

3-4-2005

Campus News March 4, 2005

La Salle University

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Faculty Senate Meeting Minutes –Page 12 | Employment at La Salle —Page 16



SAVE THE DATES: WEDNESDAY, MARCH 16 AND THURSDAY, MARCH 17

Please do not schedule meetings or other events on these dates!

WEDNESDAY, MARCH 16

.....

4:00 to 6:00 p.m. Faculty Development Workshop
"Remember Our Heritage—Live Our Mission: Building Community"

THURSDAY, MARCH 17

.....

1:00 p.m. Liturgy

4:00 to 7:30 p.m. Charter Celebration Buffet and Silent Auction

Lasallian History Quiz and Contest
Friday, February 18 to Tuesday, March 15
Grand Prize \$300!

See www.lasalle.edu/chartercelebration/
for details and to take quiz.

Also, remember to submit Lindback nominations.
See www.lasalle.edu/lindback/ for information.

Lindback Award

To: All Eligible Faculty

From: Bro. John McGoldrick, Assistant Provost

Subject: Lindback Award Nominations

Since 1961, a generous award from the Christian R. and Mary F. Lindback Foundation has enabled La Salle to recognize excellence in teaching by members of its full-time faculty. The award is presented to a faculty member whose teaching is characterized by superior knowledge of the subject matter, vitality and inspiration in its presentation in class, and devotion to helping students realize their potential.

Nominations for the award are invited from members of the full-time faculty and students in all divisions and programs of the University. The final selection from those nominations is made by a committee composed of the Provost; the Deans of Arts and Sciences, Business, and Nursing; the President of the Faculty Senate; and the Vice President for Academic Affairs of the Students' Government Association. The award is presented at the annual Commencement Ceremonies in May.

This announcement has been e-mailed to all faculty members in the past few days, along with a list of eligible faculty members and a nominating ballot. This ballot can be completed, printed, signed, and then sent to Dr. Elizabeth Paulin (Campus Box 316).

Two other options are available:

A printed version of the ballot and eligibility list is available in the Provost's Office (Administration 315), in the Continuing Studies Office (Benilde Hall, 1st floor), in the Office of the Dean of the School of Business Administration (College Hall 211) in the Office of the Dean of the School of Nursing (Wister Mezzanine), and at the Bucks County Center.

Faculty will also be able to submit a nomination on line at via the mylasalle portal.

The deadline for nominations this year is **Monday, April 4, 2005**.

Thank you.

Academic News and Events

La Salle University's Department of Political Science

Invites you to Attend the
2005 Induction Ceremony for
Pi Sigma Alpha
The National Political Science Honor Society

on Thursday, March 24
at 12:30 p.m. in the Rodden Theater

Guest Speaker: Dr. John DiIulio*

"Faithful Consensus?: Religion, Politics, and Public Policy in the United States."

* Dr. DiIulio, Frederic Fox Leadership Professor of Political Science at the University of Pennsylvania, served as President Bush's first Director of the White House Office of Faith-Based and Community Initiatives. He is the co-author of "What's God Got to do with the American Experiment" and numerous other publications.

Philosophy Department Spring 2005 Lecture Series...

Traditional Wisdom & Contemporary Life

Tuesday February 10	"Plato and Modern Philosophy" Professor John Rist Emeritus, University of Toronto 1:00 – 2:00 p.m., Olney 100
Thursday March 17	"The Irony of Socrates" Dr. David Wolfsdorf, Temple University 12:30 – 2:00 p.m., Wister Lounge
Friday April 1	"Tradition Meets the Modern World in Iran" Dr. Robert Dobie La Salle University 1:00 – 2:00 p.m., Wister Lounge
Friday April 8	"Religion and Modernity" Professor Joseph Lawrence, College of the Holy Cross 1:00 – 2:00 p.m., Wister Lounge
Monday April 18	"Postmodernism and the Church" Father John Burkhard, OFM Conv., Ph.D. Washington Theological University 1:00 – 2:00 p.m., Wister Lounge

**Sponsored by the Philosophy Department and the Dean of Arts & Sciences
(Light buffet lunch – free! – for all who attend.)**

Academic News and Events

THE PHILOSOPHY DEPARTMENT'S

Spring 2005 Lecture Series:

Traditional Wisdom & Contemporary Life



Dr. David Wolfsdorf

*Department of Philosophy
Temple University*

The Irony of Socrates

Thursday, March 17, 2005

Wister Lounge

12:30 – 2:00 PM

(Refreshments — free! — will be served.)

Sponsored by the Philosophy Department
& by the Dean of Arts & Sciences

Academic News and Events

Teaching In A Techno World

Spring 2005 Faculty Development Mini-Conference



Tuesday, March 22nd Mini-Conference

Register online at www.lasalle.edu/portal/techno.htm or look for the Teaching in a Techno World logo in the What's New channel in mylasalle.

Session Descriptions:

Session: WebCT vs. My Courses: Which Is Right for You?

The University currently supports two on-line course management tools that can be used to foster communication and information to students: WebCT and My Courses Studio. Learn which tool will meet your needs, as well as the strengths and weaknesses associated with each. Learn why you might even want to use both!

Presenter: Jo Anne Snarponis, Distributed Education

Session: Are YOUR Students Cheating?

With the advent of the Internet, the level of plagiarism that is encompassing college campuses across the nation is staggering. It has turned into an academic epidemic! While not all plagiarism is intentional, it remains a serious issue in Higher Education today. Learn how the Library at La Salle University has chosen to combat this crisis by subscribing to TurnItIn.Com for faculty and student use. Find how you can receive access to your own account, that will allow you to quickly and easily submit student work to this service to be screened. Turn It In.com will be featured in this presentation.

Presenter: Chris Kibler, Library

Session: Making the Library Work For You

Tom Ipri, the Media Services Librarian at Connelly Library, will discuss ways in which you and your students can access and utilize library services online. Tom will demonstrate access to library services through the library's Web site and the library channel in mylasalle. He will also discuss the development of department resource channels.

Presenter: Tom Ipri, Library

Session: Portal 101 - What's a Channel?

There are many functions within the portal that can allow you to create a portable workstation that can assist you with managing your courses, organizing your cyberspace, and internally and externally marketing your programs.

This session will demonstrate quick and easy ways you can begin to utilize the mylasalle portal and customize your layouts to meet your needs.

Presenter: Jim Sell, Portal Communications

Session: How Secure is Your Cyberspace?

This session will focus on the essence of the portal environment as it relates to your work as a faculty member at the University. The importance of maintaining a secure environment using windows updates and anti-virus software will also be discussed. Password resetting will be demonstrated.

Presenter: Trish Oatley, Information Technology

Academic News and Events

Session: "I'm Not Sure If You Are the Right Person to Ask But..."

Where do you go for Help and/or What Do You Use?

This roundtable panel discussion will have representation of IT, Registrar and Portal and media Services. Common issues regarding software, hardware and equipment will be discussed. Questions and problems are encouraged!

Panel:

Mike Payne, Registrar's Office

Jim Sell, Portal Communications (Moderator)

Dave Thomas, Media Services

TBA, Information Technology

Session: Advancing WebCT

Learn from your colleagues about how they are using the functionality within Web CT to create rich learning experiences for their students.

Presenters:

Donna Wake, Faculty

Juliet Fink, Instructional Designer

Session: Portal Groups –Tools That Can Make Your Life Much, Much Easier

Learn how the tools within the group portal can enhance your communication abilities among committees, departments and special projects.

- Post announcements to group members
- Have an online chat
- Post topics for message threads
- Post news and share documents.

Presenter: Sabrina De Turk, Teaching and Learning Center

Session: PowerPoint Do's and Dont's: How to Keep Your Audience's Attention

In this workshop you learn the most effective ways to use PowerPoint to enhance your classroom experience. You'll also learn what not to do, as there are some common mistakes people make when utilizing this tool in teaching and learning.

Presenter: Dave Thomas, Media Services

Session: Intellectual Properties - Who Owns This Anyway?

In this session you will learn about what constitutes copyright infringement and how it pertains to online learning. You will also learn about some of the measures La Salle University is taking in regard to constructing policies regarding intellectual properties.

Presenter: Sabrina De Turk, Teaching and Learning Center

Academic News and Events

Session: From the Students' Perspective...

Listen to La Salle students discuss their view of technology and how it is used in their learning processes. They will describe their uses of technology in and out of the classroom, and how they believe technology contributes to their learning experiences.

Moderator: Steve Longo, Faculty

Session: Grants & Sponsorships

Learn your way around the new grants and sponsorships intranet site which will be accessible on the mylasalle portal. Learn the "how to's" associated with the grants/sponsorships process from members of the La Salle University Advancement Office and La Salle's Nonprofit Center.

Presenters:

Fred Foley, Advancement

Patrick Feeley, Advancement

Laura Otten, Nonprofit Center

Jim Sell, Portal Communications

Teaching In A Techno World Sessions are Open to ALL Faculty and Staff

**Times and locations are located on the
Online Registration Form**

**PLEASE REGISTER for these FREE
sessions by Friday, March 18th.**

Academic News and Events

Special Presentation at La Salle

Tuesday, March 22, 2005
Holroyd 141
12:30 PM – 2:00 PM

"Visions of Peace and Justice in the Qur'an"

By **Jonathan E. Brockopp, PhD**
Associate Professor
Department of History and Religious Studies
Pennsylvania State University

For more information, call Vivienne Angeles at 215-951-1337 or email angeles@lasalle.edu

Free and Open to the Public



The LASALLE UNIVERSITY ECONOMICS DEPARTMENT PRESENTS

- **Dr. Richard E. Mshomba**
- **Mr. Peter Ajak**
- **Mr. Isaiah Kuch**

On "**Perspectives on Civil Wars in Africa: Focus on Sudan**"

March 15, 2005
12:30-1:45 p.m.
Olney 229

For more information contact Dr. Richard Mshomba -- mshomba@lasalle.edu; 215-951-1116

Special Presentation at La Salle

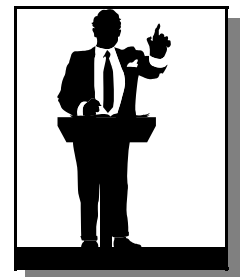
Wednesday, March 23
1:00 PM - 2:00 PM
Holroyd 141

"The 50 Years' War: An American Student's Perspective on the Israeli-Palestinian Conflict"

By **Mr. Christopher Schwartz, '04**

Refreshments will be provided.

For more information, you may contact Sabrina Cuie at x1015



General News



LA SALLE UNIVERSITY

VICE PRESIDENT FOR BUSINESS AFFAIRS
PHILADELPHIA, PA 19141-1199 • 215/951-1050 • FAX 215/951-1799

March 2005

To: The Campus Community

Dear Colleagues:

It is with mixed emotions that I inform you of Mike Lopacki's decision to retire effective July 1, 2005. While I feel a sense of sadness in seeing a colleague and friend depart, especially one who has done an excellent job and with whom it has been a privilege to work with and know, I wish him all the best in the years ahead.

The following advertisement will appear in this Sunday's *Philadelphia Inquirer* and I welcome all applications and referrals from the La Salle community.

Sincerely,

David C. Fleming
Vice President for Business Affairs

DIRECTOR OF PHYSICAL FACILITIES
La Salle University

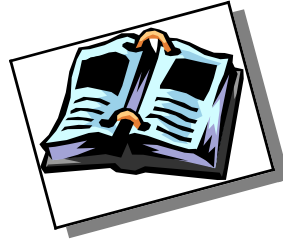
The Director of Physical Facilities is the senior level administrator responsible for the administration of the plant, custodial, and grounds maintenance operations of the campus, supervising 74 full-time employees, and serve as the University's liaison and compliance officer with regulatory agencies that govern building, environment, and safety practices.

Qualified candidates should possess a BS in a related field, 10 yrs. of senior level experience and good written and oral communication skills. Salary is commensurate with experience and qualifications and a full benefits package. La Salle University is a Roman Catholic university in the tradition of the De La Salle Christian Brothers and welcomes applicants from all backgrounds who can contribute to our unique educational mission. For a complete mission statement, please visit our website at www.lasalle.edu. Please send a resume, salary history, and three employment references to: Director of Human Resources, La Salle University, 1900 West Olney Ave. Philadelphia, PA 19141-1199. AA/EOE.

Campus News is distributed weekly to foster communication and encourage information sharing among University departments. Articles submitted are the responsibility of their authors alone and do not imply an opinion on the part of La Salle University or the Department of Mail and Duplicating Services or Portal Communications.

General News

La Salle Community - Save the Date!



March 18, 2005 from 3-4:30 p.m.

Faculty Senate will sponsor a forum on what it means to be a part of a Catholic University

Brother Michael J. McGinniss, FSC, Ph.D., administrators, and faculty will respond to what it means to lead, work in, and teach at La Salle University, a Catholic University.

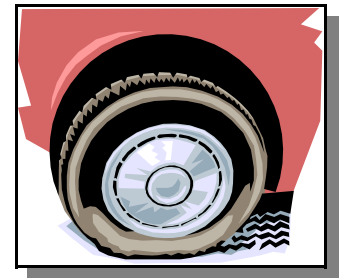
Location to be announced

All are welcome—reception following forum

Availability of reimbursement for Tire Damage

The Faculty Senate wishes to announce the availability of reimbursement for La Salle University community members who have sustained tire damage due to the south campus road conditions.

A copy of the repair or replacement bill should be sent to **David Fleming, VP for Business Affairs**, Box 813 and La Salle will reimburse you reasonable costs.



General News

Show Your Support!

The Masque of La Salle University presents

YOU'RE A GOOD MAN, CHARLIE BROWN

This fun and exciting musical is certain to be one of our best!

By advertising in our show program, you have a great opportunity to reach the La Salle community with information about events you are holding this semester. This is also your chance to show your support for the theatrical arts at La Salle.

Quarter Page Ads: \$25 Half Page Ads: \$45

All checks should be made payable to The Masque of La Salle University.
Budget transfers are available upon request.

Please mail your ads to The Masque at Campus Box 700
or E-Mail them to ciaramj1@lasalle.edu

All ads are due by Friday, March 18th!



YOU'RE A GOOD MAN, CHARLIE BROWN
Music, Lyrics, and Book by Clark Gesner
April 14, 15, 16, 17* at 8:00 p.m. (*2:00 p.m. Sunday matinee)
Dan Rodden Theatre

Faculty Senate Meeting Minutes

Faculty Senate Minutes: December 2, 2004

Present: Gerald Ballough, Marianne Dainton, Linda Elliott, Eileen Giardino, Steve Longo, Sidney MacLeod, Janine Mariscotti, Marc Moreau, Richard Mshomba, Jackie Pastis, Elizabeth Paulin, Mark Ratkus, Scott Stickel, Jeannie Welsh, and Bonni H. Zetick

Guests: Sabrina DeTurk (1st two items of business only), Lynn Collins (until Executive Session)

Excused: Janice Beitz, Lynn Miller, Stephen Smith

The meeting was called to order at 12:35 p.m. by Beth Paulin, President of the Faculty Senate.

Issues before the Leaves and Grants Committee

Guest: Sabrina DeTurk

Sabrina addressed the Faculty Senate upon her request and at the invitation of the Senate President. Sabrina introduced these issues for the Senate's consideration:

- Process issues, such as criteria for selection
- Perhaps there should be more detail required in the leaves and grants application; there is currently uncertainty regarding how to select among competing proposals.
- Voting—should the committee be taking a vote on each proposal? They don't currently.
- Balance of tenured and non-tenured, junior faculty on the committee
- Many of the junior faculty are candidates for awards; does this represent a conflict?
- Balance of disciplines on the committee (not just Schools)
- Make-up of the committee
- The Deans no longer sit on the committee; there should be an assessment of how well this arrangement is working and a handbook revision if it is viewed as successful

The names of Leaves and Grants recipients are posted on the Provost's channel twice a year. Reports will also be posted.

The Senators agreed to work with the Provost's Office in examining these issues.

Update on Ad Hoc Committee to Revise the Student Evaluation Form

Sabrina reported that the committee is working toward having a recommendation that could be implemented in spring, 2005. The committee does not want to conduct a pilot and does not want to extend the timeframe for any revision unless absolutely necessary.

Approval of minutes of meeting of November 4, 2004

The minutes of the Faculty Senate meeting of November 4, 2004 were approved by a vote of 11-0-5. Thanks to Marianne Dainton, Vice President of the Senate, for filling in for the Secretary for the meeting of November 4, and for these minutes.

(Continued on next page)

Faculty Senate Meeting Minutes

Financial Affairs Planning Committee report—presented by Jeannie Welsh

Jeannie reported that the CPI was 4.2 % last year in Philadelphia, and a recommendation for faculty salary increases in the amount of 4.2 % + 1 % for a total of 5.2 % is on the table. FAP continues to engage in discussion regarding health care costs. The number of providers is dropping, thus further complicating this issue.

The Faculty Senate discussed at length the response that should be made regarding the 5.2 % proposed salary increase. Senators expressed that while this movement is appreciated, it is insufficient to address health care costs and does little to raise the overall salary scale.

After much debate, the Senate approved the following motion by a vote of 13-2-0:

The Faculty Senate appreciates the 5.2 % proposed raise as a good faith effort to keep pace with inflation. We continue to be concerned about continuing health care inflation and the University's frozen contribution.

Executive Session

Policies and Procedures regarding the Committee for the Distinguished Service Award and the Distinguished Scholar Award (Jackie Pastis)

Jackie presented several questions about the process, criteria, policies and procedures, and committee make-up in regard to these awards. The Senate recommended adding specific topics that would be addressed in the letter of nomination that might assist the committee in their deliberations. In regard to the other issues, Beth and Jackie will meet with the Provost and the Assistant Provost, Brother John McGoldrick, for an exchange of views and recommendations. It was suggested that the deadline be pushed back to February to give more time for nominations.

Upon recommendation from the Committee on Committees and by Senate vote, the Faculty Senate approved a motion to recommend two faculty members membership on the Committee.

End of Executive Session

Freedom of Speech at a Catholic University

The Senate President updated the Senate on a meeting held between the Senate Executive Committee and the Provost as a follow-up to the previous Senate meeting discussing issues of awardees and speakers on campus. As a result of the meeting with the Provost, the Senate President will have further discussion with Brother President regarding a dialogue about the Catholic identity of the University.

Next Meeting

The next meeting of the Faculty Senate will be January 25, 2005, from 12:30-1:50 p.m. The meeting adjourned at 2:05 p.m.

Respectfully submitted,

Bonni H. Zetick, Faculty Senate Secretary

Faculty Senate Meeting Minutes

Faculty Senate Meeting Minutes: January 25, 2005

Present: Janice Beitz, Susan Borkowski, Dave Cichowicz, Marianne Dainton, Linda Elliott, Eileen Giardino, Stephen Longo, Sidney MacLeod, Lynn Miller, Marc Moreau, Richard Mshomba, Jackie Pastis, Elizabeth Paulin, Mark Ratkus, Jeannie Welsh, Bonni H. Zetick

Guest: L. Collins (for other than Executive Session)

Excused: Rich DiDio, Janine Mariscotti, Stephen Smith, Scott Stickel

The meeting was called to order at 12:35 p.m. by Beth Paulin, President of the Faculty Senate.

Minutes

The minutes from the meeting of December 2, 2004 were deferred until the February meeting of the Senate.
Executive Session

Committee Appointments

Susan Borkowski offered to serve on the Distinguished Faculty Awards committee, along with James Smithers. Dr. Borkowski's offer was accepted by Senate vote.

Brother President asked the Senate President for names of faculty to serve on the search committee for the Vice President for Business Affairs. Ray Ricci will chair the committee, and Trustees and administrators will be represented. Brother President is asking for two faculty to serve on the committee. The Faculty Senate approved by vote a list of five names for Brother President's consideration.

End of Executive Session

Movement of the Scale/STEP Allocation of Proposed Salary Increase for 2005-6

Jeannie Welsh advised that the cost of living increased by 4.2 % this past year. She asked that the Senate determine how the 5.2 % salary increase for faculty should be allocated.

The practice of the Faculty Senate has been to allocate the increase in CPI to the MOTS. Discussion centered around the preference to allocate the remaining 1 % of the salary increase in a flat amount, thus proportionately somewhat benefiting those at the lower end of the salary range.

The Faculty Senate voted 15-0-1 to allocate the 5.2 % salary increase for faculty as follows:

4.2% MOTS plus a 1 % flat step amount (the 1% STEP amounts to an annual \$ 575 flat increase)

Thus, each faculty member's salary will increase by a factor of 0.042 plus \$ 575.

Faculty Senate Election

Marianne Dainton, as Vice President of the Faculty Senate, will chair the Faculty Senate election committee. Lynn Miller and Dave Cichowicz will also serve.

This year the Senate wishes to examine the process by which the election is held, and to consider any recommendations that might encourage wider, more active faculty participation in the election process. The Senate decided to establish a portal link on which any faculty member could post a personal statement as to why he/she wants to serve on the Faculty Senate. This is voluntary, and not a requirement for running for election to the Faculty Senate.

(Continued on next page)

Faculty Senate Meeting Minutes

Jackie Pastis, as chair of the Academic and Faculty Affairs Committee, will convene a Faculty Senate Election Committee to examine the procedures that are currently in use, and to make recommendations to the Faculty Senate ways in which the process may be improved and made more accessible or open to faculty. Any changes recommended would be for the 2006 election. The by-laws will also be examined to note if changes to the By-Laws to the Constitution of the Faculty Senate would be required for any of the recommendations that might come from the committee and adopted by the Faculty Senate. For example, Senators noted that Article III, 4.b. should be examined, a provision that requires that a ballot be declared invalid if the requisite number of candidates in each rank is not selected.

La Salle University Faculty Sabbatical Program

In response to recent discussion about implementation of the faculty sabbatical program, the Faculty Senate decided to charge the Senate's subcommittee on Academic and Faculty Affairs, consisting of Jackie Pastis, chair, Eileen Giardino, and Susan Borkowski, with a review of the present faculty sabbatical program, after which they will make recommendations to the Faculty Senate for any changes that seem warranted. Their review will include consultation with members of the Sabbatical Committee, the Provost, and the Assistant Provost, Brother John McGoldrick, as well as anyone else the committee determines could provide insights on this matter. The committee will ask that any faculty member wanting to give input to the committee should contact any member of the committee privately.

Some of the history of the present program was reviewed. There were intended to be twelve sabbatical leaves a year in order to be able to decrease the period required to become eligible for a sabbatical to seven years, and still be able to accommodate faculty members who have many years of service beyond seven years, and who have been waiting for sabbatical leave.

The Subcommittee on Academic and Faculty Affairs will study:

- Implementation of the present program in the last five years—how many sabbatical leaves have been approved, how many have actually been taken, how many letters have been sent out to eligible faculty
- The issue of deferment of a sabbatical, once the faculty member is eligible for it—how many have been deferred, for how long, leaving how many sabbatical leaves actually taken
- Review of the history, including the findings and recommendations from the committee that Marc Moreau chaired in the 1990s, to establish the extent to which those recommendations and agreements made at the time have been implemented

The President thanked the subcommittee for taking on this initial assessment. Following their report back to the Faculty Senate, it may be necessary to enlarge the committee membership, but this subcommittee will provide a foundation for any future work and recommendations.

Forum on Meaning of Catholic Identity at La Salle University

The Senate President reported on two meetings with Brother President to discuss a forum on the meaning of Catholic identity at La Salle University. In light of these discussions, the Faculty Senate asked that the Faculty Senate Executive Committee meet to draft a structure for a forum, which the Senate President will then share with Brother President for his consideration.

The meeting was adjourned at 2:00 p.m.

The next meeting of the Faculty Senate is on Thursday, February 24, 2005, at 12:30 p.m. in McShain Board Room.

Respectfully Submitted,

Bonni H. Zetick
Secretary, Faculty Senate

Employment

La Salle University is a Roman Catholic University in the tradition of the De La Salle Christian Brothers. La Salle University is an Equal Opportunity/Affirmative Action Employer 215-951-1013

Secretary III - School of Business

La Salle University School of Business currently seeks to fill the position of Secretary III. The successful candidate will be responsible for secretarial and administrative functions for the Dean, Director of Marketing/Corporate Relations and Director of the Business Scholars Co-op Program.

Duties include: assisting with maintaining schedules; handling internal and external communications (i.e., e-mail, v-mail, appointments, mailings, database and file management); assisting in SBA special events, projects and marketing efforts; processing all budgetary/billing requests; assisting with SBA phones, walk-ins and student services; processing faculty and student-related mailings; any additional assignments as needed.

Qualifications included: excellent knowledge of Microsoft Office, Access and Excel, Word, BANNER; being a team player who can communicate effectively and work directly with variety of people; ability to problem-solve, work autonomously and take initiative; ability to multi-task in a very busy and active environment; significant related experience.

This position offers a full benefits package including tuition remission.

Interested candidates should submit a cover letter, resume, and two references to:

Secretary III Search

School of Business
La Salle University,
1900 West Olney Avenue
Philadelphia, PA 19141
215-951-1886 (fax)
sba@lasalle.edu

Review of applications will begin immediately and continue until the position is filled.

Research Assistant

A full-time Research Assistant position is available in the Office of Institutional Research at La Salle University. Reporting to the Director of Institutional Research, the Research Assistant provides support in conducting applied research intended to inform institutional decision-making. This position will assist in the collection and analysis of data from institutional records, surveys, external sources and the presentation of results in tables, graphs and narratives. Essential duties, tasks and responsibilities include: extracting data from the Banner database, managing the administration and distribution of surveys, coding and data entry into programs such as Excel and SPSS, conducting searches using the Internet, organizing and maintaining electronic and paper records, typing, proof-reading and filing. Preferred qualifications are a bachelor's degree with some courses in research and knowledge of Word, Excel, Powerpoint, SPSS, and Banner.

For consideration, please submit a cover letter and resume to:

Michael Roszkowski, PhD
Office of Institutional Research,
La Salle University
1900 West Olney Ave.
Philadelphia, PA 19141-1199.

The Campus News

Procedures for Submitting Items for Inclusion in the Campus News

All information must be submitted electronically as text by selecting a web form located in the **Campus News channel** in the mylasalle portal (located in the **Staff Services Tab**).

- Accompanying graphics may be submitted separately in the following manner:
 - via e-mail to the **campusnews@lasalle.edu**. The article title must be included in the subject line of the e-mail.
 - via 1/4 floppy disk or CD
 - will be limited to one per article, unless a specific need for additional graphics is articulated. (EX: If La Salle and another organization partner for an event, the logos of both La Salle and the partnering organization would certainly be permissible.)
- PLEASE NOTE THE FOLLOWING: Graphics submitted may be resized to fit the document layout. Logos, signatures, and other graphics that are likely to be used frequently can be kept on file for future use. Please add a comment to this effect when you submit your graphic.

If you have any questions or need assistance...

We realize that the community is being asked to work a bit differently in terms of submitting articles to be included in the Campus News.

By supplying standard web forms for your use, we are attempting to create efficient processes that will make it easier for you to submit articles. For example, employment postings will be automatically routed to the appropriate individuals in Human Resources for review prior to being sent to the Campus News.

If you need assistance with submissions, please contact Jim Sell at 215-991-3615 or jsell@lasalle.edu

Sam Pino at pino@lasalle.edu (X1039)
Mail and Duplicating

Jim Sell at jsell@lasalle.edu (X3615)
Portal Communications

Deadlines for Submission

- General News, Meeting Minutes, Events, and Other News: **Wednesday at 4:00 PM**
- **NEW!** Positions of Employment at La Salle University: **Monday at 2:00 PM**