

Almanac

Volume 22, Number 30

April 20, 1976

Published Weekly by the University of Pennsylvania

GRAD/PROFESSIONAL TUITIONS UP

Increases in tuition and fees for all but three graduate and professional programs were approved for 1976-77 by the Executive Board of the Trustees on April 12.

Wharton's Executive MBA figure remains constant at \$6000 per year. Rates for the Law School and School of Veterinary Medicine will be set at the June meeting of the Trustees and will be based on budgetary situations in the schools at that time.

Part-time and summer session rates were increased from \$160 to \$180 per course unit in the College of General Studies, and from \$160 to \$175 in the Wharton Evening School.

The new figures for other programs and their comparison to current rates are on page 3.

PLANNING AND GRADUATE EDUCATION

Council devoted most of its discussion April 14 to two reports scheduled for action next month:

1. The Senate Joint Committee on Administration's proposal, presented by Clifton Cherpack, to create an Educational Planning Committee replacing the Educational Policy Committee of Council and the University-wide Academic Planning Committee.

Members raised questions about student and faculty input, in view of the report's statement that "... academic planning is an administrative function. . ." (*Almanac* March 16) and Dr. Cherpack cited passages that specify advisory roles. Rules for selection of membership on the proposed committee, and the committee's role in reallocation review, were considered.

2. The Educational Policy Committee's proposals, presented by Helen C. Davies, on structure and scope of a Graduate Division of the Faculty crossing school lines to monitor and coordinate Ph.D. programs (a version appeared in *Almanac* February 17).

Dean Vartan Gregorian called the plan "wholly unacceptable to FAS" under its original charge to unify graduate and undergraduate education in the arts and sciences. Citing his own published views (*Almanac* October 21, 1975) he said he is bound by the Rosner report (*Almanac* December 2) adopted by his faculty December 9, to accept "symbolic" participation in unified Ph.D. but not to abdicate academic planning and other such functions. He said he is willing to give secondary appointments to 80 or 90 faculty members from other schools and to support creation of an institute or other organization to strengthen intellectual interaction among FAS and health area biomedical sciences faculty. Provost John Hobstetter questioned whether a council of 60 from widely ranging fields could achieve unity or control in any case.

Vice-Provost Donald Langenberg said the proposed structure differed from the Rosner report mostly in shifting monitoring from the VPGSR to the proposed council, and that a unified structure would alleviate "confusion and uncertainty" for many graduate groups. President Martin Meyerson said a unified structure was needed for quality control: that it would provide "a relatively central checkpoint to see that in our desire to move ahead we maintain an exquisite level of quality. We want the best universities to hire our graduates, and this has not happened through the normal processes." A second checkpoint is needed, he said, because of a tendency of professional schools to adopt Ph.D. programs in "fields and subjects that do not properly merit that degree."

- SENATE: Report on Academic Freedom & Responsibility
- OPENINGS • THINGS TO DO

The following announcement on fiscal 1977 salaries has been discussed with the academic deans and with the leadership of the Senate Committee on Economic Status of Faculty. The policy was approved by the Executive Board of the Trustees on April 12, 1976. Salary recommendations for senior administrative personnel will be reviewed by an ad hoc committee of the Trustees. Note that salary figures will not be released to individuals until final authorization by the president, provost, and senior vice-president for management.

Salary Guidelines for 1976-77

March 30, 1976

Salary increases for fiscal year 1976-77 should now be planned according to the following guidelines, subject to later Trustee actions:

1. A general increase of six percent will be granted all full-time and permanent part-time staff with six months or more service as of June 30, 1976, in the following categories:

- a. Weekly salaried staff (A-3);
- b. Monthly salaried administrative and professional staff (A-1) at or below midpoint of the A-1 pay grade #3 (\$14,000); and
- c. Hourly (A-4) staff not covered by collective bargaining agreements.

2. Individual salary increases for full-time faculty (A-2) and for full-time and permanent part-time administrative and professional staff (A-1) above the midpoint of pay grade #3 (\$14,000) with six months or more of service will be at the discretion of deans, directors, and vice-presidents subject to the following guidelines and to final approval by the provost, senior vice-president for management, and president.

a. Each school and major administrative unit will have available for the purpose of discretionary salary increases a fund equal to six percent of the aggregate salaries (as of June 30) of the eligible, continuing faculty and staff in that school or unit.

b. The distribution of faculty and administrative salaries at any one time traditionally reflects merit, responsibility, market elements, and, to a limited degree, age or years in service. Discretion in recommending individual salary increases should be used to assure a distribution of salary levels within each department, school, and administration unit that reflects these factors, with merit playing the dominant role. It is the absolute, and relative, distribution of salaries *after increases* that should be taken as the measure of merit and other factors—not merely the distribution of salary increases.

c. It follows, as has been recommended by the Senate Committee on the Economic Status of the Faculty, that larger salary increases should be given to adjust for: (i) *professional growth and promotion*; (ii) *exceptional merit*; and (iii) *equity*—meaning a recognition of current undercompensation relative to others in a similar field and of similar rank and merit. (Special attention should be given, as in the past, to salaries of women and members of minority groups.)

d. Except in extenuating cases specifically approved by the provost or senior vice-president for management, individual salary increases for continuing full-time faculty and for continuing full-time and permanent part-time staff should not be less than two percent.

3. Individual salary increases for continuing part-time faculty and temporary part-time administrative, professional, and clerical staff will be at the discretion of the dean, director, or vice-president.

4. No individual salaries for fiscal 1976-77 should be considered final or communicated to individual faculty or staff until after the Office of the Provost or Senior Vice-President for Management have notified you of Trustee concurrence.

Martin Meyerson

Eliot Stellar

Paul Gaddis

Report of the Senate Committee on Academic Freedom and Responsibility

To be presented at the spring meeting Wednesday, April 28

The major efforts of the Senate Committee on Academic Freedom and Responsibility were concentrated in two areas this year. One was a revision of the procedures involving dismissal of a faculty member for just cause. We have submitted to the Senate Advisory Committee our recommendations in this matter, and it is our understanding that the proposed revisions will be scheduled for discussion and action at the fall meeting of the Senate.

The second major concern of the Committee related to the amendment to the Senate rules which was passed at the April 1975 meeting of the Faculty Senate. This amendment reads:

Section 8 (b) (iv) The Senate Committee [on Academic Freedom and Responsibility] shall insure that each faculty has a mechanism for implementing Article VII, paragraph 2 of the Statutes of the Corporation which states "Each faculty shall determine the qualifications for membership in that faculty."

In attempting to carry out this mandate, we started with the assumption that the most efficient vehicle for conveying faculty opinion on qualifications for membership should be the school personnel committees. The basis for this assumption is the recommendation of the McGill Committee on Appointments and Promotions, as amended and approved by University Council in February, 1973, that enunciated the right of each faculty to establish a personnel committee "selected according to procedures established by the faculty of the school" (*Almanac*, February 20, 1973).

The Senate Committee on Academic Freedom and Responsibility proposed several criteria which it considered essential if personnel committees were to represent the voice of the faculty in appointments and promotions. These were:

1. The committee should be selected by the faculty of the school and not appointed by the Dean.
2. The committee should not include the Dean as a member (since the Dean can transmit his/her opinions to the Provost's Staff Conference independent of faculty opinion).
3. The committee should be a faculty committee rather than a Dean's advisory committee; i.e. a committee whose judgments would be transmitted to the Administration without modification by the Dean.

We forwarded these criteria to the academic deans and requested information and opinion from them on appointment and promotion procedures in their schools. We found that

- Four schools (Faculty of Arts and Sciences,* Medicine, Wharton and Allied Medical Professions) have Personnel Committees which are appointed by the Dean.
- Two schools have personnel committees partially appointed by the Dean: in CEAS, the Dean appoints two members, while three members plus two alternates are elected by the Faculty Council (which is elected by the faculty); in the School of Veterinary Medicine four members are appointed by the Dean and five elected by the faculty from a slate submitted by the Dean.
- Five schools have Personnel Committees which are established by virtue of rank or tenure: In the Law School the whole faculty votes on recommendations from the Appointments Committee; the School of Fine Arts has a Personnel Committee composed of all tenured faculty; in the School of Dental Medicine all full professors serve as the Personnel Committee; the School of Education has a Personnel Committee appointed by the Dean but the whole professorial faculty (for initial appointment) or the faculty with rank

higher than the candidate (for promotion) votes.

- Two schools (Social Work and Annenberg) have elected committees (which, in the case of Annenberg, is also the Executive Committee of the School).
- In three schools (Dental, Fine Arts and Annenberg) the Dean chairs the Personnel Committee.

We recognize that differences among schools may lead to differences in the way faculty choose to articulate their opinion. For this reason, we have not requested approval by the Senate of uniform guidelines for the selection and operation of personnel committees. We are, however, concerned that in many schools the personnel committees are not representing the voice of the faculty. The University Council, in approving the McGill Committee recommendations, has placed responsibility for deciding how personnel committees shall be selected with the faculty of each school. *We therefore urge that the faculty of each school formally reconsider whether the mechanism currently operating in the school is optimal for expressing faculty opinion on qualifications for membership in that faculty.*

Finally, the Senate Committee has several times this year expressed to the Provost its concern that the administration has never formally clarified the status of recommended changes in tenure rules passed by the Faculty Senate in October of 1974. The Handbook for Faculty and Administration, last published in 1969, is clearly out of date. The Committees on Academic Freedom and Responsibility, which are charged with adjudicating in matters of tenure, have received no written information on current tenure policy. This problem was raised by the Chairman of the Senate at the April 1975 meeting of the Faculty Senate, but it still persists. We wish to point out that the absence of clear policies on tenure, tenure-accrual and nontenured faculty status not only leads to confusion and inconsistencies, but also has the potential to jeopardize academic freedom at this University.

Paul Bender (Law)
Adelaide Delluva (Animal Biology)
Murray Gerstenhaber (Mathematics)
Henry Hiz (Linguistics)
Phoebe Leboy (Biochemistry/Dent.), Chairperson
Robert Lucid (English)
Iraj Zandi (Civil Engineering)

*FAS is considering a change in procedure for selecting its Personnel Committee.

TO COME: EDUCATION, ECONOMIC STATUS

Two key reports on the Senate's spring meeting agenda will be published in *Almanac* on April 27: one by the Committee on the Economic Status of the Faculty (F. Gerard Adams) and one by the Committee on Education (Donald Fitts). Some phrases from the Economic Status report appear in the salary policy statement on page 1 of this issue. The Education report, first of a two-part study, deals with the size and cost of central administration in relation to educational resources.

The spring meeting will be held Wednesday, April 28, from 3 to 6 p.m. in 102 New Chemistry Building, 34th and Spruce Streets.

GRADUATE/PROFESSIONAL RATE INCREASES

| | 1976-77 | 1975-76 |
|--------------------------------------|---------|---------|
| Annenberg | \$4330 | 3900 |
| Arts & Sciences | 4330 | 3900 |
| Dental Medicine | 5715 | 4750 |
| Division of Advanced Dental Medicine | 5935 | 5390* |
| Education | 4200 | 3900 |
| Engineering | 4330 | 3900 |
| Fine Arts | 4330 | 3940 |
| Medicine | 5000 | 4500 |
| Nursing | 4300 | 3900 |
| Social Work | 4330 | 3900 |
| Wharton (Ph.D.) | 4330 | 3900 |
| Wharton (MBA) | 4180 | 3800** |

*first-year rate for 1975-76; second-year figure is \$6010

**first-year rate for 1975-76; second-year figure is \$3620

OPENINGS

Under new procedures announced in *Almanac* February 17, openings in the University can be listed only after position review in the President's Office. Following are the positions now eligible to be filled. (Dates in parentheses refer to dates of issues in which full job description last appeared.)

University employees interested in these positions should call the Personnel Department, Ext. 7285, for appointments.

ADMINISTRATIVE/PROFESSIONAL

ASSISTANT COMPTROLLER (3-9-76).

ASSISTANT DIRECTOR STUDENT FINANCIAL AID (3-16-76).

ASSISTANT VICE-PROVOST FOR UNDERGRADUATE STUDIES AND UNIVERSITY LIFE (4-6-76).

ASSOCIATE VICE-PRESIDENT FOR HEALTH AFFAIRS responsible for coordination of projects in health education and services, including research and evaluation, that link the health schools and link the health area with other parts of the University. Will supervise development of a program for education in primary care; identify and assist in development of other interschool programs within the University; provide a focus for recommendations for new programs generated by the schools; lead in establishment of groups to evaluate the primary care program and expand research in health education and health care. Will coordinate preparation of applications to governments and foundations for support of primary care and other interschool programs in education and service. *Qualifications:* Senior-level professional with ability to work effectively with deans, faculty, and others of diverse interests; strong consensus-building skills; background and direct experience in coordinating complex efforts on a task-team basis; familiarity with government, private sources of funding for innovative programs in health education and health delivery, including research and evaluation. May have obtained requisite experience in the University, foundation, and/or government service. *Salary to be determined.*

FIELD PLACEMENT DIRECTOR (4-13-76).

NURSE TECHNICIAN responsible for patient teaching, counseling on medical plan of care, administration of intravenous chemotherapy, participation in community cancer control. Will participate in teaching activities for nursing and medical students, and in section research activities. Responsible for inpatient and outpatient care, and for community needs and setting. *Qualifications:* R.N. with inquisitive and creative mind. Baccalaureate or master's degree optional. Medical-surgical experience. Desire to learn. \$9,275-\$11,450.

RESEARCH SPECIALIST II (3-30-76).

RESEARCH SPECIALIST III (4-13-76).

STAFF WRITER II (4-6-76).

SUPERVISOR responsible for having all food on cafeteria line at correct time. Oversees setting up, service and sanitation. Records and verifies cash register receipts. Responsible for planning and supervision of private parties as assigned. *Qualifications:* College degree preferred from an accredited university with an HRI program. Previous association with a university food service. Knowledge of union practices. \$9,250-\$10,975.

SUPPORT STAFF

ADMINISTRATIVE ASSISTANT I (3-30-76).

ADMINISTRATIVE ASSISTANT I to develop, implement and monitor budgets; interact with visitors, students and faculty members; explain and interpret Community-Wharton Education Program policies and procedures; occasionally interview applicants for admission to the Program; maintain student grades and evaluations; schedule classrooms; supervise and delegate work assignments; compile, prepare and/or type program reports, confidential business letters, etc; perform related duties as assigned, including occasional secretarial duties. *Qualifications:* Sensitivity to urban and minority issues and problems; ability to think through problems and projects, work with little or no supervision and make recommendations regarding the above; must be able to interact with students in order to advise them and be willing to work from 9 a.m. to 7 p.m. twice a week when necessary. Two years college and/or business school training. At least four years experience or demonstrated comparable ability. \$6,550-\$7,925.

ADMINISTRATIVE ASSISTANT I responsible for management of office work flow. Will handle budgets, payroll and personnel/financial forms and records; prepare department reports; maintain department records; relay program information to students and faculty; handle student registration. *Qualifications:* Thorough knowledge of budget, office procedures; ability to deal with all kinds of people and to work independently. Excellent typing skills. \$6,550-\$7,925.

ADMINISTRATIVE ASSISTANT I responsible for the preparation of budgets and monthly financial reports; handling of departmental purchasing orders and personnel records and forms. *Qualifications:* Excellent typing; ability to deal with all kinds of people and to work independently. Must have previous business office experience. \$6,550-\$7,925.

ADMINISTRATIVE ASSISTANT I responsible for composing letters and memoranda. Will edit and correct correspondence prepared by others; schedule conferences and appointments; prepare and keep records, budgets, personnel action forms, purchase requisitions and other confidential material; handle all departmental petty cash; perform special assignments involving administration and communications as required. *Qualifications:* Two years college and/or business school training. At least four years related experience, preferably at the University. Knowledge of University policies and procedures (i.e., accounting, personnel, purchasing). \$6,550-\$7,925.

ADMINISTRATIVE ASSISTANT II (4-13-76).

ADMINISTRATIVE ASSISTANT II (4-6-76).

BILLING ASSISTANT (2) (4-13-76).

CLINICAL PERFUSION TECHNICIAN (4-6-76).

DELIVERY CLERK (4-6-76).

EXECUTIVE SECRETARY to senior administrative officer. Will coordinate work flow among secretarial staff; have operational supervision of staff. Responsible either directly or through delegation to other staff; for maintenance of vice-president's calendar; preparation of correspondence/reports of vice-president; handling of vice-president's calls. *Qualifications:* Judgment, discretion, ability to work effectively with others, ability to work under pressure. Outstanding secretarial skills. Minimum of five to seven years increasingly responsible secretarial experience in a similar office setting. College preferred. \$8,125-\$10,125.

FARRIER (4-13-76).

MEDICAL SECRETARY (9) (3-30-76).

PROJECT BUDGET ASSISTANT (2) to prepare budgets, endorsements and departmental funds totaling over \$50,000. Responsible for preparation of payroll, personnel action forms, time reporting forms and all other matters pertaining to HRMS manual. Responsible for preparation of monthly accounting statements which are used to arrive at uncommitted funds balance and total expenditures. Preparation of all financial reports pertaining to the department. Typing of purchase orders and research grants. *Qualifications:* Experience with accounting terms and budget forecasting procedures. Familiar with the HRMS manual and the format of

research grants preferred. Two years' work experience. Accurate typing. \$6,550-\$7,925.

PSYCHOLOGY TECHNICIAN (4-6-76).

RESEARCH LABORATORY TECHNICIAN III to determine erythrocyte membrane structural properties using micropipette techniques and red cell membrane; determine permeability properties using stopped flow rapid reaction techniques; assist in gas exchange animal experiments. *Qualifications:* Blood gas measurements, spectrophotometry, chemistry, mathematics, computers. Bachelor's degree. \$7,900-\$9,450.

RESEARCH LABORATORY TECHNICIAN III to train in virus isolation and virus serology. Sterile tissue culture methods, handling of virus specimens, inoculation of cultures, serology testing of serum, fluorescent microscopy, and animal studies are part of job. *Qualifications:* Bachelor's degree from adequate university. \$7,900-\$9,450.

RESEARCH LABORATORY TECHNICIAN III for growth of bacterial cultures and chromatographic analyses of culture and body fluids. *Qualifications:* Knowledge of handling bacterial cultures; some familiarity with biochemical techniques. B.S. or B.A. in biology or chemistry and experience with techniques cited above. \$7,900-\$9,450.

RESEARCH LABORATORY TECHNICIAN III (3-9-76).

RESEARCH LABORATORY TECHNICIAN III (3-9-76).

SECRETARY II (7) *Qualifications:* Excellent typing, some require shorthand as well as dictaphone; ability to perform related duties as assigned. \$5,700-\$6,750.

SECRETARY III (10) (3-30-76).

SECRETARY III with knowledge of French (4-6-76).

SECRETARY III (4-6-76).

SECRETARY III to director of administrative services (4-13-76).

STEAM OPERATORS (3-2-76).

WELDER BURNER (2-10-76).

INDIAN-AMERICAN WEEK

The University has joined with the Association of Indians in America and Philadelphia '76 in sponsoring a series of exhibits, performances, and workshops from April 24 through May 1. Running throughout the week are an art exhibit in the University Museum's Mosaic Gallery (10 a.m. to 5 p.m. daily, except Monday, April 26) and workshops on Indian dance, yoga, and sitar music (daily from 1 to 3 p.m. and 3 to 5 p.m. in Room 138 of the Museum, except April 26 and 30).

A banquet with distinguished guest T.N. Kaul, the Indian Ambassador to the U.S., (and a dinner of Tandoori chicken) is scheduled for April 24 at 6 p.m. in the Upper Egyptian Gallery of the Museum. Tickets are \$12.50 each; make reservations through the Houston Hall Ticket Agency.

A series of seminars includes "India's Influence on American Culture" and "Vivekananda," both at Stiteler Hall. The first begins at 7 p.m. and the second at 8:45 p.m. For information, call the News Bureau. Ext. 8721.

The New York Times and the Women's Movement is the topic of the April 26 Annenberg Colloquium, presented by Gaye Tuchman of the Queens College sociology department; 4 p.m. in the auditorium of the Annenberg School.

Virginia Greene lectures on *Conservation of Museum Collections* in the Museum's Bicentennial Lecture series April 28 at 3 p.m. in the Museum's Rainey Auditorium.

MUSIC

Bring your lunch: *Music at Noon* is a regular pastime of a number of amateur musicians on campus every Thursday in the Houston Hall Bowl Room.

The *University Symphony Orchestra*, conducted by Eugene Narmours, presents Mussorgsky's "Pictures at an Exhibition" and works by Schubert and Beethoven in the Zellerbach Theatre of the Annenberg Center April 23 at 8:30 p.m.

Alumnus-pianist *John Platoff* returns to the University to play works by Beethoven, Chopin, and Debussy at a Philomathean Society concert at 8 p.m. on April 25, 4th floor College Hall.

Selections from American musicals are rendered by Estelle Munson at the Faculty Tea Club April 27 at noon. Ms. Munson, currently playing the lead in the show *I Do! I Do!*, sings in the Faculty Club; reservations are \$5; call H1 9-2798.

For those who may not remember what it was like, the Collegium Musicum presents *An After-Dinner Entertainment from Sixteenth Century Bruges* in the Harrison Auditorium of the Museum, 8:30 p.m. April 28.

FILM

The PUC Friday night movies continue with *Rollerball* on April 23 and *The Day of the Locust* April 30, both at 7:30 and 10:30 p.m. in Irvine Auditorium. The Three Stooges return eight times on April 29 in the Fine Arts Auditorium. All shows are \$1.

Far From the Madding Crowd, starring Julie Christie, is the University Museum film on April 25 at 2:30 p.m. in the Harrison Auditorium.

Reelpolitik: the Annenberg Documentary series shows *Ramparts of Clay* by Jean-Louis Bertucelli; April 28 at 4 and 7 p.m. in the Studio Theatre of the Annenberg Center.

MIXED BAG

When You Comin' Back Red Ryder? asks the Penn Players' 1976 production starting April 22 at 8 p.m. in the Studio Theatre of the Annenberg Center. Tickets are \$3; for reservations and other schedule information, call the Annenberg Box Office, Ext. 6791.

April 23 and 24—this Friday and Saturday—the Christian Association holds its *Spring Craft Fair* at 36th and Locust Streets; noon to 6 p.m. both days; 100 exhibitors.

Hamilton Village is holding a *Jubilee Mass* at the St. Mary's Church, 39th and Locust Walk, and a *Spring Jubilee Festival* on April 25. The mass is at 10:30 a.m. and the festival lasts from 11 a.m. to 6 p.m.

Horticulturist Els Benjamin digs deeply into the dark subject of *Gardening in the Shade* on April 26 from 10 a.m. to 3 p.m. at the Morris Arboretum.

HUP has scheduled a meeting for DES women (whose mothers took the drug DES during pregnancy) with a talk, slide show, and discussion for April 27, 8 p.m. in the Penniman Room of Houston Hall.

THINGS TO DO

LECTURES

A seminar on *Polycrystalline Strengthening*, led by Professor H. Margolin of the Polytechnic Institute of New York, is scheduled for April 22 at 4 p.m., Room 105, LRSM Building. Sponsors: LRSM and the metallurgy and materials science department.

Norman Denny, who founded and is currently president of Lincoln Bank, lectures on the problems involved in setting up a bank; 4 p.m., April 22, E-8 Dietrich Hall; sponsored by the Wharton Finance Club.

The Health Care Committee is sponsoring a colloquium featuring *Bernard Korman*, founder of American Mediacorp, in the auditorium of the Leonard Davis Institute, 4:30 p.m. April 22.

Against the Grain: Clifton Baile, associate professor of nutrition, continues the Food and Society Seminars with *Animal Production Without Feeding Grain*; April 23, noon, Room 9, Houston Hall.

CORRECTION ON DES TESTING

In our last issue (April 13) we reported that HUP is offering free screening tests for women whose mothers may have taken the drug DES during pregnancy. The tests are not free; *Almanac* regrets the error.

ALMANAC: 515 Franklin Building (16) Ext. 5274

Editor.....Karen C. Gaines

Assistant EditorDuncan Williams

DistributionKaren A. Graves