

UNE PROFESSIONAL STAFF/FACULTY WEB PROFILE PHOTOS

Faculty and professional staff are encouraged to have a professional headshot taken for their online employee profile. Two portrait sessions are offered per semester on each campus for those who need a new or updated portrait. Information about upcoming sessions can be found on the [Events Calendar](#), under Information About Our Services > Photography on the [Office of Communications page](#), and in the weekly UNE Community email.

Guidelines for profile photos are as follows:

- Photo should be taken from the shoulders up with a plain, clean background. Loosely frame head and shoulders to below rib cage, leaving room on all four sides.
- Photo should be taken in a well-lit space, with the light in front or to the side, not backlit.
- Photo should be in full color, not black and white.
- Photo should be professional; no creative filters and no sunglasses.
- Photo should be of you alone; you should not be able to see anyone else.
- Photo should be at least 375x375px. Choose a vertical or horizontal format for the photo. (Horizontal has more flexibility.)
- Please email the original, highest resolution photo. Photo cannot be blurry or pixelated

The UNE web team reserves the right to refuse a photo if the above guidelines are not followed.