The background of the cover features a grayscale photograph of a large, multi-story stone building with Gothic-style windows and a prominent street lamp in the foreground. The building is partially obscured by trees and a dark red overlay that contains the text.

# THE GUIDEBOOK

## FOR FACULTY NEW TO LAFAYETTE COLLEGE

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# 2024-2025

Revised 3/11/24

LAFAYETTE

CENTER FOR THE INTEGRATION OF  
TEACHING, LEARNING, AND SCHOLARSHIP

610-330-5969

610-330-3514

[citls@lafayette.edu](mailto:citls@lafayette.edu)

101 Hogg Hall

Lafayette College

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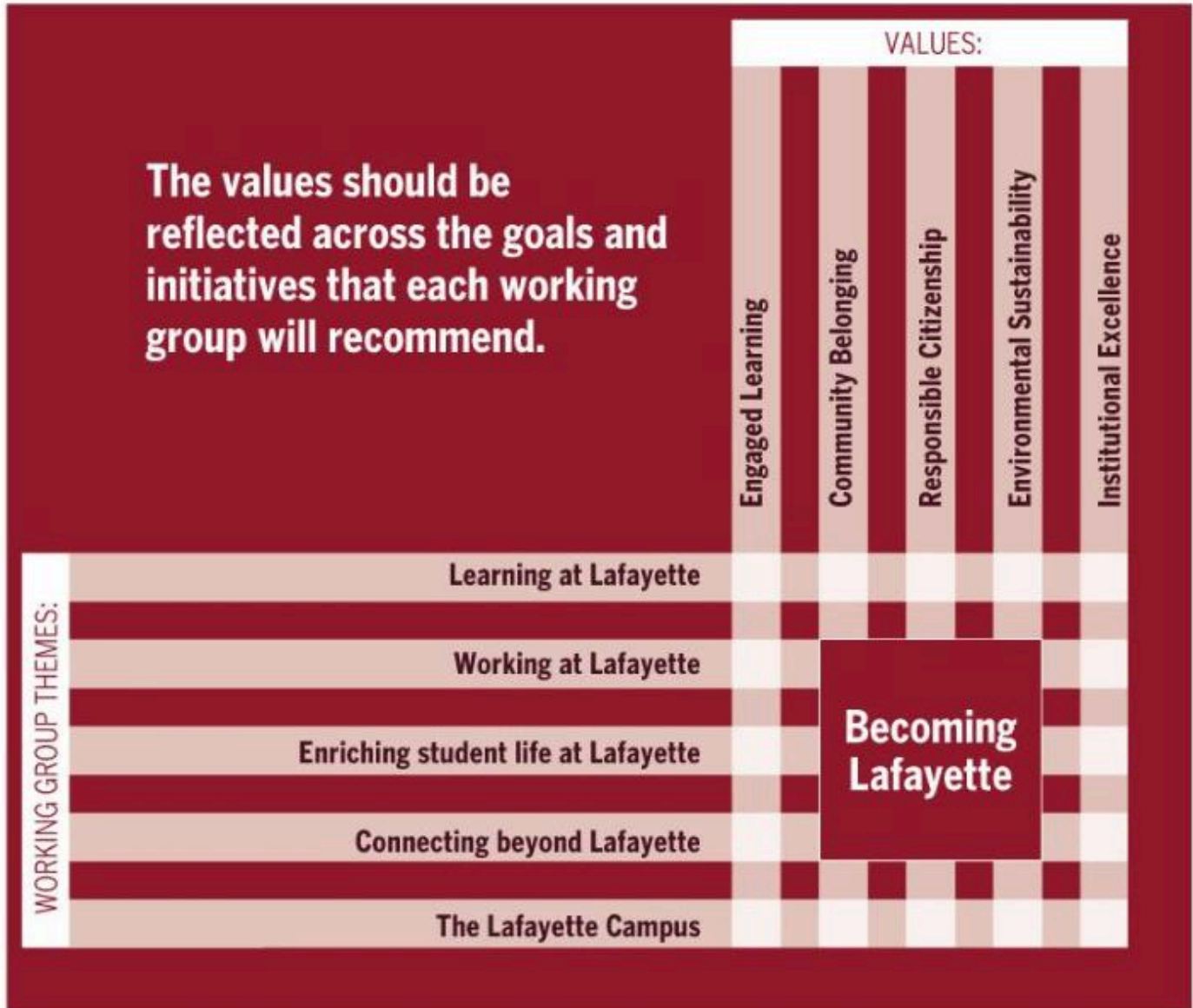
## Overview of Lafayette College



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 for faculty dedicated to undergraduate education. The college enrolls roughly 2700 undergraduate students and employs about 260 full-time faculty, resulting in an enviable student-faculty ratio of approximately 10 to 1. Hundreds of staff also play essential roles in the operations of the college. There are four major academic divisions at Lafayette - the Humanities, Social Sciences, Natural Sciences, and Engineering - as well as a variety of interdisciplinary programs, and excellent opportunities for students to be involved in performing scholarship as undergraduates. Lafayette is a Division I institution; in addition to academics, [athletics](#) are an important part of the culture.

Lafayette embraces the words of the Marquis de Lafayette of “Cur Non” or “Why Not?”, challenging students to be critical thinkers and grow as 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 ongoing development of a new [strategic plan](#) and [campus master plan](#) led by President Nicole Hurd, the 18<sup>th</sup> president of the College, Becoming Lafayette (see figure on the next page). You are coming to the College during a season of change and possibility.

## Becoming Lafayette Working Group Themes and Values (Spring 2024)



## 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.

### Campus Committee for Diversity, Equity, and Inclusion

The Committee for Diversity, Equity, and Inclusion is a campus-wide advisory committee dedicated to advancing an inclusive culture that enables all members of the Lafayette College community to thrive. Created in 2022, the Committee fosters understanding and alignment around diversity throughout campus and ensures that equity, inclusion, and diversity are woven into the fabric of the College's strategic plans and daily operations. The Committee also proactively learns and shares diversity trends and topics that further enrich the Lafayette community. Committee members represent the various stakeholder groups throughout the College, so each group is considered during the development,

implementation, and measurement of all diversity-driven initiatives. More information can be found at <https://belong.lafayette.edu/>

### **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 programming.

### **Creating Accessible Course Materials**

There are a variety of resources available on creating accessible course materials. Please see the website containing 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.

### **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 on the [Office of the Provost's website](#).

- [Calendar of Events](#)

Centralized calendar of campus events.

- [Campus Directory](#)

Search engine for the college directory. Note that emergency contacts, a department index, and a 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, wellness, 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. To obtain a new ID, follow the instructions for [Online ID Photo Submission](#) on the ID Office webpage.

- [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 internal newsletter with student and faculty/staff editions sent on weekday mornings 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 them](#).

- [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 [Research 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.

- [The Arts](#)

Information on all things relating to the arts at Lafayette.

- [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-Engaged Learning & Research](#)

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

- [Common Course of Study](#)

Site describing Lafayette's general education curriculum.

- [FERPA](#)

FERPA stands for the *Family Educational Rights and Privacy Act* of 1974. This is a Federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records.

- [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.

- [Lafayette Libraries](#)

Site with information on Lafayette Libraries including general information and resources.

- [Student Support and Intervention Team](#)

Works to provide a safe living and learning environment where all members of the Lafayette College community thrive and embrace the Cur Non spirit.



## Student Services

- [Academic Resource Hub & Accessibility Services](#)

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. For additional information regarding accommodations, an [Accessibility Services Faculty Guide](#) is available for your convenience. 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.

[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 Purposes](#) 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.

- [English for Academic Purposes Center](#)

***For Faculty:***

The EAP Center offers a [broad range of resources to assist faculty](#) in providing culturally sensitive and linguistically inclusive pedagogical practices in their classrooms and advising resources for advisors who are working with international students along with other resources for internationalization of the curriculum. Some resources include:

[Teaching Suggestions for Working with Multilingual Students](#): This includes a comprehensive list of research-based tips and recommendations to help the faculty members ensure culturally sensitive and linguistically inclusive pedagogical practices in their classroom.

[Advising Syllabus for Multilingual Learners](#): Students may not have an understanding of what an academic advisor does for students or vice versa. One of the best ways to help the advisor/advisee relationship is to develop an advising syllabus.

[Tips for Successful Communication with International Students](#): This includes tips such as don't assume that all students from a particular country or culture will behave or respond the same way and limit the use of acronyms, abbreviations, jargon, colloquialisms, and idioms when speaking (or writing) to an international student.

[Internationalization of the Curriculum](#): The article discusses what is curriculum internationalization, why it is important, and some tools and strategies that you can use to internationalize academic programs and courses.

***For Students:***

The EAP Center also offers [resources to assist international students](#) who are English language learners on their reading, writing, and oral communication skills and the knowledge of US culture necessary to succeed in an English-speaking college setting. Some resources include:

[Four-Year Academic Success Plan for International Students](#): This plan is designed to assist international students in honing their learning strategies, as well as developing their mindset and personal management skills, throughout their undergraduate studies at Lafayette College. It is organized into four sections: Academic Success, Career Preparedness, Networking, and Professional Development.

[Global Expressions: Writing Beyond the Mother Tongue](#): This online magazine aims to celebrate and recognize the multi-language writers at Lafayette College and develop intercultural communications within our community by showcasing the writings written by multi-language writers.

Other programs for multilingual learners: EAP Placement Test, [EAP Tutors](#), EAP Workshops, Speaking Institute, ENG100-01 Intro to Academic Writing class, One-on-one Meetings, [Conversation Partner Program](#), etc.

- [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

#### [Course Affordability Initiative](#)

The purpose of the Course Affordability Initiative is to foster equitable and inclusive classrooms by supporting the adoption, adaptation, creation, or reuse of Open Educational Resources (OERs) or other freely available alternatives to commercial textbooks and course materials. The program supports instructors who want to make the transition to low-cost alternatives by providing grants and assistance for reworking course syllabi or creating new open 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 their Department Head or Program chair to send an evaluation of the project. It is expected that each recipient will submit a brief report of the results of their 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 the Provost's office 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.

### **Lehigh Valley Association of Independent Colleges (LVAIC)**

The Lehigh Valley Association of Independent Colleges (LVAIC) is an independent non-profit organization governed by a Board of Directors comprised of the presidents from the six founding colleges and universities and the LVAIC Executive Director. LVAIC is dedicated to advancing a culture of intentional and innovative collaboration that expands academic excellence, educational access, community engagement, and student experiences at each of its distinctive member institutions and positions the Lehigh Valley as a leading destination for higher education. Working together allows for the building of support networks, the creation of new projects and chances, the maintenance of shared optimal strategies, and the enhancement of cost efficiency. Intentional and dynamic collaboration is at the core of what LVAIC does. Please visit LVAIC's [New Employee Welcome Page](#) for a guided introduction to who LVAIC is and how you can get involved.

## **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 [Faculty Affairs and Resources Committee \(FAR\)](#), and [information from our Office of Sponsored Research](#).

### **Faculty Affairs and Resources Committee (FAR)**

The Faculty Affairs and Resources Committee (FAR) research manual provides details on the various College funding opportunities and the most recent application forms. Applications are available to tenure-track faculty for: Advanced Study Grants, Faculty Research Grants, Richard King Mellon & Walter A. '59, and Catherine R. Scott Faculty Research Fellowships. Applications are also available to all faculty, including visiting faculty and lecturers, for: Faculty Preparation/Publication/Production Grants and student-faculty research (EXCEL Scholars and Research Assistants), student-initiated research projects, and funding to support student presentations at conferences and other venues. The FAR manual and links to the online forms for various types of research support can be found by clicking on the link. \*Note: Research support management is currently being restructured.

### **[Bergh Family Fellows Program](#)**

The Bergh Family Fellows (BFF) Program supports students who are engaging in research, internship, and study abroad opportunities at Lafayette. Eligible students who enroll in a Lafayette faculty-led winter or summer off-campus study program are automatically considered for the BFF Program by the Office of Financial Aid. Those participating in an external program may still be considered for funding and are encouraged to apply. If you are interested in working with a student who may be in need of financial support in order to participate in or support your scholarly work, encourage them to visit the link for more information.

### **[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. The Office of Sponsored Research staff will work with you to develop a timeline for proposal submission and ensure that you have all the 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 may also 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.

## 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.

### College Writing Program

The College Writing Program (CWP) offers a variety of writing-related pedagogical support services for Lafayette faculty and students.

**Faculty support for writing-intensive classes:** CWP offers workshops and individual consultations for helping with writing-intensive course and assignment design. CWP also works with the curriculum and educational committee (CEP) to help faculty design new writing-intensive classes so that they meet institutional requirements. If you have any questions about writing in the curriculum at Lafayette, contact them directly.

**First-Year Seminar:** If your department asks you to develop and teach a first-year seminar, CWP will help you develop your syllabus. And, as part of your course-development stipend, you will attend a series of CWP-led workshops on the teaching of writing.

**Writing Associate Program:** Each year, CWP trains about 50 stellar students to be undergraduate writing tutors (WAs). In the fall, most tutors are embedded in first-year seminar classes (if you teach in the FYS program you will work with a writing associate). In the spring, WAs are available to be embedded in writing-intensive classes. WAs will meet with students four times during the semester to help them develop their drafts. WAs are trained to act as intelligent readers capable of asking critical questions about argument development, evidence and support, organization, clarity, and style.

**Writing Associate drop-in services:** CWP offers a “drop-in” service for students, which is staffed by writing tutors. Students can access the service Sunday through Thursday in the evening in Pardee Hall and the library. If you have a student struggling with a draft, feel free to suggest this service.

### Community-Engaged Learning and Research

The Landis Center for Community Engagement promotes active citizenship by providing experiential learning opportunities in engaged scholarship, civic leadership, and social advocacy. Engaged scholarship links practical academic learning and research opportunities with expressed community needs and interests. Through engaged scholarship activities, our community partners become our team-teachers as students learn from residents, professionals, and organizations in ways that are not possible through traditional classroom learning. Community partners, in collaboration with faculty,



generate researchable questions that are integrated into courses, internships, fellowships, independent studies, EXCEL scholar projects, and independent faculty research. The Center supports faculty interested in adding community-based learning and research components into their courses. For more information, please contact Chelsea Morrese, Director, [cefaluc@lafayette.edu](mailto: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. Utilizing the [Gateway 8](#) competencies, Counselors help students develop language to articulate how experiences inside and outside the classroom illustrate their competency development.

We have developed Gateway 8 resources including icons and descriptions to encourage the use of consistent language around the competencies so students see and hear the same information across all areas of their Lafayette experience. Please feel free to access those resources [here](#) on Career Resource Central (the Gateway Career Center website).

Examples of activities designed, by the Gateway Career Center, to help students explore possibilities to find their path include Internships, Externships, and Career Tracks. In addition, the Gateway Career Center offers stipends for students engaging in unpaid, low-paid or high-cost summer experiences. More information about each program can be found here on Career Resource Central (the Gateway Career Center website):

- [Information regarding Internships](#)
- [Information regarding Externships](#)
- [Information regarding Career Tracks](#)
- [Information regarding Summer Stipends](#)

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

### **[Dyer Center for Innovation & Entrepreneurship](#)**

The mission of the Dyer Center is to foster and sustain a culture of innovation and entrepreneurship that increases the creative capacity of Lafayette students to lead and inspire change. Through co-curricular programs, the Dyer Center not only provides students with opportunities to apply their knowledge and skills beyond the confines of the classroom but also cultivates an entrepreneurial mindset that fuels further academic pursuits and project endeavors. Whether dreaming of launching a startup or driving social change, at the Dyer Center students can engage in activities that immerse them in the foundational principles of entrepreneurship such as creativity and innovation, opportunity recognition, vision and goal-setting, and mobilizing resources to create change. By collaborating with faculty, participating in co-curricular programming, securing internships, receiving mentoring, leveraging

alumni connections, and competing in various competitions, students are empowered to explore, refine, and test their innovative and entrepreneurial ideas. The Dyer Center serves as a hub where students can immerse themselves in the entrepreneurial spirit, develop a growth-oriented mindset, and gain hands-on experience as creators and innovators. For more information, visit [dyer.lafayette.edu](http://dyer.lafayette.edu).

### **Study Abroad**

The Office of International and Off-Campus Education (IOCE or Study Abroad) facilitates transformational credit-bearing international and domestic semester, summer, and January interim programs. Semester abroad students may select from four Lafayette faculty-led programs (two specific to sophomores in Engineering) and over 240 affiliated programs. Interim and summer programs are typically run by pairs of Lafayette faculty and can be discipline-specific or interdisciplinary in nature. We strive to guide students of all linguistic backgrounds and majors to find the right fit program for them. Students interested in conducting honors thesis research abroad are encouraged to apply to the Assante-Carrasco Fund for Honors Thesis Travel, which is also managed by IOCE.

IOCE also supports students, faculty, and staff engaged in College-sponsored international travel through the Travel Registry (for example, for College-supported research, internships, conferences, student clubs, etc.).

For more information on any of IOCE's programs and opportunities for faculty collaboration, please visit [studyabroad.lafayette.edu](http://studyabroad.lafayette.edu) or contact Rochelle Keesler [keeslerr@lafayette.edu](mailto:keeslerr@lafayette.edu).

## Teaching Resources



### [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. Faculty and staff can subscribe to the CITLS website.

### [CITLS Media Channel](#)

A platform that Lafayette faculty can access to view all recorded training 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.

## Information Technology Services (ITS) Resources



### *Overview*

Lafayette College's Information Technology Services (ITS) department, is your partner in leveraging technology to enhance your teaching and research endeavors. Whether you need personalized consultations, assistance with high-performance computing, or ensuring your devices are optimized for your work, ITS is here to collaborate with you every step of the way. Reach out to our Help Desk at [help@lafayette.edu](mailto:help@lafayette.edu) or (610) 330-5501 to connect with the right team member for your needs.

### *Teaching and Learning Technologies and Support*

ITS provides a comprehensive range of services tailored to support the academic mission of the College. Moodle serves as our primary platform for hosting course materials, quizzes, and discussion forums. Integrated with Moodle is Panopto, our streaming media service, empowering faculty to record lectures and create engaging video content. Our web-hosting service, WordPress, offers an intuitive platform for hosting personal websites and course projects. For survey creation, the College provides a range of tools including Qualtrics, Google Forms, and Gravity Forms, catering to diverse community needs. Additionally, we support various notebooking platforms like Postit (formerly RStudio Cloud) and Google Colab to enhance classroom experiences through technology integration.

### ***Research Computing and Support***

Our [Research and High-Performance Computing](#) Team delivers a suite of services tailored to support cutting-edge research and teaching needs. The high-performance computing (HPC) cluster enables resource-intensive tasks, providing computational power beyond standard desktop hardware. Supported software includes MATLAB, Stata, Mathematica, Gaussian, Amber, R, and Python/Anaconda. Moreover, platforms, Google Colab and Postit (formerly RStudio Cloud) are available for both teaching and research endeavors.

### ***Personal Computing***

Full-time faculty receive Windows or Mac computers loaded with essential software packages like Microsoft Office and Adobe Creative Cloud. [Additional applications](#) can be installed on College-managed computers, and Microsoft Office 365 is available for personal devices. Data is backed up automatically using Crashplan, with external storage options provided through Google Drive. Printing services are accessible via networked departmental Xerox copiers/printers, and equipment such as digital cameras and microphones can be borrowed from the Skillman Library circulation desk. Desktop support is provided by the User Services Group.

### ***Communications and Network Access***

Our campus boasts extensive wireless network coverage, including access to the [Eduroam Network](#) in most buildings. With a robust 80Gbps backbone and 1Gbps wired connectivity, our network infrastructure ensures reliable access for faculty. All faculty members have VPN access for remote services, and Lafayette operates as a Google Workspace campus, providing access to Gmail, Calendar, Drive, and Meet. Additionally, Zoom pro licenses are available to all faculty, staff, and students.

### ***Technology Support***

In addition to personalized consultations, ITS offers an extensive library of [help documentation](#) to address common technology queries. For immediate assistance, contact the Help Desk at [help@lafayette.edu](mailto:help@lafayette.edu) or (610) 330-5501. Faculty teaching in smart technology-equipped classrooms are encouraged to familiarize themselves with the systems before the semester begins, with the option for one-on-one orientation sessions arranged through the Help Desk.

## 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 John L. Hatfield '67 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](mailto: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](#).

### ***Technology & Life Library Lending***

Technology equipment is available to borrow from the Skillman Library circulation desk. Most equipment is available for a 48 hour loan and can be viewed in the [Library's catalog](#). Some items like laptops are restricted to in-library use only. The Lafayette Life Library is a combination of circulating items and programming that aims to foster practical and holistic skill-building and engagement. Available items include museum passes, a toolkit, bicycle tire pump, travel outlet adapters, and more. Most are available for a 48 hour loan and can be viewed in the [Library's catalog](#).

### **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.

### **Course Affordability Initiative**

The purpose of the Course Affordability Initiative is to foster equitable and inclusive classrooms by supporting the adoption, adaptation, creation, or reuse of Open Educational Resources (OERs) or other freely available alternatives to commercial textbooks and course materials. The program supports instructors who want to make the transition to low-cost alternatives by providing grants and assistance for reworking course syllabi or creating new open materials.

## **[Interlibrary Loan and Document Delivery](#)**

Faculty may submit requests for materials unavailable in Skillman and Kirby Libraries by using the Full Text Finder 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.

## ***Digitization Support***

The Lafayette Libraries offers multiple services for digitization: self-scanning support, scanning of visual materials for research and teaching, and 3D scanning. Self-scanning services include workflow development, training, and troubleshooting for readings and reference materials, while scanning of visual resources (including 3D objects) is completed on a case-by-case basis. If you are interested in learning more about the library's digitization programs, please review the [scanning policy](#) or contact [Sarah Beck](#), Visual Resources Curator.



## 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 not 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 not 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's faculty resource page](#) 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

## 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 Café  
Simon's Market  
ECO Café

### **On-campus Shopping**

Lafayette College Store

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

## **Additional 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.

### **Lactation Room**

Skillman Library, Room 214

A reservable lactation space, bookable through [EMS](#), available to all Lafayette community members and visitors to campus. Visitors without access to EMS, contact [library-outreach.group@lafayette.edu](mailto:library-outreach.group@lafayette.edu) to request a reservation.

### **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 is home to a 400-seat concert hall and theater, the Williams Center Gallery, and the Art Study Center; as well as the departments of Art and Music. The award-winning Performance Series at the Williams Center presents a robust schedule of internationally acclaimed artists in classical and new music, jazz, modern and classical dance, traditional and devised theater, world stage traditions, and family programs. Admission for Lafayette College faculty and staff for most events is \$10, and \$6 for their dependent children.

### **Rental Properties**

The College recognizes that there are mutual benefits if faculty and employees live near the center of campus life. Consequently, properties acquired adjacent to the campus are maintained to accommodate new employees moving to the Easton area. The College currently owns a limited number of apartments and houses that are available for rent to employees of the College. The College housing rental program is administered through the Business Services office in Finance & Business.

## 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
- [CCS](#) - Common Course of Study (the general education curriculum that all students complete)
- [CWP](#) - College Writing Program
- [EXCEL Scholars](#) - students funded to perform undergraduate scholarship
- [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 the [website](#).

\*Please note that a new version of the Common Course of Study is in the process of being implemented.

- 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](#)

[Dean's Review Form](#)

### **Student Conduct/Plagiarism**

Department Head/Program Chair

### **Student in Distress**

[Recognizing Students in Distress](#)

[Counseling Center](#)

[One Pard Form](#)

### **[Conference Travel](#)**

### **Benefits**

[Human Resources](#)

### **[Technology Support and Consultation](#)**

ITS Help Desk at [help@lafayette.edu](mailto:help@lafayette.edu) or (610) 330-5501

# 2024 - 2025 Academic Calendar

[Download the Academic Calendar Here](#)

## Academic Calendar 2024-2025

Presented at the Faculty meeting May 11, 2021

### FALL 2024

#### August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 26

Classes Begin (Note: Orientation for new students and international students will be scheduled immediately preceding the start of the semester. Specific dates TBD.)

September 2

Labor Day (Classes in session)

September 6

Deadline for adding/dropping courses; conversion to PF; audit declaration

#### September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

#### October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 14-15

Fall Break

October 18

Mid-term grades due to Registrar

#### November

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 4-15

Pre-Registration (tentative)

November 12

Last day to withdraw from classes; WD recorded

November 27-29

Thanksgiving Holiday

#### December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 6

Classes end

December 7-9

Reading Days

December 10-17

Final Exams

December 20

Final grades due to Registrar by noon

## Academic Calendar 2024-2025

### SPRING 2025

January								
S	M	T	W	T	F	S		
			1	2	3	4	January 6 - 24	Interim Session
5	6	7	8	9	10	11	January 27	Spring Classes begin
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	31			

February								
S	M	T	W	T	F	S		
						1	February 7	Deadline for adding/dropping courses; conversion to pass/fail; declaration of audit
2	3	4	5	6	7	8	February 7	Interim grades due to Registrar by noon
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28			

March								
S	M	T	W	T	F	S		
						1	March 17-21	Spring Break
2	3	4	5	6	7	8	March 28	Mid-term grades due to Registrar
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

April								
S	M	T	W	T	F	S		
		1	2	3	4	5	April 7-18	Pre-registration (tentative)
6	7	8	9	10	11	12	April 21	Last day to withdraw from courses; WD recorded
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					

May								
S	M	T	W	T	F	S		
				1	2	3	May 9	Spring Classes end
4	5	6	7	8	9	10	May 10-11	Reading Days
11	12	13	14	15	16	17	May 12-19	Final Exam Period
18	19	20	21	22	23	24	May 20	Senior grades due to Registrar by noon
25	26	27	28	29	30	31	May 24	Commencement
							May 27	All other grades due to Registrar by noon



## RELIGIOUS HOLIDAYS

2024-2025

### Fall 2024

Rosh Hashanah	Sundown on October 2 - Sundown on October 4
Yom Kippur	Sundown on October 11 - Sundown on October 12

### Spring 2025

Ramadan	Sundown on February 28 - Sundown on March 29
Eid al-Fitr	Sundown on March 30 - Sundown on March 31
Passover	Sundown on April 12 - Sundown on April 19
Easter	April 20

Note: Muslim holidays depend on the sighting of the moon and may vary a day to two from the predicted dates.

**Dean's Excuses may be granted for religious holidays.** The Faculty is asked, however, to be aware of religious holidays and to accommodate students whenever possible. See the policy on the Dean of Advising's website.

### Other Important Dates:

Thanksgiving	November 28
Graduation	May 24
Memorial Day	May 26

# Campus Map

[Download the Campus Map Here](#)

