

# Almanac

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## IN THIS ISSUE

- Ivy Agreement on Athletes • Lindback Awards
- Not-so-good Last Squeeze • THINGS TO DO
- AFFIRMATIVE ACTION: *WEOUP* on New Policies
- GRANTS • A-3 ASSEMBLY: *Job Classifications*
- JOB OPENINGS • *People's Fund* • *Directory Update*

## PENN BICENTENNIAL PLANNING

Vice President for Management Paul Gaddis has been named Chairman and Dr. Vartan Gregorian named Vice Chairman for Program Planning of a new Bicentennial Coordinating Committee for the University.

The Committee, which will meet for the first time tomorrow night, is made up of more than 30 distinguished faculty members from across the University. Among them:

Dr. Thomas Cochran, Benjamin Franklin Professor of History; Dr. Robert F. Engs, Assistant Professor of History; Dr. Renee Fox, Chairman, Sociology Department; Dr. Anthony Garvan, Professor of American Civilization; Dr. David Goddard, University Professor of Biology; Dr. Benjamin F. Hammond, Chairman, Microbiology Department; Dr. Richard Kaplan, Assistant Professor of Orthopedic Surgery; Dr. Adolf Klarmann, Professor of German; Dr. Richard Lambert, Chairman, South Asian Studies; Dr. Donald Langenberg, Professor of Physics; Dr. Robert Lumiansky, Avalon Professor of English; Jerre Mangione, Professor of English; Dr. John McCoubrey, Professor of History of Art; Dr. Howard Mitchell, 1907 Foundation Professor of Urbanism and Human Resources; Dr. Eugene Pendergrass, Professor of Radiology; G. Holmes Perkins, University Professor of Architecture and Urbanism; Dr. Almarin Phillips, Chairman, Economics; Dr. Froelich Rainey, Director of the University Museum; Dr. Adele A. Rickett, Watkins Assistant Professor in the Humanities; Dr. Alfred J. Rieber, Professor of History, Dr. George Rochberg, Professor of Music; Dr. Louis Schwartz, Professor of Law; Dr. Arnold Thackray, Chairman, History and Sociology of Science; Dr. Marvin Wolfgang, Professor of Sociology; and Bernard Wolfman, Dean of the Law School.

Dr. Dell Hymes, Professor of Folklore and Linguistics, and Dr. Anthony Wallace, Professor of Anthropology, will also serve on return from their current leaves. Dr. Mildred Cohn, Professor of Biophysics and Physical Biochemistry, has been invited to participate on her return from Vancouver. President Martin Meyerson and others will serve *ex officio*.

"The calibre of the committee chosen—their personal distinction, the breadth of their interests and their ties with the Philadelphia community—are an indication of the seriousness with which Pennsylvania approaches its participation in the Bicentennial celebration," Dr. Gregorian said.

The Committee will both initiate and review proposals from the University community, he added. Already in hand are several from the Museum, the Development Commission and individual faculty members.

Dr. Gregorian said he personally viewed Penn participation as an opportunity not only to discharge a historical mandate but to take advantage of a unique opportunity for intellectual enrichment. "We can serve the city and people of Philadelphia, and at the same time plan long-range programs for our faculty and students that are educationally sound as well as exciting." Among proposals up for examination will be some involving international conferences which will be significant for the sciences, the humanities and social sciences.

Already, Dr. Gregorian said, a number of major associations

have agreed to coordinate their meetings with the University's plans during the Bicentennial.

Penn's Committee is set up to interact with other local colleges and universities. At a meeting of local institutions' presidents in December, Dr. Gregorian was named coordinator of a steering committee of the schools.

Dr. Gregorian, who is Tarzian Professor of History, served as program chairman of the American Historical Association's national meeting in 1971 and of the Far Western Slavic Conference in 1968.

## NEWS IN BRIEF

Ivy Group  
On Athletes  
... Page 2



## COLLOQUIUM ON EXPERIMENTAL LEARNING

Harold L. Hodgkinson, senior research educator of the Center for Research and Development in Higher Education at the University of California at Berkeley, will give a colloquium on experimental learning and field study on February 9 at 11 a.m. in B-11 Vance Hall. He will discuss the organization, evaluation, and accreditation of off-campus learning and field research for undergraduate students.

Dr. Hodgkinson received his doctorate from Harvard in sociology and education and is past dean of the college at Bard College. He is president-elect of the American Association of Higher Education and has published Carnegie Commission reports and books in the Jossey-Bass series on higher education.

## DEATH OF DEAN MORROW

Dr. Glenn Raymond Morrow, Adam Seybert Emeritus Professor of Moral and Intellectual Philosophy at the University, died on January 31 at his home in Swarthmore, at the age of 77.

A scholar of the Greek philosophers, Dr. Morrow joined the faculty in 1939 as professor of philosophy and was dean of the College of Arts and Sciences from 1944 to 1952. A champion of faculty participation in University governance and of academic freedom, Dr. Morrow was a founder of the Faculty Senate and its chairman in 1958-1959.

Dr. Morrow's scholarly interest in Plato and the Platonic tradition led him to write *Studies in the Platonic Epistles* (1935), which was reissued in 1962 *Plato's Epistles*; *Plato's Law of Slavery in Its Relation to Greek Law*; and *Plato's*

(Continued on Page 8)

# ADMISSIONS

*Following is the text of the Ivy Presidents Group's statement on financial aid and admissions practices for athletes, adopted December 13, 1972. The Group's statement with MIT on other aspects of admissions policy appeared in ALMANAC January 30.*

## COMMON STATEMENT OF IVY GROUP INSTITUTIONS

Over the past few years there have been a number of questions raised by applicants to and alumni of our institutions regarding the admission of students who may be interested in participating in intercollegiate athletics. The Ivy Group institutions encourage able persons to attend including those persons who have proven themselves as athletes. However, all the institutions

- admit men and women whether or not they are athletes on the basis of their potential as students;
- provide financial aid only on the basis of need;
- never require that any student continue in athletic competition as a condition for continuation of financial aid.

Further, the Ivy Group agreement of 1954 notes: "In the total life of the campus, emphasis upon intercollegiate competition must be kept in harmony with the essential educational purposes of the institution."

In the process of admitting those interested in intercollegiate athletics a number of people may become involved. Alumni and coaches are eager to inform students about the academic and athletic programs and facilities at a particular institution. Admissions officers must screen and make decisions about all applicants. Financial aid officers must objectively evaluate financial need and make financial aid awards. The following guidelines established by the Ivy Group policy committee may be helpful to all those concerned with this process.

1. In each of these institutions the Office of Admissions is the only office which has the authority to admit a student. Admission officers will attempt to advise applicants about the likelihood of admission, but the applicant should rely solely on two formal communications in this regard.<sup>1</sup> The first is the Early Evaluation statement, sent out before February 15 and the second is the formal admission letter which is sent out in mid-April. No other person or office is authorized by an Ivy Group University to make such communication about chances of admission or formal admission to the applicant.

2. Coaches at each of the institutions are the most knowledgeable about the athletic programs and are eager to be of help to an alumnus or an applicant who wishes to know about a particular athletic program. Letters to them from alumni and applicants about such programs will be promptly answered. Coaches also travel frequently across the country, meeting with alumni groups and potential applicants, to answer their questions. Neither alumni nor applicants should put the coaches in the difficult position of trying to estimate the chances for admission of a particular candidate. That is the sole responsibility of the admissions personnel.

3. Financial aid is awarded at each of our institutions according to the demonstrated need of the student. The award is made at the time of admission and no applicant should consider or accept an offer of financial help from anyone else associated with the institution to which he is applying. Applicants intending to participate in intercollegiate athletics are considered for admission and financial aid along with all other applicants, and the same standards are used for everyone. The composition of the financial aid package and continuation of financial aid will not depend upon athletic status.

<sup>1</sup>There are two exceptions: applicants under the Early Decision program, and Commonwealth of Pennsylvania residents applying to the University of Pennsylvania under the rolling decision program.

4. In any case where an alumnus or an applicant has a question about admission, financial aid, athletic participation or eligibility we urge that a telephone call be made to the chief admissions officer of the institution involved. That is by far the best source of information when confusion arises in this area. Their names and telephone numbers are listed below:

James H. Rogers  
Brown University  
(401) 863-2378  
Walter A. Snickenberger  
Cornell University  
(607) 256-3465  
L. Fred Jewett  
Harvard College  
(617) 495-1557  
Timothy C. Callard  
Princeton University  
(609) 452-3062

Michael Lacopo  
Columbia College  
(212) 280-2521  
Edward T. Chamberlain, Jr.  
Dartmouth College  
(603) 646-2875  
Peter T. Seeley  
University of Pennsylvania  
(215) 594-7507  
Worth David  
Yale University  
(203) 436-2405

Alumni are naturally and rightly eager to encourage able students who wish to play an intercollegiate sport to attend their alma mater. Applicants frequently feel considerable pressure from alumni of various institutions, coaches and others and occasionally are confused as to who really speaks for the institution. These guidelines are established so that alumni may become more knowledgeable in their efforts to assist us in recruiting highly qualified students, and so that applicants may be clear about the parts played by those associated with an institution.

*Ivy Presidents Group*

New York, New York  
January 1973

## LINDBACK AWARDS

Each year the University makes a number of awards to full-time faculty members in recognition of their distinguished contributions to undergraduate and graduate teaching. The awards generally go to younger faculty members or those with a number of years of service ahead of them.

The Committee on Distinguished Teaching, charged with making the awards in the non-health areas (i.e., the College, Wharton, Engineering, Law, Education, Social Work, Fine Arts, Annenberg and GSAS), is now in the process of formation. The committee welcomes nominations for the awards, from schools, departments or individual students, faculty members, or alumni.

Nominations should normally be in the form of a letter, and they should be supported by some justification on the part of the nominator. It is helpful, but not necessary, to back these letters up with additional supporting evidence, in the form of statistical surveys, *curricula vitae*, lists of courses taught, etc.

Winners of the awards in 1972 were: Roger Allen (Assistant Professor of Arabic), William Hamilton (Assistant Professor of Management and Community Medicine), Ingrid Waldron (Associate Professor of Biology), and Michael Zuckerman (Associate Professor of History).

Nomination should be submitted to the Office of the Vice-Provost for Undergraduate Studies, 106 College Hall, for the attention of Donna Feldmann. The closing date for nominations is Thursday, February 22.

\* \* \*

ED. NOTE: Additional information will be issued concerning Lindback Awards for Distinguished Teaching in health areas of the University.





## Not-so-good to the Last Squeeze

Those last few brushfuls of toothpaste squeezed from the almost-empty tube may contain a high percentage of lead that could contribute to lead poisoning, particularly among children who like to swallow toothpaste.

This was pointed out by a University dental research team in the February issue of the *Journal of the American Dental Association*. Authors of the article are Dr. Irving M. Shapiro, Associate Professor of Biochemistry, Dr. Gary H. Cohen, Assistant Professor of Microbiology, Dr. Orhan C. Tuncay, Research Associate in Biochemistry, all of the School of Dental Medicine and members of its Center for Oral Health Research; and Dr. Herbert Needleman, Assistant Professor of Psychiatry at Harvard Medical School.

Dr. Shapiro and his colleagues stated that while the lead in toothpaste "may be tolerated by healthy children, it is conceivable that in children who have a raised body burden of lead from other sources, the lead in toothpaste could become an additional and possibly dangerous source of this toxic element." They noted that adults tend to rinse most of the toothpaste from their mouths but that children may not rinse thoroughly, or they may actually ingest some of the toothpaste.

The investigators tested six brands of toothpaste. They took samples from deep inside the tubes, from the container wall and by squeezing almost empty used containers. All samples tested contained lead, ranging from 0.26 parts per million to 14.6 parts per million in toothpaste taken from inner regions of the tube. Toothpaste removed from the wall of the tube and almost empty tubes ranged from 1.01 ppm to 195.5 ppm, or from four to 72 times as much lead as was present in toothpaste from the inner regions of the tube.

In response to comments by toothpaste manufacturers, that recently manufactured toothpastes are now being packaged in lead-free tubes, Dr. Shapiro noted that his study was done with toothpaste samples purchased in early 1972. He said he would be pleased if recent changes in toothpaste packaging have been carried out, and urged that independent laboratories—perhaps the FDA—conduct similar studies using currently marketed toothpaste.

The investigators also pointed out that two other independent studies have recently reported the presence of lead in toothpaste containers.

### Assaying Baby Teeth

Dr. Shapiro has been interested in lead poisoning for some time. Since lead in the blood is difficult to detect in small amounts and since it does not remain in the blood very long, low levels of lead poisoning are almost impossible to diagnose. Usually, children must have acute symptoms in order for doctors to suspect lead poisoning. Dr. Shapiro recently developed an assay for lead in the baby teeth after they have been shed by youngsters. Subsequent study groups of inner city and suburban children revealed significant levels of lead in the teeth of the inner city group where the children were

more apt to be exposed to flaking paint containing lead. Lead tends to accumulate in teeth as it does in bone, so an accurate measurement of the body's lead level can be determined.

The present study was begun last winter after Dr. Shapiro observed that there were high levels of lead on tooth surfaces.

—Trudy King

## THINGS TO DO

**The Kingdom of the Crooked Mirrors.** Russian film for children, University Museum, February 10, 10:30 a.m. Free.

**Museum String Orchestra,** conducted by William Smith. University Museum, February 11, 2:30 p.m. Free.

**"Toward a History of Communications,"** Annenberg School colloquium with Garth Jowett, chief of humanities studies at the Federal Department of Communications in Ottawa, Colloquium Room, Annenberg School, February 12, 4 p.m.

**"The Underlying Perfection in Life."** Lecture by artist Agnes Martin, Fine Arts Auditorium, February 14, 8:30 p.m. Martin's paintings, drawings, and watercolors are the subject of an important retrospective exhibit at the ICA gallery through March 1.

**"Content Analysis and the Arts,"** Colloquium with T. F. Carney, professor of history at the University of Manitoba, Colloquium Room, Annenberg School, February 19, 4 p.m.

**New York Brass Quintet.** Renaissance, Baroque and modern chamber music for brass, University Museum auditorium, February 16, 8 p.m. Tickets for University faculty and staff: \$1.

**"The Inheritance."** Film about America as seen by its working people, University Museum, February 18, 2:30 p.m. Free.

**"Kind Hearts and Coronets,"** Alec Guinness is deadly funny in nine roles; University Museum, February 25, 2:30 p.m. Free.

**Dutch Paintings.** Exhibit of reproductions of famous works by Dutch artists from Rembrandt to Mondrian, sponsored by the Department of Germanic Languages and Literature, Van Pelt Library through February 28.

**Tea Club February Meetings.** The Faculty Tea Club will meet in area groups at noon on February 13 for lunch and a short program. The area hostesses are: Mrs. Roland Kallen in Philadelphia; Mrs. Dudley Johnston in Media, and Mrs. C. W. Ufford in Haverford.

Sandra Grilikhes, head librarian of the Annenberg School, will speak on "Films by Women," at the February 27 meeting of the Faculty Tea Club in the Annenberg Studio Theatre at 2 p.m. Open to the campus, free.

**Theory of Superconductivity:** Dr. J. Robert Schrieffer gives a Goodspeed-Richards Memorial Lecture tomorrow, and his fellow Nobelist Dr. John Bardeen of Illinois follows on February 22; both at 4 p.m., A-1 DRL, with tea beforehand at 3.30 in 2E17. Open to campus free.

### NOR SLEET NOR SNOW

The gap in issue numbers between the January 23 and January 30 issues of *Almanac* is filled by the special issue devoted to *Pennsylvania: One University*, the Report of the University Development Commission (Volume 19, Number 20). It was mailed individually to all members of the University faculty and staff—a monumental task made possible by the cooperation of the Mail Service and the Student Employment Office. Through the latter, we found on rather short notice five excellent young people who were willing to work night and day to sort, label and help deliver the 9000 pieces of mail involved. We are grateful to Jalal Hashemi, Tom Heilman, Janet Jaskolski, Holly Koach and Nancy Newman, who came aboard from Student Employment to help our regular students, Joan Berkowitz, Arthur Cantor and Sara Lauzen, last week. More to the point, we commend to the campus the services of the Student Employment Office, Ext. 6966, when there is work to be done. They know where to find able students.

# AFFIRMATIVE ACTION

## WEOUP on Hiring and Grievance

In the December 12, 1972, issue of *Almanac* the University released three components of its Affirmative Action Plan: Maternity Leave, Grievance Procedure for Support Staff and Recruitment, and Hiring Policies for Administrative and Professional Positions. The Maternity Leave Policy is in accordance with federal and state legislation and is acceptable to WEOUP.

### Recruitment and Hiring

The policy on Recruitment and Hiring for Administrative and Professional Positions states: *All vacancies must be advertised internally by the Personnel Office for at least 7 days before they may be filled. During this period, the director, supervisor, or other officer responsible for the hiring and the Personnel Office will make every effort to reach a broad candidate pool in which women and members of minority groups are represented. Particular effort will be directed toward potential candidates in senior A-3 or lower-level administrative and professional positions.* On December 5, 1972, *Almanac* advertised a position open in the School of Veterinary Medicine for an Administrative Officer; but on December 4, 1972, the Dean of that School had already issued a memorandum stating "I have arranged with the administration for Mr. Charles Farrell, presently Comptroller, to become Director of Administration for the School of Veterinary Medicine." When the position was advertised, a female business administrator applied to Personnel for the position. This individual was not even given the courtesy of an interview, but was asked to fill out a curriculum vitae. (She has been employed at the University for ten years and all relevant data are already in her file.)

This case indicates rather dramatically that even in instances where the University is writing good policies, it has no intention of adhering to them. Furthermore, this cannot be considered an isolated case where a dean or some other administrator chose not to follow University policies, for it is evident that when the Comptroller of the University moves to another position, the President, Provost, Director of Personnel Relations, etc. are aware of the conditions surrounding the move.

For two years the Administration has been releasing Affirmative Action Plans or parts thereof for review by the community; for two years WEOUP has been responding, and for two years the University has largely ignored these solicited responses. One wonders how a university having so many financial difficulties can afford to waste the time and resources it does to produce documents that are vague in specific goals and mechanisms and in making policies that is has no intention of enforcing.

### Grievance Mechanism

The Grievance Procedure for Support Staff is bureaucratic, inefficient, intimidating, potentially ineffective and, we are certain, expressly designed to prevent individuals from filing grievances.

Let us take a step-by-step look at the procedures that a Secretary II who has been fired must use.

First, there is the informal review between her and her supervisor in which she may call upon the Equal Employment Opportunity Officer, the Ombudsman, the University Chaplain and the Personnel Office. If satisfaction is not achieved, she may ask the EEO Officer for a formal review. The EEO Officer shall submit a Complaint Summary to the Personnel Office (there is no time limit during which this must be done). The Executive Director of Personnel will then attempt conciliation going through administrative channels which conceivably could consist of four or five people before reaching the appropriate Senior Administrative Officer who is either a Dean or Vice President. Within 15 working days, the Executive Director of Personnel Relations reports back to the EEO Officer that the grievance has been resolved or that a Complaint Appeals Panel has been formed. The Panel consists of three people: one chosen by the Senior Administrative Officer, one by the complainant and third from a list compiled by the Vice President for Management that the first two must agree on. Although it is stated that this list will be broadly representative of women and minorities, there is no indication that various interest groups

will have any input into this list, so there is a good possibility that the panel could be 2-1 in favor of the administration. Also, there is no requirement that any of these three people have any expertise in personnel or equal opportunity policies. The Panel then begins its investigation (having no time limit) and reports its findings to the EEO Officer who then forwards all documents to the Provost or Vice President for Management (within 10 days). The Provost or Vice President for Management then accepts, modifies or rejects the panel's recommendations (within 10 working days). In other words, the ultimate decision is still made by the Administration, only by this time further up the ladder. The Provost or Vice President will then inform the EEO Officer who will inform all the relevant parties.

By our reckoning, this process will take at least seven weeks, could easily stretch into months and could involve at least 15 different stages. In the meantime, it only takes two weeks to fire that secretary we discussed above. There is no "stay of execution" written into this procedure where a complainant will stay employed until the grievance has been heard and resolved. In the case where a person has been denied promotion, a merit increase, etc., there is no protection against retaliation or harassment.

In a case where the complaint is found to be justified, the University's solution is to give her the "next available equivalent position." No action is taken against the person who perpetrated the discriminatory act. And worse, many administrative jobs are so specialized that the possibility of an "equivalent" position opening within a reasonable time is practically nonexistent.

In grievances concerning reclassification, merit increases, etc., to create an elaborate procedure is like putting the horse before the cart. Presently, there are no procedures setting criteria for merit increases, promotions, etc. For instance, if a technician or secretary is not performing to her/his supervisor's satisfaction, a written warning to this effect should be given to the employee as well as sent to Personnel. This should be done several months before the merit review takes place so the employee has the opportunity to improve. As it is now, if a complaint were filed over a merit increase, those hearing the complaint would have little or no objective material to weigh and could wind up enmeshed entirely in a personality issue, which would be unfair to all involved.

### The Forgotten Man

Cumbersome as it is, women and members of minority groups will have a grievance mechanism, if a complaint can be tied in with evidence of discrimination. *Is the University to provide no formal recourse for an individual who feels unfairly treated but cannot rigorously demonstrate sex or racial discrimination?* The whole concept of proving sex discrimination in a predominantly female category, such as A-3, is something of a farce anyway. The unique university minority—white male A-3's, who suffer from belonging to a female category—has no recourse at all.

Finally, to get senior administrator officers such as Deans, Vice-Presidents and Provosts involved is absurd. Aside from the difficulty in getting an appointment with them within a reasonable length of time, trying to divert their full attention from matters such as the University budget, curriculum development, the Development Commission report or countless other complex matters, will prove to be detrimental to all involved.

A simple procedure was suggested by WEOUP in its Affirmative Action Plan of November 1971. It would set up peer group counselors throughout campus to work out grievances informally, if possible; and then if that procedure failed the complainant would go before a panel trained in personnel policies and equal employment opportunity legislation that would have investigative powers and be empowered to make binding decisions. Such a procedure would be not only credible but efficient as well.

We realize that a grievance mechanism should have a two-fold purpose: that of adjudicating the individual problem and that of reeducating management in proper, legal policies. Setting up a mechanism that people won't use will only be a two-fold failure.

The fact that 50% of the A-3 personnel turn over each year very clearly points to the critical need for sound personnel policies, backed up by an effective grievance mechanism.

We urge the Administration this time to listen and act upon the responses it so graciously solicits.

—Carol E. Tracy for Women for  
Equal Opportunity at the University of Pennsylvania



# GRANTS

## SPONSORED RESEARCH

### A Summary of Contracts and Grants for Research and Related Activities Received by Faculty Members during November 1972

ARMY: *N. Farhat* (Moore School) "Investigation of the Glow Discharge Detection Properties in the (1-103) GHz Region" \$92,388.

PUBLIC HEALTH SERVICE: *W. Blakemore* (Surgery/Neurosurgery) "General Clinical Research Center" \$358,459 . . . *J. Brown* (Nursing School) "Nursing Assessment and Intervention in the Care of Patients With Chronic Heart and Lung Disease" \$3,880 . . . *W. Elkins* (Pathology) "Graft-Versus-Host Reaction as an Immune Response" \$27,103 . . . *P. Kuo* (Medicine) "Cardiovascular and Pulmonary Performance" \$752,932 . . . *W. Mellman* (Pediatrics) "Biochemistry of Human Cell Cultures" \$31,023 . . . *G. Reed* (Johnson Foundation/Biophysics) "Structure and Dynamics of Enzymes by EPR and NMR" \$17,000 . . . *H. Schwan* (Moore School) "Electrical and Acoustical Properties of Biologic Materials" \$63,499 . . . *A. Weber* (Biochemistry/Med.) "Control of Force Development in Heart & Muscle" \$50,030 . . . *J. Williamson* (Johnson Foundation/Biophysics) "Cardiac Metabolism in Heart Failure" \$65,545 . . . *A. Winegrad* (Medicine) "Uronic Acid Pathway in Diabetes Mellitus; Aortic Metabolism" \$31,023 . . . *H. Wollman* (Anesthesia) "Center for Research in Anesthesia" \$646,288 . . . *H. Wollman* (Anesthesia) "Center for Research in Anesthesia" \$195,486

OFFICE OF EDUCATION/DHEW: *P. Sanday* (Anthropology) "A Diffusion Model for the Study of the Cultural Determinants of Differential Intelligence" \$25,500.

FOOD AND DRUG ADMINISTRATION: *D. Aviado* (Pharmacology) "Cardiopulmonary Toxicity of Propellants for Aerosols" \$54,000.

NATIONAL SCIENCE FOUNDATION: *A. Ando* (Economics) "Econometric Analysis of the U. S. Economy" \$56,500 . . . *R. Middleton* (Physics) "Nuclear Research With Tandem Accelerator" \$494,000 . . . *F. Rainey* (University Museum) "Museum Applied Science Center for Archaeology" \$139,400 . . . *R. Schwartzman* (Clinic Studies) "Studies of Allergic Reactions in Tissue Culture Mast Cells and Atopic Dogs" \$16,000.

SMALL BUSINESS ADMINISTRATION: *E. Shils* (Management) "Management Counseling and Technical Assistance" \$5,000.

NATIONAL ACADEMY OF SCIENCES: *R. Kallen* (Biochemistry/Medicine) "Testing Samples of Coenzymes" \$1,800.

COMMONWEALTH OF PENNSYLVANIA: *H. Lewis* (Clinic Studies) "Development of a Specific Diagnostic Test For Bovine Paratuberculosis" \$3,430 . . . *A. Merritt* (Clinic Studies) "Pathophysiology of Chronic Diarrhea in the Horse" \$9,821 . . . *L. Shoemaker* (Social Work) "Social Service Duties within Graterford Prison" \$58,046.

### Private Foundations, Research Organizations and Associations and Industry

AMERICAN CANCER SOCIETY: *L. Davis* (Radiology) "Clinical Use of 252 Cf" \$15,878. ABBOTT LABORATORIES: *E. Steiger* (Surgery/Neurosurgery) "Rat Study of Crystalline Amino Acid Solution" \$18,000. COMMONWEALTH FUND: *R. Leopold* (Community Medicine) "Medical Center" \$331,566. HUNTINGTON'S CHOREA FOUNDATION: *S. Fahn* (Neurology) "Pathogenic Biochemistry and Treatment of Huntington's Chorea" \$10,000. MEDICAL RESEARCH COUNCIL: *G. Gerstein* (Physiology) "Research Support for Dr. W. G. Tatton" \$1,500. MERCK COMPANY: *R. Weibel* (Pediatrics) "Clinical Studies of Viral Vaccines" \$26,324. PHILADELPHIA GENERAL HOSPITAL: *R. Kron* (Psychiatry) "Sub to NIH-HD-06009-02" \$34,226. WORLD HEALTH ORGANIZATION: *D. Detweiler* (Animal Biology) "WHO Collaborating Laboratories for Comparative Medical Cardiovascular Studies" \$1,000.

SUMMARY: Contract and Grant Awards July 1972 through November 1972: 289, totaling \$18,425,581.

## INSIDE THE FOUNDATIONS

*Focus on Foundations*, the semi-annual newsletter of the University's Foundations Information Center, notes in its December issue the establishment of the Twenty-First Century Foundation, set up under black leadership and control to "address itself primarily to the problems of the black community," with emphasis on economic and social development in the South and on innovative educational programs.

Also in the December issue is a guide to the current interests of the Philadelphia Foundation, the Commonwealth Fund and the Josiah Macy Jr. Foundation. The Foundations Information Center in the Franklin Building maintains annual reports, periodicals, files and other information on foundations which may be helpful to those on campus. Mrs. Esther M. Schultz, Director, welcomes inquiries at Ext. 8193.

### 1973-74 FULBRIGHT-HAYS LECTURESHIPS IN THE U.S.S.R.

#### DEADLINE: FEBRUARY 15

The Committee on International Exchange of Persons is pleased to announce five university lectureships available under a new exchange agreement between the United States and the Soviet Union:

**American Literature:** One semester beginning February 15, 1974; Moscow State University

**Linguistics** (general theoretical): Academic year beginning September 1973; Moscow State University

**American History** (specifically the Franklin D. Roosevelt era): One semester during 1973-1974; Moscow State University

**Electrical Engineering/Physics** (specifically electron optics and electron probe and X-ray microanalysis): One semester beginning September 1973; Moscow State University

**Mechanical/Chemical Engineering** (heat and mass transfer, specifically boiling condensation and two-phase flow): One semester beginning September 1973; Leningrad Polytechnic Institute

No additional details are yet available as to specific courses to be taught. It is assumed that lecturing is to be in English although this has not been confirmed. Lectureships will carry a stipend based upon salary being earned at the time of application, but not in excess of \$1500 per month. Travel will be provided for the grantee but not for accompanying dependents. Applications will be welcomed from senior professors (associate or full) in these fields. No other lectureships are available at present.

For additional information and application forms, contact:

Miss Georgene Lovecky, Executive Associate, Committee on International Exchange of Persons, 2101 Constitution Avenue, N.W., Washington, D.C. 20418 (Tel: (202) 961-1641)

**Deadline:** Completed applications and all supporting materials must be received by February 15, 1973.

**Registration:** Scholars who do not wish to apply at this time but would like to receive the principal annual announcements of the senior Fulbright-Hays program for the next two years are invited to register with the Committee on International Exchange of Persons if they have not already done so. Registration is open in all fields and the registration form is available on request. Registrants will receive an announcement of awards for 1974-75 as soon as it is issued in the spring. July 1, 1973 is the deadline for applying for research awards for 1974-75 and it is the suggested date for filing for lectureships.

# A-3 ASSEMBLY

## Job Classification: A Continuing Project

*Since the Publication of its Job Classification Study in ALMANAC December 5, the A-3 Assembly's Job Evaluation Study Group has continued to meet under the chairmanship of Anabel Cressman and Iris South. Following are the minutes of a December 19 discussion with members of the administration.*

**PRESENT:** A. Annuziato, D. Bouldin, A. Cressman, D. Delevie, U. Deutsch, C. Goldman, G. Griffiths, F. Hellmig, V. Hill, E. Holmes, J. Kane, S. Margolis, L. Mewha, M. Massiah, M. Moffatt, P. Nemarow, M. Quitel, M. Sabre, C. Smith, I. South, L. Stiber, M. Weyand, and P. Winitz.

**GUESTS:** James J. Keller, William Dormon.

The purpose of this special meeting was for us to meet Mr. Dormon, who has been retained by the University of Pennsylvania as a job analyst. Mr. Dormon was formerly an Executive of Atlantic Richfield Company, and has had extensive experience in the personnel field. He has been retained by the University for a short, intensive period of study as a consultant on wage and salary administration. He is gathering information to see what we already have at the University. Mr. Keller and Mr. Dormon have been meeting with the A-3 Salary Classification Committee and the A-1 Salary Classification Committee.

Mr. Dormon stated that what he is trying to do is to make some repairs to the present system—not earth-shaking changes. He will probably recommend a relatively simple pattern of procedure. He feels there is a need to get the system on the track and to work out certain established principles to eliminate inequities.

Mr. Dormon has read the report of the A-3 Job Evaluation Study Group, and said that the group's objectives are similar to his, but the methods may be different. He is interested in getting our views and he has read Gerald Robinson's letter in connection with the report. The classification plan needs repairs as stated in Mr. Robinson's letter, and Mr. Dormon feels it is important to have a good system which all parties involved in job classification can understand and support.

Mr. Dormon has been working with Ms. Barbara D'Ulisse, Salary Administrator, Personnel Office. Increasing emphasis is being placed on getting facts about jobs and organizations. Comparison is being made with jobs in the same unit and in other units. In addition to reviewing job specifications, which are pretty general, Personnel Department's Reclassification Questionnaires applying to specific jobs, when available, are also examined.

He said there is an increasing need to get into the departments to talk to employees, supervisors, and department heads to clarify the written job specifications to the extent that Personnel Department Staff time allows. However, Personnel can't do the whole job. He said that supervisors and department heads must take increasing responsibility for getting jobs classified correctly. He does not feel that department heads should take the view that the availability of grant money should determine what salary should be paid to an employee, because such action produces inequities.

Mr. Dormon discussed "benchmark jobs" which are jobs that are reasonably understood across the organization. He would like to set up standards for these jobs as part of the framework for getting other jobs systematically classified, and said the salary committee should give their ideas on how these jobs should be ranked in order of importance or difficulty.

He is looking at the structure of salary scales and is asking a number of questions, e.g.: How many grades should there be for A-3 jobs? How wide should salary ranges be for each job? How much overlap should there be between ranges of adjoining grades? He is also looking at what the grade differences should be between jobs in a particular category—e.g.: How many grades should separate Secretary II from Secretary III and Administrative Assistant I? What distinguishing duties make an Administrative Assistant differ from a Secretary III?

He feels that a market comparison should be made. Does the University pay low salaries? No conclusion yet. With whom do

you compare the University? With what employers does the University compete to attract and retain good employees? You cannot look at salary only, but must consider hours of work, benefits, working conditions, convenience and nature of location, he said.

Mr. Dormon concluded by saying he would like to put some of the responsibility on us as A-3's. Supervisors and the Personnel Department can exercise some responsibility, but the basic responsibility is with us. He cannot understand why there is not more desire to move up, particularly when it involves crossing departmental lines.

The meeting was then open to questions from the audience.

**Q.** One of the reasons people may not be interested in promotion is that they feel they may be going from the frying pan into the fire.

**A.** Mr. Dormon: Part of this can be overcome with better salary classification system and the better Personnel Department which the University now has, so that people can feel more confident about going to the Personnel Department. If a department gets a reputation of getting its people promoted, it will attract other good people.

**Q.** Where do the benchmark jobs come from? Where is the comparison to come from... other universities or industry?

**A.** (1) Take one or more jobs from each existing grade within the university which seems to be particularly understood. (2) Pick jobs which have a number of people assigned to them. (3) Pick jobs which can be compared with other universities and industry.

**Q.** Who will be on the Committee to review the benchmark jobs?

**A.** The existing A-3 Job Classification Committee. This committee includes employees on the A-3 Payroll, so A-3 employees have representation when benchmark jobs are to be decided upon.

The problem of openings not being advertised in the department was then brought up. Mr. Keller says he wants to control all hiring through the Personnel Department, and he is trying to enforce the waiting period so that internal personnel can know about each job. Bulletin boards have been put up around campus to advertise jobs when available. Word of an opening will be published sooner.

**Q.** What is the difference between an Administrative Assistant and a Secretary III?

**A.** (Dormon): There are 215 Secretary IIIs, several hundred Administrative Assistant Is with a range of differences among Secretary III. Secretary I would have beginning basic skills but no experience; Secretary II, would be an employee with some experience behind her. Secretary III would be a senior secretary reporting to someone higher in the organization. We also get the beginning stages of administrative assistants at this level, in that the Secretary III may assist in budget and train girls, etc. Administrative Assistant I may still be doing secretarial work but there is increasing emphasis on executing policy, and more responsible budget work. Administrative Assistant II would have still greater complexity; she could help determine what policy should be and would exercise independent judgment.

Suggestions from the floor: Would it be possible to have small groups of salary review people to go to individual schools and make a profile of the people in that department to be compared with other people doing the same job?

And, regarding promotions, many employees would like to seek promotion in their immediate area because they have been there for a time and have assumed responsibility. They enjoy the area and want a promotion within the area rather than reclassification to another area. However, it is not always possible for a department budgetwise to absorb the added salary increase resulting from several promotions. As mentioned before, an employee who has a desire to move up and cannot do so within the department may need to cross departmental lines to achieve promotion.

Respectfully submitted,  
Mary E. Emore, Secretary  
Job Evaluation Study Group



# JOB OPENINGS

BULLETIN #490 UPDATED 2/2/73

## ADMINISTRATIVE ASSISTANT II for a business office.

Qualifications: Budget, accounting experience. Shorthand and excellent typing. Salary Range: \$6700-\$8500

**ASSISTANT DIRECTOR OF PLACEMENT** to be responsible for the investigation of new employment areas for reference and use by Placement staff, faculty, students and administration. Responsible for compiling career and employment reference handbook, and maintenance of a resource library. Interviews graduate and undergraduate applicants, counseling them on placement procedures and career planning.

Qualifications: Graduation from a recognized college or university, preferably with course work in counseling, personnel, psychology and/or business. At least two years of experience in counseling or interviewing. Ability to work effectively with students, employers and University administration. Salary Range: \$9900-\$12,300 (midpoint)

**ASSOCIATE DIRECTOR OF PLACEMENT** to be responsible to the Director of Placement for the planning, operation and administration of undergraduate, graduate and alumni placement.

Qualifications: Degree plus graduate work in counseling, personnel, education, psychology and/or business. At least two years' experience in related work. Ability to speak and write effectively, interview and evaluate applicants and advise applicants regarding their choice of vocation. Salary Range: \$11,400-\$14,200 (midpoint)

## TO OUR COLLEAGUES

The People's Fund will be conducting a membership drive for the University of Pennsylvania community during the month of February. The People's Fund raises money for grass-roots community organizations that are directly challenging outmoded, ineffective institutions and systems that serve to perpetuate the critical problems and inequities in society. Cooperating groups of the People's Fund, such as Welfare Rights Organization, Resistance, Black Economic Development Conference, Prisoners Rights Council, United Farmworkers Organizing Committee, and others expose the myth that traditional charity and social welfare programs can deal with poverty, unemployment, substandard housing, poor health care, and insensitivity and indifference to the needs of those they are supposed to serve. A realization that "band-aid" solutions to critical and endemic social problems were doomed to failure was the impetus for the creation of the People's Fund in the fall of 1970.

Over the past three years the People's Fund has grown—both in membership and the number and scope of its cooperating organizations. This growth was achieved because of the active participation and involvement of contributors. Unlike other blanket funding organizations, the People's Fund is a democratic member-controlled organization, and all contributors have a say in allocations and policy decisions. There are two reasons why you will be receiving People's Fund literature and seeing their posters on campus—they need your financial support, and they are asking you to join in building an informed, active union of area people to deal with their common concerns. The brochure you receive within the next two weeks should be read, and the challenge that the People's Fund raises to many of our assumptions should be thought about by all of us.

Eileen Gersh, Veterinary Medicine  
Mildred Guinnessy, Social Work  
Charles Thrall, Sociology

**BUSINESS ADMINISTRATOR II** (assistant to the Dean) to be responsible for all aspects of the administration of the school, coordination and supervision of the dean's office & five departments, planning and control of budgets and preparation of budgets. Also responsible for building maintenance and equipment needs.

Qualifications: Graduation from a recognized college or university, at least five years' managerial experience, working knowledge of accounting, ability to work effectively with others. Salary Range: Open

**DIRECTOR OF BUILDINGS & GROUNDS** to be responsible for the maintenance and repair needs of the physical plant.

Qualifications: Engineering degree; graduate degree in business preferred. At least 10 years' experience in building management. Salary Range: Open

## MEDICAL SECRETARY

Qualifications: Excellent typing, shorthand desirable. Graduate of a 2-year medical secretarial course or equivalent experience. Salary Range: \$5800-\$7000

**NURSE/TECHNICIAN—VETERINARY** supervision of the care of all hospitalized animals.

Qualifications: Knowledge of general nursing care of animals; ability to supervise other personnel. Prefer registered nurse or previous animal nursing experience. Salary Range: \$7300-\$9400

**PHOTOGRAPHER II** for a medical facility on campus.

Qualifications: Ability to draw charts and graphs from experimental data; perform upkeep and care of drafting equipment; letter drawings with Leroy equipment. Ability to take motion pictures and still prints, set up, photograph and develop prints from film. Must have some experience in drafting. Salary Range: \$6100-\$7900

**RESEARCH LABORATORY TECHNICIAN II** to assist in medical research program.

Qualifications: Graduation from an approved school for medical technicians plus at least 2 years' experience as a research technician; or 2 years of college, including at least 2 semesters of college chemistry and college 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

**SECRETARY I** for a business office on campus.

Qualifications: Excellent typing and clerical ability. Light shorthand. Some experience preferred. Salary Range: \$4400-\$5400

**SECRETARY II** (10) for business, 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

## TECHNICAL SECRETARY

Qualifications: College preferred; general secretarial experience and willingness to learn simple lab procedures. Statistical and/or budget experience. Salary Range: \$5800-\$7600

**TECHNICAL WRITER** for research department on campus.

Qualifications: Ability to do research and original writing. At least two years' writing or editorial experience. College background, preferably in mathematics and/or psychology. 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.

# SUPPLEMENT TO FACULTY-STAFF DIRECTORY

The names here  
represent additions  
or changes in the  
1972-73 Faculty  
and Staff  
Directory.  
You may want  
to clip and  
paste them in  
your copy  
of the book.

Alquist Virginia Y, Mrs 5609/7114	Adm Asst to the VP Health Aff, 110 CH—454 Forrest Av, Drexel Hill
Bogash Morton, Dr . . . HUP 2893	Lect Urol, W-310 White—125 Lehigh Av
Brickman William W, Dr . . . 7367	Prof Educ, B-30 Educ—15 Jade La, Cherry Hill NJ
Burmeister Edwin, Dr . . . . . 8486	Prof Econ, 439 McNeil—Bx 264, Radnor
Caplan Howard S, Dr . . HUP 4000	Postdoc Fel Harr Surg, HUP—3721 Lankenau Rd
Cook Mary, Dr . . . . . 829-2247	Instr Psychol in Psych, 111 N 49th—31 S Wyoming Av, Ardmore
Cromie William J, Dr . . HUP 4000	Asst Instr Urol, HUP—7205 Charlton
Drazin Yale S . . . . . 7820	Res Spec Commun Med, 156 Med—2276 N 51st
Ellman Barry R, Dr . . . HUP 4000	Asst Instr Surg, HUP—2632 Mimi Circ
Epstein Alan N, Dr . . . 7124/7101	Prof Biol, 326 LL—344 Meadow La, Merion
Evans Frederick J, Dr . . 829-2239	Assoc Prof Psychol in Psych, 111 N 49th—3427 Indian Queen La
Gaskell David R, Dr . . . . . 7184	Assoc Prof Metal & Mat Sci, 304 LRSM—838 Beechwood Rd, Havertown *201
Gasser David L, Dr . . . . . 5175	Asst Prof Med Genetics, B-104 Rich—1020 Lindale Av, Drexel Hill
Gimbel Nicholas S, Dr. HUP 4000	Assoc Prof Surg, HUP—405 N Tulpehocken, Reading
Graham Charles, Dr . . . 829-2776	Instr Psychol in Psych, 111 N 49th—7 Manakin Pl, Willingboro NJ
Hamilton Ralph W, Dr HUP 2046	Assoc Prof Surg, 1000 Ravdin—628 Beverly Blvd, Upper Darby
Hammond Benjamin F, Dr . . 8987	Chr & Prof Micro, Dent—560 N 23rd
Hardy Frances S, Mrs . . . . . 4930	Spec Asst to the VP Health Aff, 110 CH—4213 Pine
Holst Hazel I, Dr . . . . . HUP 2047	Asst Prof Surg, 1000 Ravdin—401 S Chester Rd, Swarthmore
Horn Edward . . . . . 5586	Res Spec Biol, 21 LL—8 Univ Mews, 45th & Spruce
Levin John M, Dr . . . . . HUP 4000	Postdoc Fel Harr Surg, HUP—3983 Lankenau Av
Lichtenfeld Ruth-Ellen, Mrs. . 7254	Sec Invest Off, 435 FB—3650 Chestnut
May Robert E, Dr . . . . . EV2-2400	Assoc Urol, VA Hosp—8100 Ardmore Av, Wyndmoor
Nowicki Edward R, Dr HUP 4000	Asst Instr Surg, HUP—415 W Moreland Av
Orne Martin T, Dr . . . . . 829-2774	Prof Psych, 111 N 49th—290 Sycamore Av, Merion Sta
Perloff Thomas N . . . . . 5811	Instr Commun Med, McI Bsmnt—21 Wiltshire Rd
Reddi Pulimamidi R, Dr HUP 3074	Grad Hosp
Thomas James H, Dr. . . HUP 4000	Assoc Radiol, Grd fl Donner—102 Chatham Manor, Ardmore
Tully Paul . . . . . 6951	Postdoc Fel Harr Surg, HUP—434 S 42nd
Wall Paulette E, Mrs . . . . . 7231	Staff Attney Health Law Proj, 6th fl, 133 S 36th— 4616 Larchwood Av
Winegarden Roberta, Mrs . . . 7295	Sec to the VP for Health Aff, 110 CH—314 Mullica Hill Rd, Glassboro NJ
Ziegler Moritz M, Dr. . . HUP 4000	Sec Res Adm, 409 FB—2109 Karen Dr, Yeadon
	Asst Instr Surg, HUP—1011 Carroll Rd

## NEWS IN BRIEF Continued

*Cretan City: An Historical Introduction to the "Laws" and to translate and edit Proclus' Commentary on the First Book of Euclid's Elements.* His work, *The Ethical and Economic Theories of Adam Smith* reflects his interest in political theory and the theory of liberal democracy.

Born in Calhoun, Missouri, on April 29, 1895, Dr. Morrow received his A.B. degree from Westminster College, in Fulton, Mo., in 1914, his M.A. degree from the University of Missouri in 1919 and his Ph.D. degree in 1921 from Cornell University. He began his teaching career in 1914 as instructor in Greek at Westminster College. Turning to philosophy, he became lecturer at Cornell University, associate professor at the University of Missouri and professor at the University of Illinois before he came to Pennsylvania.

Dr. Morrow was awarded honorary degrees from the University of Pennsylvania and Westminster College. He held fellowships from the American Field Service and the Guggenheim Foundation and was the recipient of a Fulbright Research Award to Oxford University in England.

Dr. Morrow is survived by his wife, Dorrice R. Morrow, of 515 Rutgers Avenue, Swarthmore. Mrs. Morrow requests that in lieu of flowers, contributions be made to Westminster College, Fulton, Missouri.

## DEATH OF DR. FINKELSTEIN

Dr. Arthur K. Finkelstein, Professor of Radiology who directed the Department of Radiology at Graduate Hospital from 1938 to 1972, died suddenly January 24 at the age of 66. Memorial services were held February 2 for the noted radiologist, who had also served as Director of Radiology at

Presbyterian-University of Pennsylvania Medical Center and as Chairman of the Graduate Division of the School of Medicine.

He was known nationally and internationally for X-ray examination of the gastrointestinal tract, and for the instruction of hundreds now practicing all over the world.

Dr. Finkelstein is survived by his wife, Leah Shore Finkelstein; a son, Daniel, a resident ophthalmologist at Johns Hopkins; and a daughter, Mrs. Jean Ratner, a psychiatric social worker.

## PEACE CORPS: FEBRUARY 7, 8

Interviewers for the Peace Corps and VISTA will be on campus this week to speak with anyone interested in joining those programs. Interviews will be held at the Placement Office today and in the lobby of the C.A. and in Dietrich Hall basement on Wednesday and Thursday. Especially needed are seniors in nursing, architecture, engineering, business, French, Spanish, math, science, and education.

## BLOOD DONORS: FEBRUARY 8

The Student Blood Donor Club has opened its drives to faculty and staff members. On giving, a donor and his or her family are assured blood in an emergency. Drives are held at various campus locations once a week. This Thursday: McClelland Lounge in the Quad from 1 to 7 p.m.

ALMANAC: 515 Franklin Building, Ext. 5274

Editor . . . . . Karen C. Gaines

Assistant Editor . . . . . Margaret M. McIlmoyl