# THE GUIDEBOOK
## FOR FACULTY NEW TO LAFAYETTE COLLEGE

—

## 2020-2021

Revised 6/4/20

## LAFAYETTE
### CENTER FOR THE INTEGRATION OF
### TEACHING, LEARNING, AND SCHOLARSHIP

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# Welcome

Dear Colleagues,

Welcome to Lafayette! I am so glad that you have joined our community. I look forward to getting to know you, supporting your work and celebrating the impacts that you will have on teaching and scholarship at the college. The goals of the three days of orientation include: developing your knowledge of the college, increasing your awareness of various resources available to you, and building relationships with your cohort.

Recognizing the challenges of navigating a new institution, our team developed this guidebook as a helpful resource. Please review it prior to orientation, as well as during the academic year. The contents include items such as general resources for teaching and scholarship, a college map, campus amenities and more.

I am pleased to let you know that the August orientation is just the start of the support that you will receive as a faculty member starting at Lafayette.  You will also participate in the new faculty learning community that will be held on Fridays during the academic year from 12 - 1 pm over the lunch hour. These sessions are designed to promote a more in depth understanding of the college and support your efforts. You will receive the Fall 2020 schedule of events for the year-long learning community after the August orientation, and for now, please be sure to hold Friday at noon. You are also encouraged to participate in other center events during the academic year as well.

Please also be aware that this orientation book will be updated yearly to accommodate changes. You are welcome to access the most recent digital version through the center website.

Once again, welcome to Lafayette! I look forward to a wonderful year. We recognize that you are coming to the college in the midst of unprecedented circumstances. Please know that we may be virtual for some or the majority of this year, but we are still here for you.

Best wishes,
Tracie

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# Overview of Lafayette College



Lafayette College, founded in 1826, is a private, selective, academically competitive liberal arts institution located in the Lehigh Valley area with wonderful opportunities in the arts, sciences and engineering. The college enrolls roughly 2700 undergraduate students and employs about 260 faculty, resulting in an enviable nearly 10 to 1 student-faculty ratio. Over 300 administrative staff also play essential roles in the operations of the college. There are four major academic disciplines represented at Lafayette - the Humanities, Social Sciences, Natural Sciences, and Engineering - and excellent opportunities for students to be involved in undergraduate research.

Lafayette embraces the words of the Marquis de Lafayette of "Cur Non" or Why Not?, challenging students to be critical thinkers and leaders. The institution operates on a shared governance system described in the Faculty Handbook, which "recognizes the mutual interdependence and the unique expertise of different College constituencies, including faculty, staff, administrators, trustees, students, and alumni." (Section 1.1.1) Of note is the current college-level strategic initiative of "Affordability and Distinction Through Growth" where the college aims to admit high quality students regardless of their financial means, support a diverse student population, and employ a strong cadre of faculty who are teacher-scholars within the liberal arts tradition. Lafayette is a great place to spend a career as a faculty member.

# Diversity, Equity and Inclusion

Lafayette College is committed to diversity, equity and inclusion.



[Lafayette College Diversity Statement](#)

Lafayette College is committed to creating a diverse community: one that is inclusive and responsive, and is supportive of each and all of its faculty, students, and staff. The College seeks to promote diversity in its many manifestations. These include but are not limited to race, ethnicity, socioeconomic status, gender, gender identity, sexual orientation, religion, disability, and place of origin.

The College recognizes that we live in an increasingly interconnected, globalized world, and that students benefit from learning in educational and social contexts in which there are participants from all manner of backgrounds. The goal is to encourage students to consider diverse experiences and perspectives throughout their lives. All members of the College community share a responsibility for creating, maintaining, and developing a learning environment in which difference is valued, equity is sought, and inclusiveness is practiced.

It is a mission of the College to advance diversity as defined above. The College will continue to assess its progress in a timely manner in order to ensure that its diversity initiatives are effective.

### Diversity, Equity, and Inclusion (DEI) Council

The Diversity, Equity, and Inclusion (DEI) Council oversees diversity and inclusion efforts on campus; this three-person council, comprised of Jamila Bookwala, Dean of the Faculty and Chair of the DEI Council, Karina Fuentes, Assistant Director of Intercultural Development, and Alma Scott-Buczak, Associate Vice President for Human Resources, coordinates is responsible for generating campus-wide initiatives and programming related to diversity, equity, and inclusion for faculty, students, and staff. The DEI Council plays a role in navigating campus concerns related to these areas, bringing together

appropriate committees and offices such as the Faculty Diversity Committee, CITLS, the Office of Intercultural Development, the Chaplain's Office, and the Equity, Transformation, and Accountability Board and other student organizations whose mission it is to build a more inclusive campus community.  The DEI Council reports to President Alison Byerly.

The DEI Council invites members of the campus community to reach out to council members if you wish to share ideas or wish to engage the Council with an ongoing initiative or a campus group's work. The Council can be reached by email here.

## *Preferred First Name Policy*

To foster an environment that is inclusive and that encourages self-expression, Lafayette College has established a policy whereby any College community member may use a preferred first name.

## *Inclusive Teaching*

The Center for the Integration of Teaching, Learning & Scholarship has several online resources on inclusive teaching to support equitable and welcoming classroom environments at Lafayette, and encourages all faculty to review them. The Center also facilitates the *Inclusive Teaching & Excellence* series that involves partnerships with multiple offices, programs and student groups.

## *Creating Accessible Course Materials*

There are a variety of resources available on creating accessible course materials. Please see the following website contains ITS help information on creating accessible course content. Faculty can also receive additional support through ITS.

*Accommodations*

Accessibility Services collaborates with students, faculty, and staff to create an environment that is equitable and inclusive to all students in the college community. Accessibility Services is the only designated office at the college where students can voluntarily disclose their disability (or disabilities), submit documentation, and request accommodations. Faculty are encouraged to work with Accessibility services on their student requests (see more information under *Support for Students with Disabilities- Registering for Services*).

*Office of Intercultural Development*

The Office of Intercultural Development (OID) advances Lafayette's commitment to diversity and inclusion through educational outreach, cultural programming, support and advocacy, and coalition building. OID offers numerous opportunities for Lafayette students and employees to develop their multicultural competence and to commit to lifelong learning about our world and its diverse citizens. The Intercultural Development portfolio encompasses Gender and Sexuality Programs (GSP), International Student Advising, and Religious and Spiritual Life. GSP specifically helps the campus community increase understanding and appreciation of how gender and sexuality influences and frames daily lives and social interactions.
        Safe Zone Training: The GSP office offers the Lafayette Safe Zone Certification program that provides resources and foundational education on allyship for our LGBTQ+ community. If you are interested in certification, please visit our website.

# General Resources

## Central

- **Academic Calendar**

Online calendar listing of major academic events at Lafayette. Printable versions of future calendars can also be found here: https://registrar.lafayette.edu/additional-resources/academic-calendar-for-future-years/

- **Calendar of Events**

Centralized calendar of campus events.

- **Campus Directory**

Search engine for the college directory. Note that emergency contacts, a department index and campus map can also be found on the menu on this website.

- **Campus Map**

Online map of institutional buildings. A printable version can also be found here. Check out the Lafayette Virtual Tour.

- **Contacts for Lafayette Finance and Business Services**

- **Human Resources**

Provides a variety of resources for new faculty as well as information on benefits, job opportunities and forms.

- **ID Office**

The ID office is located in suite 011 on the ground floor of Marquis Hall (across from the Printing & Copy Services Center), the ID Office produces new and replacement IDs and photographs students and employees for the College's systems.

- **Information Technology Services**

Provide support to the Lafayette community around technology. They also have a Technology Help Guide.

- **Lafayette College Faculty Handbook**

Comprehensive handbook of general information, policies and procedures pertinent to faculty.

- **Lafayette Diversity Statement**

Statement of Lafayette's commitment to diversity & inclusion. Faculty may choose to include this statement on a course syllabus.

- **Lafayette Today**

*Lafayette Today* is an email with student and faculty/staff editions sent each weekday morning during the school year and less frequently over the summer. Messages and articles intended for all students, all staff, all faculty, or a combination of these are included in *Lafayette Today* rather than being distributed via separate mass emails. If you have a message for Lafayette Today or a story idea, contact Dave Block.

- **My Lafayette**

Centralized site with links to a variety of Lafayette resources and software platforms.

- **National Center for Faculty Development and Diversity**

As a Lafayette faculty member, you have free membership and access to resources available from the National Center for Faculty Development and Diversity. Lafayette faculty members have enjoyed participating in their writing challenges in addition to webinars on a variety of topics relevant to faculty members.

- **Provost's Office Support for Professional Development**

This site describes funds available for First-Year Seminar development, curricular and pedagogical development, computer integration, diversity initiatives, advanced study and research, summer research, Excel student research assistance, professional travel, research leaves, and sabbatical leaves.

- **Research Support**

Site containing a variety of resources to support faculty and student research. Includes the Academic Research Committee Manual which outlines important deadlines, application procedures and forms of research support available to faculty and students.  There is also information on research protocols on the site.

- **Support for Faculty Travel**

The Provost's Office provides Faculty Conference Travel support. Please see the website for relevant memos and forms.

- **Title IX Reporting, Resources and Information**

Resources on sexual misconduct including general information on reporting, policies and procedures.

## Curricular & Co-curricular

- **Advising and Co-Curricular Programming**

Resources for advising Lafayette students.

- **Athletics**

Site including information on Lafayette athletic teams and events.

- **Campus Life**

Information on a variety of resources and activities for the Lafayette community related to life on campus.

- **Community-Based Learning & Research**

Site describing resources for faculty to become involved in community-based learning and research at Lafayette.

- **Common Course of Study**

Site describing Lafayette's general education curriculum.

- **First Year Seminar (FYS) Courses**

Site with information on the First Year Seminar course taken during a student's first semester at Lafayette as part of the Common Course of Study.

## Student Services

- **Academic Resource Hub & Accessibility Services** (formerly known as ATTIC)

The Academic Resource Hub provides Accessibility Services to support students with disabilities as well as learning assistance programs  that are open to all Lafayette students.

The Hub's Assistant Director for Accessibility Services has primary responsibility for establishing eligibility for accommodations and ensuring that they are fulfilled in accordance with applicable civil rights laws and regulations. Consultation, coordination, and resources are offered to faculty to support the  provision of reasonable accommodations. Frequent areas of collaboration include:

- Exam Proctoring
- Policies and Procedures
- Alternative Format Course Materials

The Hub's academic support and enrichment programs are based on empirically-supported, peer facilitated models of support:

- Supplemental Instruction (SI) is a student-led, collaborative learning opportunity available for academically demanding courses.  It is designed to assist students integrate

course content with the best approach to learn. The Hub collaborates with faculty to identify, hire, train, and supervise upper-level students who have previously completed the course, to *sit-in* on class sessions a second time to help prepare them to facilitate four hours of support per week.

o Mentored Study Groups were initially developed at Lafayette to provide a more structured means of support to second tier STEM courses, but they have proven to be a versatile program capable of providing targeted academic support in a variety of subjects. MSGs are intended to provide students with a consistent and reliable resource to help model and reinforce the best methods to master challenging material.

In addition to these more structured supports, traditional Peer Tutoring is readily available for most 100-200 level courses. Every year the Hub hires and trains over 50 Peer Tutors who go on to provide hundreds of hours of support to their classmates. Tutors that accumulate 25 hours of tutoring through the Hub and complete ten hours of targeted training may be certified as a CRLA Level 1 Tutor.

Also housed on the third floor of Scott Hall, the Hub enjoys a close relationship with the English for Academic Purpose Program as well as support services for Student Athletes.

- **Bailey Health Center**

Healthcare provider for Lafayette students.

- **Counseling Center**

Center providing counseling support for students at Lafayette.

- **Gateway Career Center**

Resources and information on Gateway, a four-year career development program for students at Lafayette, as well a number of other related resources.

# Pedagogical & Research Funding Opportunities

There are a variety of initiatives on campus and with regional consortia that fund or provide other support for pedagogical and research efforts.

## Pedagogical

### Teaching with Technology Grants

Typically, Information Technology Services (ITS) offers grants in partnership with CITLS to encourage and financially support those interested in exploring new pedagogical strategies augmented by technology to help improve their teaching. However, for the 2020-2021 academic year, this grant program will be on hiatus because of budget constraints. ITS hopes to offer it again for the 2021-2022 year. Review past awards here.

### Open Educational Resources and Affordability Initiative

The purpose of the Open Educational Resources (OER) and Affordability Initiative is to encourage the development of alternatives to high-cost textbooks and course materials at Lafayette. The program aims to support the adoption, adaptation, creation, or reuse of Open Educational Resources or other low-cost alternatives to commercial textbooks and course materials. The program supports faculty who want to make the transition to low-cost alternatives by providing grants and assistance for reworking course syllabi or creating new free materials.

### Provost's Office: Curricular and Pedagogical Development Grants

Through various funding sources, the Provost's Office is able to provide support for certain curricular and pedagogical development projects. Interested faculty should submit a proposal that includes a description of the project and its intended impact. Each applicant should also provide a curriculum vitae and should ask his/her Department Head to send an evaluation of the project. It is expected that each recipient will submit a brief report of the results of his/her work within six months of the end of the development period.

### Provost's Office: Diversity Initiative Grants

Faculty wishing to revise courses in order that we might achieve a more inclusive curriculum or who have initiatives that would support diversity, equity, and inclusion more broadly, should submit a request via the form linked above. Such awards are typically $1,000 or less, but initiatives that would require resources beyond this level will be considered. Contact Jamila Bookwala, Dean of the Faculty (x5070 or email) if you have any questions.

### Information Literacy Grants

Librarians and faculty at Lafayette are increasingly concerned about the need to graduate 'information literate' students, those who know how to find, evaluate, and use information and who understand the ways in which information is created, disseminated, and organized in our society. The goal of the Lafayette Libraries' Information Literacy Grants is to encourage faculty to develop more classes in which students have these opportunities to develop information literacy skills.

### *LVAIC Funding for Collaborative Programs*

The Lehigh Valley Association of Independent Colleges Collaborative Funding Program provides resources to groups within the LVAIC community who, through collaboration, wish to engage in activities that advance LVAIC's priorities. The proposed activities should explore new and innovative ideas, broaden audience inclusion, and/or maximize the sharing of resources and experiences across LVAIC community. Types of activities funded may include but are not limited to: emerging collaborative learning communities (Communities of Practice), conferences/workshops/symposia, innovative teaching and learning strategies, collaborative certificate and course creation, and innovative research efficiencies. The proposal cycle typically runs from January to March with funding being available the following academic year. Please also see the "Welcome to LVAIC" link here.

### *Distinguished Teaching Fellowships (CITLS)*

The Center for the Integration of Teaching, Learning & Scholarship funds faculty to participate in a 1-year long fellowship where they focus on developing personal goals in a pedagogical area of interest and provide professional development to the Lafayette community.

## Scholarship

Lafayette College offers a variety of resources that support faculty and student research including college-funded programs for research by or with students, funding opportunities administered through the Academic Research Committee, and information from our Office of Sponsored Research.

### *Academic Research Committee*

The Academic Research Committee (ARC) research manual provides details on the various College funding opportunities and the most recent application forms. Applications are available to faculty for:  Advanced Study Grants, Faculty Research Grants, Faculty Preparation/Publication/Production Grants, Richard King Mellon & Walter A. '59 and Catherine R. Scott Faculty Research Fellowships. Applications are also available to support student-faculty research (EXCEL Scholars and Research Assistants), student-initiated research projects, and funding to support student presentations at conferences and other venues. The ARC manual and links to the online forms for the various types of research support can be found by clicking on the link below.

### *Office of Sponsored Research*

The Office of Sponsored Research supports faculty and others on campus so that they can successfully apply for and receive external funding to support their individual research projects. Faculty, staff, and students can create customized searches of over 40,000 grants and foundations, including all federal agencies using the database SPIN. Office of Sponsored Research staff will work with you to develop a timeline for proposal submission and ensure that you have all necessary information prepared in order to submit a successful proposal.

### *Faculty Conference Travel*

Lafayette encourages faculty to disseminate their scholarly work through attendance at scientific conferences and meetings of professional societies. Faculty Conference Travel support is intended for

faculty participating in a conference or professional meeting by presenting a paper or scholarly work, chairing a session, or serving as a discussant, normally evidenced by mention in the conference or meeting program; support also may be requested for attending a conference for one's own professional development. Procedures for applying for faculty conference travel support can be found by clicking on the link below.

# Resources for High-Impact Educational Practices

There are a variety of high-impact educational practices that are known to benefit student learning. Several centers and offices support these endeavors at Lafayette and partner with faculty and students.

## *First-Year Seminar Courses*

First-Year Seminars (FYS) are a critical part of the Common Course of Study, a co-requisite for other courses taken by students in their first semester, and a prerequisite for subsequent courses. First Year Seminars are limited to around 16 students per section, include significant reading, writing, discussion, and presentation and are affiliated with the College Writing Program. Students in First-Year Seminars are introduced to the use of the library for research. Faculty interested in teaching or learning more about FYS courses can contact Bianca Falbo, Director.

## *Community-Based Learning and Research*

The Landis Center for Community Engagement fosters college community partnerships that contribute to the well-being of our local and global communities. Students can participate in one-time service projects, co-curricular programs that run on a weekly basis, academic courses, immersion experiences, and leadership opportunities. The Center supports faculty interested in adding community-based learning and research components into their courses. For more information, please contact Art Kney, Director, kneya@lafayette.edu, or Chelsea Cefalu, Assistant Director, cefaluc@lafayette.edu.

## *Gateway Career Center - Internships, Externships, and Career Tracks*

Gateway is a personalized, four-year career-development program that helps students prepare for life after graduation. Students are encouraged to start taking advantage of all the resources and benefits of the Gateway program from their first semester on campus. The ultimate goal of Gateway is to prepare students for the future and give them an edge over the competition by providing them with valuable real-world experience that will help them transition from college to career or graduate school. Gateway begins with self-discovery. Gateway Counselors help students evaluate their interests, strengths, and values to help them determine their right path. Throughout their four years, students receive valuable guidance and insight from experienced staff. Together, students and their Gateway Counselor identify activities to move students forward toward their goals and develop a flexible road map for life after graduation.
Examples of activities designed, by the Gateway Career Center, to help students explore possibilities to find their path include Internships, Externships and Career Tracks. More information about each program can be found here on the Gateway Career Center website:
- Information regarding Internships
- Information regarding Externships
- Information regarding Careers

Please direct any questions to the Gateway Career Center, 201 Hogg Hall, 610-330-5115.

## *Dyer Center for Innovation & Entrepreneurship*

The Dyer Center provides activities promoting entrepreneurship, innovation, and creativity. These co-curricular programs offer students opportunities to test their knowledge and skills outside the classroom, as well as inspiring further classroom study and project work.
Students are introduced to basic ideas of design thinking, financial analysis, product/idea prototyping,

and marketing involved in taking an idea from conception to development. Through collaboration with faculty, co-curricular programming, internships, mentoring, alumni connections, and competitions, students can explore ideas, test innovative and entrepreneurial thinking, and gain experience as innovators and entrepreneurs. For more information: [email us](), [or visit our website.]().

## *Study Abroad*

The Office of International and Off-Campus Education (IOCE) facilitates transformational credit-bearing international and domestic, semester and 3-8 week (January and summer) programs. Students may choose from over 240 affiliated semester programs as well as four semester faculty-led programs. Programs are open to all majors. IOCE also supports students, faculty, and staff engaged in College-sponsored travel abroad (for example, for research, internships, conferences, etc.).  Faculty interested in learning more about designing a short-term study away course or leading one of the semester faculty-led programs are encouraged to contact Rochelle Keesler, Director, keeslerr@lafayette.edu.

# Resources for Remote Teaching

*Academic Continuity/Remote Teaching*

Weather-related conditions such as snowstorms, as well as power outages, viral outbreaks, and other unforeseen events can result in the disruption of a face-to-face course. However, with advance preparation faculty can continue teaching and learning activities by establishing a clear plan of action. This can involve the use of independent learning activities, online tools for remote lecture and discussion, or other pedagogical strategies. The Center has created a wealth of resources and information that are considered recommended practices for academic continuity when a face-to-face course can no longer be held on campus due to a disruption.

*Teaching and Learning Newsletter*

The Teaching & Learning e-newsletters are designed to keep members of the Lafayette community updated on current research in teaching and learning. Articles with a focus on remote learning can be viewed here.

*CITLS Media Channel*

A platform that Lafayette faculty can access to view all recorded trainings and programs that aim to inform the pedagogical and scholarly efforts of Lafayette faculty. Recent recordings have a focus on resources and information related to remote teaching.

*Skillman Library Resources during COVID-19*

Information on this page pertains to Library services during Lafayette's period of remote teaching and learning.

# Information Technology Services (ITS) Resources

*Overview*

From personalized consultations for using technology to support one's teaching, to support for using the College's high-performance computing cluster, to ensuring your computer is working as expected, ITS is excited to collaborate with you on your teaching and research endeavors. The easiest way to collaborate with an ITS member or to get general technology help is to contact our Help Desk or (610) 330-5501 and they will put you in touch with the appropriate team.

*Teaching and Learning Technologies and Support*

ITS offers a robust number of services targeted to support the academic mission of the College. Moodle is our platform to host course materials, quizzes, discussions forums, and more. Moodle integrates with Kaltura, our streaming media service, where faculty can record lectures during class or create video content for out-of-class use. Web-hosting is available through the College's instance of WordPress, which is an easy-to-use web platform for hosting personal websites as well as course projects. For survey creation, the College subscribes to the intuitive, yet highly customizable Qualtrics. For those who rely on using R with their courses, we offer RStudio Server Pro, and make JupyterHub available for those who need to leverage Jupyter notebooks in their courses. Learning and Research Technologies (LRT) collaborates with the faculty on integrating these tools into their pedagogy.

*Research Computing and Support*

The high-performance computational (HPC) cluster is the ideal platform on which to complete computationally intensive tasks, including those involving large amounts of data, that would otherwise be challenging to accomplish with standard desktop hardware. The goal of the HPC cluster is to empower College researchers in the completion of their computed solutions that were previously impractical or overly time-consuming to attempt using office or lab resources. The HPC cluster supports software like MATLAB, Stata, Mathematica, Gaussian, Amber, R, and Python/Anaconda. The Research and High-performance Computing team collaborates with faculty on using these resources for their research as well as their teaching.

*Personal Computing*

All full-time faculty are issued a Windows or Mac desktop or laptop, which are loaded with typical software packages including Microsoft Office and Adobe Creative Cloud with a number of additional software applications available for installation on College-managed computers. The College is also able to offer installation of Microsoft Office O365 on personally owned devices together with a number of other applications that include Mathematica, MATLAB and STATA. Locally saved files are backed up automatically using Crashplan and external file storage is available through Google Drive, which provides unlimited storage quotas. Printing is available through networked departmental Xerox copiers/printers. From the Skillman Library circulation desk, equipment like digital SLR cameras, microphones, wireless presenters, and external harddrives are available for loan. Support for desktop computing is offered by the User Services Group.

*Communications and Network Access*

Wireless network access, including the ubiquitous Eduroam network, is available in nearly all buildings on campus. The College's network is built on a 10GB backbone with 1GB wired connectivity available. All faculty have access to the Virtual Private Network (VPN) for accessing some services remotely. Lafayette is a G Suite for Education Enterprise campus, with everyone having access to the highly integrated G Suite platform, which includes Gmail, Calendar, Google Drive, and Google Meet. We also make Zoom, the popular web conferencing tool, available to everyone with pro accounts assigned upon request.

*Technology Support*

As mentioned earlier, consultations about using technology to support your teaching or research is available through the Learning and Research Technologies team. However, ITS also offers an extensive catalog of help documentation at. If help documentation isn't enough, everyone is encouraged to contact the Help Desk or (610) 330-5501 to get answers to their technology-related questions. If you're teaching in one of the 100+ classrooms equipped with smart technology, you are encouraged to try out the system before the start of the semester or arrange a brief one-on-one orientation with someone from LRT.

# Library Resources and Contacts

*Overview*

The Lafayette Libraries are known for our innovative approaches to information literacy, digital scholarship, and the use of archives and primary sources in research and teaching. In addition to the services listed below the Libraries welcome collaborations with faculty in emerging areas of information management and scholarly communication. Please contact any of our librarians if you have a need not listed below, and we will be happy to discuss it with you. The Libraries also sponsor lectures, exhibits and events throughout the year, including the Hatfield Lecture--which brings a prominent author to campus each spring--and the Schlueter Lecture in the Art and History of the Book in the fall. We aim to integrate our lecture series and events into the curriculum and welcome your ideas.

*Collections and Collection Development*

The Libraries collections are built around faculty's teaching and research needs, so we welcome your recommendations for purchases of books, films, and electronic resources. Although each department has a faculty member specifically charged with the responsibility for helping build the collection, the library welcomes recommendations from all faculty and accepts them in any format, including via our web recommendation form.

The Libraries provide access to all journals from major publishers such as Elsevier, Springer/Nature, and Wiley as well as select titles from many other publishers. Periodical subscriptions are reviewed once a year in early fall by each department and changes are made at the beginning of each calendar year.

*Information Literacy*

Librarians work with classes of all levels, including first year seminars, 100-level courses, and capstones, to help students develop skills in finding, evaluating, and using information. To supplement the in-class instruction, librarians also provide research assistance at the research help desk and in their offices with individual students or student groups. Students, including your EXCEL scholars, can sign up for personalized research assistance (PRA) appointments with a librarian. A similar service is available to thesis students. If you have any questions about our program and/or are interested in incorporating information literacy into your courses, please contact Lijuan Xu (xul@lafayette.edu). Interviews with faculty about their information literacy integration experiences are available on our website.

*Special Collections*

Special Collections & College Archives is home to Lafayette's rare book and manuscript collections and the historical records of the College. The department offers an array of classroom instruction opportunities and public programs, supports faculty and student research, and develops physical and digital exhibitions. For more information, please stop by our reading room on the second floor of Skillman Library or visit our website.

*Digital Scholarship Services*

Digital Scholarship Services (DSS) partners with Lafayette faculty and student researchers to create and sustain dynamic digital research projects in the humanities, arts, and social and environmental sciences. DSS can help faculty manage research data, use and build digital collections, create visualizations of your research on interactive platforms, generate projects using geospatial data, and design digital humanities curricula. DSS also runs the Lafayette College Libraries digital repository.

*Open Educational Resources & Textbook Affordability*

The Library offers several resources to help faculty reduce the cost of course materials, including grants for faculty interested in making the transition to Open Educational Resources (OERs) or other low-cost alternatives.

*Interlibrary Loan and Document Delivery*

Faculty may submit requests for materials unavailable in Skillman and Kirby Libraries by using the WebBridge button within the Libraries' electronic databases or the interlibrary loan forms on the Libraries' website. Journal articles typically arrive within a day or two; books usually take several days. Faculty may also use the Document Delivery Request feature within the interlibrary loan system to request pdfs of journal articles and book chapters available in the Libraries' print collection.

*Citation Management*

The Lafayette Libraries support Zotero for citation management. Zotero is an open source tool that lets you easily collect, organize, and share references and generate bibliographies (including plug-ins for Word and Google Docs to allow you to cite while writing). If you're interested in learning more about Zotero, please visit our website here or contact Ben Jahre, Head of Electronic Resources:.

# Information for Tenure-Line Faculty

*Tenure & Promotion*

All tenure-line faculty are encouraged to review the Faculty Handbook regarding tenure and promotion guidelines. See Chapter 4 in the handbook for information on policies and procedures and the timeline for review for Untenured Assistant Professors below:

| Years of Full-Time Teaching at Lafayette | Year 1 | Year 2 | Year 3 | Research Leave, one or two semesters | Year 4 | Year 5 | Year 6 | Year 7 |
|---|---|---|---|---|---|---|---|---|
| Review Pattern for Assistant Professors | No formal review | Pre-midterm conference in spring semester | Midterm review in spring semester | Year does not count toward tenure clock | Post-midterm conference in the spring semester | No formal review | Tenure review in fall semester | Tenure effective or terminal year |

*Professional Activities Form (PAF)*

Tenure-line faculty annually submit the Professional Activities Form, typically in January of the spring semester. This form asks faculty to list teaching, scholarship and service contributions.

*Service*

Tenure-line faculty are <u>not</u> expected to engage in service work during their first year at the college, but are eligible after this time, during their second year. Please note that there are elected and appointed faculty committees, administrative committees appointed by the Provost and other administrative committees. More information about college committees can be found in the Faculty Handbook in sections 5.4, 5.5, and 5.6.

*Advising*

Tenure-line faculty are <u>not</u> expected to advise students during their first year at the college but are eligible after this time during their second year. Please refer to the Office of Advising for more information.

*Faculty Mentorship*

The Office of the Provost supports a formal mentoring program for untenured members of the faculty.  This collaborative mentoring program consists of small groups of faculty ("mentoring clusters") meeting roughly once a month to discuss a spectrum of issues relevant to their professional development at Lafayette. The membership of each cluster is diverse and the orientation of this program is toward supporting faculty members in areas that are outside of their departmental and programmatic homes.  Each cluster has two senior faculty members who will help facilitate the group.  The senior members do not come from the same department as any untenured member of a mentoring cluster, and they are not current members of the Promotion, Tenure, and Review Committee.

# Information for Visiting and Adjunct Faculty

Lafayette College welcomes and supports all visiting and adjunct faculty. The following resources are specifically available to these faculty.

*Lafayette Learning Community for Visiting and Adjunct Faculty*

The Center for the Integration of Teaching, Learning and Scholarship holds sessions for Lafayette visiting and adjunct faculty during the academic year. Sessions focus on topics such as sustaining scholarship, pedagogy, and job application support. Visitors and adjuncts will be contacted and invited to events. Events will also be posted on the Center website here.

*LVAIC Learning Community  for Visiting and Adjunct Faculty*

Lafayette College was awarded funding through our local consortium, the Lehigh Valley Association of Independent Colleges (LVAIC), to facilitate a community of practice for visiting and adjunct faculty at all member institutions including Lafayette College.

# Parking and Transportation at Lafayette

Please refer to the Lafayette College Public Safety website for access to any of the information below.

**Parking**
Locations of parking lots
Registering vehicles
Medical transport services

**Transportation**
Lafayette College Area Transportation (LCAT)
Lehigh and Northampton Transit Authority (LANta) - free with college ID
Public Transportation & Other Options

# On-campus Dining and Shopping

**On-campus Dining**

There are a variety of dining options on campus:

Clay Ketcham Room - this dining hall is specifically for faculty and staff
Marquis Dining Hall
Upper Farinon Dining Hall
Lower Farinon Commons
Gilbert's Cafe
Skillman Coffee Shop
Simon's Deli

**On-campus Shopping**
Lafayette College Store

The college store sells a number of products including Lafayette gear and other items.

# Additional Campus Amenities

*Lafayette College Early Learning Center*
328 McCartney Street, Easton, PA 18042

This is a childcare facility located on campus for Lafayette faculty, staff, and the local community. They offer childcare for infants, toddlers, preschoolers, and kindergarten prep, as well as summer camps for school-aged children.

*Recreation Center*
700 West Pierce Street, Easton, PA 18042

Recreation Services offers faculty, staff and students access to gym facilities and the swimming pool.

*Williams Center*
317 Hamilton Street, Easton, PA 18042

The Williams Center for the Arts has hosted the finest performers in classical and world music, jazz, dance, and theater. It also houses an art gallery, the music and art departments, College Theater productions, and the student-led Arts Society.

# Information About the Easton Area

*Lafayette College Campus Life*

This website provides helpful information on hotels, dining, shopping, things to do and transportation in the Easton area.

*Easton Main Street Initiative*

This website provides information about activities, shopping, and events in downtown Easton. There is also the option to sign-up for their newsletter.

# Lafayette Acronyms

- **CITLS**  - Center for the Integration of Teaching, Learning and Scholarship
- **CWP** - College Writing Program
- **FAMIS** - Facilities Asset Management Information System (the system that the College uses to place campus work orders online)
- **FYS**  - First Year Seminar
- **NCUR** - National Conference on Undergraduate Research
- **OCGE** - Oeschle Center for Global Education (not to be confused with Oeschle Hall)
- **PARDapedia** - Student-provided insider knowledge about Lafayette terminology, acronyms, and other useful information.
- **WA** - Writing Associates for the College Writing Program
- **Virtual EMS** - The College's online room reservation system.

# Common Course of Study Attribute Codes

For more information visit our webpage here.

- FYS - First Year Seminar
- H - Humanities Outcome
- SS - Social Science Outcome
- NS - Natural Science with lab Outcome
- Q - Quantitative Reasoning Outcome
- STSC - Science and Technology in a Social Context Outcome
- EPSL - Elementary Proficiency in a Second Language Outcome
- GM1 - Global and Multicultural 1 Outcome
- GM2 - Global and Multicultural 2 Outcome
- V - Values Outcome
- W - Writing Outcome

# Who to Contact

**Emergency Situation**
Public Safety: 610-330-4444

**Student Academic Concern**
Contact Class Dean

**Student Conduct/Plagiarism**
Department Head/Program Chair

**Student in Distress**
Counseling Center
One Pard Form

**Conference Travel**
Dean of the Faculty

**Benefits**
Human Resources

**Technology Support**
ITS Help Desk at help@lafayette.edu or (610) 330-5501

# RELIGIOUS HOLIDAYS
## *2020-2021*

### *2020*

ROSH HASHANAH     Saturday, September 19 – Sunday, September 20
*(observance begins at sundown the day before)*

YOM KIPPUR     Monday, September 28th
*(observance begins at sundown the day before)*

### *2021*

GOOD FRIDAY     Friday, April 2

EASTER     Sunday, April 4

PASSOVER     Sunday, March 28 – Sunday, April 4
*(begins at sundown the day before)*

*RAMADAN     Tuesday, April 13 – Wednesday, May 12
*(predicted date - observance begins at sundown the day before)*

*EID-AL-FITR     Thursday, May 13 – Wednesday, May 19
*(predicted date – observance begins at sundown the day before)*

*EID-AL-ADHA     Tuesday, July 20 – Friday, July 23
*(predicted date – observance begins at sundown the day before)*

*Muslim holidays depend on the sighting of the moon and can vary a day or two from the predicted dates.

NOTE: Dean's Excuses are not granted for religious holidays. The Faculty is asked, however, to be aware of the religious holidays and to accommodate students whenever possible.

**Other Important Dates:**
Thanksgiving – Thursday, November 26, 2020
Graduation – Saturday, May 22, 2021
Memorial Day – Monday, May 31, 2021

# Campus Map

[Download the Campus Map Here](#)