

On Populating Staff Profiles on the Corporate Portal (website) of the National Research University Higher School of Economics

I HEREBY ORDER

1. To approve
 - 1.1. Standard for Formatting and Populating Staff Profiles on the corporate portal (website) of the National Research University Higher School of Economics (hereafter, the Standard and HSE, respectively) (Appendix 1);
 - 1.2. Template Layout of HSE Staff Profiles (Appendix 2);
 - 1.3. Appointment Procedures and Duties of Subdivision Designees responsible for Supervising and Advising Staff on matters of Updating their Staff Profiles on the HSE corporate portal (website) (hereafter, the subdivision designees) (Appendix 3);
 - 1.4. Procedures for Populating and Updating Personal Profiles of Faculty Members, Researchers, Administrative, Educational Support, Operations and Maintenance Staff on the HSE corporate portal (website) (Appendix 4).
2. First vice rectors, vice rectors, senior directors, HSE area directors, Academic Secretary and heads of HSE subdivisions to
 - 2.1. submit information on subdivision designees (full name and position) to M.V. Riklina, Senior Director for Public Relations, by June 22, 2015;
 - 2.2. ensure that HSE subdivisions supervised and headed by them populate the respective staff profiles on the HSE corporate portal (website) as prescribed by HSE bylaws and the Standard by July 20, 2015.
3. M.V. Riklina, Senior Director for Public Relations, to
 - 3.1. arrange training of subdivision designees by June 23, 2015;
 - 3.2. communicate the Standard's content to HSE staff by June 23, 2015.
4. E.N. Grishina, Senior Director for Administration, together with M.V. Riklina, Senior Director for Public Relations, to
 - 4.1. explore the possibility of uploading information on total years of employment and years of employment in the given professional field on the HSE corporate portal (website) by July 01, 2015 (pursuant to item b, Clause 3.6 of the Directive No.785 of the Federal Education and Science Supervision Agency dated May 29, 2014).
 - 4.2. check whether Staff Profiles on the HSE corporate portal (website) are populated and compliant with the Standard by August 3, 2015.
5. To repeal the *Procedures for Populating and Updating Personal Profiles of Administrative, Education Support, Operations and Maintenance Staff on the official website (portal) of the State University Higher School of Economics* enacted by HSE directive No. 31-04/1623 dated December 28, 2009, and *Procedures for Populating and Updating the Faculty Profiles on the official website (portal) of the State University Higher School of Economics* enacted by HSE directive No. 31-04/439 dated May 12, 2009.
6. To vest the responsibility for execution of this directive in the Office for Monitoring and Enforcement.

Acting Rector, First Vice Rector

V.V. Radaev

