

October 15, 1971

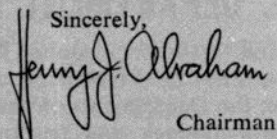
TO MY COLLEAGUES:

As you must know by now, my fervent hope that I might be enabled to announce my course of action in my own way, and in accordance with my own sense of timing, was thwarted by the local media's detective work. To my profound embarrassment, my carefully considered resolve to leave the University effective as of July 1, 1972, to accept an invitation to become Henry L. and Grace Doherty Memorial Foundation Professor in the Woodrow Wilson Department of Government and Foreign Affairs at the University of Virginia, has become the cause of daily written commentary and evaluation—much of it purely speculative and conjectural, no matter how well-intentioned.

My decision to leave Pennsylvania after twenty-three years of full-time, continuous association, was made only after the most careful consideration—almost exclusively of a professional nature. I am sure that you can appreciate the profound personal wrench my judgment to move represents to my family as well as myself. Our roots go deep here, and our lives have been intimately linked with the campus and the community.

I was honored me deeply by electing me as your Chairman. I have served you with pride and affection, and I stand ready to continue to do so until Jean Crockett succeeds me on May 1, 1972.

I shall always be grateful to all of you for your warm, cheerful support, and for the confidence and faith you have evinced in the leadership I have endeavored to provide. It has been truly a great privilege to serve you and our University.

Sincerely,

Chairman

NEWS IN BRIEF

SENATE'S FALL MEETING: October 20

President Meyerson and Provost Reitz will appear before the Senate for a 20-minute question-and-answer period tomorrow at the fall meeting, 3 p.m. in B-6 Stiteler. Chairman Henry J. Abraham will preside.

On the agenda will be the report of the Ad Hoc Advisory Committee on the Reorganization of the Faculty, presented by chairman Robert Eilers. The Senate will also vote on proposed rules changes.

ADMINISTRATIVE ASSEMBLY SPECIAL MEETING: October 26

A special meeting of the full membership of the Administrative Assembly will be held at 1 p.m. Tuesday, October 26, in the first-floor Alumni Hall of the Maloney Building at HUP (36th and Spruce Streets). Chairman Gerald L. Robinson will preside.

REMINDER

The first Campus Forum will be held this afternoon at 4 p.m. in 200 College Hall.

The topic is "Improving the Quality of Education at Our University." Participants will be President Meyerson, Provost and Vice President Reitz, other faculty, and all members of the audience who have questions or comment.

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Almanac

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INCREASING A-3 AND A-4 BENEFITS —AS SOON AS THE LAW ALLOWS

As part of the University's policy to extend to its employees a progressive benefits program, President Martin Meyerson has announced changes in certain personnel benefits and policies to become effective as soon as permitted by law.

The changes affect vacations, sick leave, personal leave, and compensable injury for all A-3 and full-time A-4 personnel. (A-3 is the designation that includes secretarial, clerical and technical personnel paid on a semi-monthly basis. A-4 is the category for all employees paid weekly wages based on an hourly rate.)

He also announced new policies on pension rights, transfers and promotions, that take effect immediately.

Among the *pending* changes:

- Longer vacations granted sooner, on a schedule which will give three weeks' vacation after two years' service, and four weeks after three years. (Presently, employees receive three weeks' vacation after five years, and four weeks after 15 years.) Two weeks' vacation remains standard for employees with up to two years in service.

- Increased sick leave during the first year of employment, from the present half-day for each month worked (maximum six days the first year) to one day per month (12 days in the first year). During the second year, the rate remains the present one day per month or 12 days per year; the third year and thereafter it remains one-and-a-half days per month, or 18 days per year.

- Accumulation of sick leave up to three years. (There is presently no written policy authorizing cumulative leave.)

- Three "personal leave" days per year. (No written policy has authorized personal leave in the past.)

- Payment of wages during the seven days' delay that is usual between the date-of-accident and the date the insurance carrier begins payment to those eligible for Workman's Compensation. (The University has previously paid during that period only to the extent of sick leave remaining, but will now continue to pay even after sick leave has expired.)

Effective immediately, President Meyerson said, are changes in personnel policy on pension rights and on transfers and promotions.

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A-3/A-4 BENEFITS (Continued from Page 1)

- Vesting of pension after 15 years (instead of the present 20).
- Reduction of the "bridging period" for regaining pension rights to one year. (At present, those who terminate must be re-employed for two years before regaining pension rights.)
- The University formerly required personnel to inform their supervisors before investigating other on-campus job opportunities. The revised policy reads:

TRANSFERS AND PROMOTIONS

The University encourages promotion from within so that employees may enjoy maximum advancement opportunity, and also recognizes that internal transfers can be of mutual benefit.

To facilitate transfers and promotions, the central Employment Office of the Personnel Office releases semi-monthly listings of job openings for positions on bulletin boards throughout the campus. These will be posted regularly by the Personnel Office in accessible locations including the Information Center, Bookstore, Recreation and Dining facilities, and the Personnel Office itself.

Employees desiring to investigate job openings of interest will arrange interviews through the Employment Office.

If subsequently selected for a vacancy, it will be the employee's responsibility to so advise his supervisor. Salary adjustments and dates of transfer are then determined in consultation with the Employment Office.

A \$121,000 TRAINING PROGRAM IS FUNDED BY U.S. DEPARTMENT OF LABOR

Under a grant from the U. S. Department of Labor, the University will start the \$48,000 first phase of a \$121,000 training program for secretarial/clerical personnel this fall, James H. Robinson, Equal Opportunity Coordinator of the University, has announced.

The initial phase will bring 20 disadvantaged members of the community into the University late this fall (ten at a time, in overlapping programs), Mr. Robinson said. It will also provide human relations training for supervisors already on the University staff, and will help open up the "job ladders" within the institution, he added.

Yale and George Washington Universities have experimented successfully with similar programs in cooperation with the U. S. Department of Labor's "Jobs '70" program.

Trainees will be chosen from lists of candidates sent by the State Employment Office, which has a set of federally-approved guidelines for designating an applicant "disadvantaged," usually on the basis of race, sex, national origin or other factors.

From the first day of training, each will receive the A-3 salary and benefits of the job category for which he or she is training (clerk typist or secretary).

Half the salary is provided by the U. S. Department of Labor grant, and the other half comes from Personnel Department funds.

The first two weeks will be spent in classroom work all day at Sergeant Hall, where training facilities are now being installed. The next two weeks, the trainee is in class half the day and takes on-the-job training the other half.

After four weeks, some trainees may be assigned as "office temporaries" three days a week in departments of the University that have volunteered to cooperate with the program. (The salaries will still be paid jointly by Personnel and the federal grant.) A dozen such offices have made themselves available for on-the-job training, Mr. Robinson said. They include the School of Social Work, School of Veterinary

Personnel Relations:

NEW POST FOR GERALD ROBINSON

Gerald L. Robinson, Dean of Residential Life and Chairman of the Administrative Assembly, will become Executive Director of Personnel Relations at the University on November 1. Vice President Harold E. Manley has announced.

He will be responsible for general personnel relations including operations of the Personnel Office headed by Fred Ford; for labor relations; and for training programs carried out by a Training Officer to be named shortly.

Training will include not only the equal opportunity project outlined below, but also a series of efforts to improve job skills of those already on campus and increase their opportunities for promotion and career advancement.

Advancement and Equity

Administrative Assembly proposals for such internal training have been forwarded previously by Dean Robinson and by his predecessor as Chairman, John R. Kershner. Mr. Manley said the proposals—including recommendations on promotion ladders and salary equity—played a part in Mr. Robinson's selection for the new post.

A 1954 graduate of the Wharton School, Dean Robinson joined the Admissions staff of the University in 1957 and served as Vice Dean of Admissions from 1960-66. He became Director of Residence in 1966, Dean of Men in 1967 and Dean of Residential Life in 1969.

Medicine and Graduate School of Fine Arts; the Departments of Biology, Physics, Psychology and Religious Thought in the College; the Departments of Anatomy, Obstetrics & Gynecology and Pathology and the Johnson Foundation in the School of Medicine; and the Human Resources Center.

Before any trainees are assigned to a University office—either for on-the-job training in the early weeks, or for "office temporary" status in the later phase—the supervisory personnel in that office must also undergo ten hours of special training with emphasis on human relations.

Jointly operating the training program will be a Training Officer and a Project Supervisor who are now being sought. Candidates for either position should contact the Personnel Office, 116 Franklin, to apply.

SECRETARIAL/CLERICAL PROGRAM

I. Objectives

1. To develop underqualified individuals to a level of competency which would enable them to fill secretarial/clerical vacancies in all departments of the University of Pennsylvania.
2. To assist the community in developing disadvantaged residents of Philadelphia into self-supporting citizens.

II. Organization and Responsibilities

1. Secretarial/Clerical Program

a. The program is designed to provide 20 jobs to disadvantaged individuals. There are a total of 16 Secretary positions and 4 Clerk Typist positions in the program. If a trainee fails to measure up in the secretarial program, the trainee may be moved into the clerical program. Additional trainees will be recruited for the training positions if needed.

b. The Secretarial/Clerical Program will be composed of 10 trainees per training cycle as herein described.

c. Trainees will be enrolled in the program in accordance with the following schedule for a period of 103 days.

(Note: Replacements may be recruited in order to maintain a manning level of 10 trainees.)

d. Conditions of Employment

All trainees will be hired as regular employees.

(1) Each trainee shall be classified as Secretary or as Clerk Typist, and shall receive the minimum rate of pay for that classification.

(2) Trainees shall work a five-day, 35-hour week. The starting and quitting time shall be in accordance with University policy for all personnel.

(3) Trainees shall be eligible for employee benefits to the same extent as other A-3 personnel.

(4) Trainees shall be subject to all the personnel policies and practices of the University of Pennsylvania.

(5) A trainee whose attendance, punctuality, performance or attitude are so poor and who shows no potential for improvement during the indoctrination period may be discharged and referred back to the referral agency.

e. Length of Program

Trainees shall participate in the Secretarial/Clerical Program for not more than 103 days unless they are retained in the Program on temporary assignment to satisfy temporary office help needs, or unless they are engaged in production work which has a deadline date. Except for leave of absence granted in writing upon written request from the trainee, "time in the program" will run consecutively from the day the trainee first reports to work.

f. Career Ladder

There are a number of job positions a trainee may aspire to upon completion of the training program.

Job opportunities are as follows:

- Administrative Assistant II
- Administrative Assistant I
- Secretary III
- Secretary II
- Secretary I
- Clerk Typist II
- Clerk Typist I

In each of the above positions, salary ranges are provided with the administrative assistant being able to earn up to \$8,000.

2. Secretarial/Clerical Program Staff Roles

a. Project Supervisor

The overall direction and control of the Secretarial/Clerical Program shall be vested in the Project Supervisor. This person shall be a full-time A-1 employee in the Personnel Department.

b. Training Officer

With regard to the Secretarial/Clerical Program, the Training Officer shall:

- (1) Administer the Secretarial/Clerical Program.
- (2) Prepare orientation tours which will acquaint the trainees with the overall organization, mission and physical layout of the University.
- (3) Develop and prepare an On-the-Job Skills Training Program for secretaries.
- (4) Develop and prepare a Job-Related Basic Education Course to meet the needs of the trainees.
- (5) Develop and prepare a Consumer Education Course for all trainees.
- (6) Develop, prepare and present a Supervisor Training Program in the area of Human Relations to all involved supervisors.
- (7) Develop tracking procedures to monitor each trainee's progress.
- (8) Supervise the Project Supervisor to ensure program objectives are attained.

3. Supportive Service

Special Counseling will be provided to the trainee at the time of recruitment and during the 103-day period served by the trainee in the program.

III. Program

1. Human Relations Training for Supervisors

- a. The Training Officer will provide advance training to all supervisors being assigned a trainee.
- b. This course will consist of 10 hours of instruction.
- c. Course content and format will be prepared by the Training Officer.

2. Orientation and Counseling

- a. Trainees will receive 40 hours of instruction in Orientation and Counseling during the first 4 weeks of the program.
- b. This portion of the program will be conducted by University of Pennsylvania staff members.
- c. The Project Supervisor will have the responsibility of coordinating this phase.

3. Job Related Basic Education

- a. Each trainee will be evaluated to determine the level of accomplishment in math and English.
- b. A tailored program will be arranged for each trainee dependent upon the needs.
- c. Formal skills training will be provided in the following areas:

Subject	Hours
Typing	100
Letter, forms, invoices, etc.	60
Preparation of stencils, dittos and other masters	20
Filing	20
Business English	57
Business Math	32
Office Etiquette	10
Personal Hygiene	4
Telephone Procedures	4
Notetaking—Shorthand Substitutes	10
	320

- d. Trainees will attend classes all day for the first two weeks after which they will attend only in the morning and receive On-the-Job Training in the afternoon.

4. On-the-Job Training

- a. Trainees will be assigned to a cooperating department each afternoon after the first 2 weeks of the program. Assignments will be made in accordance with skills developed—secretarial or clerical. *Note: On-the-Job Training hours are the same for Clerk Typist and Secretary trainees.*

- b. On-the-Job Training will consist of the following:

Subject	Hours
Typing	170
Filing	35
Office Routine	170
Total	375

5. Office Temporary Assignments

- a. Trainees may be assigned to various departments of the University as office temporaries after the first four weeks provided they meet the established criteria for this type of work.
- b. The Project Supervisor will closely monitor each trainee's progress and determine which trainees are ready for office temporary assignments at the end of the first four weeks.
- c. Those trainees possessing the needed talents may be assigned to an office temporary position not to exceed three days per week.
- d. Each trainee will be eligible for office temporary assignments as he or she becomes qualified.
- e. The Project Supervisor will maintain records showing the date, departments and supervisor the trainee was assigned.

Complaint, Response and Proposals

At a press conference Monday, October 11, officers of Women for Equal Opportunity at the University of Pennsylvania (WEOUP) disclosed that the following complaint had been filed Friday, October 8, with the Human Relations Commission of the Commonwealth.

In response, a statement containing elements of the text opposite was issued on behalf of the University by Donald T. Sheehan, Director of Public Relations. Donald M. Stewart, Executive Assistant to the President, discussed steps being taken toward the writing and adoption of an Affirmative Action Plan.

At Council on October 13, President Meyerson said he was deeply concerned that a number of the charges may be accurate, but that others need clarification. "It is not true, for example, that we discriminate in graduate fellowships. . . . These questions ought to be raised, but they ought to be raised as accurately as possible."

Complaint

1. The Complainants herein are Carol E. Tracy, Eileen S. Gersh, and Jackie Wolf, individually, and as officers and members of Women for Equal Opportunity at the University of Pennsylvania, Information Desk, Houston Hall, University of Pennsylvania, Philadelphia, Pennsylvania.

2. The Respondent herein is the University of Pennsylvania, Martin Meyerson, President; Board of Trustees of the University of Pennsylvania, William L. Day, Chairman; 34th and Walnut Streets, Philadelphia, Pennsylvania.

3. The Complainants herein are Carol E. Tracy, President of Complainant organization and an employee of Respondent University at its School of Veterinary Medicine; Eileen S. Gersh, Secretary of Complainant organization and a member of the faculty of Respondent University in its School of Veterinary Medicine; Jackie Wolf, Member of the Steering Committee of Complainant organization and a graduate student at Respondent University in its Department of Sociology; and Women for Equal Opportunity at the University of Pennsylvania, a group composed of, and representing female employees and students of Respondent University of Pennsylvania. Said female students are engaged in courses of study and instruction at the undergraduate and graduate levels. Said female employees are employed at all levels, both professional and non-professional, of said Respondent's administrative staff, fully-affiliated and partially-affiliated faculty, clerical staff, and custodial staff.

Count I

4. The Complainants allege that the Respondent has denied the female employees of the University of Pennsylvania equality of opportunity in employment through its unlawful discriminatory employment policies and practices which are based upon the sex (female) of said employees. Said unlawful discriminatory employment policies and practices constitute a violation of the Pennsylvania Human Relations Act, Act of October 27, 1955, P.L. 744, as amended.

5. Complainants further allege that the aforementioned unlawful discriminatory employment policies and practices include, but are not limited to the following:

A. Administrative Staff

(1) Respondent systematically places women employees in job classifications and assignments which are not commensurate with the nature and duties of the work performed, pursuant to Respondent's practice of systematically assigning women to job categories which are lower in status, pay and benefits than those assigned to men of equal or inferior education, training, and ability.

(2) The Respondent's pay scale is generally lower for women than it is for men, in that women tend to receive less compensation than men for equal work.

(3) Respondent further perpetuates male dominance of administrative staffs by systematically appointing men to higher positions with greater influence and authority than those to which women are appointed.

B. Faculty

(1) Respondent discriminates against women on the basis of sex in its recruitment and hiring practices and policies by discouraging formal applications for faculty positions from women, and refusing to employ women with education, training, and ability which is equal to, or superior than that of men whom Respondent hires for faculty positions.

(2) Respondent maintains policies of promotion, tenure, assignment of positions and duties, compensation, and allowance of benefits; which discriminate against women as a class by denying them equal employment opportunities with men.

(3) Respondent further perpetuates said unlawful discriminatory practices by its failure and refusal to appoint female faculty members to positions of status, power and influence on faculty committees on an equal basis with male faculty members.

C. Clerical Staff

(1) Respondent maintains a policy and practice of discriminatorily compensating female employees on the clerical staff of the University of Pennsylvania. Said inadequate compensation policies are maintained because Respondent's clerical staff tends to be a female dominated job classification.

D. Custodial Staff

(1) Respondent maintains policies of job assignments and compensation which discriminate against women because of their sex, in that female members of the custodial staff receive less pay than male members of the custodial staff for equal work.

6. Complainants further allege that a disproportionate number of women are excluded from professional positions, both faculty and administrative, by Respondent, even though there are women who are qualified to hold such positions. If there are women employed in such capacities by Respondent, Complainants aver that such employment is on a token basis only, and then only at a lower pay scale and status than that offered to men employed in similar positions.

7. Complainants also aver that Respondent's practice of discriminatory job assignments has the effect of locking female employees into a limited job classification system which denies them access equal to that afforded male employees to professional career ladders within the University.

8. Respondent further discriminates against its female employees by its failure to provide an adequate childbirth leave policy for said employees.

9. Complainants also allege that the fringe benefits which are provided for the families of female employees are inferior to, and are more limited and restrictive than the benefits provided for families of male employees.

Count II

10. The Complainants allege that the Respondent has engaged in unlawful discriminatory policies and practices in the denial of its accommodations, advantages, facilities and privileges to female students and female applicants for student positions at the University of Pennsylvania because of the sex (female) of said persons. Said policies and practices constitute a violation of the Pennsylvania Human Relations Act, Act of October 27, 1955, P.L. 744, as amended.

11. Complainant further alleges that the aforementioned un-

lawful policies and practices include, but are not limited to the following:

A. Respondent discriminates against women on the basis of sex in its recruitment and admissions policies and practices by excluding a disproportionate number of women from its undergraduate and graduate school programs who are as qualified as men admitted to said programs.

B. Respondent further discriminates against female students in its graduate schools by administering financial grants, teaching assignments, compensation, fringe benefits, and employment opportunities programs in a manner which is more favorable to male graduate students than female graduate students of equal position and status.

12. The aforesaid discriminatory practices of the Respondent, as alleged in Counts I and II, are of a continuing nature which have existed in the past and continue to exist up to the present time.

Carol E. Tracy
Eileen S. Gersh
Jackie Wolf

Response

October 12, 1971

An Affirmative Action Plan to increase the number and proportion of women and minority group members in the faculty and administration is under development at the University of Pennsylvania.

A set of proposals to insure equal opportunity in employment has been formulated by the Office of the President and the Office of the Provost and Vice-President. These proposals have been approved by the Council of Academic Deans and were circulated on September 20 to members of the University Council, the principal advisory body to the President on matters of educational policy. The sections on nepotism (5a) and provision of a day-care center (5e) are already being implemented by the Office of the President.

The University Council approved in September, 1971, the establishment of a faculty committee to investigate any charges of discrimination regarding faculty personnel policies. The Council earlier had approved a resolution which will provide for special consideration to hire women faculty members when academic qualifications are equal. No faculty appointments are approved by the Office of the President unless there is clear evidence that women have been sought for the position.

The University's Personnel Office and its Equal Opportunity Office conducted a survey this year of recruiting methods and personnel policies throughout the University, as described in a memorandum from the Provost and Vice-President on March 16 (ALMANAC April 6). This survey was designed to facilitate implementation of the University's traditional policy of non-discrimination in all areas.

In response to inquiries about the complaint filed with the Pennsylvania Human Relations Commission by the Women for Equal Opportunity organization at the University of Pennsylvania, Provost and Vice-President Curtis R. Reitz, stated: "The University is committed to equal opportunity. It has been in the forefront of making higher education available to women. If any discrimination does occur in employment, it is not intentional and can easily be corrected. A major problem in increasing the representation of women and minority group members on the faculty is the small number of positions which become vacant in any one year. Efforts are being made to find qualified women and minority group members to fill vacant faculty and administrative positions."

Proposals

UNIVERSITY EMPLOYMENT POLICIES
AND EQUAL OPPORTUNITY
September 15, 1971

The University has traditionally and firmly stated its policy of non-discrimination in employment practices. This is one major facet of the larger equal opportunity program affecting many other areas. The University is developing an Affirmative Action Plan, which is considered an evolving, living plan, to be revised and improved on a continuous basis. These proposals represent courses of action within the University to make our employment policies, as they touch the goal of equal opportunity, more effective. President Meyerson and I invite comments or suggestions of superior proposals.

1. **Faculty Recruiting Practices.** There should be affirmative and continuing interchange between Departments, Schools and the University in the development of improved recruiting practices for employing faculty personnel.

a. **Department.** The primary goal of any Department should be to seek the best faculty members it can attract. This can be accomplished only if the pool of candidates considered contains all persons qualified. To the extent that any significant group or groups are not considered, are not considered fully, the goal of excellence cannot be assured. Therefore, each Department should strive to be fully knowledgeable of the entire pool. Experience indicates that particular attention should be directed to the number and relative percentage of women and minority group members in the candidate pool. What are the data concerning qualified women and minority group members in the United States? From abroad? In an appropriate regional pool? How many women or minority group members have received Ph.D. degrees from the Department itself in the last decade or two decades, and to what extent is this an index of the probable numbers of qualified persons who should be considered? What are the estimates of the degrees to be awarded in the years ahead to under-represented groups? Data of this kind are relevant in widening our perceptions of the total pool of candidates and in setting baselines for measuring how successfully a Department is pursuing excellence without overlooking significant categories.

As statistical data is developed and kept current about its potential candidates, each Department will have a useful tool for assessing its past successes or failures in considering all candidates without regard to sex or group characteristics. The Department will also have a basis for projecting the probable profile of its future additions if the equal opportunity policy is employed. This does not mean that a Department would succumb to any quota system of employment. Knowledge is not an evil, even if some might be tempted to misuse it. What we should seek is first, sufficient self-awareness that we overcome any tendencies, however caused, to consider less than the broadest range of faculty prospects and second, adequate processes so that others may see and understand the non-discriminatory practices we follow. Given such, we will inevitably have an equal opportunity program for faculty recruitment.

[A by-product of the described data on available candidates may well stimulate thoughtful concern for the processes of graduate or professional training. Those matters lie outside this set of proposals.]

b. **School.** In evaluation by a School of the processes of search utilized by a Department, the following aspects are relevant.

(i) Is the Department adequately aware of the candidate pool?

(ii) Is the search process systematic enough to bring to attention a broad range of qualified candidates?

(iii) Does the process have any latent biases or habitual assumptions that exclude women or minority groups unintentionally?

(iv) Are there superior methods of recruiting to be suggested? In particular, would advertisement in appropriate professional media be desirable?

(Continued on Page 6)

PROPOSALS (Continued from Page 5)

Each Dean should select the most appropriate reviewing process at the School level. Substantial personal involvement by the Deans in this activity will underscore the purposefulness of the task.

c. *University.* Reports of the evaluation process should be forwarded by the deans to the Provost's office by November 1. Further consideration of the results of these surveys will occur at the University level under the aegis of the Council of Academic Deans, who undertake collective responsibility to oversee the successful implementation of the equal opportunity program with respect to faculty additions. The Council will be aided by the work of a proposed University Academic Committee on Equal Opportunity, discussed in Paragraph 8 below.

The Council of Academic Deans will also review the goals set by Departments and Schools. In light of those goals, the Council will fashion a University set of goals for achieving equal opportunity.

2. Appointment Process: Assistant Professor and Above.

a. Since last Spring, each proposal coming to the Provost Staff Conference has earned a departmental certification that the nominee was selected after full consideration of all candidates including women and members of minority groups. No recorded action has been requested by school personnel committees or deans in this regard. The implementation of an equal opportunity program should be a pervasive responsibility of all agencies. Hereafter, as a routine matter, the various committees and persons who pass upon faculty personnel actions should satisfy themselves that the search process has given full consideration to women and minority groups in the case at hand. One technique, to be considered by each School, is to require inclusion with any recommendation the names and qualifications of the women and minority candidates most qualified for the post, but not recommended.

b. The following proposals, emanating from the Cohn Committee on the Status of Women, should be endorsed and put into effect by each School:

(i) Each Department should be instructed to retain written records of data obtained concerning candidates considered, and of all applications and supplementary material received from applicants, whether successful or unsuccessful, for five years after a vacancy is filled.

(ii) Each Department should make available in written form its own specific criteria for promotion.

(iii) Each Department should re-examine promptly the status of women already in the Department to determine whether or not deserved promotion has been overlooked.

c. The University Council adopted a resolution on June 22, 1971, as follows: "That the Council reaffirm existing University policy that in all appointment, reappointment, and promotion decisions the best candidate should be chosen or promoted and that the same scholarly and professional standards shall be applied to men and women. Because of the present inequitable ratio of men to women on the faculty, particularly at the higher ranks, it is further resolved that when it is not possible to make a clear choice between a man and a woman on the basis of qualifications, special consideration shall, at this juncture, be given in favor of the woman. This policy is to be reviewed annually."

The principle of selecting nominees for appointment, where two or more candidates are equally qualified, to further the goals of equal opportunity is approved. It should be applied to increase the representation of women and members of minority groups. This principle of choice should be confined to circumstances where it is not possible to make a rational distinction in the qualifications of the persons under consideration. Each Dean should communicate this principle to Departments in the most appropriate manner.

d. Each School is encouraged to include women and members of minority groups on its personnel committee. Where a faculty does not have anyone qualified to serve from these groups, it should invite persons from other faculties to be non-voting members of the committee. By so doing, it enhances the possibility that full consideration will be given to all candidates regardless of race

or sex. Likewise each Department should utilize women and minority group members from its own ranks or from a cognate discipline in its decisional processes.

3. *Appointments Below Assistant Professor.* A wide variety of faculty appointments exists below the rank of Assistant Professor. (Associate, Instructor, Lecturer, Assistant Instructor, Teaching Fellow, Research Assistant, Research Fellow, Research Investigator, Post-Doctoral Fellow, Senior Fellow, etc.) In some Schools, these are administered at School level; in others, the Departments are permitted almost complete latitude in these appointments. None of these are now processed through the Provost's Staff Conference, unless a special problem arises. Each School should analyze its own appointment processes at these levels and determine how to insure that equal employment principles are effectively implemented. Reports of these analyses and programs should be prepared by December 1, 1971. Further review of these reports should be conducted under the aegis of the Council of Academic Deans, again with the assistance of the proposed University Academic Committee on Equal Opportunity.

4. *Administrative and Support Personnel.* Heretofore, when a vacancy in an administrative support position occurs or is anticipated, the Department Chairman or other supervisory officer has frequently moved to fill the position before the opportunity is known to others. It is important to establish a system whereby existing employees can move upward if they are able and willing into more responsible jobs. If a vacancy is to be filled by a new entrant, it is important to permit a broad range of candidates to be considered. To implement these goals, all vacancies in administrative and support positions must be listed in the Personnel Office for seven days before they can be filled. The Personnel Office will ensure that information on the reported vacancies is available to any University employee who might be interested and qualified. The Personnel Office will determine whether to advertise any particular vacancy in outside media, and the nature of publicity appropriate to the position. Likewise, the Personnel Office will be responsible for determining how and when to contact groups or agencies that can refer applicants. In advertising or contacting referral agencies, the Personnel Office will be guided by the goal of fostering equal opportunity in employment.

5. *Increasing Availability of Women for Faculty Positions.* Many practices and assumptions in recruiting and developing faculty members operate to limit or foreclose employment of women. These vary in scope and impact. Suitable efforts to eliminate them will have beneficial effect on the goal of making equal opportunity a reality.

a. *Nepotism Policy.* The past policy on hiring more than one member of the same family in the University has had the effect usually of restricting consideration of wives of male faculty members. In some quarters the policy was apparently applied with greater stringency than the formal statement would have warranted. Current policy, adopted in March 1971, permits employment of two or more members of the same family, even in the same Department. Each Dean should take the necessary steps to be sure that all Departments fully understand the absence of obstacles based on family circumstance. The only limitations presently are the obvious ones: no member of the same family shall participate in the decision to employ, promote, reappoint or terminate the employment of a member of his or her family; and no individual should be in a position to pass on any vital matter, including salary determination, affecting a member of his or her family.

b. *Special Recruiting of Women.* In an effort to overcome the inequity of the ratios of men and women on the faculty, several policies should be employed as correctives in the manner of recruiting:

(i) In seeking candidates for junior faculty positions that begin the academic sequence, special consideration should be given to women who completed their educational qualification some years ago and who might have been out of professional life altogether in the interim. Normally, Departments tend to seek people only in certain age brackets for appointment to Assistant Professor, but it is suggested here that a broader age group be considered in seeking women candidates.

(ii) For similar reasons, searches should include the ranks of persons not now on the tenure ladder at Pennsylvania and elsewhere. Many women were employed in positions of Associate, Lecturer, etc., which did not advance to permanency. Among this group may be persons qualified for appointment as Assistant Professor, Associate Professor, or Professor.

(iii) Departments should be encouraged to review the files of promising young women who failed to complete graduate or professional training and who might be ready and able now to do so.

(iv) In canvassing for candidates, Departments should give no consideration to the family situation of a woman deemed a worthwhile prospect. It should not be assumed that she will fail to come to Pennsylvania because of her husband's occupation. Decisions of this order should be left to the family unit itself.

(v) In view of the very few women in senior ranks, Departments should be urged to seek women candidates whenever an appointment at this level is open.

(vi) Committees seeking to fill lectureships or to invite artists in residence should be strongly encouraged to include more women in their consideration.

c. Maternity Leave Policy. Any female employee who has completed six months of service is entitled to maternity leave for six months, renewable for an additional six months. Leave is without pay or University contribution to personnel benefits. The employee, however, can maintain group life insurance and medical insurance coverage during the leave period. To make this policy fully effective for women faculty members, several steps should be taken by each Dean:

(i) The basic policy should be widely disseminated to Department chairmen and faculty members.

(ii) The period of the leave should not be counted as part of the probationary period for women in nontenured ranks of the academic ladder.

(iii) Processes should be developed to assure that women returning from maternity leave will be given appropriate course and other assignments within the Department and School.

d. Part-time Employment Policy. Combining a career in academic life with responsibilities for a home and children is possible for some women only if part-time employment is available on a regular and professionally satisfactory basis. The University affirmatively encourages such employment of women with young children in academic and non-academic roles. The period of such dependency is often the crucial period for development of a professional career, and it is important to foster the opportunity for women's academic progress during this time, with the goal of eventual full-time employment. Several obstacles to effective implementation of such a policy should be removed:

(i) Schools and Departments should seek to insure that women, temporarily in part-time status, are given course and other assignments that are suited to the long range goals of the faculty member and the Department. Women in this class should not be given mere "fill-in" assignments.

(ii) Departments and Schools should make term appointments to women faculty members in such cases of more than one year. Up to a three year term is appropriate.

(iii) Women in the tenure sequence should be permitted to extend the term of the probationary period beyond the normal term, if they are working part-time. As part-time employees, they would be not fully affiliated and therefore, under existing standards, the time spent in such status would not count toward the probationary period. At the same time, a Department cannot expect to keep a faculty member in such a status indefinitely. Each year as a part-time faculty member should count as one-half a year in the running of the tenure clock, with a maximum extension of three years for any person. Thus, an Assistant Professor might be employed a total of nine years, if six were part-time, before a final decision would be required. With promotion to tenure, the period of part-time employment would end.

(iv) Appropriate personnel benefits programs should be developed.

e. Day Care Facilities Policy. The University endorses the concept of day care facilities for its employees, provided they are independently managed and financed. The University will contribute technical advice in planning for such centers. Acting Dean Shoemaker is now attempting to carry out this aim. In some situations, space may be available. The University is not otherwise able to underwrite the capital or operating costs of such centers.

6. Equal Pay for Equal Work. With the allocations of salary funds for the current year, the Deans considered any possible differential in compensation between men and women. Each Dean should assess the situation in his or her School under current payment levels to identify differentials and to seek an explanation or a remedy for them.

7. Grievance Machinery. A point of criticism by many of our faculty and staff members is the need for a defined procedure to deal with questions of alleged discrimination. An identical concern could exist on any factor impermissibly employed in personnel actions.

a. Informal review. The University now has an Ombudsman, Joel Conarroe, who can seek to resolve, or at least to clarify, questions of this nature as well as others. In addition, Chaplain Stanley Johnson, Equal Opportunity Administrator James Robinson and others are available to assist in informal processes of mediation and adjustment. All of these persons are aware, of course, that their role is not to supersede normal channels of University governance, but to supplement and reinforce them.

b. Formal faculty review. When a faculty member believes that promotion or re-appointment has been denied on improper substantive grounds, including impermissible use of the factors of race or sex, he or she may properly invoke the jurisdiction of the Committee on Academic Freedom and Responsibility of the School, elected annually by the faculty. The School Committees, together with the Senate Committee on Academic Freedom and Responsibility have cognizance of grievances concerning improper hindrance of the academic advance of faculty members.

As each School elects its Committee for the current year, the Dean should call to the attention of the faculty the competence of the Committee to deal with questions of alleged discriminatory conduct and the special desirability, therefore, that the Committee include women and minority group members. Where such representation is not possible from within the faculty, the Committee should be empowered by the faculty to augment its membership by a woman or minority group member from another School, in a non-voting capacity, in the event of a claim of discrimination.

c. Formal reviews for non-faculty personnel. The mechanism best suited to adjudicate grievances of non-faculty personnel is under consideration by the President's Committee on Equal Opportunity.

8. University Academic Committee on Equal Opportunity. A University-wide committee of academic personnel, appointed by the President from a panel of names submitted by the Senate Advisory Committee, should be set up to assist in implementing the policies of equal opportunity. Such a committee, its competence extended to women and minorities, would provide proposals to Departments or School on processes of recruiting and widening the goals of candidates. It would also evaluate the suitability of prevailing departmental practices. In so doing, it would rely on data provided by the Departments and Schools and on particular data obtained for this purpose, by the Provost and Vice-President, who shall be responsible for protecting the minimal bounds of confidentiality necessary in sensitive personnel records. From time to time, the Committee will issue status reports on the success of our equal opportunity policies. It may make recommendations for improvements to the President.

The Academic Committee on Equal Opportunity would not serve as a forum for adjudicating particular grievances.

The Academic Committee on Equal Opportunity will work closely with the University administration and with the Council of Academic Deans.

—Curtis R. Reitz

On The Evaluation Of Student Performance *by Kenneth Rothe*

During the past few months many of us have taken the opportunity to look at undergraduate education in somewhat more depth than usual. CUE '71 provided a forum for thoughts to be shared with others in the academic community. What follows is a discussion of one area of interest: methods of evaluating student performance and the grading systems used to express these evaluations.

It is important to recognize the distinction between the act of evaluating a given piece of work (paper, examination, or oral presentation) and the codification of the result of this act in terms of some particular grading structure. The act faculty and students alike find a basic part of the teaching/learning process. By considering work in the light of the requirements for rigorous thought, exemplified by the best scholarship in a discipline, guidance for future endeavors and encouragement of the productive use of abilities can be given. Few, for example, are willing to make the effort to produce a well-conceived and well-expressed paper without the anticipation that it will be read and constructively criticised. Whatever other elements enter the development of one's understanding, evaluation remains the most necessary.

Pressures from Society

The questions which are continually bantered about deal not with the necessity of evaluation. Rather they concern the manner in which such guiding commentary is converted into a recorded grade and how that grade is used in the society at large to determine options open to the graduate. One glaring example of the misuse of grades occurred when the Selective Service attempted to draft men by using them. Lower average grades led to increased probability of being drafted. Professorial reaction nationwide was to give few grades below A, irrespective of evaluated performance. The loop was closed when the Selective Service belatedly realized their method would not succeed. I do not believe that faculties have fully recovered from this experience. There are continuing examples of the average-based option list procedure which plague us. Pressure persists on premedical and prelaw students to excel in grade attainment. At Penn, with our very high percentage of preprofessional men and women, this single fact has soured relationships between them and many of their mentors.

With the above problems in mind, how can we best approach the situation of accepted need for accurate comparative evaluation together with some permanent record of it? Bear in mind that we ought not devise a system which undermines the undergraduate years for the benefit of the after-life. Below is a proposal for the improvement of intramural comparisons and codification followed by some suggested guidelines for the production of public records.

Consider the attributes of an acceptable grading system for internal use, leaving aside for the moment the question of how the results will be exhibited to society. Here we will satisfy only the requirements of accurately codifying scholarly appraisals without the fear of unwanted side effects. The finer the available scale the more information carried by a single number. Familiarity with the 100-point scale makes it an excellent candidate. I propose we choose it. An historian may not use it fully (perhaps five-point intervals will suffice for him) while a physicist may feel able to use unit intervals with meaning. In any case, few students would be receiving

very high grades (say above 90) because in all disciplines this would express an evaluation of truly superior scholarship. At the other end of the spectrum, which will now extend to zero, a person receiving the grade 59 will appear more able, as evaluated, than a person receiving a 10. Recognition of excellence is allowed for in a way not presently possible and obvious distinctions can be made between levels currently forced into the categories D and F. In small, advanced courses, particularly in the major field, much could be gained by asking faculty members to submit written evaluations in addition to grades. These documents would add information useful both internally and to the graduate. I do not believe an approach based *entirely* on such material allows for the adequate intercorrelation of student endeavor. It should supplement rather than supplant grading.

Privacy for the Graduate

Having dealt now with internal honesty in expressing comparisons what should be placed on the student's "public transcript"? Here there are many avenues to explore. No single method will be an optimal response to all expectations. Should a man or woman have the right to expose the internal transcript without modification to whomever he or she will? Should we adopt a simplified three-category conversion—Distinction, Pass, No Credit (and no record)—from the internal to the public record? Should the written evaluations be available? These questions must be dealt with if the internal/external dichotomy, which I believe is important for our institution, is to be maintained. A degree will be granted to the departing person who satisfies Pennsylvania's internal requirements. This has always been the case. If all he ever wishes to reveal is the attainment of that degree, present policies guarantee that no one will be privy to the transcript. Beyond this I would hope that we are as helpful to our graduates as possible. Let us close few doors for them. Let us recognize that the labors of a scholarly community are not meant as proving grounds for all futures. If our graduate prefers to take his chances in examinations for entrance to graduate schools, jobs or professions let us give him our blessing. For once let us, as teachers, give our all to these our men and women in their few years as undergraduates when they can mature and learn without imposing the future on the present. Most of them will never have that opportunity again.

WASHINGTON

600 NSF FELLOWSHIPS

The National Science Foundation has reopened competition for 600 graduate fellowships it will offer in the spring. The fellowships are awarded for full-time study leading to the master's or doctor's degree in science, including the social sciences, mathematics, or engineering. The deadline for receipt of applications is *November 29, 1971*. Application materials may be obtained from the Fellowship Office, National Research Council, 2101 Constitution Avenue, N.W., Washington, D. C. 20418.

—Donald S. Murray

THE TRUSTEES

1970-71 FINANCIAL REPORT

The Vice President for Business and Financial Affairs presented the 1970-71 Financial Report to the Trustees on October 15 with the following foreword. (Copies of the Report are available from his office this week).

In fiscal 1970-71, the University of Pennsylvania held the annual increase in expenditures to the lowest figure in more than a decade and reduced the annual net operating deficit from \$2.3 million in 1969-70 to \$1.3 million.

Any satisfaction in these accomplishments, however, is tempered by two considerations. First, we entered the year with an uncovered deficit of \$700,000, and our cumulative uncovered deficit thus is approximately \$2 million. Second, some of the measures taken to reduce expenditures were expedients for which we may well pay more in the long run, and others restricted programs generally accepted as central to the purpose of the University.

It is increasingly clear that economies within the existing range of activities at the University, however drastic, will not produce a permanent solution to our fiscal problems. What is required is judicious and stringent planning that will permit us to phase out some of our present programs, to merge others in cooperative ventures with other institutions, and to strengthen those areas in which the University is uniquely equipped to serve its students and society at large.

Financial Highlights

Total current fund expenditures for the year totaled \$182,709,173, an increase of only 3.2% compared to an increase of 17% the prior year. Current fund income increased 4% to \$178,799,830. The operating deficit of \$3,909,343 was partially covered by the application of unrestricted income and gifts. The uncovered or net deficit for the year amounting to \$1,253,969 was added to the prior year's deficit of \$715,639 and the resulting accumulated deficit of \$1,969,608 shows as a negative balance in the Current Fund Unrestricted column of the balance sheet on page 12.

Receipts from the U. S. Government for training and research projects declined in 1970-71 for the first time in over twenty years. Funds in support of research fell from \$28,975,394 to \$28,209,031 or about 3%, while training grants decreased from \$12,913,619, to \$9,699,330, or almost 25%. The completion of one large program accounted for almost \$3,000,000 of the reduction in the allocation for training projects.

Salaries and wages, which represent almost 57% of total current expenditures, increased by only 7.5% compared to 15% in the previous year. The total of \$103,368,646 is equivalent to an average payroll of almost \$2,000,000 per week.

Expenditures for current expenses actually decreased during the year for the first time in well over a decade. This reduction, particularly in expenditures for supplies, repairs and other services, is an indication of the stringent budgetary policies under which the University has been operating.

The market value of the University's pooled investment fund, the Associated Investments Fund, at June 30, 1971 was \$122,159,632, an increase of over \$30 million from a year ago. The market value per share was \$275 in 1971 compared to \$213 in 1970. The income per share, however, declined from \$13.52 to \$13.12.

The assets of the University at June 30, 1971 totaled \$425,762,030, an increase of approximately \$23 million over the previous year. Almost \$15 million of the increase was in additions to the physical plant and \$3 million in loans receivable, principally to students.

—Harold E. Manley

From the Graduate School of Education

\$90,000 FOR YOUNG FACULTY RESEARCH

Young faculty up to assistant professor in any area of the University are eligible to apply for the Graduate School of Education's new Spencer Foundation grants for research into "educational problems, processes and phenomena," Dean Neal Gross has announced.

A senior faculty committee headed by Eliot Stellar (Neurological Sciences) will screen applications. Its members are Professors Morton Botel (Education), Ruben Reina (Anthropology), Burton Rosner (Psychology) and Marvin Wolfgang (Sociology).

The Spencer Foundation has awarded \$90,000 to be used over a three-year period toward interdisciplinary research. Applications from postdoctoral fellows, graduate assistants and fellows will be considered.

The general guidelines set forth by the Spencer Foundation:

"Within each institution, the funds will be distributed by a faculty committee as individual grants to young faculty members, on the basis of specific research proposals submitted by them to the committee. Ideally, such proposals will span two or more disciplines and will develop new lines of inquiry into educational problems, processes, and phenomena.

Appointed by deans of education, the committees responsible for making these awards are composed of senior scholars who are aware of the contributions that can be made to the study of education by work in such fields as sociology, economics, psychology, political science, and the natural sciences. Evidence of superior communication across disciplinary lines and a record of high-quality educational research served as criteria for selecting the universities to receive these funds."

How to Apply

Research proposals should be submitted to the Chairman under the following guidelines:

- 1) The principle investigator should hold an Academic appointment in the University of Pennsylvania of Assistant Professor or below. Proposals from postdoctoral fellows and graduate assistants and fellows will be considered.
- 2) Proposals should be for the initiation, or completion of a highly original, specific research project, inquiring into educational problems, processes, or phenomena.
- 3) Proposals of an interdisciplinary nature will be favored.
- 4) Awards will typically be in small amounts, ranging up to \$5,000 for a one-year period, although larger projects will occasionally be considered and renewal for a second year occasionally granted.
- 5) Proposals must be submitted by December 15, 1971, and awards will be made to begin as early as January, 1972.
- 6) The proposal itself should be concise, in no case over ten double-spaced pages and should include the following sections:
 - a) Abstract (one page or less)
 - b) Purpose
 - c) Background
 - d) Procedure
 - e) Anticipated results
 - f) Significance for education
- 7) The proposal should also contain a budget, covering research expenses, but not stipend or salary for the principle investigator.
- 8) The following supporting documents should accompany the proposal:
 - a) Curriculum vitae
 - b) Bibliography
 - c) Pertinent reprints or manuscripts
- 9) Six copies of the proposal should be sent to Dr. Eliot Stellar, 243 Anatomy-Chemistry Building.

HONORS

UNIVERSITY PROFESSOR: G. Holmes Perkins

The Trustees of the University of Pennsylvania have designated G. Holmes Perkins, who retired this year as Dean of the Graduate School of Fine Arts, as University Professor of Architecture and Urbanism. He was cited "... in recognition of his distinguished contributions to the fields of architecture and planning, his broad international reputation for scholarly and professional leadership, and his outstanding service to the University of Pennsylvania as Dean of the Graduate School of Fine Arts for two decades."

AWARDS FOR TEACHING

Three University faculty members have been chosen Outstanding Educators of America for 1971. They are DR. GEORGE F. DALES, Associate Professor of South Asia Archeology; DR. W. ALLYN RICKETT, Associate Chairman of Oriental Studies and Associate Professor of Chinese; THOMAS HAMIL WOOD, Professor of Physics.

The Norden Distinguished Teacher Award was presented to DR. W. T. WEBER, Associate Professor of Pathology, at the Spring meeting of the Veterinary School Faculty. Sponsored by Norden Laboratories, the award is given for teaching ability as judged by the responsiveness of the students.

HONORED BY OTHER COLLEGES

DR. S. D. GOITEIN, Emeritus Professor of Arabic, has received the honorary degree of Doctor of Humane Letters from the University of Chicago.

PETER C. NOWELL, Professor and Chairman of the Pathology Dept. in the School of Medicine has been elected to the Board of Trustees at Wesleyan University, his alma mater.

DR. EDWARD SAWYER COOPER, Associate Professor of Medicine, has been named Alumnus of the Year (1971) by Meharry Medical College, Nashville, Tennessee.

DR. ROBERT M. LUMIANSKY, the Avalon Foundation Professor in the Humanities, recently received the Distinguished Alumnus Award of the University of North Carolina at Chapel Hill.

AMERICAN ALUMNI COUNCIL

The Pennsylvania Gazette, the University's alumni magazine, ranked nationally as one of the top 10 alumni publications as judged by the American Alumni Council. The *Gazette* also received the Newsweek-American Alumni Council 1971 Publications Award for alumni magazines in the Council's Region II in recognition of its outstanding coverage of public issues as they relate to the work of the University. ANTHONY A. LYLE is the current Editor; ROBERT M. RHODES, now of Brown University, shares the 1970-71 honors.

In the AAC's fund literature category, MRS. BARBARA RUBIN's "Four-Letter Message from a Campus Long-Hair" placed third and DR. RAYMOND SAALBACH's "What More Can a Parent Do?" received honorable mention. CRO SCHAEFER was the writer and LOU DAY the artist on both pieces.

PRESIDENT'S COUNCIL ON FITNESS

Naming it one of the "very best of the 112 projects nationally administered in 1971," the President's Council on Physical Fitness and Sports gave the University's National Summer Youth Sports Program a rating of "excellent" in all

seven areas in which it was rated. The program was under RON BOND, Community Coordinator of Recreation.

HONORS IN BRIEF

DR. JOHN P. HUBBARD, Emeritus Professor of Medicine has been elected a Master by the American College of Physicians for his prominence in and contributions to internal medicine. The Master is the highest membership category in the 17,000-member international medical specialty society; there are 83 Masters in the organization.

DR. SHINYA INOUE, Professor of Biology, has been named to the Council of the 2000-member American Society for Cell Biology.

JERRE MANGIONE, Professor of English, has been decorated by the Italian government; he has been awarded the title "Commander of the Order Star of Italian Solidarity" for his writings and lectures "devoted to making Italy better known and respected".

AMONG OTHER THINGS

Three doctor/educators from HUP will participate in a special program "A Look Into the Future of Obstetrics and Gynecology" on Thursday, November 18, to celebrate the opening of the Preston Building, Pennsylvania Hospital's new maternity-education research building. The speakers are DR. LUIGI MASTROIANNI JR. (Ob/Gyn) on "Observations on the Human Egg"; DR. CELSO-RAMON GARCIA (Ob/Gyn) on "Family Planning Today and Tomorrow"; and DR. ALFRED M. BONGIOVANNI (Pediatrics) on "What's New In Pediatrics?"

DR. FAY AJZENBERG-SELOVE, Research Professor in Physics, has been named Chairman of the Fellowship Committee for 1971-72 of the Nuclear Physics Division, American Physical Society; she has also been appointed Executive Secretary, Ad Hoc Panel on Nuclear Data Compilation, National Academy of Sciences—National Research Council.

DR. HERMAN R. GLUCK, Professor of Mathematics, has been awarded a NATO Senior Foreign Fellowship in Science; he will study topology at the Eidgenossische Technische Hochschule, Zurich, Switzerland, and the University of Amsterdam.

DR. STEVEN C. BATTERMAN, Associate Professor of Engineering Mechanics, was appointed chairman of the Mechanics Division, American Society for Engineering Education.

DR. MARIA TELKES, Research Specialist in Energy Conversion, is one of two scientists credited with the invention of a capsule that acts as a temperature monitor for items requiring cool storage. Research through the U.S. Surgeon General's office is now underway to determine the efficiency of Irreversible Warm-Up Indicator in monitoring the temperature of whole blood. The invention resulted from NASA research by American Standard and the Artech Corporation of Falls Church, Va., to which Dr. Telkes acts as consultant.

DR. JEFFREY H. KULICK, recent Research Fellow at the Moore School of Electrical Engineering, is one of two computer interns named by the American Federation Information Processing Society. He will spend a year at the Tate Institute, Bombay, India, helping to develop that country's computer technology.

DR. JONAS ROBITSCHER (Psychiatry), head of a local National Institute of Mental Health program called "The Social-Legal Uses of Forensic Psychiatry", has been appointed Henry

R. Luce Professor at Emory University, effective July, 1972. Dr. Robitscher will be the first occupant of the Luce chair at Emory.

DR. PAUL M. LLOYD (Spanish) was the official representative of the International Linguistics Association at the 13th International Congress of Romance Linguistics and Philology at Laval University, Quebec, Canada.

DR. WARREN D. SEIDER (Chemical and Electrical Engineering) has been elected chairman of the CACHE Committee, a panel of educators established by the National Academy of Engineering's Commission on Education to coordinate and encourage the development of computing systems for use in chemical engineering education.

DR. RICHARD N. HARNER (Neurology), will chair a symposium "Circadian Rhythms and Changes in Environmental Schedules" at the international meeting of the Society for Study of Biological Rhythms at the University of Arkansas, November 8-10. Recently, Dr. Harner was re-elected Treasurer of the American Electroencephalographic Society.

DR. MANUEL M. ALBUM (Dentistry), has been appointed acting director of the Dental Hospital of Philadelphia.

DR. MORTON J. SCHUSSHEIM (City Planning), recently testified before the Subcommittee on Housing of the U.S. House of Representatives on community development block grants as an alternative to revenue sharing. His paper "National Goals and Local Practices: Joining Ends and Means in Housing" appears in a committee print of the Subcommittee on Housing, June, 1971.

DR. JULIUS WISNER (Psychology) has been elected to the board of directors of Philadelphia's Rebecca Gratz Club, a residential treatment center for young women in need of social training.

DR. HSUAN YEH (Mechanical Engineering) has been appointed to the Council of the American Institute of Aeronautics and Astronautics, Greater Philadelphia Section.

PENN POLICY ON DRUGS FOR ATHLETES

A controversy over the use of drugs has developed in intercollegiate athletics at many schools but the University has definite guidelines established and controlled by University medical people.

All drugs used or administered to athletes are done so under the supervision of the team physician, Dr. Erwin Schmidt, or Dr. Paul Schrode, Medical Director of Student Health.

The training staff, all of whom are physical therapists, are allowed to administer the normal over-the-counter medication such as aspirin, cough syrup, or simple cold remedies and vitamin capsules.

Injuries are checked daily by the team physician and an approval to play comes by direct consultation between the trainers and the physician. Team coaches cannot authorize a player's participation without this approval.

Pain-killing through the use of injections so that the athlete may continue to compete is not allowed, and steroids (growth stimulants to increase the bulk of the body) are never administered.

In addition to the policy controlling the use of drugs, Fred Shabel, Director of Athletics, continually provides the coaching staff with reading material regarding the use of drugs and members of University departments that deal with student life conduct sessions with the coaching staff to keep them aware of drug use on the campus and other key information in this area of student life.

—Department of Intercollegiate Athletics

BULLETINS

THE TRAFFIC COURT DOES NOT HAVE YOUR CAR

In clarification of the information on University parking regulations in the last issue of ALMANAC, it should be emphasized that the University Traffic Court cannot authorize the release of automobiles towed by the University's towing contractor. If an individual feels that his automobile has been unjustly towed, he must nevertheless pay the fee to have it released. He may then, however, appeal to the Traffic Court to have the money refunded that he paid. The appeal should be addressed to the Traffic Court (112 College Hall), stating the facts in the case. If the Court decides in the complainant's favor, then, and only then, can it direct that such a refund be made.

—Office of the Judicial Clerk

SECURITY MEASURES IN CAMPUS HOUSING

After a series of assaults on students in campus housing, the following measures were put into effect by Edwin M. Ledwell Jr., Director of Residence and Stephen T. Miller, Assistant to the Dean of Residential Life. They invite any additional suggestions that will help ensure the safety of University students and personnel.

1. A student has been hired to go from room to room nightly to make sure people are locking their doors.
2. A locksmith is checking every lock to be sure it functions.
3. Extra guards are patrolling the buildings.
4. An extra receptionist has been assigned from 9 p.m. to midnight to check I.D.'s in Superblock.
5. Night clerks have been asked to inspect floors at random during the night.
6. Students have been informed of the assaults, the steps being taken to prevent them, and the part the student can play in security. They are especially urged to report strangers roaming the halls and lounges or trying the doors.
7. All night clerks and receptionists in the Superblock have received the following additional instructions:

Your position as a receptionist or a night clerk is the most important part of the University residence security program. Thousands of students are counting on you to help control unauthorized, unwelcome and unescorted guests in their buildings. Please follow the explicit instructions issued by your building manager.

The uniform procedure for door checks listed below is effective immediately:

The exterior door is locked at 9:00 P.M. during the week and 10:00 P.M. on weekends. At that time, one of the receptionists is to station himself at a table placed in front of the desk. Until 11:00 P.M. the following procedures are in effect:

A. *Residents must show mail box keys which have the letter designation of their building.*

B. *Non-resident students must show ID and current matriculation card, call their host and hand the phone to the receptionist behind the desk for verification. Sign register.*

C. *Non-students must sign guest register, show an ID to match signature, call host and wait for them in lobby to be escorted into the living areas.*

After 11:00 P.M. *Non-resident students* are to follow the procedures outlined above for *Non-students*.

Be courteous with individuals who do not want to cooperate and try to explain the reasons for the access checks. If you are not clear as to the reasons, see your building management at once.

I can't emphasize enough the importance of your job and the responsibility you have to be alert to the security needs of your building. Please let us know if you have any constructive suggestions.

—E. M. Ledwell Jr., Director of Residence

THE COUNCIL

CORRECTION OF A CORRECTION

At Council October 13, the minutes of the September 22 meeting were amended by Professors Crockett, Kravis and Wolfman so that the resolution passed September 22 now reads:

That a University-wide Committee of A-2 Personnel be appointed by the President from a panel submitted by the Steering Committee of the University Council. This committee shall assess compliance with anti-discrimination procedures. To facilitate its work this committee may interview department and school personnel and through the Office of the Provost may secure access to relevant records.

This is the version carried in the September 28 ALMANAC; the correction on Page 4 of the October 5 issue was in error.

NEW ACTION: ELECTIONS

Joan I. Manes of GSAS was elected as the graduate/professional representative to the Steering Committee by normal procedures at the October 13 meeting. Council voted to add election of an undergraduate member to the agenda, although names of candidates had not been circulated in advance. William Tortu, an undergraduate representative at-large, was nominated from the floor and elected without opposition.

Moderator Roger Walmsley announced the appointment of Paul C. Wohlmuth (Business Law) as Parliamentarian of Council.

ACTION COMPLETED: STATUS OF WOMEN

After Senate Chairman-Elect Jean Crockett moved to consider the Cohn Committee version of all remaining resolutions on the status of women faculty, Dean Bernard Wolfman substituted a motion to give broad advice to the President rather than detailed instructions. His motion, as passed, concluded action on the Cohn report by resolving:

That the Council advise the President to take cognizance of the data contained in the Cohn Committee Report on the Status of Women Faculty in the University and to note the conclusions presented relating to discrimination against women on this campus. Be it further resolved that the President take every step possible, as soon as possible, to remove discrimination against women on this campus.

DISCUSSION BEGUN: ROTC REPORT

General discussion of the appropriateness of ROTC and NROTC on the University campus was begun at the October 13 meeting. The full text of the Dwyer Subcommittee report, the Warren Committee commentary and the commentaries of two Committee members are available in the May 4 Almanac; an AAU statement on the subject appeared May 11. Supplementary documents are also available from the Office of the Secretary.

Members of the University Community may convey their views to representatives by referring to the Council membership list in the September 14 issue.

NEWS IN BRIEF CONTINUED

'HOUGH IN BLAZES' AT HAROLD PRINCE

The new Jerome Max comedy "Hough in Blazes" opens tonight (October 19) at 7:30 P.M. in the experimental Harold Prince Theater in the Annenberg Center.

Done in the style of Japanese Kabuki Theatre, "Hough in Blazes" is a murder mystery with a theme. It provides a new and irreverent look at youth's revolt against middle-class values.

Actors recruited from Broadway and off-Broadway for the nine major guest artist roles include Lenny Baker, as the central character doubly obsessed with murder and with Japanese Kabuki Theatre; Blanche Dee, Bob Goldstein and Ruth Manning.

Four Philadelphia actors also seen in "Hough in Blazes" are William Dearth, Dan Parks, David Simson and Paula Cohen.

"Hough in Blazes" will run nightly at 8:00 P.M. through November 6; general admission is \$3.00. For further information call the Annenberg Center Box Office, ext. 6791.

HILLEL THINKS AHEAD

The first "Faculty Think Tank" will be held at the Hillel Foundation on Thursday, October 28, to share ideas on new directions and dimensions for the Penn Hillel program.

At the instigation of Joel H. Paul, newly appointed Director of the Foundation, Hillel is going through a process of self-evaluation to determine how it can best serve the University community. Stephen Goldstein (Law) has been appointed chairman of a faculty committee which will meet with Mr. Paul and students on Thursday to begin the "Think Tank" program.

LEON LECTURER: LESEK KOLAKOWSKI

This year's Leon Lecture Series opens tonight (October 19) with Lesek Kolakowski, generally regarded as Europe's leading Marxist philosopher, speaking on "Counter-Reformation" at 8:15 P.M. in B-1 Fine Arts Building.

Gifted as a playwright, philosopher, and historian of ideas, Professor Kolakowski is one of the outstanding intellectuals to emerge in post-war Europe. His work covers an extraordinary range of subject matter from medieval mysticism to Marxist studies. The main focus of his work has been concentrated on the philosophy of man, more particularly, the Marxist conception of man and its relationship to certain religious views. He is a Fellow of All Souls at Oxford.

DELAWARE JOINS THE SCIENCE CENTER

The University of Delaware has joined the University City Science Center as its 25th member institution, Center President Randall M. Whaley has announced. Delaware's president, Dr. Edward Arthur Trabant, has been elected to the Board of Directors and appointed to the Executive Committee of the Center.

ALMANAC: 515 Franklin Building, Ext. 5274

EditorKaren C. Gaines

Assistant EditorAnne M. Geuss