

Almanac

Volume 22, Number 5

September 23, 1975

Published Weekly by the University of Pennsylvania

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- OPENINGS • THINGS TO DO

COUNCIL

At its first fall meeting, Council elected Dr. Peter Nowell to succeed Dr. Charles Price as moderator; heard a preliminary profile of the entering freshman class from Dean of Admissions Stanley Johnson (to be reported next week); and took two formal actions:

AGAINST THE ENERGY CALENDAR

After hearing reports from Dr. Richard Clelland (page 6) and from Energy Committee Chairman Dr. Ezra Krendal (given orally) Council debated and passed a motion of the Undergraduate Assembly's Jerry Marcus to ask the Provost to rescind the "energy calendar" announced in these pages June 25. The calendar would have lengthened the period between semesters by two weeks and extended the spring term two weeks into summer decreasing University building use during the coldest weeks of January with an impact on savings that Dr. Krendal said was roughly estimated at \$150,000. Students objected on the grounds of loss of two weeks' summer income and of an equal start with other college students in competing for jobs. Council defeated a motion by Acting Dean Louis Pollak of the Law School to table the students' resolution for one month.

JOINT COMMITTEE ON PLANNING

Council approved a Steering Committee motion to set up a joint committee (from Academic Planning, Educational Policy and Senate Committee on Administration) charged to establish an organized planning system at all University levels.

The Steering Committee announced, too, the establishment of its own long-term planning for Council business this year. A tentative calendar for the next two meetings was distributed, with the note that the Graduate Education session will probably be moved to a meeting later than October. (See also Senate Chairman's column on page 2 of this issue). The calendar distributed:

October 8 Meeting

1. Reallocation review board.
2. Senate recommendation that chairman of the Senate Committee on the Economic Status of the Faculty be made an ex-officio member of the Budget Committee (*Almanac* April 29, 1975).
3. Graduate education (tentative).

October or November Meeting

1. Report of Community Relations Committee (Instituted at Council in May 1975).
2. Undergraduate Assembly resolution on confidentiality.
3. Faculty Affairs Committee report on faculty categories (*Almanac* May 13, 1975).

November 12 Meeting

1. Report of Committee on Undergraduate Admissions and Financial Aid on faculty-staff scholarships and special admission categories.
2. Report of Library Committee on special problems of the Library.
3. B.S.—M.S. program in dental hygiene.

UNIVERSITY of PENNSYLVANIA NO. 124001
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Completing the
conversion to
a more informative
paycheck. . .page 5

NEWS IN BRIEF

ANNENBERG CENTER: THE \$80,000 SOLUTION

The Annenberg Center will offer a full season of live theatre this year as a result of an \$80,000 contribution by the Western Savings Bank, officials of the University and the Bank have announced.

Billed as the Annenberg Center Bicentennial Series: An American Theatre Retrospective, the program of three plays was obtained from the Kennedy Center after negotiations between the two theatre centers and B-R Theatre Associates, a partnership of University alumni who were active in Penn Players as undergraduates.

The Kennedy Center series includes Tennessee Williams' *Sweet Bird of Youth*, opening November 11; Joseph Jefferson's *Rip Van Winkle*, opening February 24; and Clifford Odets' *Awake and Sing*, a production of Princeton's McCarter Theatre Company scheduled to open here March 16.

L'AQUILA: THE ITALIAN CONNECTION

Pennsylvania and the Italian University of L'Aquila have agreed to a faculty-student exchange program designed to strengthen and expand the technological and scientific resources of both institutions. Developed over the last two years by a faculty study team, the program is expected to begin next summer. Dr. Jay N. Zemel, RCA Professor of Solid State Electronics who lead the team, said.

An Italian center for engineering and research of concrete structures, L'Aquila is currently evolving a major program in solid state electronics and in computer and information science. Its students will draw on Penn's strengths in those areas, while Pennsylvania participants are expected to be most interested in L'Aquila's programs in landscape, structural and urban architectural engineering.

UNIVERSITY ATTORNEY: STEPHEN BURBANK

Mr. Stephen B. Burbank has been named to the new post of University Attorney. He comes to Penn after serving as law clerk to the Chief Justice of the United States and to Justice Robert Braucher of the Supreme Judicial Court for the Commonwealth of Massachusetts. He also served with the Boston firm of Ropes and Gray.

Dr. Burbank is a summa cum laude graduate of Harvard

College. While attending Harvard Law School, he was proctor and member of the Freshman Advisory Board and Assistant to the Dean of the College for two years. He received his J.D. magna cum laude in 1973. A member of Phi Beta Kappa, he was also on the staff of the Harvard Law Review and the winner of two Sheldon Travelling Fellowships.

WHARTON: JOHN HETHERSTON

John C. Hetherston, former vice-president for facilities management at Penn, has been named director of executive education for the Wharton School. The Wh '46 alumnus began his career at the University as an instructor of insurance and of stock and commodity markets. He served as assistant secretary of the General Alumni Society and later as Secretary of the Corporation, as assistant to the president for integrated planning and as vice-president for coordinated planning.

SENATE FROM THE CHAIRMAN

On Graduate Education

The future of graduate education and research at the University is a question that touches every faculty member in an essential way. Recent administrative changes and proposed changes could have a profound effect on that future, but in part because discussion has revolved around administrative form rather than substance (Julian Marsh, *Almanac* May 13, 1975; Donald Langenberg, *Almanac* May 27, 1975) and in part because the major impact of the change was felt only in some special parts of the University, there has been remarkably little general debate or concern in the faculty. The issue that has precipitated debate is the organization of graduate groups in the professional schools and the recommendation by Vice-Provost Langenberg that primary responsibility for these groups be given to professional school deans. This has caused particular concern in the health sciences where many groups cut across school lines and where there are differences perceived by the basic scientists between their educational and research interests and those of the professional school. It is clear that the general issue of the appropriate focus for graduate education and research in the University and the mechanisms for effecting that focus are not just the problem of the health sciences. Arts and Sciences, Engineering and Wharton have also recently undergone major structural changes, changes that are sure to have important consequences for graduate studies, particularly if the contemplated decentralization is carried out.

The Senate Advisory Committee is greatly concerned that important decisions not be made while in some parts of the University feelings run high and in others there is seemingly no concern or no awareness of the issues. We have decided to devote the October meeting of the Senate Advisory Committee entirely to a discussion of this issue and have invited some other people (Provost Stellar, Vice-Provost Langenberg, Chairperson of the Council Committee on Educational Policy, H. Davies, Dean V. Gregorian, Dean E. Stemmler, and others) to help us. We are not naive enough to believe that one more large meeting can solve an issue that has absorbed many, many meeting hours already. Our purpose is to educate ourselves and in turn the faculty community and to mediate the exchange of ideas among responsible parties. This meeting will not be open, but it is my intention to report on it in *Almanac*. I hope other members of the Faculty will also use *Almanac* to give their opinions on these critical issues so that we can resolve them openly and deliberately in a way that satisfies the need for effective administrative structures without damaging the health of vigorous and independent graduate education and research at Pennsylvania.

Rege D. Ouder

ABOUT THE ALMANAC GUIDELINES

The Almanac Advisory Board releases, on the next page, the revised *Almanac Guide for Readers and Contributors*, which describes the publication's dual role as a record of University governance documents and as a forum for open expression available to the University community.

The Senate Advisory Committee's Standing Committee on Publication Policy for Almanac originally offered a proposed draft of the guidelines and invited comments. The text was revised in response to suggestions from various University constituencies; and I thank all parties who collaborated in the work. The Advisory Board, when fairness is an issue, reviews problems that arise in the discussion of nonacademic matters; and the SAC Committee on Publication Policy for Almanac acts alone in reviewing matters of an academic nature.

The Board and the *Almanac* staff hope that the guidelines will stimulate a greater amount of open expression than the publication has known in the past. The text in this issue may be clipped for reference, and reprints in bulk will be available soon.

The Almanac Advisory Board currently consists of SAC's Standing Committee on Publication Policy for Almanac (the undersigned serves as Chairperson of both) and of the following representatives of other constituencies:

Librarians Assembly—Mr. Paul Gay, Associate Librarian

A-3 Assembly—Miss Virginia Hill, Secretary, Bequests and Deferred Giving

Administrative Assembly—Mrs. Linda C. Koons, Executive Assistant to the Dean, FAS

The members of the SAC Committee are:

Dr. Herbert Callen, Physics

Dr. Charles D. Graham Jr., Materials Sciences

Dr. Fred Karush, Microbiology (Med)

Dr. Alice Kelley, English

Mrs. Karen C. Gaines, *Almanac* editor, serves ex-officio.

—Robert Lewis Shayon
The Annenberg School of Communications

KEY MEETING DATES UPCOMING

Listed below are the 1975-76 meeting dates of the University Trustees, University Council and Faculty Senate, and of their boards. Dates for three Assemblies (Administrative, A-3 and Librarians) will be announced as they are established.

Except for specific sessions of the Trustees, attendance is limited to members of the various governance bodies and their invited observers. The Trustees, under the Commonwealth of Pennsylvania's "Sunshine Law," open the final, decision-making sessions to observers both at the thrice-yearly full Trustees meetings and at the monthly meetings of the Trustees' Executive Board. Times, places and agendas for these open meetings are announced as each date approaches.

Faculty Senate

Fall Meeting of the full Senate: October 1. (Spring date TBA.)

Senate Advisory Committee: October 14, November 5, December 3; spring dates TBA.

University Council

Council meets on the second Wednesday of each month during the academic year unless otherwise noted, at 4 p.m. in the Furness Building. *Council:* October 8, November 12, December 10, (no meeting in January), February 11, March 10, April 14, May 12.

Council Steering Committee: October 22, November 26, (no meeting in December), January 28, February 25, March 24, April 28, May 26.

Trustees

Full Membership meetings: October 2-3, January 16-17, June 3-4.

Executive Board: November 10, December 8, February 9, (no meeting in March), April 12, May 10.

Almanac

A Guide for Readers and Contributors

Almanac is normally published weekly during the academic term by the University of Pennsylvania. While serving the needs of the University community for news and opinion affecting the governance and intellectual life of the University, *Almanac* is dedicated to and edited primarily for faculty and staff.

A fundamental principle guiding the editor in deciding what to print and when to print it is the University community's need to know in order to make informed decisions on pending actions affecting University governance. The editor assigns priorities, therefore, to the following items, generally in the order given. Such items are normally published in full as released to the editor.

1. Plans and proposals released in advance before action is taken by official governance bodies.
2. Responses or counter-proposals to plans and proposals pending action by official components of the University.
3. Messages from the Chairperson of the Faculty Senate.
4. Policies and procedures adopted by official governance bodies.
5. Advance notices of meetings and agendas of governance bodies.
6. Minutes of meetings of governance bodies as supplied by the secretaries or summaries of such meetings prepared by the *Almanac* staff.

Next in order of priority are items which are published after release as space and time permit. The editor may alter such items in length.

1. Notices of job openings and research grants which the University has legal or quasi-legal responsibility to publish.
2. News of events which the University community can attend and services of which the community may avail itself.
3. Honors, appointments and related items; death notices.

Publication of the above items, according to the priorities noted, constitutes *Almanac's* basic obligation to the University community as a weekly journal of record.

Almanac, in addition, provides a forum for open expression, balanced by the editor in the interests of fairness and reasonableness, to all individuals and groups (including alumni) in the University community.

The editor, in administering this forum, is assisted by the Senate advisory Committee's Standing Committee on Publication Policy for *Almanac* and by the *Almanac* Advisory Board, which includes the Senate Advisory Committee's Standing Committee on Publication Policy for *Almanac*, plus one designated representative from the Administrative Assembly, one from the A-3 Assembly, and one from the Librarians Assembly. The Chairperson of the Senate Advisory Committee's Standing Committee on Publication Policy for *Almanac* is the Chairperson of the *Almanac* Advisory Board.

Almanac welcomes and encourages the robust clash of opinions which marks a vigorous intellectual University climate, in accord with the following guidelines:

1. Relevance to the governance and intellectual life of the University community is the fundamental criterion for access to *Almanac's* pages.
 - a) If in the editor's judgment a contribution relating exclusively to faculty matters is irrelevant, the editor may reject the contribution, after consultation with the Senate Advisory Committee's Standing Committee on Publication Policy for *Almanac*. A faculty contributor has the right to appeal to the Senate Advisory Committee. If the Senate Advisory Committee upholds the decision of its Standing Committee on Publication Policy for *Almanac*, the contributor has access to *Almanac's* LETTERS column to announce that he/she has sought full access and has been refused.

- b) If in the editor's judgment a contribution relating to matters affecting other constituencies than the Faculty is irrelevant, the editor may reject the contribution, after consultation with the *Almanac* Advisory Board. The contributor has access to *Almanac's* LETTERS column to announce that he/she has sought full access and has been refused.

2. Contributions will not necessarily be published in the order received. The editor may give priority to contributions judged more important or urgent to the University community. When space is limited, the editor may require alterations to avoid postponement of publication.

3. The editor, making an initial judgment that a contribution may open the Trustees of the University to suit in court for libel and/or defamation, consults with the *Almanac* Advisory Board. If the problem cannot be resolved at that level, the editor consults with the University Attorney, who may ask the contributor to make changes. If the contributor finds this unacceptable, the matter is referred to the University's legal counsel whose decision to reject is final.

4. The editor does not reject a contribution containing alleged obscenity or profanity if it is otherwise acceptable.

5. The editor publishes unsigned letters only in cases where the contributor requires protection against reprisal, and provided that the contributor's identity is known to two persons mutually agreed upon by the editor and the contributor, usually the editor and the chairperson of the *Almanac* Advisory Board. The two persons who know the contributor's identity shall thereafter not reveal that identity unless required to do so in a legal proceeding.

6. If a contribution involves an attack on the character or integrity of individuals, groups or agencies in the University community, the editor immediately notifies the individuals, groups or agencies attacked and offers space for reply of reasonable length in the same issue in which the attack is to appear. If the individuals, groups or agencies fail to reply, the contribution is published with a notice that the individuals, groups or agencies have been notified and offered an opportunity to reply.

7. If a contributor makes serious charges against individuals, groups or agencies, which do not involve attacks on character or integrity but which involve factual questions or interpretation of policies, the editor may notify the individuals, groups or agencies in advance of publication and offer an opportunity to respond.

8. The editor acknowledges that documents and reports incorporating plans, proposals or actions dealing with the academic, fiscal or physical development of the University are the property of the originators until released for publication.

The editor also understands that the University community expects to be fully and authoritatively informed of such matters. Consequently, when such documents, reports or actions appear in partial form in other media, the originators are expected to cooperate with the editor in informing the University community through *Almanac*, as to the accuracy of such documents, reports or actions, and in announcing that the originators will furnish such full and authoritative information as soon as possible.

9. The editor may decide that a contribution, document, report or other item which is otherwise acceptable is too long to be accommodated in a normal issue of *Almanac*. The editor, in such a case, may ask the originator to prepare a shortened version; or, the material may be published in one of the following three ways, at the originator's option:

- a) A normal issue of *Almanac* may be increased in size.
- b) An issue of *Almanac* may include a supplement.
- c) An extra issue of *Almanac* may be published.

In any of the above cases the originator will be asked to pay the full incremental costs.

If the originator believes that length is being used by the editor as an instrument for censorship, the originator has the right to appeal to the *Almanac* Advisory Board.

Self-contained inserts prepared independently by University originators and not bearing *Almanac* identification, but clearly bearing the identification of the originator, may be distributed with issues of *Almanac* as a service, subject to approval by the Senate Advisory Committee's Standing Committee on Publication Policy for *Almanac* or the *Almanac* Advisory Board, whichever is appropriate. The originator will bear the cost of preparing the insert as well as labor cost for insertion and incremental postage.

Index and Back Copies

Almanac maintains a loose-leaf index for quick reference to past articles and reports.

Advising: A One-Door System

For a student with a problem, the first question is usually where to ask questions. Penn has a new and simplified answer, at least for academic advising in the liberal arts: the place to start is the front door of Logan Hall.

The entire north wing of the floor has been turned into an academic advising network, with a receptionist stationed in what used to be the corridor (now labeled Room 117) to sort out the students' problems and send them to the right advisor(s). Simple questions about catalogs or transcripts are referred across the hall to Room 110. But in 117 are the core advising services developed over the spring and summer under former CW Dean R. Jean Brownlee in her new capacity as Dean of Academic Advising Services for FAS.

Receptionist Doris Colehower might send a student to see one of nine assistant deans, six of them full-time and specialized:

Vincent Conti: residence liaison

Dr. Betty Daskin: teacher preparation

Dr. F. Wood Fischer: athletics

Lorraine Howard: liaison to supportive services

Clifton Williams: submatriculations

Ann York: academic procedures.

The other three are part-time and are generalists:

Dr. Alexander Riasanovsky, professor of history

Lorenzo Griffen, a Ph.D. candidate in history

Mark Kadzielski, a third-year law student.

Some problems do not stop at 117 Logan, however. There are three related advising offices that serve the University as a whole, and FAS Academic Advisors are in close touch with them for referrals:

Continuing Education: Don Stewart directs an expanded College of General Studies which now incorporates (both physically and administratively) the Continuing Education Program still directed by Charlotte Fiechter. FAS students wanting evening courses go to 210 Logan.

Supportive Services: Harold Haskins heads a program for students with special academic needs: "stretch" courses, courses with "reteaching sessions" and traditional tutoring of newcomers by advanced students are among the services found at 3536 Locust Walk. (More about these in a future issue.)

Career Advising: In the office headed by Beryl Dean, she takes care of pre-law advising while Dr. Jane Rasmussen handles pre-med and Steve Bilski is the generalist. Dianne Ronnigen continues in vocational advising there, and added to the Career Advising Office at 3533 Locust Walk is now the community fieldwork operation formerly lodged with the Vice-Provost for Undergraduate Studies.

The simple definition of the Office's goal, Dean Brownlee said, is to help the undergraduate get to the academic resources Penn has to offer. Training the staff to know all the resources and know how to stay up-to-date in the future is a key part of the operation; another is working with offices outside the advising system either to keep up liaison and referral or to identify problems falling between office boundaries.

"We want the departments to send us, for example, the student who needs career advising outside their own particular specialty," she said, "but we still need to encourage departmental advising within the specialty. Although we work to acquaint ourselves with career opportunities in all fields, we will obviously be generalists by comparison with the departmental specialist."

The goal of "one-door" advising is less a matter of one roof (though the closeness of most of the operations does cut down on student frustration) than of one information network that sets the student on the right path once he or she walks through the door at all. Referrals, yes; passing people from pillar to post, no.

FACULTY QUESTIONNAIRE: INTERNATIONAL ACTIVITIES

Faculty members who have not yet completed and returned the questionnaire on their international activities are urged to do so as soon as possible. Response to date has been excellent, and it is anticipated that some interesting and significant findings will emerge from an analysis of the information provided in these questionnaires.

—Dr. Norman D. Palmer,
Department of Political Science,
E-122 Dietrich Hall CC

JOURNALS AND LAB EQUIPMENT NEEDED

The Morgan State College biology department needs journals and equipment. Donations of bacteriology, biochemistry, botany or ecology journals as well as file cabinets, glassware, refrigerators, movie projectors, typewriters or oscilloscopes can be made through Justine Rector, director of the Morgan-Penn Cooperative Project, Ext. 6005.

SURPLUS FURNITURE

Requests for surplus furniture should be made to Robert Ferrell, director of purchasing, Ext. 7216, and not to Maurice Burrison who handled them in the past.

WHO'S WHERE AT PENNSYLVANIA

Summertime and the movin' was easy—so easy that over a dozen departmental relocations have sent returning faculty and staff on Woodward-and-Bernstein-like searches for colleagues and offices. Some cases have still another investigative challenge: not only has the department moved—it's changed its name, too. However, unless otherwise noted, phone numbers remain the same and can be found in the 1975 Faculty-Staff Directory.

With the demolition of Sergeant Hall, the Office of External Affairs has acquired a new title and location; it is now the *Office of Community Services* at 4025 Chestnut. Other former occupants of Sergeant: the *Office of Equal Opportunity*, also at 4025 Chestnut; the *Daily Pennsylvanian* and *Penn Credit Union*, now installed at 4015 Walnut; and *Job Training classrooms*, which have dispersed to six campus locations. (For the site of a particular training program: Mrs. Karen Freedman, Ext. 5601).

The College office and FAS advising service changed both physically and administratively, leaving 16 College Hall for 117 Logan with FAS records in 110 Logan (left).

The former occupant of 110 Logan, the *Publications Office*, has moved upstairs to Room 410. Also on the fourth floor: the *Bicentennial College*, directed by Dr. Stephanie Wolf in Room 415, Ext. 8162. Other Logan Hall changes include the administrative and physical merger of the *College of General Studies* with the *Office of Continuing Education* in one central location at 210 Logan; and a move for *Women's Studies* from 109 to 106 Logan.

16 College Hall is now occupied by Dr. Donald Langenberg, Vice-Provost for Graduate Studies and Research, and his staff, who moved from 133 Bennett Hall.

As of October 1, 133 Bennett will house the new *International Programs Office*, a consolidation and expansion of the Office of International Services and of the Office of Fellowship Information and Studies Abroad.

The *Office of Budget Administration*, directed by John Pyne, has moved to 119 College Hall from the third floor of the Franklin Building. Now on the fourth floor of the Franklin Building are Mrs. Gloria Olmstead, director of *Federally Insured Loan Programs* and Dr. Donald S. Murray, assistant to the President for federal relations.

The "statement" section of the sample paycheck shown on page one is reproduced here with Bill Drye's annotations. It now carries forty separate items of information (forty-one for staff paid weekly), which he describes in the text below.

UNIVERSITY of PENNSYLVANIA									
SS # 000-00-000 (1)		CHECK # C0110234 (3)			PERIOD END 09/30/75 (2)				
CUR GROSS PAY 2,644.50 (5)		REDUCTIONS 253.35 (7)		TAXES 732.69 (9)		DEDUCTIONS 95.84 (11)		ADVANCE 1,562.62 (13)	
YTD 25,301.70 (6)		253.35 (8)		7,613.83 (10)				TIAA/CREF % 50 (14)	
PAYMENTS		HRS	AMOUNT	DEDUCTION	AMOUNT	YTD PAID	DEDUCTION	AMOUNT	YTD PAID
REGULAR		*	2644.50 (15)	TIAA RED	153.35 (16)	153.35 (17)	F.I.C.A.	824.85 (37)	
				PENN RED	100.00 (18)	100.00 (19)			
				WTH TAX	597.27 (20)	5564.57 (21)			
				STATE TAX	47.82 (22)	438.31 (23)			
				CITY TAX	87.60 (24)	786.10 (25)			
				GROUP LF	33.18 (26)	33.18 (27)			
				B CROSS	40.25 (28)	40.25 (29)			
				B SHIELD	4.15 (30)	4.15 (31)			
				MAJ MED	5.48 (32)	5.48 (33)			
				FAC CLUB	12.78 (34)	12.78 (35)			
TOTALS			2644.50 (36)				1081.88 (39)	7963.02 (40)	

DETACH AND RETAIN THIS STUB FOR YOUR RECORDS

A Change in the Payroll Check Statement

For almost two years the University has been working on a new system which is designed to provide more information in the check statement: better breakdowns on items withheld both current and year-to-date and, for the first time, a record of percentage contributions to TIAA.

The conversion to the new information system has been gradual: support staff and hourly personnel have been on it for some months. With the September 30 paycheck, the conversion is complete, and all academic and administrative/professional personnel will be on the new system as well.

Those who have authorized Personnel Information Services to deposit their checks directly into a checking or savings account will now receive a "check advice" in lieu of the voided check they have been receiving. The check advice will show the bank and account number credited with net pay. The statement section of the advice form will contain the same detailed earnings and withholding information shown above and described in detail below.

—William J. Drye Jr.,
Assistant Comptroller and
Director of Personnel Information Services

[*]Hours are reflected for individuals paid on a weekly basis only.

1. Individual's Social Security Number. This should be communicated for all inquiries to Personnel Information Services regarding payroll or benefits matters.

2. Applicable pay period end or check issue date for each payroll period.

3. Check Number.

4. Check Issue date [on face of check itself.]

5. Total pay period (or monthly) gross earnings derived from all sources of distribution. This figure reflects total Year-To-Date gross earnings prior to reductions for TIAA-CREF, Pennsylvania Annuity, Supplemental Retirement.

6. Year-To-Year total gross earnings derived from all sources of distribution. This figure reflects total Year-To-Date gross earnings from January 1, 1975, prior to reductions from TIAA-CREF, Pennsylvania Annuity, Supplemental Retirement.

7. Current Pay period reduction amount. This figure represents the current amount tax sheltered from Federal Withholding and State Tax.

8. Year-To-Date reduction amount. This figure represents reductions commencing September 1, 1975.

9. Current Pay period total taxes derived from current Federal Withholding (20), State Tax (22), City Wage Tax (24), and F.I.C.A. (36).

10. Year-To-Date total taxes withheld derived from Year-To-Date Federal Withholding (21), State Tax (23), City Wage Tax (25), F.I.C.A. (37), represents total taxes commencing January 1, 1975.

11. Total current miscellaneous pay period deductions derived from Group Life Insurance (26), Blue Cross (28), Blue Shield (30),† Major Medical (32), Faculty Club (34).

12. In *exceptional or emergency situations* where a payroll advance is issued the amount of the advance is reflected under this caption.

13. Current Pay Period Net Pay. Derived from Gross Pay less reductions, taxes and miscellaneous deductions.

14. Percentage participation in TIAA. This percentage selected by the individual is the portion earmarked for TIAA of the overall TIAA/CREF reduction or deduction. Those individuals participating 100% CREF will have no percentage showing under this caption.

15. Total Pay period gross derived from all sources of distribution.

16. Current pay period reduction amount for TIAA/CREF.

17. Year-To-Date reduction amount for TIAA/CREF commencing with September 1, 1975.

18. Current pay period reduction amount for Pennsylvania Annuity.

19. Year-To-Date reduction amount for Pennsylvania Annuity commencing with September 1, 1975.

38. Total Gross which might include extra payments authorized.

39. Current Pay Period Total Reductions, taxes and miscellaneous deductions.

40. Total Year-To-Date reductions, taxes and miscellaneous deductions.

†Benefits paid by the University (Blue Cross, Blue Shield, Major Medical Group Life Insurance) will not show on the check statement. Verification of enrollment can be accomplished in one's home department.—W.J.D.

SUMMARY OF UNIVERSITY COUNCIL RESOLUTIONS AND RECOMMENDATIONS, AND ADMINISTRATIVE ACTION TAKEN ON THEM

September, 1975

I. Recommendations not completely resolved by last academic year's first fall meeting of Council (September 25, 1974)

Center for the Development and Evaluation of Teaching Competency (February 13, 1974): Council recommended that the University administration create a Center for the Development and Evaluation of Teaching Competency.

Action: As reported to Council (September 25, 1974), the provost appointed a committee chaired by Dr. Michael Zuckerman to evaluate the University's needs concerning a program for teaching development and evaluation. The committee met with Dr. William Smith of Dartmouth and members of the University of Pennsylvania, and then held a series of meetings to draft a report. That report will shortly be presented to the provost.

Renovation of Houston Hall (May 8, 1974): Council asked that the central administration design means by which funding for the renovation of Houston Hall can be provided and report back to the Council at the first meeting of Council in the fall of 1974.

Action: President Meyerson reported on September 25, 1974 to Council that the estimated cost of renovating Houston Hall was \$1.3 million. Rather than being financed through surcharges on the faculty and staff, this cost has become a part of the development drive, and preliminary designs and schematics have been drawn up for prospective donors.

All-University Calendar (May 8, 1974): It was recommended that the University have a new calendar.

Action: The provost and the deans have eliminated overlap between the first and second semesters of the academic year that now exists among some schools. And, upon advice from the University Energy Conservation Committee chaired by Dr. Ezra Krendal, the provost has extended the winter recess and end of the spring term in order to conserve energy. The larger question of a comprehensively new University calendar—possibly a year-round one—is in the process of being studied by a committee chaired by Dr. Richard Clelland and charged with determining the financial and academic costs and benefits of changes. The committee is planning to make its report to the president this fall.

University Life: Report on University Life of Joint Subcommittee of Committees on Faculty Affairs and Student Affairs (May 14, 1973): Council proposed a new University administrative office.

Action: A new Vice-Provost for University Life Dr. Patricia McFate has been appointed and will assume her duties on October 1, 1975.

Judicial System: Report of ad hoc Committee for Revision of Judicial System Charter (May 23 and October 10, 1973): Council recommended a new position in the judicial system called the judicial inquiry officer.

Action: The Judicial Inquiry Officer, Jacqueline Pollard, was appointed in the fall of 1974 and has been reappointed for 1975-76.

Task Force on Graduate Education (April 10, 1974): Council's recommendation for a University Task Force on Graduate Education was deferred pending the appointment of Dr. Donald Langenberg as vice provost for graduate studies and research on September 1, 1974.

Action: Dr. Langenberg is in the process of forming the task force subsequent to having determined some of the general features of the graduate faculty and its relations to other schools.

II. Recommendations of Council made during 1974-75

Wharton School Bachelor of Business Administration: As its sole resolution requiring formal administrative action during 1974-75, Council recommended to the faculty of the Wharton School that the Bachelor of Business Administration degree offered on an experimental basis by the Evening School be approved on a permanent basis, and that the Trustees of the University be requested to ratify such a change, provided that the program be strengthened and improved in quality by requiring certain changes in its curriculum and standards (spelled out in the Council resolution, May 14, 1975).

Action: The Trustees on June 6, 1975 approved the program as requested by the president and provost.

INTERIM REPORT OF THE YEAR-ROUND CALENDAR COMMITTEE

September 17, 1975

The Committee's charge asked for an evaluation of "year-round" calendars and a recommendation as to whether the University of Pennsylvania should change to one that would be more supportive of level operation over the twelve months than is the present calendar.

A survey of other schools presently operating on the trimester and quarter systems gave little support to the thesis that either is educationally superior to the calendar* used at present by the University. Furthermore, no major university using a year-round calendar appears to have achieved anything like a level operation over a twelve- or eleven-month period. And, experience at other universities suggests that year-round calendars are considerably more costly than calendars based on the semester system. Consequently the committee decided that a change to one of the year-round form should be recommended only if a large number of our existing programs would benefit educationally and financially from such a change.

The results of the external survey have been written up and are now being circulated among the members of the committee for final approval.

The committee has been conducting a series of interviews with individuals thought by the relevant Deans to be very knowledgeable about particular programs at the University of Pennsylvania. We will use these interviews to construct a list of programs that, in the light of such parameters as admission pools, job opportunities, financial aid, faculty available, and facilities constraints, appear to be candidates for an increased level of operation—particularly in the summer. If there are many such programs, the committee will investigate year-round calendars for the University of Pennsylvania in detail. If there are few such programs, the committee will consider calendar recommendations peculiar to only those programs.

At present about 33 interviews have been conducted; eight more remain, and these should be completed by the end of the end of September.

It appears from an initial evaluation of the interviews that most programs at the University of Pennsylvania should not be expanded so as to operate on a level year-round basis. Hence, it seems unlikely that the committee will recommend a change to a year-round calendar. Rather, it seems that the committee may come up with a short list of programs where expansion to a year-round basis might be appropriate. It will then submit this list to the relevant Deans for further educational evaluation and ask the Administration for a financial evaluation of the effects of increased activity in the programs in question.

In summary, sometime this fall the committee expects to submit a report recommending against a year-round calendar on a University-wide basis, but suggesting a short list of programs where increased effort on a year-round basis might be appropriate.

—Richard C. Clelland for the Year-round Calendar Committee

*Usually called the early semester calendar with split summer session.

—R.C.C.

RENOVATIONS AND REPAIRS DURING CHRISTMAS RECESS

Although the academic year has just begun it is not too early to assess renovation and repair requirements that must be done to offices, classrooms, etc. during the Christmas recess.

The engineering and work control division of the Department of Physical Plant (formerly known as B&G) would like to assist in defining the scope of projects and in scheduling work for timely accomplishment. This advanced planning effort will result in savings to you and increase the efficiency of our operation.

Please submit engineering/estimating requests and/or work requests to the Department of Physical Plant. If there are any questions pertaining to needs and/or requirements, please call me at Ext. 8663.

—Liutas K. Jurskis
Assistant Director, Physical Plant

OPENINGS

The following listings are taken from the Personnel Office's weekly bulletin and appear in ALMANAC several days after they are first made available via bulletin boards and interoffice mail. Those interested should contact Personnel Services, Ext. 7285, for an interview appointment. Inquiries by present employees concerning job openings are treated confidentially.

The University of Pennsylvania is an equal opportunity employer. Qualified candidates who have completed at least six months of service in their current positions will be given consideration for promotion to open positions.

Where qualifications for a position are described in terms of formal education or training, significant prior experience in the same field may be substituted.

The three figures in salary listings show minimum starting salary, maximum starting salary (midpoint) and top of salary scale, in that order.

ADMINISTRATIVE/PROFESSIONAL (A-1)

ASSISTANT DEAN to provide academic advising and personal counseling to students throughout their stay at Penn; assist in student admissions, registration and counseling. *Qualifications:* Bachelors degree; Masters degree or equivalent experience; teaching or administrative experience, preferably in a university. \$12,300-\$15,325-\$18,350.

ASSISTANT DIRECTOR OF STUDENT ACTIVITIES, Act 101 Program, 20 hrs./week, to direct, implement and coordinate special services; instructional workshops; tutoring services; student referral agencies and follow-up programs for students in the Program. *Qualifications:* Bachelors degree; supervisory experience; ability to supervise students and office staff, prepare reports and compose proposals. *Salary to be determined.*

ASSOCIATE DEVELOPMENT OFFICER II, Corporate and Foundation Relations, to assist in the coordination of projects requiring foundation support; work with faculty and staff in arranging for written proposals, research requirements, prospect identification and cultivation/solicitation efforts; implement special foundation communication projects. *Qualifications:* Five to ten years' fund raising experience or appropriate work involving extensive contact with foundations and other sources of institutional support; capacity to analyze and appraise fund raising resources; ability to plan and organize solicitation strategies in a team context and a goal oriented environment. \$14,125-\$17,600-\$21,050.

NURSE PRACTITIONER to maintain and promote health in an ambulatory health care unit. *Qualifications:* Bachelors degree; R.N.; certificate from nurse practitioner course; license to practice in Pennsylvania; one year's supervisory nursing experience. *Salary to be determined.*

SCIENCE EDITOR to find, write and place news stories related to health care and medical departments; handle press inquiries; perform other media relations tasks. *Qualifications:* Bachelors degree; ten years' experience with newspapers, magazines or university news bureau; professional writing experience. \$12,300-\$15,325-\$18,350.

STATISTICIAN to perform quantitative analysis of research data and both micro- and macroeconomic analysis; develop audio-visual presentation materials and an information system for use by government agencies. *Qualifications:* Masters degree; five years' responsible research experience. \$8,075-\$10,050-\$12,000.

SUPPORTIVE SERVICES COORDINATOR, Counseling Services, to develop a formal peer counseling and advising function; establish workshop seminars, meetings and colloquia on academic advising in relation to career development. *Qualifications:* Bachelors degree; counseling and advising experience; university experience; ability to engage in one-to-one contact with students; supervisory skills. \$7,050-\$8,600-\$10,150.

SUPPORT STAFF (A-3)

ACCOUNTING CLERK responsible for billing procedures, bulk mail and postage due accounts, to prepare and verify cards; oversee keypunching and direct billing; process payroll forms, personnel records, purchase orders, maintenance contracts, journal vouchers and supplies; maintain petty cash; prepare checks for Post Office accounts. *Qualifications:* Accounting background, knowledge of university procedures; good aptitude for figures; ability to work with little supervision; some college or business training desirable. \$5,300-\$6,225-\$7,150.

ASSISTANT STOCKKEEPER to unpack, stock and disperse supplies and materials; assist in setting up and cleaning laboratory; wash, sterilize and maintain glassware stock. *Qualifications:* High school diploma and experience desirable. \$4,625-\$5,300-\$5,975.

CARRIER to sort, meter, bundle, stamp and deliver mail to Post Office on the night shift; run errands; make special deliveries. *Qualifications:* Trucking experience; good driving record; route and mail experience desired. Union scale.

CLERK III (9/2/75).

COLLECTION ASSISTANT (9/2/75).

CUSTODIANS (26), 30-40 hrs./week, nights. *Applications only.*

DENTAL ASSISTANT (1) (9/2/75).

DRAFTSPERSON (9/2/75).

EKG TECHNICIAN I (9/2/75).

ELECTRON MICROSCOPE TECHNICIAN I to perform basic electron microscopy; no supervision of other employees. *Qualifications:* Good science educational background desired; will train. \$6,725-\$7,800-\$8,900.

FILM PRODUCTION ASSISTANT to assist in the production of motion picture and television news films; help move and set up cameras, lights, microphones and tape recorders; load cameras; do some motion picture photography; type; file; catalogue; keep books. *Qualifications:* Degree in film production or extensive experience; ability to pay attention to detail; basic clerical aptitude. \$8,925-\$10,800-\$12,650.

INFORMATION SYSTEMS TECHNICIAN to update and maintain extensive computational services library; operate DEC System 10 and Uni-Coll IBM 370; gather aids for system users; monitor budgets; serve as liaison with other University offices; perform administrative and clerical duties. *Qualifications:* Knowledge of System 10 and IBM 370 computers, or ability to learn; familiarity with university budget systems; Penn secretarial or administrative experience highly desirable. \$7,575-\$9,325-\$11,050.

MEDICAL SECRETARY (2) (9/2/75).

PHYSICAL LABORATORY TECHNICIAN III (9/2/75).

PROJECT BUDGET ASSISTANT (9/2/75).

RECORDER to record grades and courses; transfer credits; review records of prospective graduates to ascertain that all degree requirements have been met; process student transcript requests; maintain files. *Qualifications:* Good typing skills; familiarity with university procedures; ability to pay attention to detail and deal with people. \$6,125-\$7,325-\$8,525.

RESEARCH BIBLIOGRAPHER I to research and write reports on alumni and nonalumni who are prospective donors, using reference works and University libraries. *Qualifications:* Familiarity with research techniques and reference works highly desirable; journalism background helpful; accurate typing skills. \$6,550-\$7,925-\$9,300.

RESEARCH LABORATORY TECHNICIAN I, tissue culture (9/2/75).
RESEARCH LABORATORY TECHNICIAN II, Five positions: one calls for isolation and protein purification of nucleic acids and proteins;

RESOURCES FOR WOMEN

Women interested in resuming or switching careers can sign up this week for professional small-group counseling at Penn's Resources for Women. Life-planning workshops match two counselors with five participants for a series of five weekly two-hour sessions. Fees, based on a sliding scale, range from \$20 to \$40. To register, drop by September 24, 29 or October 1, 9:30 a.m.-12:30 p.m. at Resources for Women, 112 Logan Hall, Ext. 5537.

HYPERTENSION

Relax a little—you *might* like it. Behavioral treatment for hypertension is available through a three-month program of weekly individual sessions at the psychiatry department. To be eligible, participants should have blood pressures of 140/90 or above; be younger than 55; have undamaged kidneys and hearts; and should not be taking anti-hypertensive medication. Commitment fees are based on a sliding scale, reach a maximum of \$60, and can be earned back. For more information: Eileen Bliss, 227-2831 from University phones.

PATIENT REFERRAL

University Hospital's patient referral center will make appointments for patients who need a doctor but don't know whom to call. Their number: 227-2966 from University phones.

OPENINGS continued

one for preparation of mitochondria and enzymes; one for immunologic MIF testing; and two for biochemical assays. *Qualifications:* Bachelors degree or equivalent knowledge in chemistry or biology; laboratory experience. \$7,000-\$8,300-\$9,575.

RESEARCH LABORATORY TECHNICIAN III. Six positions: one involves culture inoculation; three tissue culture and animal handling; and one animal surgery. *Qualifications:* Bachelors or masters degree in a laboratory science; experience with appropriate laboratory procedures. \$7,900-\$9,450-\$11,000.

RESEARCH MACHINIST I (9/2/75).

RESIDENCE HALL CLERK (evening shift, 4 p.m. to midnight) (9/9/75).

SECRETARY II (18); III (5) (9/2/75).

SECRETARY, CLINICAL III, to do reference work and laboratory preparations; order supplies. *Qualifications:* Background in biology and basic science; medical terminology; interest in understanding scientific manuscripts to improve typing accuracy; bachelors degree preferred. \$6,125-\$7,325-\$8,525.

TECHNICAL TYPIST (9/2/75).

TYPIST I (3) (9/2/75).

HOURLY RATE (A-4)

Hourly rate is negotiable on the basis of qualifications.

CLERK, 20 hrs./week, to type; file; answer phones; do minor bookkeeping; type orders of Flexowriter/tape machine. *Qualifications:* Ability to type accurately; office experience desired.

PSYCHOLOGY TECHNICIAN (2), 20 hrs./week, to conduct experiments with children ages 4-7; program computer models of human problem solving. *Qualifications:* Bachelors degree; masters preferred, in psychology, developmental psychology or computer science.

RESEARCH LABORATORY TECHNICIAN, full- or part-time until April 1 (9/9/75).

SECRETARY, three days/week, to type; mimeograph; Xerox; file; answer phones.

SECRETARY, 4 hrs./day, to type; file; Xerox; answer phones; handle appointment books; arrange meetings. *Qualifications:* Good typing skills; familiarity with office procedures.

SECRETARY, medical, to type correspondence and manuscripts; file; bill. *Qualifications:* Good typing skills; familiarity with medical terminology; ability to work well with people.

TYPIST, 3-4 hrs./day for 9 months, to type manuscripts and letters; take dictation. *Qualifications:* Good typing and secretarial skills.

THINGS TO DO

LECTURES

Organized Crime and the Business World. Gerald Shur, an attorney in the U.S. Justice Department, speaks today at 4:30 p.m. in Vance Hall's Hoover Lounge. Sponsor: *Wharton Account*, the undergraduate business magazine.

The Women's Center's series of Wednesday seminars continues with *Working and Women* September 24, 7:30 p.m. in the Center.

Penn Professor of Medicine Martin Goldberg delivers the annual *William Pepper Honor Lecture*, September 30, 5 p.m. in HUP's Medical Alumni Hall. His topic: *Interstitial Nephritis and Analgesic Abuse Nephropathy*.

Technical Problems in Cardiac Surgery, the second *Julian Johnson Lecture* in Cardiothoracic Surgery, is discussed by Dr. John W. Kirklin, professor of surgery at the University of Alabama. October 2, 5 p.m. in the Museum's Harrison Auditorium.

FILMS

Tickets go on sale September 29 for this fall's *Cinematheque*, the four-week film program at the Annenberg Center that groups screenings by theme into four series: *German Expressionist Cinema*; *Contrasts*, a collection of portraits and cinema verité interviews; *Keaton: Wordless Communication*; and *Five Japanese Directors*. Selections from two series are shown Thursdays through Sundays, October 9—November 9, in the Studio Theatre. All films are screened twice. Tickets at \$2 (\$1 with a student I.D.) can be purchased in advance at the Annenberg Box Office, Ext. 6791, where a complete program is also available. In the meantime, a preview of coming attractions:

October 9

German Expressionist Cinema: Fritz Lang's *Destiny*, 7 p.m. (repeated October 12, 9:30 p.m.)

Contrasts: *Holy Outlaw*, a portrait of Daniel Berrigan; *Magical Death*, cinema verité study of a Venezuelan shaman; and *Testimony*, a filmmaker's autobiography, 9:30 p.m. (repeated October 12, 7 p.m.)

October 10

Keaton: Wordless Communication: *Our Hospitality* followed by Buster Keaton shorts, *High Sign* and *One Week*, 7 p.m. (repeated October 11, 9:30 p.m.);

Five Japanese Directors: *Odd Obsession* by Kon Ichikawa, 9:30 p.m. (repeated October 11, 7 p.m.)

A freebie: the *documentary film series* at the Annenberg Center Wednesday afternoons from now through December. Tomorrow's screenings: John Grierson's *Night Mail*; *N.Y.N.Y.* by Francis Thompson; John Rouch's *Chronicle of a Summer*; and *Power to the People*, an Annenberg student film. 4 and 7 p.m. in the Studio Theatre.

SPORTS

Family Day is extended this year and faculty, staff—and their families—are invited to join alumni in a round of October 4 activities that include a Pass-Punt-Placement contest for children at 10 a.m. on Hill Hall field; a noontime picnic on College Hall Green (bring your own basket or buy hot dogs, ice cream and beverages there); and the Penn-Brown game at Franklin Field. Every faculty or staff member who buys a regular \$5 football ticket can purchase seats for the rest of the family at \$1 each. Deadline for reservations: September 29. To sign up, stop by at Alumni Relations, Eisenlohr Hall, 3812 Walnut, Ext. 7811.

During the rest of the *football season* families can make their own days—at a discount—by taking advantage of one of two family plans available to faculty and staff. Savings are also offered on five season ticket or four individual game plans. Prices range from \$10 for a reserved south stand season ticket to \$1 for children in the unreserved east stand section. For a brochure: Franklin Field Ticket Office, Ext. 6151.

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