

Headshots & Portraits

Welcome to our refreshed headshot process! This guide ensures we all look our best while showcasing the warmth and professionalism of CUNY Law. To book a headshot, email milik.robinson@law.cuny.edu.

Capturing Your Best Self

- **Setting:** Choose a spot with depth or texture such as the Beacon or your office. We want a clean, inviting background that lets you shine!
- **Your Pose:** Face the camera with a warm smile. Let's see those shoulders and avoid crossed arms - we want you to look approachable and confident.
- **Dress Code:** Wear what makes you feel great and professional. Solid colors work best, but most importantly, be comfortable and true to yourself.

The Photo Magic

- Our photographer will use top-notch equipment to capture your best angles.
- We'll take 3-5 shots, so you can choose your favorite right away.
- Don't worry — if you're not happy, we will do a quick re-shoot on the spot.

Choosing Your Best Shot

- We'll email you the photos, noting your initial selection for final confirmation but letting you revisit the full set.
- No rush — you have 3 business days to confirm your final choice. If you're too busy, we'll choose one for you.

Behind the Scenes

- We'll do light touch-ups (just to handle any lighting issues).
- Your photo may be prepared in various sizes for different uses (website, social media, etc.).
- Everything will be named consistently (YEAR_[Faculty/Staff]_FirstName_LastName_format) and stored securely.

The Grand Reveal

- Within 5 business days, your new photo will be up on all relevant platforms.
- You'll have access to your photos too — they're yours to enjoy!
- If you'd like to update or retake your photo, simply email us to request removal and/or book another session through Communications.

This process is all about highlighting and connecting our CUNY Law community. You can expect your photo on the website, our directory, and in announcements or print collateral celebrating your work.