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Campus News June 7, 1996

La Salle University

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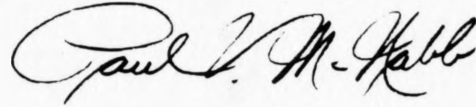
CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

June 7, 1996

TO: Department Heads and Directors

FROM: Paul V. McNabb, Comptroller



DATE: June 7, 1996

SUBJECT: Important Information Regarding Fiscal Year End

As we approach the end of the fiscal year, we need your special cooperation in order to help ensure that the fiscal activity of your department budget is recorded in the correct fiscal year. This will require coordination between yourself and others in your department who are authorized to initiate charges to the budget, and the offices responsible for processing these transactions - i.e. Bursar's Office, Accounts Payable, Campus Store, etc. The chart below indicates the various deadlines with respect to recording charges (transactions) against the 1995-96 budgets.

Please review this list and make appropriate note. Transactions received after the indicated deadline will have to be charged to the 1996-97 budget. Your special attention is called to the payment of vendors by approved invoices. Only those accounts payable supported by 1995-96 outstanding Purchase Orders will be chargeable to the 1995-96 budget after the indicated June 24, 1996 deadline.

If you need additional clarification or assistance, please do not hesitate to call.

<u>DESCRIPTION/ACTIVITY</u>	<u>DEADLINE</u>
Expenditures (payment by check)	June 26, 1996
Petty Cash vouchers	June 28, 1996
Purchase Orders	June 24, 1996
Department Charges	
Duplicating - Xerox	June 28, 1996
Duplicating - Supplies	June 28, 1996
Postage	June 28, 1996
Campus Store	June 26, 1996
Corporate Express Charges	June 21, 1996
Adjustments to:	
May 1996 Budget Statement	June 24, 1996
June 1996 Budget Statement	Within 3 days of receipt of June Budget Statement

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.



ARCHIVAL UPDATE, No. 4 (June 1996)

1. An Announcement:

The Archives will be CLOSED from June 30 until July 20 due to conference/vacation. (Thank you for planning your requests in advance.)

2.And some numbers from the Archives of both La Salle University and of the Christian Brothers (Baltimore Province)

From June 1, 1995 to May 31, 1996:

- Signatures in Guest Register: exactly 600
(27% more than preceding year)
- Requests for archival services: 516
(23% more than preceding year)
- New records received: approx. 175 feet
(approx. 28% more than preceding year)
- On-campus presentations on the Legacy of La Salle College/University and of the Christian Brothers: 32
(10 more than preceding year)
- On-campus display case exhibits/bulletin boards: 10

Many thanks to all of you for making this year the most active ever for the Archives.

We have quite a legacy to preserve....and to share!

Brother Joseph Grabenstein, FSC
Interim Archivist



LA SALLE UNIVERSITY

DEAN, SCHOOL OF ARTS AND SCIENCES
PHILADELPHIA, PA 19141-1199



NATIONAL HUMANITIES CENTER

Fellowships 1997-98

Purpose and Nature of Fellowships. The National Humanities Center is a residential institute for advanced study in history, languages and literature, philosophy, and other fields of the humanities. Each year the Center awards fellowships to scholars of demonstrated achievement and to promising younger scholars. Fellows are expected to work at the Center. Applicants must hold doctorate or have equivalent professional accomplishments. Younger scholars should be engaged in work significantly beyond the revision of a doctoral dissertation. Most fellowships are for the academic year (September through May), though a few may be awarded for the fall or spring semester. Scholars from any nation may apply for fellowships. In addition to scholars from fields normally associated with the humanities, representatives of the natural and social sciences, the arts, the professions, and public life may be awarded fellowships if their work has humanistic dimensions.

Stipends. Fellowship stipends are individually determined, the amount depending upon the needs of the Fellow, and upon the Center's ability to meet them. As the Center cannot in most instances replace full salaries, applicants are urged to seek partial funding in the form of sabbatical salaries or grants from other sources. The Center does not cover fringe benefits. In addition to stipends, the Center provides travel expenses for Fellows and their dependents to and from North Carolina.

Nonstipendiary Fellowships. Applicants who do not require funding are welcome to apply for nonstipendiary fellowships. With the approval of the selection committee, they may be appointed Fellows and receive round-trip travel, minimal relocation expenses, and all services and privileges of the Center.

Facilities and Services. The Center is in the Research Triangle Park of North Carolina, near Chapel Hill, Durham, and Raleigh. Its building contains Fellows' studies, conference rooms, a reference library, a dining area, and lounges. A library staff provides bibliographical services and oversees the daily delivery of books and research materials to Fellows. The staff also offers editorial and technical services in support of Fellows' scholarly work. The Center locates housing for Fellows in the nearby communities.

Seminars, Lectures, Conference, Public Programs. While the Center provides an environment for individual study, it is also designed to encourage the exchange of ideas among scholars. Each year interdisciplinary seminars are organized by Fellows, and lectures by Fellows and visitors provide further opportunities for collegial discourse. The Center also sponsors occasional conferences, and Fellows are invited to take part in Soundings, a weekly national radio program of conversations among scholars in the humanities.

Support. Funding for fellowships at the Center derives from private foundation grants, income from the Center's endowment, and the National Endowment for the Humanities.

Deadline and Application Procedures. For application material, write to Fellowship Program, National Humanities Center, Post Office Box 12256, Research Triangle Park, North Carolina 27709-2256. Materials may also be requested via e-mail at nhc@unccecs.edu. Applicants submit the Center's forms supported by a curriculum vitae, a 1000-word project proposal, and three letters of recommendation. Applications and letters of recommendation must be postmarked by October 15, 1996.

The National Humanities Center does not discriminate on the basis of race, color, sex, religion, national or ethnic origin, handicap, sexual orientation, or age.

Please Post

CAMPUS POSITIONS AVAILABLE

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

POSITION OPENING

SECRETARY II

The Graduate Religion Program and the Undergraduate Religion Department have a fulltime Secretary II position opening to be shared by both programs. This position will be responsible for but not limited to providing clerical support for both the Graduate Religion Program and the Undergraduate Religion Department, coordinating the student registration process for Graduate Religion, and overseeing the daily operation of both programs. The appropriate candidate must be highly organized, have excellent verbal and written communication skills and have the ability to interact well with the public. Minimum qualifications include 3 years prior experience with word processing and spreadsheet programs. Interested candidates should submit resumé, salary requirements, and 3 employment references by June 13, 1996 to: Dr. Geoffrey B. Kelly, Director, Graduate Religion Program, Box 123, La Salle University, Philadelphia, PA. 19141. AA/EOE.

N.B. The deadline for applications for this position has been extended until Monday, 10:00 a.m., June 17, 1996. The interviews will begin on Monday afternoon, June 17, 1996.



La Salle University

Philadelphia, Pennsylvania 19141

Student Life Office

215-951-1371

POSITION ANNOUNCEMENT

ASSISTANT DIRECTOR

OF

STUDENT LIFE

La Salle University, an urban, independent, Catholic, liberal arts university of 7,000 students seeks candidates for the position of Assistant Director of Student Life - Activities Programming. Major responsibilities include nightly programming in the University's non-alcoholic night club, assisting student organizations sponsoring social/entertainment/recreational programs, editing the *Student Handbook* and other publications and brochures; and participation in the judicial system. Additional responsibilities include policy formulation, student organization advisement, and activities related to a comprehensive student life program.

The position is available July 1, 1996.

A Masters Degree in Student Personnel or a related field is preferred with experience in student activities.

Compensation includes a competitive salary and benefits. A letter of application, resume, and the names of three references should be sent to:

Kathleen E. Schrader
Director of Student Life
La Salle University
1900 West Olney Avenue
Philadelphia, PA 19141

[215] 951-1371

An Equal Opportunity, Affirmative Action Employer



La Salle University

Philadelphia, Pennsylvania 19141

Student Life Office

215-951-1371

MEMORANDUM

To: The La Salle University Community
From: Kathleen E. Schrader, Director of Student Life
Date: June 7, 1996

As you may have heard, Karen Shields will be leaving her position as Assistant Director of Student Life - Organization advising on June 28th to be come the Director of New Student Orientation at Loyola University of New Orleans. I am sure that you join me in thanking Karen for her years of outstanding service and wish her well as she goes to New Orleans. At that time, Dwight Homan - currently Assistant Director for Activities Programming - will assume Karen's position as part of the office's reorganization of responsibilities.