**The Quad** – What is it?

*The Quad* is where the U of A community meets online. As the University of Alberta’s official faculty and staff blog, *The Quad* is a digital space where the U of A community can meet and both find and contribute to a constellation of community news, information, and opinion.

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**Contribute**

If you are a University of Alberta faculty or staff member who would like to contribute to this blog, please send a brief outline of your post idea to [blog@ualberta.ca](mailto:blog@ualberta.ca). When submitting your idea, please note which of the following categories your post would best fit:

### Community News

Share updates about U of A events, announcements, and new developments that would be of interest to the university’s faculty and staff. Community News items can be formatted as first person narratives, photo essays (minimum of 10 photos), infographics, or video clips.

**Requirements:**

- Written in the first person (conversational tone)
- Between 500 – 800 words
- Preferred: At least one image that connects with the blog entry (preferred size is 800 pixels wide)
- Include a 50 word author bio that includes your role with the university
- A photo of the author (to be included beside the bio)

### Calls for...

Let the U of A community know about your volunteer, committee, and survey opportunities for faculty and staff.

**Requirements:**

- A photo (if applicable)
- All applicable details regarding the call for participation, including contact information, dates (if applicable), participation requirements, preferred participation demographics (i.e. students, faculty, staff, etc.), instructions for participation, etc.
- Does not need to be in the first person
Congrats!

Let the U of A community celebrate your latest achievement – share your awards, professional achievements, community accomplishments, and U of A milestones. Congrats! can either be submitted as individual posts to highlight a particular achievement, such as the publication of a new book, or as line items to include in the weekly “Community Congrats!” post, or as shout outs from one individuals/group to another.

Requirements:

- For “Community Congrats!” line items, please include:
  - the name, title, and unit of the honouree,
  - a one sentence description of the honour
  - a link to an online news story (from the U of A or elsewhere) that celebrates the achievement – if applicable

- For individual “Congrats” posts, please include:
  - include an image (if appropriate),
  - the name, title, and unit of the person being celebrated
  - any applicable news story links (from the U of A or not)
  - a 100 word description of the achievement

- For shout outs posts, please:
  - write in the first person as though you were writing a personal letter
  - limit the length to approx. 100 words
  - address the post to the U of A individual and/or group receiving the shout out
  - include at least one image (if applicable).

Tips and Tricks

Share your workplace advice with your U of A colleagues. These pieces should offer helpful suggestions for the U of A community, and can come in the form of lists, videos, infographics, or articles. These items can be more light hearted and comical in tone (if applicable).

Requirements:

- Written in the first person (conversational tone)
- Preferred: At least one image that connects with the blog entry (preferred size is 800 pixels wide)
- Include a 50 word author bio that includes your role with the university
- A photo of the author (to be included beside the bio)
Be featured in the "Have you met..." series

Let your U of A colleagues get to know you by joining our series “Have you met...” or suggest a person to profile.

Consider This

Invite the U of A community to consider your insights into trends affecting higher education, your campus experiences, and U of A history. These pieces should be clearly identifiable as the personal opinions of their author. Consider This items should be formatted as first person narratives that invite the U of A community to partake in a conversation around an idea that relates to higher education on the national and/or global context.

Requirements:

- Written in the first person (conversational tone)
- Between 500 – 800 words
- Preferred: At least one image that connects with the blog entry (preferred size is 800 pixels wide)
- Include a 50 word author bio that includes your role with the university
- A photo of the author (to be included beside the bio)

In Memoriam

Honour the memory of a past or present U of A community member who has recently passed away.

Requirements:

- The name of the deceased
- The deceased affiliation with the university (i.e. title, years of affiliation, unit, etc.)
- Either an original obituary/biography, or a link to an online obituary
- A photo of the deceased
- If applicable, a biographical video link

Contact

If you have any questions or ideas related to The Quad, please contact Hallie Brodie, Internal Communications Specialist (University Relations)

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