

Roles

1. To edit a role (located at the bottom of the page) click the 'Edit' link to the left of the entry.

ABOUT AALS SERVICES EVENTS RESOURCES

Faculty | Roles

Save Save and add another No More Changes

TO DELETE a role which appeared on the summary page, scroll down to the bottom of this page and click the edit link next to the entry you want to delete.
-After clicking the 'edit' link, the fields below will populate with that information, allowing you to delete it by clicking the 'Delete' button.

TO ADD NEW information which did NOT appear on the summary page, enter the information in the blank fields below and click a 'Save' button.

Add the roles from the dropdown that apply to your professional role. This is not limited to the current academic year. For example, if you are currently serving as an academic dean and not teaching, but consider classroom teaching as a professional role, add both roles. (This is not published in the Directory.)

Role:

Save Save and add another No More Changes Delete

These are your current roles.

To delete a role below click the 'Edit' link to the left of that entry. After clicking 'Edit' click the 'Delete' button above. Click the 'Save' button above when done.

[Edit](#) academic dean
[Edit](#) classroom teacher
[Edit](#) clinical teacher

2. To delete an entry, click the 'Edit' link then click the 'Delete' button.

Roles

3. After editing your entry, click the 'Save' button if you are done entering your role. You will be redirected to the summary page.

4. If you would like to add another role, click 'Save and add another'

The screenshot shows a web interface for managing roles. At the top, there is a navigation bar with tabs for 'ABOUT AALS', 'SERVICES', 'EVENTS', and 'RESOURCES'. Below this, the page title is 'Faculty | Roles'. On the right side, there is a vertical list of links: - Help, - Subj, - Dem, - Degr, - Law, - Adm, - Emp, - Book, - Acad, - Mem, - Cons, - Leav, - Eme, - Title, - Role, - Stat, - Sum.

The main content area contains the following text and controls:

- Buttons: 'Save', 'Save and add another', 'No More Changes' (circled in red).
- Text: **TO DELETE a role which appeared on the summary page, scroll down to the bottom of this page and click the edit link next to the entry you want to delete.**
-After clicking the 'edit' link, the fields below will populate with that information, allowing you to delete it by clicking the 'Delete' button.
- Text: **TO ADD NEW information which did NOT appear on the summary page, enter the information in the blank fields below and click a 'Save' button.**
- Text: Add the roles from the dropdown that apply to your professional role. This is not limited to the current academic year. For example, if you are currently serving as an academic dean and not teaching, but consider classroom teaching as a professional role, add both roles. (This is not published in the Directory.)
- Form: 'Role:' followed by a dropdown menu.
- Buttons: 'Save', 'Save and add another', 'No More Changes', 'Delete' (circled in red).
- Text: These are your current roles.
- Text: To delete a role below click the 'Edit' link to the left of that entry. After clicking 'Edit' click the 'Delete' button above. Click the 'Save' button above when done.
- Text: [Edit](#) academic dean

5. Click 'No More Changes' if you have no changes to make to this page. You will be redirected to the summary page.