

JCSW  Joint Committee on
the Status of Women



**HARVARD
CATALYST**

THE JCSW MEMBERSHIP DIRECTORY

A COMPREHENSIVE GUIDE TO UPDATING YOUR HARVARD CATALYST PROFILE

JCSW CAREER ADVANCEMENT SUB-COMMITTEE

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THE JCSW MEMBERSHIP DIRECTORY: A GUIDE TO UPDATING YOUR HARVARD CATALYST PROFILE

A Joint Venture by the JCSW Career Advancement Subcommittee and Harvard Catalyst

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FREQUENTLY ASKED QUESTIONS

What is the JCSW?

The Joint Committee on the Status of Women (JCSW), an advisory committee of the Dean of the Faculty of Medicine, was formed in 1973 to facilitate the development and contribution of women affiliated with Harvard Medical School (HMS) and Harvard School of Dental Medicine (HSDM) by expanding and improving the opportunities for the advancement of women to achieve their maximum potential.

All members of the HMS and HSDM community including women, men, faculty, staff and students (graduate, medical, dental) of HMS and HSDM, residents, fellows, and post docs are eligible for membership in the JCSW.

How do I join the JCSW?

[Please complete this membership form](#) to join the JCSW.

What is the vision for the JCSW Membership Directory?

The JCSW Membership Directory is an initiative of the JCSW Career Advancement subcommittee that aims to:

- Foster collaboration among JCSW faculty and staff membership.
- Explore JCSW member networks.
- Provide connections to enhance mentorship/sponsorship opportunities.
- Promote career advancement.
- Showcase JCSW podcasts and other JCSW media and websites.
- Expand the footprint of JCSW and its members within the Harvard community.
- Increase the impact of JCSW and its members beyond the walls of Harvard.

Why do I need to “opt in” to be included in the JCSW Membership Directory?

Even though you may be on the JCSW membership list, this list is not publicly available. However, if you “opt in” to the JCSW Membership Directory, this gives JCSW permission to include your name on the [JCSW website](#), which could foster new connections that advance and elevate your career to the next level.

Which faculty are listed in Harvard Catalyst Profiles?

Harvard Catalyst Profiles includes all faculty from Harvard Medical School, Harvard School of Dental Medicine, and the Harvard T.H. Chan School of Public Health. Some clinical and research fellows also have a Harvard Catalyst profile. Listings in Harvard Catalyst Profiles are automatically created for faculty. Faculty members can add [information to their profile](#) and can also adjust privacy settings for select information ([see Faculty Guide to updating your Harvard Catalyst Profile](#)).

How do I opt in to the publicly available directory and what individual link or website should I provide?

You can opt-in by [completing this form](#). You will also have the option include a link to **your Harvard Catalyst Profile, LinkedIn page, or lab/personal website**. Sites can include:

- **Harvard Catalyst Profiles - (option for faculty and some clinical and research fellows)** JCSW faculty who join the directory can link their Harvard Catalyst profile and be included in the Harvard Catalyst ["JCSW Group Profile" affiliation group](#).
- **LinkedIn page - recommended** for staff, students, post-docs, and residents; and others who do not have a Harvard Catalyst profile.
- **Work website or Lab page** - for faculty, staff, or students.

Who do I contact if I am a new JCSW member who joined after the Fall 2024 "Directory opt in" survey was distributed? [You can opt-in using this form](#) and your name will be added to the JCSW Directory.

Is there somewhere else where I can find more information about Profiles?

You can visit the [Harvard Catalyst FAQ webpage](#) to get more information.

Which sections of my Profile are not editable or locked by default?

Locked aspects of your Profile: Address, titles, affiliations, telephone, fax, and email are managed by your Human Resources office. However, you may upload a custom photo to your profile using this website.

- To edit the "locked" address section, please contact your local representatives. They can modify your basic information, such as your title and contact information, or assist with general questions about Profiles. For assistance with your Profile, HMS/HSDM faculty should email contact@catalyst.harvard.edu.
- For appointment updates and changes, please ask your appointing department to contact the [HMS Office for Faculty Affairs](#).
- Fellows – please contact [HMS Human Resources](#) for personal or demographic information changes.
- Faculty – You can update your personal or demographic information in PeopleSoft by logging in with your Harvard Key and selecting "My Personal Details".

OVERVIEW

The JCSW/Harvard Catalyst initiative for faculty (including some clinical and research fellows) and the JCSW/LinkedIn initiative for staff, students, trainees, and post-docs

The JCSW Career Advancement Subcommittee focuses on activities that support the success and upward mobility of women. Rather than establishing new programs that are unlikely to be sustainable over time, the subcommittee is working to leverage existing resources creatively to facilitate networking among JCSW members.

We aim to utilize these resources to build connections that extend beyond research and that strengthen connections among JCSW members, the Harvard community, and even connections outside Harvard.

As described in more detail below, the Harvard Catalyst Profiles site is an excellent tool for identifying potential research collaborators.

Within the [Harvard Catalyst Profiles website](#), we have established a “[JCSW group](#)” [Profile page](#) that will increase connections among faculty members (including clinical and research fellows with an HMS appointment) with different scientific, clinical, and/or educational interests. Harvard Catalyst is NIH funded and is limited to faculty. Profiles are created for each faculty member upon appointment.

To enhance networking among staff, students, trainees, and postdocs, the JCSW Career Advancement Subcommittee suggests a [LinkedIn profile](#), which has similar networking capabilities.

How can the Harvard Catalyst Profile improve my visibility and enhance (and advance) my career as a Harvard faculty member?

A research discovery tool, [Harvard Catalyst Profiles](#) features searchable information for over 25,000 faculty from Harvard Medical School, Harvard School of Dental Medicine, and Harvard T.H. Chan School of Public Health. In such a large, diverse community, how can researchers showcase their expertise, academic work, and build collaborations?

Profiles helps by offering both a directory and networking tool. You can search faculty by name or keyword and while also helping you visualize and understand their connections through interactive tools. These visualizations display faculty who publish on similar topics, coauthor articles, share research interests, or are part of the same organizations. Explore these tools to discover potential collaborators.

Each faculty member gets an automatically generated public Profile, which can be customized by hiding sections or adding research summaries, education, and more.

Guide for Faculty: How to Update Your Harvard Catalyst Profile¹

Step 1: Claim your Harvard Key to log in and edit your Harvard Catalyst Profile. You do not need to log in to search for and view profiles on the site, but you will need your Harvard key to modify your profile.

Step 2: Access your Harvard Catalyst Profile page by typing your name into the [Harvard Catalyst Profiles search “Find People by Research Topic or Name”](#) box

Step 3: Set your Profile’s privacy settings in each Profiles category. The default setting is a public account visible to both the Harvard community and the public.

There are four privacy settings:

1. **Only me:** Only me and special authorized users who manage the website.
2. **Users:** Limited to people logged into the website.
3. **No Search:** Open to the public but blocked to certain (but not all) search engines such as Google.
4. **Public:** Open to the public and may be indexed by search engines.

Which Profiles categories can be edited?

The categories that can be edited are listed below. More detail about each category is included in the more [detailed guide in the appendix](#).

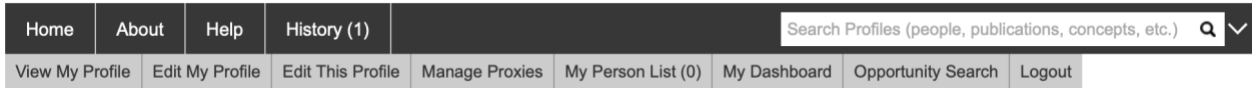
- **Biography:** details about education, training and recognitions such as awards and honors
- **Overview:** contains an overview, keywords, webpage, and media links
- **Mentoring:** highlights current student opportunities and completed student projects
- **Research:** covers activities and funding, resources, and clinical trials
- **Featured content:** includes presentations (using [SlideShare](#)), videos, and Twitter
- **Bibliographic:** Publications are automatically imported from PubMed or can be manually added by faculty¹

¹**Important Note:** The majority of the text in the “How to Update your Harvard Catalyst Profile Guide” below was written by Harvard Catalyst staff. With permission, we have collated the text into the “guide” for user convenience, and thus have not included quotes in each section of the guide.

APPENDIX:

Detailed Guide to Editing your Harvard Catalyst Profile:

Edit or update your profile by going to the toolbar and choosing “edit my profile”.



Affiliation: JCSW Group Profile

For faculty who opt-in, please contact [Hardeep Ranu, PhD](#) Project Manager - Harvard Catalyst Pilots Program and Member, JCSW, who will add you to the “[JCSW Group Profile affiliation group](#)”.

Biography: Education and Training; Awards and Honors

Overview:

- **Overview:** Brief overview may draw from the HMS CV Narrative, NIH biosketch, or other sources.
- **Choosing keywords:** Please describe your research, academic, or clinical interests, and consider adding keywords related to mentorship or faculty development. Set visibility to "Public" to make your interests searchable.

Mentoring:

- **Current student opportunities:** Automatically provided by the [Scholars in Medicine Office's](#) mentoring database and cannot be edited through Harvard Catalyst Profiles.
- **Completed student projects:** These are also automatically provided by the [Scholar in Medicine Office's](#) mentoring database and cannot be edited.

Research:

- **Research activities and funding- three options:**
 - Add NIH Grant: Grants where you are listed as PI in NIH Reporter are automatically added
 - Add Custom Funding: Submit custom funding information via an online form
 - Configure Automatic Import
 - Delete All Funding

Clinical Trials:

- Clinical Trials: Use NCT numbers to import one or more trials from ClinicalTrials.gov.
- Search and import ClinicalTrials.gov Trials
- Add Custom Trial – Submit your own clinical trials information using an online form

Featured content: featured presentations, featured videos, or Twitter

- **Featured presentations:** option to add “slideshare” account – Display your SlideShare presentations on your Profile. If you don’t have an account, [visit SlideShare.net](https://www.slideshare.net) to create one and upload presentations. Enter your SlideShare username (not the display name) to link your account. Note: Usernames cannot include special characters or spaces.
- **Featured videos:** Display videos from [YouTube](https://www.youtube.com) on your profile
- **Twitter:** Display your most recent tweets from X (formerly known as Twitter) on your Profile

Bibliographic: The software automatically pulls publications from PubMed, or faculty can manually add them. Incorrect publications, often due to common names, can be deleted. Faculty should review publications and remove errors, especially if they share a common name. Including [an ORCID ID](https://orcid.org/) when publishing will help ensure accuracy in this section.

- **Options under “edit” include:**
 - Add PubMed - (Search PubMed and add multiple articles.)
 - Add by ID (Add one or more articles using codes, e.g., PubMed ID.)
 - Add Custom Publication (Enter your own publication using an online form.)
 - Configure Automatic Import (Automatically adding publications to my profile from multiple sources.)

Identifiers: ORCID ID

ORCID provides unique researcher identifiers, such as “0000-0003-0423-208X,” to link research activities and outputs. An ORCID ID is a persistent unique identifier that follows an individual throughout their career.

ORCID ID records include non-sensitive details like name, email, organization, and research activities (publications, grants, patents). ORCID tools allow you to manage data privacy. Your ORCID ID may appear on your profile, aid in automatic publication disambiguation, and help import data into profiles.

ORCID records include non-sensitive details like name, email, and scholarly work, with tools for managing privacy. Your ORCID ID can be displayed on your profile (based on visibility settings), aid in publication disambiguation, and import data into profiles.

[Explore Harvard Catalyst Profiles](#) to see how it can help you network and find connections across Harvard:

- **Profile Pages** - Each person has a Profile page with their name, contact info, publications, and more. Faculty can edit their profiles to add awards, photos, and other content. Use the green Explore buttons to view interactive network visualizations.
- **Network Pages** - Network pages display how faculty are connected, such as through co-authorships or shared research topics. Click the tabs to explore interactive visualizations like timelines or network maps.
- **Connection Pages** - Some Network pages have a "Why?" link that leads to a Connection Page, explaining the connections between two people. For instance, in a co-authorship network, it shows joint publications. Connection Pages also clarify why certain individuals rank higher in search results and why specific concepts are highlighted on profiles.
- **Visualizations** - Harvard Catalyst Profiles offers various network views: Concept Clouds to highlight research areas, Map Views to show co-author locations, Publication Timelines to graph connectivity, and Concept Timelines to track changes in research focus. Access these visualizations by clicking the green Explore buttons on profile pages.

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