

Almanac

Volume 19, Number 13

November 21, 1972

Published weekly by the University of Pennsylvania

IN THIS ISSUE

- *Faculty Rights and Grievances (Chellas)*
- **OF RECORD:** *Guidelines for Initial Budgets*
- **AMONG OTHER THINGS** • *Organization Chart*
- **JOB OPENINGS** • **OF RECORD:** *Staff Holidays*
- **BULLETINS** • **NEWS IN BRIEF**



Reinvestment Fund Appointment:

Dr. Makdisi to Oriental Studies

Dr. George Makdisi, described by Penn scholars as the country's leading Arabist, will join the University in the fall, 1973, as Professor of Arabic and Islamic Studies in the Department of Oriental Studies. He will also participate in the Near East Center programs.

He assumes what is possibly the nation's oldest professorship of Arabic, a position established here in 1780. His appointment was made possible by the Reinvestment Fund administered by the Provost's Office, set up last year to enable the University to take advantage of unique opportunities.

Currently Professor of Arabic at Harvard University, Dr. Makdisi is interested in medieval Islamic history and Arabic literature, as well as in the comparative study of the Islamic and Christian worlds during the medieval period.

At Penn he will begin an active program in medieval Islamic studies which will coordinate with the work of the Medieval Studies Group. His program will bring distinguished scholars from abroad on a regular basis and will include fellowships, research projects, and a publications series for both students and established scholars. He will teach freshman as well as graduate courses.

Dr. Makdisi has published five books and numerous articles and monographs in English and French on medieval Islamic subjects.

Born in Detroit of Lebanese parents, Dr. Makdisi received his B.A. from the University of Michigan, his M.A. from Georgetown University, and his doctorate from the Sorbonne in Paris. He has been associated with Harvard since 1959, and in 1969 while on special leave from that university, occupied the Chaire d'Etat at the College de France in Paris. He was awarded Guggenheim Fellowships in 1957 and 1967.

ARTS & SCIENCES

STEERING COMMITTEE CHOSEN

Provost Curtis R. Reitz has announced the membership of the steering committee to advise him in the organization of the Faculty of Arts and Sciences. On it are Deans R. Jean Brownlee, William E. Stephens, Donald C. Carroll and Daniel J. O'Kane; and Professors Robert Lumiansky, Burton Rosner, David White, Richard Lambert, Vincent Whitney, Karl von Vorys and Robert Giegengack.

The Faculty will hold its second meeting Tuesday, November 28 at 11 a.m., open to those invited by letter.

On its agenda is Dr. Rosner's October 10 resolution calling for election of faculty members to a consultative committee for a Dean. The proposed procedures include nominations from the floor and by mail, and election by written ballot.

COUNCIL

SPECIAL MEETING: DECEMBER 6

In accordance with Section IV-2 of the bylaws, the Moderator has called a special meeting of the Council on Wednesday, December 6, at 4 p.m. in the Council Room for the specific purpose of considering a report of the University Development Commission. A written proposal from the Commission will be sent to Council members, who will discuss the report before it is presented to the Trustees in February.

OPEN LETTER: JUDICIAL SYSTEM

The Ad Hoc Committee to Review Proposed Revisions to the University Judicial System is now meeting regularly, and invites suggestions and comments from any interested member of the University community. Any proposal that has promise of clarifying or improving existing procedures would be appropriate, provided it is consistent with the protection of individual rights and due process. Ideas may be sent to the Committee chairman, Professor D. D. Perlmutter, Department of Chemical and Biochemical Engineering.

Members of the Committee

- Howard E. Chartock, College '74
- Stefan J. Kapsch, Assistant Professor of Political Science
- Howard Lesnick, Professor of Law
- David Lloyd, Wharton '74
- Robert F. Lucid, Associate Professor of English
- Covey T. Oliver, Professor of Law
- D. D. Perlmutter, Professor and Graduate Group Chairman, Chemical Engineering
- Sherrie Raiken, Law '73
- Reagan A. Scurlock, Director of Research Administration and Associate Comptroller

OF RECORD



GUIDELINES FOR PREPARATION OF INITIAL 1973-74 BUDGETS

Following is the text of a memorandum sent to Deans and Directors on Friday, November 17, by Dr. John N. Hobstetter, Associate Provost and Chairman of the Budget Committee.

GENERAL SITUATION

Econometric projections show that our costs will continue to rise during the year. Many of these rises are determined elsewhere and are beyond our control; others we can influence to a significant degree. It is clear that keeping our budget in balance next year will depend on improved fiscal performance in the form of new income and controlled expense. It is the intention of the Budget Committee that improved performance be realized equitably both in the direct and indirect cost centers.

Each of our Responsibility Centers will have access to new income next year. Return on endowment will rise significantly; availability of gifts and grants seems to be improving; the rate of cost recoveries on contracts and grants will rise. Every effort must be made to find and use all funds available from these sources to support and improve our educational programs, with emphasis on replacing use of unrestricted income wherever possible. Success in these areas is also absolutely necessary to reduce the pressure on tuition.

Our projections show that after taking into account the expected improvements in autonomous income and the hoped for control of expense, it will still be necessary to raise tuition to reach a balanced budget. This increase is a reluctant last resort, and must be kept as small as possible. The extent to which improved performance can be realized in your School or Center will have a meaningful effect on tuition levels.

For the first round of budget planning we are asking each School and Center to meet a performance goal expressed as the difference between *direct income* and *direct expense*. Note this goal is not expressed in terms of University subvention. The Budget Committee itself will press for and monitor every feasible economy in the indirect cost centers, and has already instituted a consistent set of constraints for them.

INCOME GUIDELINES

Endowment Return. You may anticipate that spendable return on the endowment restricted to your School or Center will increase by about 22% over the return available at this time. Please use this increase and any other unexpended endowment income wherever possible to replace unrestricted and tuition income.

Contracts and Grants. Present expectation is that the University will begin collecting overhead recovery at 56% of salaries instead of the current 37% effective July 1, 1973. The Personnel Benefit recovery rates will also change: 9.9% for A-1, 15.7% for A-2 and 10.3%

for A-3/4. While these changes are unlikely to increase the income that can be drawn from existing grants, they will increase income from new grants.

Tuition. The intent of the Budget Committee is to proportion any rise in tuition to the projected rise in parental income so that the tuition rise will not generate a further increase in average student need. In accordance with this principle, a provisional, planning figure of 5% increase in tuition may be used. This figure is subject to later reconsideration on policy or economic grounds. Undergraduate tuition will be uniform throughout the University and for planning purposes should be taken as equal to the provisional rate. However, you may recommend a higher tuition for graduate or professional programs as the needs of those programs and as student demand may require and permit.

EXPENSE GUIDELINES

Salaries. Tentatively, the Budget Committee is considering a minimum increase in aggregate salaries of 3½% which is equal to the projected rise of the cost-of-living in Philadelphia. You may recommend a further increase in the aggregate salaries in your budget as your income and other expenses permit. There will be further consultation on salary policy with appropriate committees representing our personnel during the course of budget preparation.

Other Expenses. You may recommend any other expenditures that can be handled within income limitations. However, computing "pseudo-dollars" may not be converted to other purposes. "Pseudo-dollars" will remain constant next year, although the service they buy may increase.

CONSTRAINTS

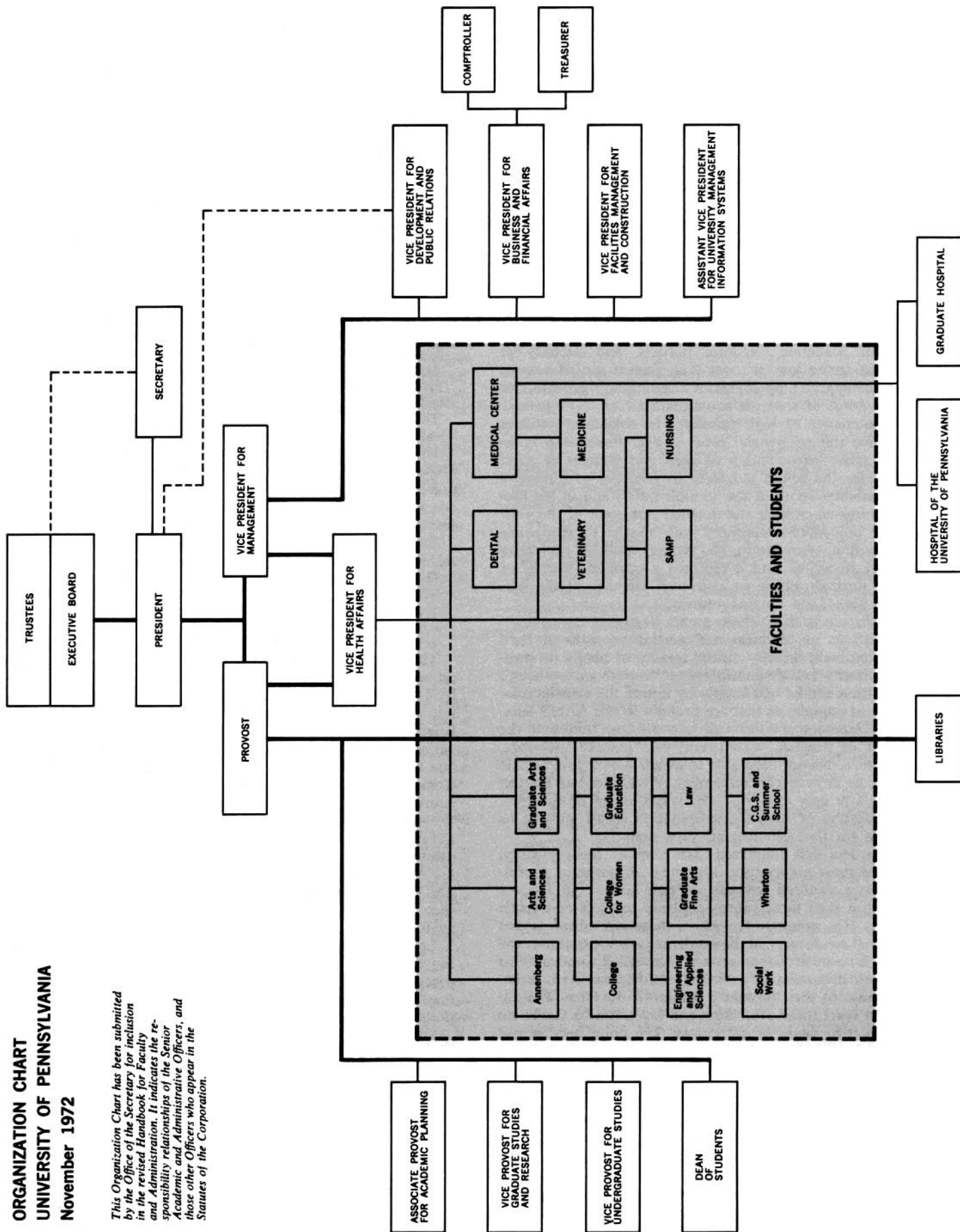
You are asked to develop an initial and provisional budget in accordance with the above guidelines, subject to the constraint that the difference between direct income and direct expense must be no less than \$_____ for the School of _____.

TIMETABLE

The Budget Committee wishes to receive your initial budget and your comments on it no later than December 8, 1972. Your comments will be considered along with other new or more certain information during the week beginning December 11, 1972. By December 18 we hope to return to you with guidelines for a final budget submission.

ORGANIZATION CHART UNIVERSITY OF PENNSYLVANIA November 1972

This Organization Chart has been submitted by the Office of the Secretary for inclusion in the revised Handbook for Faculty and Administration. It indicates the responsibility relationships of the Senior Academic and Administrative Officers, and those other Officers who appear in the Statutes of the Corporation.



Remarks on Faculty Rights and Grievances at Penn

by Brian F. Chellas

I want to be brief, so let me say right away that, although I am a member of the Executive Committee of Penn's AAUP chapter, the views I express are my own and not necessarily those of my colleagues on that committee. I suppose I ought also to point out that, although I am an untenured assistant professor, I am not aggrieved.

But if not aggrieved, I am grieved. It grieves me that standards of academic freedom, fairness, and decency at Pennsylvania are so low. It more than grieves me, of course; it makes me angry. I apologize at the outset, therefore, for the intemperance of some of my remarks.

The maintenance of high standards of academic freedom requires three things: *people*, *policies*, and *procedures*. It requires the active participation of men and women of good will, principle, and sound judgment in positions of authority and responsibility—both in the administration and in the faculty. It requires an explicit and detailed statement of the policies of the university—especially with regard to reappointment, promotion, termination, and tenure—policies protective of academic freedom. And it requires a complete system of procedures through which an aggrieved member of the university can seek (and obtain) redress.

Let me discuss each of these points in turn.

Considerations of kindness and pertinence make it hard for me to comment directly on the quality of people in positions of authority and responsibility at Pennsylvania—though some indication can be had simply by noting the ever-increasing number of complaints that are brought to the AAUP here. Still, some instances are too well known. One thinks of the Department of English, with twenty-odd tenured members, all male, which has not been able to award tenure to a female for as long as anyone can remember. Rackin *versus* English is a particularly ugly case, one which has yet to be resolved. And the question of sexual discrimination seems sure to be raised again for that department, very soon.

But other, less well publicized cases abound. Most recently, and perhaps most notoriously, a number of assistant professors have been awarded renewals of their initial contracts for periods of less than three years—contrary to their reasonable expectations. The common feature of these individuals is that they began their careers at Pennsylvania as instructors, and that at the time of first appointment they failed to be notified of when their probationary periods toward tenure were to begin. The cause of their present condition is obvious: The administration fears these professors will lay claim to tenure on the basis of their years as instructors. The point here is that rather than face squarely the issues raised by the sloppy procedures in appointing these men, the administration has chosen to cop out. More reprehensibly, the reasons for the reduced renewals were not explained to the individuals concerned.

This brings up the question of policies at Pennsylvania. For the most part, these are set forth in the *Handbook for Faculty and Administration*. And, for the most part, they are a mess. Let me just read you some of the passages pertaining to the status of instructors vis-a-vis probation toward tenure: [The probationary period of an instructor begins] upon comple-

tion of *adequate professional preparation*. Such preparation ordinarily is defined as three years or more of relevant graduate study or professional experience and preparation, consistent with the standards of the appropriate field of knowledge. *Acceptable preparation* generally includes the attainment of the Ph.D. or of another appropriate post-graduate degree or professional certification. An appointee who has not completed the *professional preparation* defined above will be informed by the appointing authority that his term of service will not begin to qualify him for tenure until he has achieved the specified preparation. [Emphases mine.]

And further on we read:

The years as instructor count toward tenure only if the individual is *professionally qualified*. [Emphasis mine.]

I leave it to you to figure out what 'adequate professional preparation', 'acceptable preparation', 'professional preparation', and 'professionally qualified' mean, and how they relate to each other. My point here is only to illustrate the unfortunate state of policy and policy statements at Pennsylvania.

Finally, I come to procedures. What is an aggrieved faculty member to do? According to the *Handbook*:

The Senate [C]ommittee [on Academic Freedom and Responsibility] is a source of advice for individual faculty members on questions or problems that may arise, and for encouraging the school committees [on Academic Freedom and Responsibility] to remain active and current.

The fact is that how and how well the various committees on academic freedom and responsibility function varies widely. The procedures used in the College Committee's investigation of the Phelps case last year were so demonstrably deficient that the College faculty rejected the Committee's report entirely. This year that committee has endeavored to formulate a set of standard procedures. But, sadly, it has taken the Committee almost half an academic year to do this, while many cases await determination. On the other hand, the Wharton School Committee on Academic Freedom and Responsibility acted promptly and favorably in the matter of the dismissal of Marks, a faculty member presumed to have tenure. Months have passed, and the administration has yet to act on that committee's recommendation. Thus even when such committees function well, their efforts may be to no avail.

Let me close by offering some positive suggestions concerning the rights of faculty members, particularly those in the untenured ranks. It should be clear by now that I believe them to have rights to good people, good policies, and good procedures. But more specifically:

A. Concerning the probationary period toward tenure.

1. The probationary period toward tenure should begin with appointment as assistant professor.
2. Years spent as an instructor should not be tenure-accruing.
3. An assistant professor should be reviewed for tenure each year.

B. Concerning professional qualification.

1. Appointment as assistant professor should not be made without the Ph.D. (or its equivalent).
2. Persons with the Ph.D. should not be instructors.

(Continued on page 5)

RIGHTS AND GRIEVANCES continued

3. An instructor who completes the Ph.D. should be promoted to assistant professor the following term.

C. Concerning contracts and contract renewals.

1. An initial contract as assistant professor should be for three years.

2. Renewal of a contract as assistant professor should be for three years.

3. Contracts as instructors should be for one year, twice renewable without special dispensation.

4. A written statement of the terms of every contract should be provided the appointee, such statement to include the rules governing probationary period and professional qualification.

D. Concerning grievances.

1. In cases of nonreappointment, nonpromotion, termination, or dismissal, the faculty member should be given a complete explanation of the reasons for the decision—in writing, if he so requests.

2. Each school should maintain a Faculty Grievance Committee, possibly identical with the school's Committee on Academic Freedom and Responsibility, to which a faculty member can complain in case he believes the reasons for nonreappointment, nonpromotion, termination, or dismissal to be inadequate, incorrect, or violative of his academic freedom.

In short, the university should formally adopt the AAUP's *Procedural Standards in the Renewal or Nonrenewal of Faculty Appointments* and the AAUP's *Standards for Notice of Nonreappointment*. Finally:

3. The Faculty Grievance Committee's charge and duties ought to be defined explicitly and in detail—so that:

4. The Committee can function independently, as free from the influence and interference of officers of the administration as possible.

AMONG OTHER THINGS

Dr. Fay Ajzenberg-Selove was elected a member of the Commission of Nuclear Physics of the International Union of Pure and Applied Physics . . . Dr. Samuel G. Armistead presented a paper on "¿Existió un romancero de tradición oral entre los moriscos?" at the Primer Coloquio Internacional de Literatura Aljamiado-Morisca in Oviedo . . . Dr. John G. Berberian has been elected to the Board of Directors of Consumers Union, the product-testing organization which publishes *Consumer Reports* . . . Dr. William W. Brickman, editor of the *Society for the Advancement of Education's School and Society*, has announced that the publication is being renamed *Intellect* and will devote more attention to cultural and social issues . . . Dr. Norman Brown presented a paper on "Environmental Effects on the Yield and Fracture of Polymers at Low Temperatures" to the U.S.-Japan Joint Seminar on the polymer solid state in October . . .

Dr. Jeffrey M. Cohen lectured on the "Origin of Cosmic Rays" at the Steward Observatory in Tucson . . . Dr. Jesse Denton gave the keynote speech on "New Thoughts on Energy Conversion" at the seventh Intersociety Energy Conversion Engineering Conference in San Diego . . . Dr. Lance Donaldson-Evans discussed a paper on 16th-century French poetry at the Midwest Modern Language Association conferences in St. Louis . . . Dr. Harold H. Frank chaired a symposium on the training of paramedical psychiatric personnel at the annual meeting of the American Psychological Association in Honolulu . . . Dean George Gerbner's article on "Teacher Image in Mass Culture: Symbolic Functions of the 'Hidden Curriculum'" will appear in the winter issue of *The American Scholar* . . . Dr. Charles F. Hoban, who received the Distinguished Service Award of the Association for Educational Communication and Technology in April, served as consultant to the commission on education of the National Academy of Engineering for its study of national policy on educational technology . . . Dr. Daniel Hoffman has been appointed to the poetry jury for the 1973 National Book Awards—the paperback edition

of his recent book on Poe will be published in January by Anchor . . .

Dr. Klaus Krippendorf has been elected chairman of the information systems division of the International Communication Association . . . Dr. Howard Kunreuther will serve as consultant to the Federal Office of Emergency Preparedness of the Office of Management and Budget Task Force which is examining changes in the present disaster relief legislation . . . Dr. Lester Luborsky is president-elect of the Society for Psychotherapy Research; the international group will hold its annual meeting here in June . . . Dr. Edwin Mansfield testified on "Technology, the Economy, and Public Policy" before the House Subcommittee on Science, Research, and Development . . . Dr. Samuel P. Martin gave the Jeb Stuart Memorial Lecture on "The Cost of Care: A Microeconomic View" at the University of Cincinnati in October . . . Dr. Dan M. McGill testified on proposed pension legislation to the Subcommittee on Labor of the Senate Committee on Labor and Public Welfare at the request of Senators Javits and Williams . . . Patricia McLaughlin of the *Gazette* wrote the "comment" to "Women on Women," a forum in the fall issue of *The American Scholar* . . .

Dr. Wallace Miller spoke on "Radiologic Diagnosis in Chronic Obstructive Pulmonary Disease" at the first Emphysema Symposium held by the TB Association of New Jersey . . . Bruce E. Montgomery lectured on October concerts at a luncheon sponsored by the Women's Committee of the Philadelphia Orchestra . . . Dr. Donald F. Patterson received the Gaines Award of the American Veterinary Medical Association for "contributing significantly to small animal medicine through clinical research or basic sciences" . . .

Dr. Edward K. Pye is co-chairman for the 1973 conference on Enzyme Engineering which will be held in August at New England College. Dr. Arthur Humphrey is a member of the advisory committee for the conference, which is sponsored by Corning Glass Works . . . Dr. Thomas Robertson presented a paper on consumer behavior theory at the annual meeting of the American Marketing Association . . . Dr. Frederic Roll is Vice Chairman of the Construction and Structural Group of the Philadelphia section of the American Society of Civil Engineers . . . Albert E. Rose Jr. has been appointed Budget Manager and Political Coordinator of WCAU-TV, where he is also supervising producer of "Eye on Philadelphia" . . .

Robert Lewis Shayon produced and moderated "What Shall We Do for Thursday's Child," a 90-minute television program during which 1500 viewers took part in a live telephone-computer poll . . . Dr. Edward Shils was re-elected Chairman and President of the Pathway School in Jeffersonville, Pa. . . . Dr. Patrick Storey was in Moscow in July to study emergency medical services in the Soviet Union. He was one of three physicians chosen by the American Medical Association to take part in the exchange program . . .

University Trustee Robert L. Trescher gave the introduction to "Pre-View '73," a panel presented by the *Christian Science Monitor* on "Where We Are and Where We Are Going" . . . Dr. K. C. Tsou presented a paper on "Cytochemical Localization of 5'-Nucleotide Phosphodiesterase" at the annual meeting of the Histochemical Society in Boston . . . Dr. Vincent H. Whitney was elected Chairman of the Advisory Committee on Population Statistics of the Bureau of the Census . . . Dr. Marvin E. Wolfgang is serving as a consultant on two cross-cultural research projects for the United Nations Social Defense Research Institute in Rome . . . Dr. Charles Wright has been appointed to the editorial board of the Milbank Memorial Fund *Quarterly* . . . Dr. Iraj Zandi, who prepared a report on Schuylkill River conditions after Hurricane Agnes for a July conference initiated by Representative Lawrence Coughlin, was invited to serve on the Mayor's Science and Technology Advisory Council . . .

Dr. Janusz K. Zawodny is the author of *Death in the Forest*, which was the source of a BBC documentary . . . Dr. Franklin Zimmerman is director of the Pennsylvania Pro Musica, a Philadelphia organization dedicated to musical performance and research; in it are University students and one faculty member, Dr. Roger Walmsley, bass.

JOB OPENINGS

BULLETIN #486, Updated 11/17/72

ADMINISTRATIVE ASSISTANT I for a science area.

Qualifications: Stenography, typing. Three to four years experience necessary. Salary Range: \$6100-\$7900

ADMINISTRATIVE ASSISTANT I Undergraduate administrative office.

Qualifications: Dictaphone, good typing, excellent telephone skills and ability to deal with people. Office and college experience desired. Salary Range: \$6100-\$7900

ASSISTANT COMPTROLLER to be responsible to the Comptroller for student financial services encompassing student loans and student accounting. Responsible for the operations of Gifts Receivable Section and Miscellaneous Receivable Section.

Qualifications: Graduation from a recognized college or university, with a major in accounting or business administration, or the equivalent. Must be able to communicate and work effectively in a supervisory capacity. Sound accounting background required. At least three to five years' progressively responsible administrative experience, including public accounting or other institutional management experience. Salary Range: Open

ASSISTANT COMPTROLLER—Systems to be responsible for modification and installation of the financial information systems.

Qualifications: Graduation from college with an advanced degree in Business and Computer Applications. Five years in a responsible position. Experience in systems applications. Salary Range: Open

ASSISTANT RESIDENCE UNIT MANAGER for University Hi-Rises. Responsible for assisting the manager of a University dormitory apartment in all phases of building management; maintenance, office staff, student problems, budgets, etc.

Qualifications: Graduation from college. One year or more experience in University housing. Salary Range: \$7000-\$9000, dependent upon experience.

ASSISTANT TO THE DIRECTOR II Alumni Annual Giving to work with Class Agents and other volunteer workers for the Annual Giving program.

Qualifications: Graduation from a recognized college or university. Ability to get along well with alumni and staff. Salary Range: Open

DENTAL RECEPTIONIST for Dental School.

Qualifications: Ability to deal with people both in person and by telephone. Some bookkeeping and handling of computer records. Salary Range: \$4800-\$6300

DENTAL X-RAY TECHNICIAN to make intraoral and extra-oral dental X-ray examinations on clinic patients. Operating X-ray dark room. Evaluating quality of radiographs.

Qualifications: Skill in taking dental X-rays and evaluating radiographs. Training as a dental assistant, dental hygienist or radiology technician would be preferred. Salary Range: \$5500-\$7000

DIRECTOR OF STUDENT SERVICES, WHARTON GRADUATE SCHOOL to be responsible for all student services in the Graduate Division. Acts as liaison between students and faculty in all student-related problems.

Qualifications: Completion of the Wharton Graduate Program (MBA). One or more years of experience in educational administration. Salary Range: Open

EKG TECHNICIAN I for clinical work related to EKG section. Operation of an electrocardiograph machine.

Qualifications: Graduation from high school; courses in biology and physics desirable. Ability to work with sick patients. Salary Range: \$4600-\$5600

LABORATORY ASSISTANT Temporary position: 4 months, 4 hours/day. General laboratory assistance, including experiments as directed, construction of simple equipment, clean up, inventory control and miscellaneous duties.

Qualifications: Graduation from high school; prefer some college. Salary Range: \$2.20-\$2.75/hour

MINORITY RECRUITER School of Social Work—to recruit minority applicants for the M.S.W. program; develop placements; consult in the allocation of funds for minority students; consult with School Committees in relation to minority recruitment.

Qualifications: M.S.W., preferably a member of a minority group. Salary Range: Open

MTST OPERATOR (2) for business and medical areas.

Qualifications: Excellent typing, dictaphone; MTST experience preferred, but will train. Salary Range: \$5500-\$7000

RESEARCH LABORATORY TECHNICIAN II (2) to assist in medical research programs.

Qualifications: Graduation from an approved school for medical technicians plus at least two years of experience as a research technician; or two years of college, including at least two semesters of college chemistry and biology. Salary Range: \$6100-\$7900

RESEARCH LABORATORY TECHNICIAN III to participate in research program in medical area of the University.

Qualifications: Graduation from an approved college or university with a science major, preferably in biology, zoology, microbiology, bacteriology or other related fields, with one to two years of chemistry. Salary Range: \$7000-\$9100

RESEARCH LABORATORY TECHNICIAN IV (3) for medical research programs.

Qualifications: Graduation from an approved college or university with science major, including 3 years of college chemistry. Experience in biochemistry research techniques. Salary Range: \$7300-\$9400

RESEARCH SPECIALIST IV to be responsible to a department chairman for provision and maintenance of an electron microscopy service facility for research investigators.

Qualifications: Graduation from a recognized college or university with an appropriate scientific degree; MS or Ph.D. preferred. Skill in preparation of mammalian tissues as well as bacteria and viruses for electron microscopy. Ability to train and supervise students and technicians. At least ten years direct professional-level experience in this specialty. Salary Range: \$13,700-\$17,200

SECRETARY I (2) for business and academic areas.

Qualifications: Accurate typing, proficiency in spelling. Some shorthand or dictaphone may be required. Salary Range: \$4400-\$5400

SECRETARY II (7) for business and medical and academic areas.

Qualifications: Good, accurate typing; some require shorthand as well as dictaphone. Ability to perform varied duties pertinent to the area; some experience. Salary Range: \$5000-\$6500

SECRETARY III (5) for academic and business and medical areas.

Qualifications: Interest in working with figures. Excellent typing; shorthand and/or dictaphone. Ability to work with minimum of supervision in performing varied responsibilities. Salary Range: \$5500-\$7000

SECRETARY/TECHNICIAN II

Qualifications: Excellent typing, bookkeeping. Shorthand preferred. Salary Range: \$5200-\$6700

STOCKKEEPER II for medical research department.

Qualifications: Ability to move about actively and perform

FACULTY ASSISTANTS TO THE VICE PROVOST FOR UNDERGRADUATE STUDIES

Applications and expressions of interest are invited from faculty members in all parts of the University regarding the post of Assistant to the Vice-Provost for Undergraduate Studies. This is a part-time appointment involving one-fifth of a faculty member's time and carrying with it a small stipend. Responsibilities will consist largely of special assignments consonant with the Assistant's interests and competence. The post will also involve participation in educational planning and the ongoing operations of the office. Please contact Vice-Provost Humphrey Tonkin, 106 C. H. (Ext. 6081).

strenuous work. Stockkeeping experience preferred. *Salary Range: \$5200-\$6700*

SUPERINTENDENT OF ENGINEERING SERVICES to be responsible to the Director of Buildings & Grounds for engineering requirements incident to the alteration, renovation and maintenance of the physical plant.

Qualifications: Graduation from a recognized college or university with a degree in an appropriate engineering discipline. Five years of experience in engineering & construction work, including field and design experience. Must be registered as a professional engineer. *Salary Range: Open*

SUPERINTENDENT OF GROUNDS to be responsible to the Director of Buildings & Grounds for the care and maintenance of all grounds at the University. Responsible for the planning, scheduling and directing of the activities of grounds forces.

Qualifications: Degree in Horticulture, Landscape Architecture or a related field, plus seven years' direct experience, including 5 in a supervisory capacity. Must have broad knowledge of all aspects of plant care. Must have strong supervisory ability. *Salary Range: Open*

TYPIST II for academic office on campus.

Qualifications: Good typing. Excellent clerical aptitude; ability to communicate with graduate students. Ability to deal effectively with people in person and by phone. *Salary Range: \$4200-\$5200*

TYPIST II for business office on campus.

Qualifications: Excellent typing skills and clerical aptitude. Graduation from high school. Some experience preferred. *Salary Range: \$4200-\$5200*

ASSOCIATE FOR DATA SYSTEMS for Undergraduate Office for Admissions to be responsible for the development of research programs in the areas of educational research and operations research.

Qualifications: Degree, with course work in computer research and operations research. One to three years' direct experience in computer and operations research, preferably in admissions. *Salary Range: Open*

OFFICE MANAGER for Undergraduate Office of Admissions to be responsible for the hiring and supervision of new employees; for the supervision of clerical and work-study staff; for smooth flow of work in the department as well as bookkeeping records related to budgetary controls.

Qualifications: Graduation from high school with at least 2 years of college, preferably in Business Administration. Three to five years' office experience, preferably admissions-related. *Salary Range: Open*

Those interested should contact the Employment Section of the Personnel Services Department (Ext. 7285) for an interview appointment. Inquiries by present employees concerning job openings are treated confidentially by the Personnel Office.

BULLETINS

HAPPY THANKSGIVING

Almanac will not be published on Tuesday, November 28. The next issue will appear on December 5.

ERRATA

Due to a printer's error in last week's issue, a sentence which should have read "... faculty appointments ... increased by approximately 9.2%" erroneously reads "92%." The error was in the last sentence of the first paragraph of page 2. Our apologies for the loss of the decimal point.

In the "Grants" listing published in the November 7 issue, the name of Dr. Burton Paul was reversed. The item should read: Dr. B. Paul (Towne School) "Dynamics of Variable Configuration Machines", \$64,707.

THINK ABOUT IT

The College and College for Women are producing a periodic advising newsletter called "Think About It" for undergraduates. It came about largely because new offerings of the University are increasing so rapidly that the normal vehicle for communicating new courses and requirements (*The Course of Study Bulletin*) is "outmoded even before publication," the newsletter said.

Faculty and staff who advise students, and any office of the University that functions formally or informally as an information center for its school or department, should have copies of "Think About It." Ask for them at Ext. 6656.

CHRISTMAS TOYS

As in other years, we are collecting toys for Christmas that will be distributed to an orphanage and foster homes. If you would like to contribute, please bring the toys to the Purchasing Department by December 8. These are for both boys and girls between the ages of 1 and 17.

—Purchasing Department
Room P204 Franklin Bldg. Annex

RESEARCH CAREER DEVELOPMENT AWARDS

The National Institute of Health offers Research Career Development Awards to young scientists with outstanding research potential for careers of independent research in the sciences related to health. Candidates must have at least three years of relevant postdoctoral experience and be less than 40 years of age. Awards are made for a period of five years during which time NIH will contribute up to \$25,000 per year towards the awardee's salary. Deadlines for receipt of applications are December 1, May 1 and September 1. Application forms are available in the Office of Research Administration, Ext. 7293.

HELP NEEDED

The Academy for Career Education needs people interested in setting up traditional or non-traditional courses for high school age students. One or two hours per week, January 2-March 28, or March 29-June 28th; mini-courses also. For additional information, call Mary Ann Jackson, KI 5-5032.

The Octavius Catto School, 42nd and Ludlow, needs tutors for one-to-one work with high school students. Call James Myles, 222-1461 or 471-0980 (evenings). Please call this notice to the attention of your students, friends, and/or classmates. For further information on volunteer opportunities, call or stop in at the Office of External Affairs, Ext. 7154, Room 101 Sergeant Hall.

OF RECORD



STAFF HOLIDAYS

Following is the text of memorandum sent October 31 by the Director of Personnel Services to all Deans, Directors and Budget Administrators.

The following dates shall be observed as holidays for all personnel:

November 23 & 24, 1972 Thanksgiving Day & Friday
December 25, 1972 Christmas Day
January 1, 1973 New Year's Day

Employees required to be present for duty on any of these holidays will be compensated on an overtime schedule.

In addition to these holidays, the University grants a special winter vacation of four working days between Christmas and New Year's Day. The special vacation days this year are:

December 26, 27, 28, 29

When, because of department work schedules, an employee must work during this vacation period, the employee shall be granted compensation time off at a later date.

Personnel under collective bargaining agreements will be governed by the holiday provisions of their respective agreements.

Salary checks for the entire month of December will be distributed on Friday, December 15 for all employees normally paid on semi-monthly basis. Checks for persons paid on a monthly basis will be distributed on Tuesday, December 19.

Please make every effort to see that this information is posted and communicated to the personnel under your direction.

—J. J. Keller

NEWS IN BRIEF

HELEN DICKENS: NOVEMBER 28

Faculty Tea Club guest speaker Dr. Helen O. Dickens will discuss "Adolescent Obstetrics and Family Planning" at an open meeting in the Tea Club room, next Tuesday at 2 p.m.

Dr. Dickens, Director of the Obstetrics Clinic at HUP, and members of her staff will explain the clinic's program to reach young and pre-teen women.

EARLY MUSIC: NOVEMBER 29

The Collegium Musicum will give a concert of medieval and Renaissance music next Wednesday in the Harold Prince Theatre at 8:30 p.m. Mary Anne Ballard directs performances of music of Byrd, Tallis, and others.

'73 ON ICE: DECEMBER 1 AND 2

Members of the United States World Team in figure skating are coming to the Class of '73 Ice Rink for a performance to benefit Graduate Hospital. The hospital's auxiliary, the University and Fidelity Bank, the corporate sponsor, are bringing the ice show to Philadelphia for a second year. Skating champions will perform waltzes, camel spins, and duckslides on December 1 at 8 p.m. and December 2 at 2 and 8 p.m. Tickets at \$3.50, \$4.50 and \$6 (\$3.50 for children under 12) are available at the Ice Rink, Ext. 6607.

IT'S ABOUT TIME

The Penn Glee Club is heading for North Africa but you can catch their show December 1, 2, 8 and 9 at the Zellerbach Theater at 8 p.m. Directed by Bruce Montgomery, the chorus will present sixth-century songs, lavish production numbers, and premiere three contemporary works including one by graduate student Claude White.

BRICHTA EXHIBIT: DECEMBER 4

Yela Brichta, '25 D, is a painter and sculptress who received her D.D.S. a year after coming here from her native Hungary. After her first art show in 1953, she decided to give up a dental practice of 30 years and has since worked in Portugal, Italy and the Azores. Dr. Brichta's work will be exhibited in Conference Room S-1 of the Dental School from 10 a.m. to 4 p.m. through December 12.

TELEPHONE SEMINARS, A-3 TRAINING

The Training Office is conducting a series of Telephone Seminars open to all departments interested in improving telephone techniques and procedures for their staffs.

Any department that wishes to have a representative from Bell Telephone and one from the Training Office conduct such seminars for its staff should call the Training Office at Ext. 6015.

Also in progress is a Secretarial Training Program for 36 current A-3 staff members who were on the waiting list for training June through August. Another such program is expected to start after the first of the year.

ALMANAC: 515 Franklin Building, Ext. 5274
Editor Karen C. Gaines
Assistant Editor Margaret M. McIlmoyl

BULLETINS

WELCOME TO NEW WOMEN: NOVEMBER 30

The Women's Faculty Club will hold a wine and cheese party for new faculty and A-1s next Thursday from 4-6 p.m. in the lobby of the Zellerbach Theater.

HANDBOOK FOR THE HANDICAPPED

The Kite and Key Society, the Student Activities Office, and the Task Group Concerned with the Physically Disabled, Deaf, and Blind have published a handbook for visitors and students who are disabled.

Last spring, a team of physical therapy students from SAMP led by Professor Eugene Michels and Mary J. Day made a survey of University buildings, using report forms provided by the architectural barriers committee of the Delaware Valley Council of Services for the Handicapped. The University's Office of Planning and Design says that the "scale of this survey . . . and the reporting methods used [are] the most comprehensive to date."

The Handbook resulting from the study is available at the Student Activities Office, second floor Houston Hall or from the Information Center, first floor Franklin Building.