Grounds near the Peale House covered with early February snow
31st Annual Grimes Lecture Series
Psychology Department

Psychotherapy Relationships That Work: Evidence-Based Responsiveness

Dr. John C. Norcross, Ph.D., ABPP
Professor of Psychology and Distinguished University Fellow
University of Scranton

March 4, 2010—7:30 p.m.
Dan Rodden Theater

Reception at 6:00 p.m. in the Ballroom
Dondero Award Recipient: Kevin D. Hennessy, Ph.D.
There’s Too Much to Read!

Learn active reading strategies to better handle the reading for all your classes.

Tues., Feb. 9 at 5:30 p.m.
Library 212

Thurs., Feb. 11 at 12:30 p.m.
College Hall 206

Brought to you by La Salle University Academic and Learning Support Services. Contact Melissa Hediger (hediger@lasalle.edu or 215-951-5115) for more information.
The 7th Annual Lasallian Service Trips Auction

Project Appalachia, Habitat for Humanity, Estudiantes Unidos, and Blackfeet Montana cordially invite you to join them at the 7th annual Lasallian Service Trips Auction. All Proceeds from this event will benefit the residents of the communities in Guatemala, Kentucky, South Carolina, and Montana served by the student participants on Estudiantes Unidos, Project Appalachia, Habitat for Humanity, and Blackfeet Montana.

Friday, February 12, 2010
Union Ballroom

Silent Auction, Basket Bidding, and Dinner start at 5pm
Live Auction event starts at 7:30pm

$5 per student • $15 per person
Price includes dinner, refreshments and dessert

Items for Auction include:

Restaurant Certificates
Sports Tickets
Autographed Items
And much more!
Conducting Effective Meetings

Registrations are being accepted for all of the upcoming February training sessions. The schedule is as follows:

**Date:** Friday, February 5, 2010  
**Time:** 1:00 p.m. to 2:00 p.m.  
**Location:** Union 217

**Date:** Tuesday, February 9, 2010  
**Time:** 12:30 p.m. to 1:30 p.m.  
**Location:** Union 217

**Date:** Wednesday, February 17, 2010  
**Time:** 12:30 p.m. to 1:30 p.m.  
**Location:** Union 301

**Date:** Thursday, February 25, 2010  
**Time:** 12:30 p.m. to 1:30 p.m.  
**Location:** Union 310

**What will you learn?**
- Practical ways to plan and conduct a meeting
- Understanding roles and functions of meeting members
- Knowledge of the stages of meeting development
- When to have and when **not** to have a meeting
- Tools and techniques to improve meeting effectiveness

**How will you learn?**
- Video tape modeling
- Lecture
- Discussion
- Simulation exercises

**Whom do I contact to register and for more information?**
You may contact Paul Roden, Training Manager, directly at Ext. 3607, Fax 1453, roden@lasalle.edu, Box 806, or Administration Center 104.
To: Members of the Day Division Faculty and Administration
From: Anna Melnyk Allen, Associate Dean of Students
Date: February 5, 2010
Re: Student Awards Nominations

Nominations for the awards described in detail below are hereby solicited and will be accepted from members of the faculty and administration through Friday, February 19, 2010. Please go to the following website: http://www.lasalle.edu/students/dean/awards/student/ and nominate a worthy graduating senior. Students nominated will also be asked to have written recommendations submitted on their behalf. Students may approach you at a later date, requesting a letter of recommendation to support this nomination. General letters of recommendation, while true, are often less helpful to the committee.

Methods of Designating Recipients
Any administrator or faculty member may nominate a senior for the awards. To compete for an award, a senior must be nominated by an administrator or faculty member. (Nominations for Flubacher Awards will be accepted from student organizations.) Any senior who deems himself/herself qualified may request a nomination for an award from an administrator or faculty member. The appropriate awards committees will have the authority to adjudicate recipients from those nominated.

The Joseph F. Flubacher Student Leadership Award is offered to a graduating student who has made a contribution to the quality of student life by demonstrating significant leadership in student organizations, university governance, and/or intercollegiate athletics.

Qualifications
The recipient shall be a graduating senior from the Day Division of the University.
The student shall have demonstrated exceptional leadership skills throughout his/her university career. The student shall have significantly enhanced the membership, programs, and/or goals of a particular organization(s); made a contribution to the work of a university committee; and have had a positive impact on the general program of student life.
The student’s record should be free from major disciplinary sanctions, i.e. probation.
Academic standing will be a major consideration but will be given less weight than evidence of leadership skills and accomplishments.

The Brother Emery C. Mollenhauer Award is presented to that graduating senior who best exemplifies those Lasallian values to which Brother Emery was committed during his tenure as Provost, in particular the values of charity and justice which are hallmarks of St. John Baptist de La Salle’s pedagogy.

Qualifications
The recipient shall be a senior, graduating student of the University.
The recipient shall have demonstrated, over a period of time, a commitment to community service activities on or off campus.
The student should exemplify through his/her involvement in such activities a dedicated concern for the principles of peace and justice.
The student shall have at least a 2.5 cumulative Grade Point Average at the time of application.

(Continued on the next page)
The James A. Finnegan Memorial Award is offered to the member of the graduating class who by virtue of accomplishment and service is judged by the faculty to show promise of applying Judeo-Christian ideals of social justice in a political or governmental career.

Qualifications
The senior to be considered for the award should offer some prima facie evidence of participation in political affairs on and/or off campus. Leadership and participation in other extra-curricular activities are also to be considered, though given somewhat lesser weight. There should also be some indication on the part of the senior of intent to pursue a career in politics and/or government.

In exemplifying ideals of Judeo-Christian social justice, the recipient should exhibit integrity and courtesy in all of his/her endeavors.

Ordinarily, the recipient will be in the upper half of his/her graduating class.

The John McShain Award is offered to the member of the senior class who maintained an excellent scholastic record and is considered by faculty to have done the most for the public welfare of La Salle University.

Qualifications
The recipient shall be a senior, graduating student of the University.

High scholastic achievement normally shall be interpreted to mean Dean’s List standing.

In recognition of the monetary value of the award, the recipient should show evidence of his/her intent to attend graduate or professional school.

Primary consideration shall be given to leadership and participation in those activities which advance the good name of the University beyond the immediate campus and which enhance the role of La Salle University in the life of the region.

The Student Activities Achievement Awards are presented to those graduating seniors who have made significant contributions to La Salle’s program of extra-curricular activities. Traditionally, these awards have been intended to recognize those students who do not qualify for other award programs due to academic or other criteria that limit the number of award recipients. Faculty members and administrators, particularly those who work closely with student organizations, are invited to nominate as many students as they feel are deserving of these awards.

When nominating students, please keep in mind that our intent is to recognize significant contributions. As the number of recipients has increased dramatically in recent years, concern has been expressed (often by students themselves) that nominators and selectors should discriminate carefully in order to assure that students recognized are truly distinguished.

Thank you for your attention and response to this request. Remember the website:

http://www.lasalle.edu/students/dean/awards/student/

Take a minute and do it now – the closing date is 2/19/10.

Please do not hesitate to contact me or my assistant, Ms. Maureen Doyle, at x1374, if you have additional questions.
Daffodil Days

at La Salle University

**What:** Daffodil sale to benefit the American Cancer Society

**When:** 1 to 2 p.m.
Monday, Feb. 1
Wednesday, Feb. 3
Tuesday, Feb. 9
Thursday, Feb. 11

**Where:** La Salle Union Lobby

Or, donate online by e-mailing Liz Vargo at vargo@lasalle.edu. Thank you!
Featured Photos

Dawn Wanner taking orders of daffodils to benefit the American Cancer Society

Students and staff at table for Study Abroad Program

Training Tip
"A good listener tries to understand what the other person is saying. In the end he may disagree sharply, but because he disagrees, he wants to know exactly what it is he is disagreeing with." — Kenneth A. Wells

A message about training and life-long learning from the Human Resources Department
To: Faculty  
From: Margot Soven  
Date: February 5  
Re: National Survey of Student Engagement

Freshmen and Seniors will receive the National Survey of Student Engagement on Friday, February 8. They will receive it as an e-mail. They have a week to respond to the Survey. If you teach or advise Freshmen and/or Seniors, please make a note on your calendars to remind them to take the Survey, which takes about 15 minutes. They have a week to respond to the Survey e-mail.

As Provost Richard Nigro wrote in a letter for faculty last spring:

“NSSE documents dimensions of quality in undergraduate education and provides assistance to colleges to improve student learning. NSSE’s premise is that student success is no accident. Student engagement in a variety of intentionally designed educational activities is necessary to achieve desirable learning outcomes.”

La Salle has participated in the NSSE survey since its inception. If you attended the Summer Institute with Jillian Kinzie from NSSE you heard about NSSE. The information provided by this survey and the NSSE Faculty Survey which will be administered shortly (you will receive separate notice about the Faculty Survey), will help us to set an agenda for faculty development and student learning next year.

NSSE Committee:  
James Moore, Vice President, Student Affairs, Committee Chair  
Anna Allen, Assistant Dean, Student Affairs  
Michael Nielsen, Information Technology Coordinator

Guests coming to campus?

Reminder! If a member of the faculty/staff has a guest coming to campus, he or she needs to fill out the Guest Services Request Form on the portal under “Life @ La Salle.” University Events has a student worker who will coordinate the proper accommodation of guests visiting campus. This student will meet with the guest when he or she arrives on campus and help with any special needs required of the guest (i.e. parking, directions to campus buildings, etc.) Any questions, please contact Jenna Cardaciotto at cardaciottoj@lasalle.edu or 215.951.5001.
The Neuroscience of Love

Gerald Ballough, Ph.D.,
Biology Department
Wednesday, February 10, 3:00 p.m.

Get Connected... Holroyd Lobby (FREE FOOD)

Get in the Valentine’s Day spirit at the Explorer Café.

Join Dr. Gerry Ballough for a discussion on “Love’s Chemistry, Connections and Evolution: A Scientific Perspective.”

Love—what is it really?

Explorer Cafés are open to all.

Questions or comments? Contact Julianna Gwiszcz (gwiszczj1@lasalle.edu)
Call for artwork submissions

Fourth Annual La Salle University Student, Staff & Faculty Art Exhibition

Participation: All La Salle students, staff, and faculty who are not professional, exhibiting artists are invited to participate.

Guidelines: Submissions are invited in all visual art media including but not limited to photography, mixed media, and digital art as well as drawing, painting, printmaking, and sculpture. Two-dimensional artwork must arrive framed and/or ready to hang on the wall with hardware for hanging attached. Three-dimensional artwork will require a base for display. For all media, dimensions must fall between a minimum of 4” and a maximum of 4’ for any one side. The inclusion of artwork will be at the sole discretion of the judges.

Submissions: Submissions will not be considered without a signed submission form. Forms may be obtained in the Museum and the Mary & Frances Wister Art Studio. Work may be submitted to the Art Museum between February 15 and February 18, 2010 at noon. The Art Museum, located in the lower level of Olney Hall, is staffed 8:30-4:30 M-F. One entry per person.

Exhibition: Artwork selected for inclusion will be on-view February 19-March 4, 2010.

Awards: Awards for excellence will be given in two categories, one for current students, and one for staff and faculty. The awards ceremony will be held in the Community Art Gallery at the La Salle University Art Museum on Friday, February 19, 2010 during free period.

For more information, contact Miranda Clark-Binder at ext. 3680 or email clarkbinder@lasalle.edu.
“Tribute to Jackie Robinson”
Artist: Dave McShane, 1997

Light
Refreshments
Provided

Feb. 8, 4:30 pm. Holroyd Lobby

MURALISM AND MURAL PRESERVATION
The Art AND the Science

Featuring Amanda Norbutus, Coremans Fellow, University of Delaware, and Dave McShane, MAP Muralist and La Salle Professor

Experience muralism as you never have before. Hear a muralist talk about his work with the Philadelphia Mural Arts Program (MAP) and learn the history and science behind the art form.

What does it take to paint and keep Philadelphia’s murals alive?
JUST A REMINDER!

HUMAN RESOURCES IS PLEASED TO ANNOUNCE INDIVIDUAL COUNSELING SESSIONS WITH TIAA-CREF.

TIAA-CREF will be offering Individual Counseling Sessions on

Wednesday, February 10, 9 a.m.–4:00 p.m., Union 217
Wednesday, March 17, 9 a.m.–4:00 p.m., Lawrence Conference Room

At these sessions, you can discuss your personal retirement options with a TIAA-CREF consultant on a confidential basis.

Sign Up Today:

To schedule a counseling session, please call 800.732.8353.
Speeches are due Wednesday, March 17, 2010

Division of Student Affairs

TO: All Faculty and Staff

Please let seniors know about this opportunity to write their Commencement Speech.

Thank you.

Student Speaker
Commencement 2010

Graduating seniors from the day and evening divisions are encouraged to apply for selection as the student speaker for the Commencement 2010 Ceremony. A committee of students, faculty, and administrators will choose the speaker.

The content and style of presentation of the speech will be the primary criteria used by the selection committee. The delivery time of the speech must be no longer than five (5) to eight (8) minutes. A suggested norm is one typed (double-spaced) page per speaking minute.

E-mail the typed speech as an attachment to Maureen Doyle at doylem@lasalle.edu by Wednesday, March 17, 2010. Members of the selection committee will then review unidentified copies of the speeches, and they will determine the final pool of students to be invited for in-personauditions, which will be conducted in the Rodden Theater on Thursday, April 8, 2010, from 2-5 p.m. Students will be notified as early as possible if they are among those selected for auditions.

Thanks for your attention and response to this invitation. Writing a commencement speech is a challenging and rewarding task. If you have additional questions or concerns about appropriate content or the selection process, please do not hesitate to contact University Life @ ext. 1374.
Faculty Senate Meeting
December 3, 2009

Excused: M. Dainton, F. Mosca, W. Price

Moment of Silence to Remember Recently Departed Faculty
President Welsh opened the meeting with a moment of silence to honor recently deceased faculty members, including Joseph Brogan, Charles Halpin, Prafulla N. Joglekar, Barbara Millard, and John T. Mooney.

Approval of Minutes
The minutes of the meeting of November 10, 2009 were approved by a vote of 17-0-0.

Update on the Non-Tenure Track Document
The Non-Tenure Track Document will go to the Trustees for their meeting in February, 2010.

Update on Senate appointments to the Health Insurance Program Review
The following faculty members have accepted appointments to this committee, representing the faculty: Jan Ambrose, Donna Fiedler, and Joseph Volpe.

Guest—Dean, College of Professional & Continuing Studies
President Welsh welcomed the Dean, College of Professional & Continuing Studies, Joseph Ugras. The Senate invited Dean Ugras to discuss current initiatives of the College, as well as collaboration among the schools and the College. Items that were discussed included:

• The Faculty Agreement for Developing and Teaching in La Salle University Online (an online course is defined as less than 50% of the course is presented face-to-face)
• The redesign of courses, including issues of faculty time & compensation
• The evaluation of on-line courses—
  * who has access to evaluation forms & when,
  * who owns them,
  * what is the process of collecting student evaluations,
  * discussion of the items on the current evaluation form,
  * how are these forms preserved and for how long,
  * how these forms can be printed.
(It was pointed out that the student response rate has often been low, raising issues of dossier preparation for promotion and/or tenure of the faculty member.)
• The role of the CPCS Curriculum Committee in relation to new programs and courses (It was suggested that the CPCS Curriculum Committee share proposals in the same fashion that the school curriculum committees do.)
• How the Intellectual Property Policy impacts the faculty development of online courses
• The allocation of expenses among the College and the Schools, including faculty, as well as the time of the chair
• The role of CPCS in course development of on-line courses
• The role of Quality Assurance in online courses
• How to separate the evaluation of the instructor’s teaching from the technical aspects of the course, which are beyond the instructor’s control
The Dean also provided Senators with a copy of La Salle University Online—Executive Summary. President Welsh thanked the Dean for coming to the Senate to discuss these issues and initiatives.

**Senate Composition**

The Senate discussed the composition of the Senate, given the upcoming Senatorial election. Currently there is one faculty member from the School of Business and none from the School of Nursing and Health Sciences. The Senate will further discuss this issue, although a change in the composition of the Senate will not be able to be voted upon before the 2010 election.

The meeting was adjourned at 1:45 p.m.

Respectfully Submitted by
Bonni H. Zetick, Secretary
Upcoming Home Games
Feb. 6 – Feb. 13

**Men’s Basketball @ Tom Gola Arena**
Sat. 6         Saint Louis         4:00 p.m.

**Women’s Basketball @ Tom Gola Arena**
Sat. 6         Temple             12:00 p.m.
Sat. 13        Fordham           1:00 p.m.

GO EXPLORERS!
JOIN THE FIGHT AGAINST BREAST CANCER

La Salle vs. Massachusetts
February 17 at 7 p.m.

$2 admission
All proceeds and donations benefit Kay Yow/WBCA Cancer Fund

CHEERLEADERS WILL BE SELLING BREAST CANCER AWARENESS RIBBONS AT WOMEN’S BASKETBALL GAMES LEADING UP TO THE PINK ZONE GAME ON 2/17. GET YOUR’S FOR $1 EACH. ALL PROCEEDS BENEFIT KAY YOW/WBCA CANCER FUND.
Administrative Assistant II
FTMBA and PTMBA Office in the School of Business

The La Salle University MBA Director’s Office in the School of Business seeks to fill an opening for Administrative Assistant II. The MBA Director’s Office is responsible for handling applicants and students enrolled in our Full-time (FTMBA) and Part-Time MBA (PTMBA) programs. The position provides wide support for a wide range of functions for the Directors of the PTMBA and FT MBA. This vital position provides administrative support for the MBA program. Responsibilities include organizing and maintaining student files, communicating directly with prospective and current students in collaboration with the Program Directors and Assistant Director of the PT MBA program, and facilitating the application process for prospective students. This person also assists with registration, answering current and prospective students’ questions; participates in marketing and recruiting activities along with the Directors and Assistant Director; and assists in the administrative functions of the School of Business.

The successful candidate will possess excellent interpersonal and communication skills and be customer service-oriented, well-organized and a self-starter; he or she will also enjoy a fast-paced, busy work environment dealing with diverse circumstances. Excellent phone skills and proficiency with Microsoft Word, Access, and Excel are required. Experience in marketing and/or student services with Banner is a strong plus. Occasional weekend or evening work is required.

Compensation package includes competitive salary, excellent benefits and tuition remission.

Qualified applicants should submit a résumé and cover letter (electronic submission preferred) to the following:

Ms. Joanne Jones  
Administrative Assistant to the Dean  
School of Business  
La Salle University  
1900 W. Olney Ave.  
Philadelphia, PA 19141  
gallagher77@lasalle.edu

AA/EOE

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.
Student and Accounts Receivable Assistant

La Salle University is accepting applications for a Student and Accounts Receivable Assistant, a full-time position. The successful candidate will be a high-energy team player, dedicated to providing optimum customer service to our students, parents and colleagues.

Responsibilities:

- Advising students of payment options and financial policies in-person, via phone and via e-mail.
- Issuing system-generated tuition receipts.
- Participating in pre-collection efforts for delinquent tuition accounts and the Federal Perkins Loan Program.
- Serving as a liaison to Student Financial Services, Office of the Registrar, Food Services, and Student Housing Department to resolve any account discrepancies.
- Performing student account maintenance to ensure compliance with established University policies and procedures.
- Completing projects as assigned by the Director and/or Assistant Director.
- Assisting in the dissemination of monthly invoices.

Requirements and Qualifications:

- A commitment to exceptional customer service
- Experience working in an academic environment, preferably in Student Accounts or Financial Aid
- Familiarity with Title IV programs
- Effective written and oral communication skills
- Working knowledge of Banner and Microsoft Office
- Ability to establish priorities and multi-task in a fast paced environment
- Excellent problem solving and negotiation skills
- A positive, pro-active, and detail-oriented attitude

We offer and attractive compensation and benefits package, including tuition remission. Interested applicants should submit a cover letter, résumé and three references to saar@lasalle.edu.

Review of applications will commence immediately and will continue until an appointment is made.

AA/EOE

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.
Billing Coordinator

La Salle University, is accepting applications for a Billing Coordinator, a full-time position. The successful candidate will be a high-energy and detail oriented team player, dedicated to providing optimum customer service to our students, parents, and colleagues.

Responsibilities:
- Generating invoices and billing files.
- Generating dunning notices.
- Updating collection codes and assigning accounts to collection agencies.
- Updating and maintaining rate tables.
- Assessing monthly late fees.
- Generating ad hoc reports.
- Creating term billing schedules.
- Responding to student inquiries via phone and in person.
- Representing department at freshmen orientation sessions.
- Serving as a liaison to IT Department, Student Financial Services, Office of the Registrar, Food Services and the Student Housing Department to resolve billing discrepancies.
- Performing student account maintenance to ensure compliance with established University policies and procedures.
- Completing projects as assigned by the Director and/or Assistant Director of Student and Accounts Receivable

Requirements and Qualifications:
- Baccalaureate degree and a minimum of two years billing experience
- A commitment to exceptional customer service
- Experience working in an academic environment
- Familiarity with Title IV programs
- Effective written and oral communication skills
- Working knowledge of Banner and Microsoft Office
- Ability to establish priorities and multi-task in a fast paced environment
- Excellent problem solving skills
- A positive, pro-active and detail-oriented team player

We offer and attractive compensation and benefits package, including tuition remission. Interested applicants should submit a cover letter, résumé, and three references to saar@lasalle.edu.

Review of applications will commence immediately and will continue until an appointment is made.

AA/EOE

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.
History Faculty

The History Department at La Salle University seeks to make a one-year appointment at the rank of Assistant Professor beginning in Fall 2010.

Applicants must have Ph.D. in history in hand by the time of appointment and be able to teach undergraduate survey courses on United States and World History, and both undergraduate and graduate courses on the Islamic World.

Please send a cover letter, curriculum vitae, and three letters of reference to the following:

Dr. Stuart Leibiger  
Chair, Department of History  
La Salle University  
1900 West Olney Ave.  
Philadelphia, PA 19141-1199

Review of applications will begin on May 1, 2010.

AA/EOE

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.
Director of Marketing for the College of Professional and Continuing Studies

La Salle University’s College of Professional and Continuing Studies is currently seeking a Director of Marketing. This position serves as the lead marketing and communications position for the College and has primary responsibility for developing strategic long-range plans for promoting the College, and its products and services, to internal and external groups and markets. The duties of this position involve planning, coordinating, implementing, and evaluating marketing activities, including market research, advertising and promotion, Web and social networking presence, and customer relationship management, as well as related budget and administrative responsibilities.

Qualifications

- Bachelor’s Degree in Marketing, Communications, or related field; Master’s Degree preferred
- Three years of experience in a lead marketing/communications role; preference given for experience working in an academic environment with responsibility for non-traditional student populations
- Demonstrated experience in developing comprehensive marketing and communications plans
- Experience in market research, data mining and other database marketing techniques
- Knowledge of current marketing trends and emerging media technologies
- Experience in strategy development and implementation
- Superior written and oral communication skills

Salary is commensurate with experience and qualifications, and a full benefits package is included. Interested candidates should submit a cover letter, résumé, names of two professional references, and salary requirements to the following:

Dean, College of Professional and Continuing Studies
La Salle University
1900 W. Olney Ave.
Philadelphia, PA 19141
E-mail: cpcs@lasalle.edu

AA/EOE

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.
Procedures for Submitting Items for Inclusion in the Campus News

All information for the General, Academic, Minutes, or Athletic sections—with or without graphics and photos—must be submitted electronically either:

- via the “Submit an item” form in the Media and Publications channel on the News and Media tab of the portal,
- via e-mail to the campusnews@lasalle.edu. (The article title must be included in the subject line of the e-mail), or
- via CD sent to Campus News, Box 187.

Submissions can be sent with graphics and photos laid out with the text or sent with the text and graphics separately. Please submit flyers and circulars as attachments in Microsoft ®Word or as PDF files. Please submit photos as JPEG files.

Letterhead or logos with submissions must conform to the approved standards explained and illustrated in the Brand Book published and distributed by University Communications.

All photos and graphics (clip art, logos other than La Salle’s) must have their owners’ permission to be reproduced. If you submit them with your information, you are responsible for gaining this permission.

All employment listings must be submitted first to Human Resources for approval (for more information, contact Gregory O’Shea at 215.951.1354).

Deadlines for Submission

- General News, Meeting Minutes, Events, and Other News: Wednesday at 4 p.m.
- New Positions of Employment at La Salle University: Monday at 2 p.m.