory fields are complete to be able to save the record.

The screenshot shows a modal form titled 'Add University of Wolverhampton appointment:'. It contains several input fields with red asterisks indicating mandatory fields: Position, Institution name, Department, City, Country, Start date, and End date. The Start and End date fields include calendar icons. At the bottom right, there is a 'Privacy' dropdown set to 'Match profile level', and 'Save' and 'Cancel' buttons.

Experience

University of Wolverhampton appointments

You haven't listed any University of Wolverhampton appointments.

Add University of Wolverhampton appointment:

Position *

Institution name *

Department

City

Country *

Start date *

End date

Privacy: Match profile level ▼ ✓ Save Cancel

You can copy the data direct from your University profile or you can enter this in manually for each section. To copy the information from your University Profile, please follow the instructions outlined throughout this guide.

Feedback on Training Materials

Many thanks for taking the time to review the training materials for Elements. If you have any comments on what you would like to see in the future or any feedback on the materials or system please email elementsupport@wlv.ac.uk.

You can view other self-help guides for Elements by visiting; www.wlv.ac.uk/elements