



English Named Director of University Press

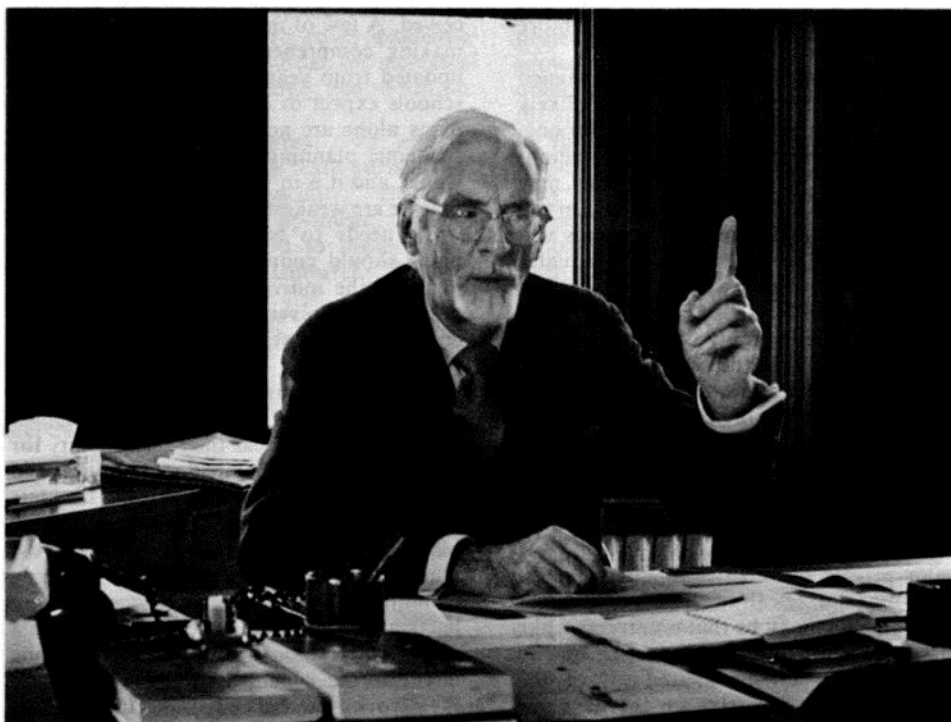
The Trustees of the University of Pennsylvania Press announced Monday the appointment of Maurice English as director of the Press. English has been serving as interim director since October.

The new director is a publisher and an author. He served as managing editor and senior editor of the University of Chicago Press from 1961-1969. Coming to Philadelphia, he became the first director of the Temple University Press, a position he held until 1976. He also founded the Pulvinar Press.

English's published writings include two collections of his own poems, *Midnight in the Century* and *Salvaging of Roots*, and two plays, *The Saints in Illinois* and *Choosing the God*. He also translated the works of another distinguished poet, *Select-ed Poems of Eugene Montale*.

A graduate of Harvard College, English began his career as a journalist, working in Europe and the United States. From 1953-1957, he was editor and publisher of the *Chicago Magazine*.

He has been a member of the Trustees of the University of Pennsylvania Press since 1978 and will continue as trustee as well as director.



Maurice English in his Walnut Street office.

Trustees Name Presidential Search Members

In its last meeting of the calendar year the trustees executive board last week announced that the consultative presidential search committee had been organized and that its work would begin early in January.

The committee includes four faculty members, as provided for in the search guidelines set up by the executive board in October. They are: Fay Ajzenberg-Selove, professor of physics; Robert Austrian, professor and chairperson of research medicine; Paul Bender, professor of law and chairperson-elect of the Faculty Senate; and Irving Kravis, professor of economics and a former chairperson of the Faculty Senate.

Paul Miller, chairperson of the trustees, said this week that he was pleased with the composition of the committee and that, in his opinion, there were "no surprises" among the names submitted to him by the faculty and student contingents. He said that the nominations of Paul Bender and Irving

Kravis, in particular, were expected, given their roles in the Faculty Senate.

Miller said that letters will be going out in several weeks to all members of the University community and to alumni asking that they forward names of potential University presidential candidates to the office of the secretary of the corporation. The letters will be signed by Miller.

"What we want to do is prompt everyone to give us their thoughts on the kind of individual they think should be leading this University in the years ahead," Miller said.

Also at last week's session, the executive board announced that it had approved the naming of John Neff, a financial management expert, to head the University's investment board. Neff, if approved at the full trustees meeting in January, would thus take on the responsibility of trying to improve the performance of Pennsylvania's \$130 million endowment. It has been argued

in recent years that the endowment had not been effectively managed.

Neff, a partner in Wellington Management Company, of Valley Forge, said in a public statement this week that he has the "desire, wish, and motivation" to upgrade the performance of the endowment fund.

If the trustees okay Neff's appointment next month, as they likely will, Neff will also then become a trustee and will sit on that body's executive board.

Neff received his B.B.A. degree from the
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- University Council members—and council committee members—are listed in For the Record, page 6-9.

Academic Planning for the 1980s

By Benjamin Shen

With a balanced budget and with a fund-raising campaign soon drawing to a successful close, the University of Pennsylvania now finds itself, at the threshold of a new decade, in a better financial state than most of its peer institutions. While this provides a good foundation on which to plan for the future, we cannot afford to be complacent, for the 1980s will almost certainly be a far more difficult decade for us than the 1970s.

The economic pressures that plagued American universities in the 1970s are likely to continue unabated. Energy costs, for one, will probably rise inexorably. The Commonwealth subsidy, so vital to our solvency, may continue to lag far behind inflation. On top of all this, national population trends will reduce the number of high-school graduates by some 20 percent over the next decade, especially in the Northeast; and these trends will not reverse themselves until the 1990s. Also reduced will be the percentage of high-school graduates who go on to college, especially in the face of a shortage of college youth in the labor force.

All this will translate into reduced tuition income. The consensus is that pressures of this kind will close some of the weaker institutions across the nation and put the major private universities to their severest academic and fiscal test since the Great Depression. It may be that a university like ours will be affected less and later, but we will certainly not be spared all of the difficulties. Our objective for the next few years, therefore, should be to make every possible academic and fiscal preparation in anticipation of the obstacles ahead, in the hope that the University will go through the 1980s unscathed and invigorated.

In the coming years we expect to start making fiscally sound academic plans that take into account the likely favorable and unfavorable contingencies. The 1980s will be so unpredictable that we should make sure that everything we do is done by design and not by default. No sudden trauma should be allowed to surprise us. We need to know in advance what to do in the academic sector if, say, our freshman applicant pool should drop by 5, 10, or 20 percent, or if our energy cost should double or triple.

We also need to plan on how best to seize upon new opportunities, for if the next decade is full of pitfalls, it is for that reason also full of unmatched opportunities. Think what we can do with a reserve fund that can be used for selective academic investments at a time when many other universities are barely surviving, or how many more top students from lower- and middle-income families and minority groups we can attract if we can offer a larger financial aid package

than some of our straitened peer institutions. The opportunities are limitless. The only requisite is that we be better prepared than others. This will not be easy to do and may be beyond our grasp, but with our balanced budget and our fund campaign, we already have a headstart.

Planning for the next decade should begin at the department and school level, where the academic needs and options are best perceived. A few of our 14 schools are already making comprehensive plans that will be updated from year to year. The remaining schools expect to do the same. But school plans alone are not enough. We also need academic planning for the University as a whole, and it is in University-wide planning that we are weakest and where a great deal of work needs to be done. University-wide plans should coordinate and integrate the plans of the individual schools (and other units of the University) and incorporate the concerns and priorities of the University as a whole.

Academic planning is a cooperative endeavor in which the administration must take the lead and bear the responsibility for final decisions, but it does not have a monopoly on wisdom. Faculty and students should take an active part in academic planning, for example through the University-wide Educational Planning Committee. Individual faculty members, in particular, should be encouraged to take a strong interest in the future course of the institution to which they are devoting their life's work. The rich talent in planning and analysis within the university community should be utilized whenever possible.

Academic plans should not just follow the lines of least resistance; they should admit creative departures from past patterns. The hard-earned fruits of the current fund-raising campaign should be utilized to their fullest benefit and with the utmost care. Our needs in the next decade will be so great that fund-raising efforts can hardly be relaxed even after the current campaign is completed. Faculty salaries cannot long lag behind inflation without seriously affecting our academic vitality. Nor can tuition be long held above inflation without reducing Pennsylvania to a university of the rich.

In the inevitably tough competition for students and resources in the 1980s we must take care to maintain the University's integrity and idealism regardless of the behavior of others. Most important, every effort must be made to resolve any brewing discord among the various parts of the University, discord that is bound to be brought on by scarce resources. The difficulties of the 1980s will be so great that they cannot be successfully confronted, nor can the opportunities they bring seized upon, by

a university rife with internecine conflicts.


Finally, we should be encouraged by the fact that the very same efforts we make to see the University through the hardships of the 1980s will also reward us with a definite strengthening of our academic programs. Even though the University as a whole may not grow larger in the next decade, it stands a good chance of becoming still better.

Benjamin Shen, the Reese W. Flower Professor of Astronomy and Astrophysics, has served as associate provost of the University since September. This article is an extension of his remarks made last week before the budget session of the University Council. A former adviser to the U. S. Senate Budget Committee, Shen currently chairs a national panel on the federal research and development budget for the American Association for the Advancement of Science.

Mortgages Not Available

George W. Pepper, associate treasurer, has announced that, as a result of high interest rates, the Philadelphia Saving Fund Society will not grant mortgages to faculty and staff under the University's guaranteed mortgage program until after June 30, 1980.

"Should rates decrease significantly before then," said Pepper, "it is possible that this restriction will be cancelled, in which case an announcement will be made."



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Editorial offices: 513-515 Franklin Building (16), 3451 Walnut St., Philadelphia, PA 19104. Phone: 243-5274. Please direct all subscription inquiries to the editorial assistant.

University Council Hears Budget Presentation

Only one item was on the agenda during last Wednesday's University Council meeting: Penn's short- and long-range financial picture.

Jon C. Strauss, vice president for budget and finance, reported on the University's current financial health and on what might be anticipated for the budget now being developed for 1980-81. Robert M. Zemsky, director of planning analysis, spoke on "A Framework for Campus Planning."

Both reports were informational. No action was taken on either of them.

Prior to the presentations several members of the Council expressed their displeasure, both publicly and privately, at the absence of President Meyerson and Provost Gregorian from this particular session. Both men were out of town at the time. Walter Wales, chairperson of the Faculty Senate, told the Council that the president and provost had in fact asked if the meeting could be rescheduled, but that he had decided against such a move because of the "domino effect" it would have on commitments made elsewhere by Council members.

Benjamin Shen, associate provost, also made a brief statement to the Council concerning the function of and need for academic planning during the coming decade. His remarks—expanded and somewhat revised—appear on page 2.

Strauss, in his report, indicated that the University had held to a balanced budget during the past four years while simultaneously decreasing its accumulated debt. He said, however, that because inflation had undercut the buying power of the University's uncontrolled income—which is designated for dining halls, residences, and so on—is not earmarked to cover academic program expenses, the burden for increases in costs ends up increasingly tied to tuition income.

Still, concluded Strauss, "we are in excellent shape. We have really turned this University around financially." He cautioned against too much optimism, though, saying that it is difficult to predict how inflation will affect the University through the 1980s.

Zemsky, in his part of the presentation, said that the University should "explicitly

determine its scale" for the coming decade by closely examining all the alternatives open to it; that the University should be concerned about "balance" in all matters during the coming decade; and that the institution "should be concerned about what kind of faculty-staff structure" it wants.

He outlined four alternatives relating to scale: steady-state; planned expansion; growth by substitution, achieved by "balancing growth in some areas with reductions in others"; and purposeful contraction.

Zemsky advised that these alternatives be scrutinized with long-range demographic projections in mind. He added that these projections "are serious enough" to call into question any plan to significantly increase the size of Penn's student enrollment.

"Barring unforeseen opportunities for responsible expansion, steady-state planning through 1990, accompanied by a concerted effort to increase research, is probably the most logical and productive" of Pennsylvania's options, Zemsky told the Council.

The University Council's next meeting is scheduled for January 16.

Trustees Executive Board Meets *(continued from page 1)*

University of Toledo, from which he graduated summa cum laude, and his M.B.A. degree from Case Western Reserve University.

Miller characterized Neff as "one of the leading investors in the country" and a personal friend.

Neff's predecessor as head of the investment board was Julian Bers, who resigned from the trustees in October.

The concept of the young alumni trustee, which reportedly has not found favor with all members of the regular trustees, was given a boost last week when the executive board accepted a recommendation from its Committee on Student Life to add a third young alumni position to the board.

Under the new system, the young alumni trustees would serve alternating three-year terms, the result being that each of them would have varying amounts of experience with the work of trusteeship.

Margaret Mainwaring, head of the Committee on Student Life, noted during last week's meeting that some members of her committee had expressed an interest in further defining and perhaps expanding the role of student liaison members on trustee committees, preferring such a scheme to the one ultimately approved.

Miller said in an interview Monday that "my understanding of this is that the trustees on the committee, if they had had their way, would not have expanded membership among young alumni trustees."

The full board is expected to vote on the proposal in January.

In another matter, Miller announced last week that Edwin R. Igler, an IBM executive from New York, would head the new alumni committee on athletics. The rest of the committee has not yet been selected.

Igler's group will be the first of its kind at the University. Charles Harris, the recently appointed director of recreation and intercollegiate athletics, had asked the trustees in October if they would be willing to support the idea of a DRIA advisory panel. He said

that alumni had for too long a time been left out of the picture when it came to developing long-range policies for the University's athletics programs.

It is expected that the alumni committee on athletics will begin meeting just as soon as all members have been appointed; Harris is counting on having their input in time for inclusion for his DRIA policy recommendations report, which he hopes to have ready early next year.

Members of the Consultative Committee for the Presidential Search

Trustees

Gloria Twine Chisum, research psychologist for the U.S. Naval Air Development Center

G. Morris Dorrance, Jr., chairman and chief executive officer, Philadelphia National Bank and Corporation

Dr. F. Otto Haas, director and former chairman, Rohm and Haas Company, Philadelphia

Dr. Carl Keysen, vice president of the commission and director of research, Sloan Commission on Government and Higher Education at MIT, Cambridge, Mass.

*Paul F. Miller, senior partner, Miller, Anderson and Sherrerd, Bala Cynwyd

**Jacqueline G. Wexler, former president, Hunter College, New York City
Charles S. Wolf, president and chief

executive officer, York Container Company, York, Pa.

Faculty

Professor Fay Ajzenberg-Selove, physics
Dr. Robert Austrian, professor and chairman of research medicine

Professor Paul Bender, law; chairman-elect of the Faculty Senate

Professor Irving Kravis, economics; former Faculty Senate chairman

Students

Kenneth D. Kronhaus, GRF '81; president of the School of Medicine student government

Marc L. Shandler, FAS '82; undergraduate member of the University budget committee

*non-voting, chairman of the committee

**vice-chairman of the committee

Items for On Campus should reach the Almanac office by noon the Thursday preceding desired publication.

December 13-20

13 Thursday

Coffee Hours: The Modern Language College House hosts coffee and conversation hours for students of Italian and German at 4 p.m., Class of '25 House.

Gift Sale: The International House sponsors a Christmas gift boutique featuring the collection of Hmong handicrafts at 10 a.m. Call 387-5125 for information.

14 Friday

Arboretum Events: The Morris Arboretum sponsors a Holly and Greens sale through December 21. Call 247-5777 for information.

The seminars: *Holiday decorations I: Wreathes, Stars, and Swags* and *Holiday decorations II: Table Trees and Centerpieces* are offered at 10 a.m. and 1 p.m. at the Arboretum. The fee is \$10 for members, \$14 for non-members. Call 247-5777 for information.

Coffee Hours: The Modern Language College House hosts coffee and conversation hours for students of French, Russian, and Spanish at 4 p.m., Class of '25, House.

Concert: The Christian Association presents Pete Seeger at 8 p.m. in the Civic Center. Tickets are \$9, \$7, and \$5 for students.

Sports: The Penn Skating Group holds a session at 4 p.m. in the Class of '23 Ice Rink.

15 Saturday

Arboretum Events: The Morris Arboretum offers holiday decoration seminars at 10 a.m. and 1 p.m. The fee is \$10 for members and \$14 for non-members.

Concert: The Folklife Center of International House sponsors British and American Christmas carols at 7:30 p.m. at International House. Admission is \$3.50 and \$2.50 for children and House members.

Sports: Penn meets Navy in men's basketball, 5 p.m., at the Palestra.

16 Sunday

Movies: The University Museum Film Series presents *Shaman* and *Tajimolitic* at 2:30 p.m. in the Harrison Auditorium, University Museum.

Sports: Penn competes in the Princeton Development Meet for women's indoor track at Princeton.

17 Monday

Arboretum Events: The Morris Arboretum sponsors the seminar *Dried Decorations* at 10 a.m. The fee is \$7 for members, \$10 for non-members.

18 Tuesday

Lecture: The department of psychology features Dr. Byron Campbell of Princeton University at 4:45 in Room B-21, Stiteler Hall.



Periodicals on the Penn Campus

A number of periodicals are published by schools, departments, and divisions of the University of Pennsylvania. Some of them are scholarly, but others are intended for a somewhat more general audience. All are available by subscription; sample copies may sometimes be had for the asking. The current list of Penn periodicals follows.

American Business Law Journal

Frank F. Gibson, editor; American Business Law Association

As the official publication of the American Business Law Association, this publication contains articles relating to all fields of commercial law, in addition to such topics as international, labor, health care, environmental, and antitrust law.

Quarterly, \$12 for non-members.

Subscription inquiries should be directed to: Frank Land, School of Business and Economics, University of North Carolina at Greensboro, Greensboro, N.C. 27412.

American Journal of Legal History

Erwin C. Surrency, editor; American Society for Legal History

As the official publication for the American Society for Legal History, this publication is the only journal on this side of the Atlantic devoted solely to legal history—American, English, and other.

Quarterly, \$12.

Subscription inquiries should be directed to: Erwin Surrency, c/o Law Library, University of Georgia Law School, Athens, Ga. 30602.

American Quarterly

Dr. Bruce Kuklick, editor; American Studies Association and the University of Pennsylvania

This publication is devoted to the study of American society, past and present, in all its diversity and complexity. Articles focus on the interrelationships between various aspects of American culture, including history, literature, politics, social structure, and the arts.

Five issues per year, income-based.

Subscription inquiries should be directed to: The American Studies Association, 4025 Chestnut Street.

The Anvil

Anne Duffield, editor; Wharton Graduate Alumni Affairs Office

The Anvil is a non-subscription magazine for the alumni of the Wharton School's graduate division. Its focus is on alumni, alumni club, and Wharton School activities and programs. Each issue features an executive interview and special articles on topical issues that involve or affect the Wharton School's alumni.

Quarterly, no fee.

For copies, contact: Wharton Graduate Alumni Affairs Office, 216 Vance Hall, Ext. 8478.

Bell Journal of Economics

Dr. Oliver Williamson, editor; American Telephone and Telegraph Company

The *Bell Journal of Economics* specializes in applied microtheory, especially as this relates to the study of firm and market structures. Theoretical, empirical and public policy aspects are included. A typical volume runs to 700 pages.

Semi-annually, no fee.

Subscription inquiries should be directed to: Circulation manager, *The Bell Journal of Economics*, American Telephone and Telegraph Co., 195 Broadway, New York, N.Y. 10007.

Expedition

Bernard Wailes, editor; University Museum

From Museum expeditions throughout the world to general aspects of archaeology and anthropology, *Expedition* offers the general reader insights into the development of man. The results of fieldwork, whether obtained from excavations or the study of primitive man, are discussed and illustrated.

Quarterly, \$8.

Subscription inquiries should be directed to: Jennifer Quick, Publications Department, University Museum, 33rd and Spruce streets.

Health Affairs

John Hayden, editor; General Alumni Society

Health Affairs is published for alumni of the Health Affairs Division of the University, which includes the medical, dental, veterinary and nursing schools. It is also available for those who are not alumni.

Quarterly, \$8 for non-alumni.

Subscription inquiries should be directed to: Editor, *Health Affairs*, Room 605, 4025 Chestnut Street.

Hispanic Review

Russell Sebold, general editor; Penn Spanish Faculty

The *Hispanic Review*, published by the Penn Spanish faculty, is devoted to research and criticism in the Hispanic languages and literatures and appeals to the general reader as well as the specialist. Principal languages are English and Spanish.

Quarterly, \$12 for individuals, \$11 for alumni.

Subscription inquiries should be directed to: 512 Williams Hall.

International Economic Review

Dr. Robert Pollack, editor; University of Pennsylvania and Osaka University

For over 20 years, this review has served the academic and research communities interested in quantitative and theoretical economics. Empirical studies as well as articles on mathematical economics and statistical theory are published.

Three times per year, \$25.

Subscription inquiries should be directed to: Department of Economics, MacNeil Building.

Isis. An International Review Devoted to the History of Science and Its Cultural Influences

Arnold Thackray, editor; History of Science Society

The official journal of the History of Science Society, *Isis* was founded in 1912 by George Sarton and is the oldest and best-known of the three dozen journals in its field. It is received by subscribers in nearly 50 countries, demonstrating the international character of the discipline. The four quarterly issues of the journal include articles, notes, documents, translations and discussions, in addition to over 200 book reviews dealing with every aspect of the history of science. The annual critical bibliography issue details over 2,500 publications. The triennial *Isis Guide to the History of Science* provides an essential guide to research.

Five times per year, \$22.

Subscription inquiries should be directed to: The *Isis* Publication Office, E.F. Smith Hall, 215 South 34th Street.

Journal of Communication

Dr. George Gerbner, editor; Annenberg School Press

This journal publishes lively and authoritative studies by the social scientists and policymakers who shape our world of communications. It focuses on such diverse research as the effects of TV on children, the myths of old age, and the global implications of the "information society."

Quarterly, \$18.

Subscription inquiries should be directed to: The *Journal of Communication*, P.O. Box 13358, Philadelphia, Pa. 19101.

Journal of Economic Theory

Dr. Karl Shell, editor; Department of Economics and the Center for Analytic Research in Economics and the Social Sciences

The *Journal of Economic Theory* publishes original articles on economic theory and related mathematical techniques. It is published by Academic Press, Inc.

Two volumes; 3 issues each, \$61.

Subscription inquiries should be directed to: Journal Subscription Department, Academic Press Inc., 115 Fifth Ave., New York, N.Y. 10003.

Journal of Finance

Dr. Marshall Blume, editor; American Finance Association

The *Journal of Finance* is the official publication of the American Finance Association (AFA). One of its five yearly issues reports the proceedings of the AFA's annual meeting. The other four issues are devoted primarily to the publication of referred articles covering the entire field of finance.

Five times per year, \$22.50.

Subscription inquiries should be directed to: Bob Kavesh, American Finance Association, Graduate School of Business Administration, New York University, 100 Trinity Place, New York, N.Y. 10006.

Journal of Marketing

Dr. Jerry Wind, editor; American Marketing Association

The *Journal of Marketing* serves as the leading marketing publication for the benefit and enhancement of members of the Business and academic communities. It thus offers a vehicle for publication of articles which vary markedly in their orientation, level of sophistication, nature of contribution to the field, and segment appeal. It publishes articles that provide a new theoretical, methodological, or substantive contribution to the field. This criterion places a strong emphasis on truly scholarly work.

Quarterly, \$24.

Subscription inquiries should be directed to: Shirley McGregor, c/o the American Marketing Association, 222 S. Riverside Plaza, Chicago, Ill. 60606.

Orbis—A Quarterly Journal of World Affairs

Dr. Richard Bissell, managing editor; Foreign Policy Research Institute in association with the International Relations Graduate Program at the University.

Provocative articles on trends in U.S. foreign policy, national defense issues, arms control, nuclear proliferation, and international political economy are offered by *Orbis*. This journal of world affairs helps bridge the gap between scholarship and policy.

Quarterly, \$12.50.

Subscription inquiries should be directed to: 3609 Locust Walk.

The Pennsylvania Gazette

Anthony Lyle, editor; General Alumni Society

The *Pennsylvania Gazette* is the prize-winning alumni magazine of the University. It publishes feature articles and shorter pieces by or about the University, those who teach and learn here, and alumni. The *Gazette* is distributed free of charge to alumni of the undergraduate schools, to those who have earned Ph.D. degrees from the University, and to the fully-affiliated faculty and staff; it has a circulation of 80,000.

8 issues per year, \$10

Subscription inquiries should be directed to: The *Pennsylvania Gazette*, 4025 Chestnut Street.

University of Pennsylvania Law Review

Kit Kinports, editor; Students of the University's Law School

This prominent legal journal of national circulation has been published at the law school since 1896 with contributors who include distinguished members of the bar, the judiciary, and both teachers and students. It is of assistance to courts, lawyers, and scholars alike.

6 issues per year, \$20.

Subscription inquiries should be directed to: 3400 Chestnut Street.

Vital Signs

Shay McConnell, editor; HUP public information and marketing department

Vital Signs is a magazine of information on patient services, growth, expansion, and the financial status of the Hospital of the University of Pennsylvania.

Quarterly, no fee.

Copies can be obtained from: HUP's public information and marketing department.

The Wharton Magazine

William West, editor; The Wharton School

The *Wharton Magazine* is a quarterly about management published in a lively and readable format for executives at all levels and in all fields of private and public enterprise. Articles are based on research in management, finance, accounting, marketing, insurance, the law, and social science.

Quarterly, \$12.50.
Subscription inquiries should be directed to: The *Wharton Magazine*, 3609 Locust Walk.

Books:

The University of Pennsylvania Press publishes books, many by University authors, on a wide variety of subjects. For a catalog, call Ext. 6261.

University Council, 1979-80

Information for these pages was supplied to **ALMANAC** by the University Council. Notice of additions or corrections to this information should be brought to the attention of both **ALMANAC** and the University Council.

The University Council ... exists to discuss and formulate for recommendation to the president general policies of the University which may affect its educational objectives by consultation among elected representatives of the disciplinary fields of the faculties, representatives of the faculty at large, administrative officers, and elected representatives of the undergraduate and graduate/professional students. It is empowered to initiate policy proposals as well as to express its judgment on those which are submitted to it by the administrative officers of the various academic divisions of the University. It is also empowered to request information through appropriate channels from any member of the University administration.—*Council Bylaws*

The University Council normally meets on the second Wednesday of each month from 4 to 6 p.m. in the Council Room of the Furness Building. Any member of the University community may submit items for consideration to the Steering Committee, c/o the Secretary's Office, 121 College Hall/CO.

Steering Committee

The Steering Committee shall consist of the president of the University, the provost, the chairman and the chairman-elect of the Faculty Senate, the chairpersons of the Undergraduate Assembly and the Graduate and Professional Student Assembly, and five faculty members, one undergraduate student, and one graduate/professional student to be elected in the incoming Council at its May meeting from among its membership for the ensuing year. The chairman of the Faculty Senate shall be the chairman of the Steering Committee.—*Bylaws*

June Axinn
Alice Beck
Paul Bender
Michael Cohen
Jeannine Coyne
Vartan Gregorian
Philip J. Kellman
Barbara J. Lowery
Martin Meyerson
Mitchell P. Portnoy
Jack E. Reece
Walter Wales
Robert A. Zelten

Membership of the Council

Faculty: All members of the Senate Advisory Committee sit on Council, 13 as voting members and five (normally the four first-year members and the past secretary) as observers. In addition there are four junior faculty members chosen by the Council Steering Committee and 27 faculty elected by mutually exclusive constituencies.

Students: Nineteen students serve on Council, nine of them from the undergraduate schools (five elected by mutually exclusive constituencies, and four—including a freshman—elected at large

via the Undergraduate Assembly). The 10 graduate professional students on Council are from mutually exclusive constituencies. Three are in mixed constituencies: Nursing-Veterinary; Education-Engineering-Social Work; and Annenberg-Fine Arts. Each of the grouped schools sends a representative, but only one per constituency may vote; the others become nonparticipating observers. Each constituency's representatives select the voting member by whatever method they choose.

Administration and Staff: The president and the provost are members of the Council. A moderator presides at meetings and is a member of the Council. The president appoints nine administrative officers, and the Administrative Assembly sees to the election of one administrator who will represent all A-1's except librarians, programmers and research personnel. The Librarians Assembly has one voting representative, as does the A-3 Assembly.

Moderator

Herbert S. Levine

Parliamentarian

*Christian Day

Members of the Administration

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Lee Copeland
Robert H. Dyson, Jr.
Claire M. Fagin
James O. Freedman
Vartan Gregorian
Britton Harris
Thomas W. Langfitt
Martin Meyerson
Benjamin S. P. Shen
Janis I. Somerville

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*Regina Austin
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*John S. DeCani
Charles E. Dwyer, *Secretary*
*Robert Inman, *Past Secretary*
Anne Keane, *Secretary-elect*
Irving B. Kravis, *Past Chairman*
Paul M. Lloyd
Peter C. Nowell
Daniel D. Perlmutter
Irene Pernsley
Rosemary A. Stevens
Walter D. Wales, *Chairman*
*Leon P. Weiss
Irene J. Winter

*Observer

Representatives of Constituencies

1. FAS: Anthropology, Geology, Psychology: Bernard Wailes
2. FAS: English, General Honors: Stuart Curran
3. FAS: Linguistics, Mathematics, Philosophy: George Cardona
4. FAS: Biology, Chemistry: Gordon W. Ellis

5. FAS: Astronomy, Physics: Michael Cohen
6. FAS: Classical Studies, German, Romance Languages, Slavic Languages: Gerald Prince
7. FAS: History, History of Art, Music, Religious Studies: Jack E. Reece
8. FAS: American Civilization, Classical Archaeology, Folklore and Folklife, History and Sociology of Science, Oriental Studies, South Asia Studies: Mark B. Adams
9. Engineering: Moore School of Electrical Engineering: Kenneth Fegley
10. Engineering: Bioengineering, Chemical and Biochemical Engineering, Civil and Urban Engineering, Materials Science and Engineering, Mechanical Engineering and Applied Mechanics: Steven C. Batterman
11. Graduate School of Fine Arts: Setha Low
12. School of Social Work: June Axinn
13. School of Allied Medical Professions: Deborah Labovitz
14. FAS: Economics, Peace Science, Regional Science: Daniel Vining
15. FAS: Political Science, Sociology: Mark N. Blitz
16. Wharton: Accounting, Finance, Statistics: Randolph Westerfield
17. Wharton: Decision Sciences, Insurance, Legal Studies, Management, Marketing: Robert A. Zelten
18. Medicine: Anatomy, Biochemistry and Biophysics, Pathology: John J. Furth
19. Medicine: Human Genetics, Microbiology, Pharmacology, Physiology, Therapeutic Research: Marilyn Hess
20. Medicine: Dermatology, Medicine, Neurology, Ophthalmology, Otorhinolaryngology, Psychiatry, Research Medicine: Albert J. Stunkard
21. Medicine: Anesthesia, Obstetrics and Gynecology, Orthopaedic Surgery, Pediatrics, Physical Medicine, Radiation Therapy, Radiology, Surgery: Erwin R. Schmidt
22. Law School: Frank I. Goodman
23. School of Veterinary Medicine: Wilfried T. Weber
24. School of Dental Medicine: Benjamin F. Hammond
25. School of Nursing: Barbara Lowery
26. Graduate School of Education: Peter J. Kuriloff
27. Annenberg School: Charles R. Wright

Junior Faculty Members

Joseph Beckham
Elinda Kornblith
Denise Koval
Mark B. Snyder

Librarians' Assembly

Eleanor Allen

Administrative Assembly

Maureen Parris

A-3 Assembly

Joseph F. Kane

ROTC Representative

*Robert D. Marcinkowski

Undergraduates

Terry Andrews (FAS '80)
Alice Beck (FAS '81)
David Cohen (FAS '80)
Laura Foggan (FAS '80)
Ari Goldberger (FAS '83)
Kevin Gorin (SEAS, '81)
Brian Klock (SAMP '81)
Mitch Portnoy (WH '80)
Cheryl Saban (FAS '82)

Graduate-Professional Students

Haym Benaroya (SEAS)
Mitchell Blutt (Medicine)
Margaret Childs (GrFAS)
Diane Clark (GSFA)
Jeannine Coyne (Social Work)
Mike Griffin (Annenberg)
Keith Grove (Vet)
Phil Kellman (GrFAS)
Alan Leifer (WhGrad)
Randall D. Marks (Law)
Steve Rood-Ojalvo (GrFAS)
Gretchen Rossman (GrEd)
John R. Sillis (Nursing)
Ralph Jay Van Brocklin (Dental)

*Observer

Council and University Committees, 1979-80

Much of the work of the Council is done through its standing committees. They are chosen each spring through the Committee on Committees, which makes its recommendations after issuing a campus-wide call for nominations. The Committee on Committees also recommends members for the two Independent Committees below and for the University-wide Committees and Operating Committees. Appointments to all of these committees are made by the Steering Committee.

Council Committees

Committee on Committees

(membership for calendar year 1980)

Chairman:

To be appointed

Faculty:

Stella Y. Botelho (physiology)
Henry M. Hoenigswald (linguistics)
Renata Holod (history of art)
Fred Karush (microbiology in medicine)
John A. Lepore (civil and urban engineering)
Almarin Phillips (law and public policy)

Administration:

Andrew J. Condon (student life)

Students:

James Cassidy (FAS '81)
One graduate/professional student to be appointed

A-3 invitee:

Joseph F. Kane (radiation safety)

Community Relations

Chairman:

Louise P. Shoemaker (social work)

Faculty:

Norman D. Day (urban design)
Michael Katz (education)
Denise Koval (nursing)
James M. Larkin (education)
Herman Segal (oral medicine)
Anthony R. Tomazinis (city planning)

Administration:

Odessa McClain (personnel relations)
Gillian Norris-Szanto (president's office)
Carrie B. Spann (CWEP)
Lauren Taylor (physics)

Students:

Ellen Gartner (Wharton '81)
John Rogers (law)

Ex officio:

Ronald Bond (director, recreation)
Thomas C. Corl (director, community relations)
Stephen Goff (director, Annenberg Center)

Educational Planning

Chairman:

David DeLaura (English)

Faculty:

Morris Arnold (law)
Frank Bowman (Romance languages)
Jean Crockett (finance)
William C. Forsman (chemical engineering)
Sydney Friedman (medicine)
Werner L. Gundersheimer (history)
Morris Hamburg (statistics)

Richard J. Herring (finance)
Barbara J. Lowery (nursing)
Alfred K. Mann (physics)
Norman Oler (mathematics)
Philip Rieff (sociology)
Paul Taubman (economics)
one faculty member to be appointed

Students:

Philip Kellman (grad: psychology)
Stephen P. Maidman (Wharton/law)
Daniel I. Prywes (law)
Lisa Silverstein (FAS '81)
John Woodward (FAS '81)

Ex officio:

Benjamin S. P. Shen (associate provost)

Facilities

Chairman:

James C. Saunders (otorhinolaryngology)

Faculty:

Walter D. Bonner (biochemistry and biophysics)
Gordon Ellis (biology)
Harbison Pool (education)
Martin Pring (physiology)
Thomas Reiner (regional planning)
Vukan R. Vuchic (civil engineering)

Administration:

Mary G. Beermann (residential living)
Andrew J. Condon (student life)
Donald Jacobs (dining service)

A-3 Staff:

Una Deutsch (chaplain's office)

Students:

Charles F. Gross (law)
Alan J. Leifer (grad: Wharton)
Guy R. Lounsbury (FAS '80)

Ex officio:

James V. Maugeri, Jr. (director of student data)
Fred A. Shabel (vice president for operational services)

Staff:

Virginia J. Scherfel (assistant to vice-president for operational services)

Faculty Affairs

Chairman:

Eugene Nixon (chemistry)

Faculty:

William H. Boghosian (electrical engineering)
Mary Coleman (education)
Sol H. Goodgal (microbiology in medicine)
Frank I. Goodman (law)
G. Malcolm Laws (English)
Ervin Miller (finance)
Gino Segre (physics)

Students:

Laura Kassner (law)
Gail Troen (FAS '80)

(continued on page 8)

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Honorary Degrees

Chairman:

Judah Goldin (Oriental studies)

Faculty:

Andrew R. Baggaley (education)
Mildred Cohn (biochemistry and biophysics)
Henry Hiz (linguistics)
Harold Lief (psychiatry)
James Pickands III (statistics)
Jack E. Reece (history)
George Rochberg (music)
S. Reid Warren (electrical engineering)

Students:

John C. Filderman (FAS '80)
Laura Kassner (law)

Ex officio:

Eugene Nixon (chairman, Faculty Affairs Committee)

Research

Chairman:

Howard M. Myers (dental medicine)

Faculty:

Raymond S. Berkowitz (electrical engineering)
Max Caspari (physics)
Stephen Gale (regional planning)
Morley P. Kare (physiology)
Michael Katz (education)
Nicholas A. Kefalides (medicine)
Paul Kleindorfer (management)
Gerald Prince (Romance languages)
Mary Santopietro (nursing)

Students:

William A. Ayers (GrF)
Lee Fleisher (FAS '82)
Charles H. Parker (GrF)
David Weinsweig (FAS '81)

Ex officio:

Louis Girifalco (vice provost for research)

Staff:

Anthony Merritt (director, research administration)

Student Affairs

Chairman:

Edgar A. Perretz (social work)

Faculty:

Mark B. Adams (history and sociology of science)
Stuart W. Churchill (chemical engineering)
Arthur A. Dole (education)
Sally S. Green (psychiatry)
Clara H. Jordan (nursing)
Gerald Prince (Romance languages)
Alexander Riasanovsky (history)
Matthew J. Stephens (accounting)

Administration:

Valerie Swain Cade (Act 101)
Richard T. Paumen (UMIS)

Students:

Linda Bell (FAS '80)
Martha Hennessey (Gr. Education)
Shauna Rothkopf (FAS '81)
Brian Rudnik (law)

Ex officio:

Mary G. Beermann (director, residential living)
Charles Harris (director, recreation and intercollegiate athletics)
Janis Somerville (vice provost for University life)

Undergraduate Admissions and Financial Aid

Chairman:

Kenneth Fegley (systems engineering)

Faculty:

Kenneth Atkins (physics)
Frederick V. Brutcher, Jr. (chemistry)
Lee V. Cassanelli (history)
Christian Day (legal studies)
John A. Kastor (medicine)
Albert Oliver (education)
Phyllis Rackin (general honors)
Paul Shaman (statistics)

Administration:

Eric Van Merkensteijn (Wharton)

Students:

Jeannine Coyne (social work)
Jeffrey A. Ditesheim (FAS '81)
Kenneth J. Olshansky (FAS '81)
David A. Vise (Wharton '82)
Maury S. Weinstein (SEAS '80)

Deans' Representatives:

Portonovo S. Ayyaswamy (mechanical engineering and applied mechanics), SEAS
Fred Kempin (legal studies), Wharton
Sue Schwartz (nursing), Nursing
Paul Zingg (assistant to dean for admissions), FAS

Ex officio:

George Koval (director, student financial aid)
Janis Somerville (vice provost for University life)
Willis J. Stetson, Jr. (director, admissions)

University-Wide Committees

University-wide committees are, in effect, augmented Council committees. Because the subject areas of these committees are of concern to the broader University community, their memberships are augmented by the addition of representatives of constituencies which are not represented on the Council (Trustees, alumni, support staff). University-wide committees may, depending upon the subject, make some of their recommendations directly to the central administration.

Personnel Benefits

Chairman:

Richard S. Woods (accounting)

Faculty:

June Axinn (social work)
Eugene Betts (anesthesiology)
Ira M. Cohen (mechanical engineering)
Rosalind Eisenberg (microbiology in veterinary medicine)
Clifford Jordan (nursing)
Igor Kopytoff (anthropology)
Jerry S. Rosenbloom (insurance)
Robert Stein (medicine)

Administration:

Arthur F. Hirsch (operational services)
F. Graham Luckenbill II (annual giving)
Anne R. Mengel (provost's office)

A-3 Staff:

Roosevelt Dicks (operational services)
Inga Larson (Wharton)

Liaison:

Dennis F. Dougherty (associate comptroller)
James J. Keller (associate director, personnel relations)
Gerald L. Robinson (executive director, personnel relations)
Graduate student invitee as appropriate:
Paul Sager (GrF)

Recreation and Intercollegiate Athletics

Chairman:

Thomas H. Wood (physics)

Faculty:

Peter Conn (English)
Helen Davies (microbiology in medicine)
Thomas Dunfee (legal studies)
Frederick Frey (political science)
Barbara Jacobsen (nursing)
Leena Mela (physical biochemistry in surgery)
Henry Riecken (medicine)
Donald White (anthropology)

Students:

Allison Accurso (FAS '81)
Francisco Gonzalez (law '81)
Irvin Hurwitz (FAS '81)

Trustees:

Robert P. Levy
William D. Patterson

Alumni:

Helena Grandy
H. Hunter Lott, Jr.

Administration:

Charles Harris (director, recreation and intercollegiate athletics)
Rev. Stanley Johnson (chaplain)
Janis Somerville (vice provost for University life)
Willis J. Stetson, Jr. (director, admissions)

Ex officio:

Vartan Gregorian (provost)
Martin Meyerson (president)
Walter Wales (chairman, Faculty Senate)

Independent Committees

The Independent Committees fill specific long-term needs that could best be accomplished by committees not directly answerable to the Council or any other jurisdictional body. They differ from most other committees in that they are independent of any group or office, but perform their duties for the benefit of the University as a whole.

Budget

Chairman:

Thomas W. Langfitt (vice-president for health affairs)

Vice-Chairman:

Curtis Reitz (University counselor)

Executive Officer:

Jon C. Strauss (vice-president for budget and finance)

Faculty:

Marilyn E. Hess (pharmacology)

Robert Lucid (English)

James F. Ross (philosophy)

William Stephens (physics)

Administration:

*Morris S. Arnold (director, office of the president)

*Manuel Doxer (executive director, administrative services, provost's office)

Louis A. Girifalco (vice-provost for research)

William G. Owen (vice-president for development)

*Fred A. Shabel (vice-president for operational services)

Benjamin S. P. Shen (associate provost)

*Janis I. Somerville (vice-provost for University life)

Students:

Larry Frohman (Wharton '80)

Randall Marks (Law)

Paul Sager (graduate Wharton)

Marc Shandler (FAS '82)

Ex officio:

David DeLaura (chairman, Educational Planning Committee)

Staff:

Margaret A. McGee (assistant to the vice president for budget and finance)

Alfred F. Beers (associate comptroller)

*Observers

Open Expression

Chairman:

Michael L. Wachter (economics)

Faculty:

Charles Bosk (sociology)

Charles S. Goodman (marketing)

William F. Hanaway (Oriental studies)

Rob Roy MacGregor (medicine)

Administration:

Phyllis Beck (Law School)

Joseph Bordogna (engineering)

Students:

Tina Copeland (FAS '82)

J. Craig Fong (Law)

Frederick C. Leiner (FAS '80)

G. Daniel Marino (Wharton Grad)

Dona B. Schwartz (Annenberg)

Operating Committees

Operating Committees are advisory to the administrative officer with which they are associated.

Bookstore

Chairman:

Chong-Sik Lee (political science)

Faculty:

Scott Armstrong (marketing)

Peter Gaeffke (Oriental studies)

Charles Pappas (restorative dentistry)

Hendrik F. Hamelka (chemistry)

Brian J. Spooner (anthropology)

Administration:

Flora C. Cornfeld (FAS advising)

Hamilton Elliot (archives)

Miriam Solomons (economics)

Students:

Phil Carlson (Wharton '81)

Norman Novak (Gr Wharton)

Ex officio:

Barry H. Vitow (director, University Bookstore)

Disability Board

Chairman:

Dan M. McGill (insurance)

Faculty:

William J. Bank (neurology)

Claire M. Fagin (nursing)

D. Bruce Heppenstall (orthopaedic surgery)

Robert I. Mayock (medicine)

James Mullen (surgery)

Edgar A. Perretz (social work)

Staff:

Douglas R. Dickson (personnel relations)

Ex officio:

Richard S. Woods (chairman, Personnel Benefits Committee)

Faculty Grants and Awards

Chairman:

Alice Kelley (English)

Faculty:

Isabel Elaine Allen (statistics)

Shirley Brice Heath (education)

Peter McInerney (English)

Frederick Roll (civil engineering)

Alan Schreiber (medicine)

Bernard Wailes (anthropology)

David White (chemistry)

Ex officio:

Howard M. Myers (chairman, Research Committee)

International Programs

Chairman:

Maria Z. Brooks (Slavic languages)

Faculty:

F. Hilary Conroy (history)

Noam Lior (mechanical engineering)

Ann E. Mayer (legal studies)

Alois Nowotny (periodontics)

Michelle Richman (Romance languages)

Bernard H. Shapiro (animal biology)

Bonnie Webber (computer and information science)

Students:

Gary Seifret (FAS '80)

Jay Ticker (law)

Ex officio:

Humphrey Tonkin (coordinator, international programs)

Laboratory Animal Care

Faculty:

Norman Adler (FAS)

Ralph L. Brinster (veterinary medicine)

Leena Mela (medicine)

Anthony Merritt (research administration)

Henry Schneider (University veterinarian)

Samuel L. Yankell (dental medicine)

Secretary:

William J. Hickey (health affairs)

Library

Chairman:

Robert C. Regan (English)

Faculty:

Roger M. A. Allen (Oriental studies)

Peter Conn (English)

Alfred P. Fishman (medicine)

Frederick G. Kempin (legal studies)

Robert Koch (astronomy)

Edward M. Peters (history)

Iraj Zandi (civil engineering)

Administration:

Ronald J. Caridi (director, CGS)

Students:

Norman Novak (Gr Wharton)

John Miller (FAS '81)

Ex officio:

Richard DeGennaro (director of libraries)

Safety and Security

Chairman:

Carol Tracy (women's center)

Faculty:

Ann H. Beuf (sociology)

John A. Lepore (civil engineering)

Samuel Raymond (pathology)

Samuel Sylvester (social work)

Administration:

Ronald Bond (recreation)

Jeanne Jensen (social work)

A-3 Staff:

Mary R. Davis (engineering and applied science)

Students:

Sherri B. Glantz (FAS '80)

Maryann Biddie McSorley (medicine)

Ex officio:

Mary G. Beermann (director, residential living)

David L. Johnston (director, public safety)

Donald G. McAleer (director, physical plant)

Student Fulbright Awards

Chairman:

Martin D. Wolfe (history)

Faculty:

Adnan Haydar (Arabic)

Richard Marston (finance)

Michael Meister (history of art)

Heinz Moenkemeyer (German)

Daniel J. O'Kane (biology)

Daniel D. Perlmutter (chemical engineering)

Administration:

Joseph T. Looby (fine arts)

Staff:

James B. Yarnall (program officer, international programs)

OPPORTUNITIES

The following listings are condensed from the personnel office's bulletin of December 6. Because of the delay occasioned by printing schedules, these listings should not be considered official. Some of the positions may no longer be available. Bulletin boards at several campus locations list full job descriptions. For further information, call personnel services, Ext. 7285. The University of Pennsylvania is an equal opportunity employer. Where qualifications include formal education or training, significant experience in the field may be substituted. The two figures in salary listings show minimum starting salary and maximum starting salary (midpoint). An asterisk (*) before a job title indicates that the department is considering promoting from within.

Administrative/Professional

Accountant I (two positions) (2671) assists in development of indirect cost rates applicable to research and instruction effort; reviews service center costing rates and journal entries (knowledge of University's financial system; college degree or extensive course work in accounting; two years' experience); (2694) is responsible to the director for accounting of all financial aid funds; assists in preparation of fiscal reports; prepares journal vouchers; processes refunds (college degree with courses in accounting; familiarity with financial reporting; thorough and accurate; supervisory ability; basic knowledge of data processing) \$10,375-\$14,375.

Assistant to the Associate Provost (2573) helps plan and maintain academic programs and budgets (Ph.D., M.B.A., or terminal degree) Salary to be determined.

Assistant Controller of Physical Plant (two positions) assists operating accounting functions and managing personnel (B.A. in accounting with budget, audit, finance, and statistics course work) Salary to be determined.

Assistant Director (2569) collects and analyzes energy data for the University conservation program data base, performs technical analyses of various conservation projects, and assists in the formulation and implementation of special procedures for energy calendar management (degree in architecture, mechanical, or electrical engineering, knowledge of Fortran, APL, or Mark IV helpful) Salary to be determined.

Assistant Director II (B84) supervises day-to-day management of clinical facility; screens patients for research projects; advises investigators about protocol; develops new grant proposals and assesses existing projects; trains dental and dental hygiene students (M.S. in health sciences; registered dental hygienist; five years' experience in supervision of clinical facility) \$14,850-\$20,550.

Assistant to the Chairman I (2688) schedules appointments and meetings; types letters, reports, manuscripts; acts as liaison; processes applications and appointments; prepares material for distribution (typing 60 wpm; two years' secretarial experience; knowledge of medical terminology and a transcription machine; ability to maintain confidentiality; knowledge of University procedures) \$10,375-\$14,375.

Assistant to the Director, Annual Giving (2607) encourages large gift totals, cultivates and solicits major gift prospects, coordinates design and writing of solicitation material (3 years direct fund raising preferred, graduation from recognized college or university, preferably Pennsylvania) \$10,375-\$14,375.

Assistant Director, Annual Giving (2633) plans and administers annual giving programs for graduate and professional schools; presents programs to alumni groups (college degree; three years' fund-raising experience; ability to direct large-scale volunteer programs) \$12,900-\$17,850.

Assistant to the Director (2707) is responsible for maintenance and amendment of all Affirmative Action and Equal Employment programs of University; advises University community on content and administration of the program (extensive experience and knowledge of affirmative action and equal opportunity regulations; administrative experience in and knowledge of higher education) \$18,625-\$26,250.

Assistant to the Vice-President of Commonwealth Relations (2542) helps represent the University's interests to the General Assembly, the Governor's office, civic organizations, the school board, et. al. (B.A., preferably from Penn. teaching academic administration, and/or administration of student activities experience; familiarity with socioeconomic

and political problems of the Commonwealth) \$16,125-\$22,725.

Associate Development Officer II (2518) manages fund-raising program, implements corporate communications projects, prepares major gift appeals (three to five years' experience in public relations or promotional or fund-raising work) \$16,125-\$22,725.

Associate Development Officer III (2541) coordinates fund-raising activities, works with dean on campaign objectives, presents attractive programs to bring in funds (fund-raising experience in higher education and academic administration work) \$24,650-\$34,750.

Buyer (two positions) is responsible for procurement of services, supplies, and equipment, prepares invitations to bid, determines capacities of vendors, interviews salesmen (business background desirable or comparable education, five years' experience in purchasing and procurement) \$12,900-\$17,850.

Career Counselor (2631) develops alumni advising and other career planning; implements career planning seminars and workshops; conducts job hunting strategy sessions (master's degree in student personnel, industrial relations, counseling or related field) \$12,900-\$17,850.

Comptroller (2403) maintains accounting systems and financial reports, monitors receipts and disbursements (advanced degree in accounting, five years' experience with financial and administrative duties) Salary to be determined.

Clinic Director (B41) supervises staff relevant to multidisciplinary research; administers clinical activities; screens patients and makes judgments regarding treatment; responsible for daily operation of clinic (DMD degree with board certification, five years' private practice experience; knowledge of University systems) \$28,325-\$39,950.

Department Head II supervises and operates technical services, acquisitions, cataloging, and serials; plans procedures; supervises work in technical services and photocopy input into on-line cataloging data base (M.A. in library science from ALA accredited school with medical, computer, and natural sciences background; three years' technical processing experience) \$14,850-\$20,550.

Deputy Director (02651) assists in managing department which has responsibility for development, maintenance and operations of the University information system (prefer master's degree in related discipline; five years' experience; demonstrated knowledge of systems and ability to communicate and manage) Salary to be determined.

Director (two positions) (a) serves as chief executive officer of the trustees' publishing arm, plans budgets, contracts, editorial program, establishes basic production and marketing strategies (minimum of ten years' experience in publishing scholarly books, extensive knowledge of financial aspects, acquisition, editorial procedures, familiarity with shipping, printing, and promotion); (b-A992) directs a research center involved in the study of contracts and the management process (M.B.A., D.B.A., or Ph.D. degree, ten or more years experience with a leading management consulting firm) Salary to be determined.

Director of Communications (3734) is responsible for internal and external communications, relations and news media; coordinates University-wide public relations and publications (strong speaking and writing skills; communications experience and familiarity with universities and higher education) \$28,325-\$39,950.

Director, Residence Unit (2630) is responsible for all aspects of staffing, training and evaluation of resident advisors and graduate assistants; creates and maintains a resource of materials and contracts in the area of programming and counseling (master's degree in college student personnel administration or equivalent; residence hall experience) \$10,375-\$14,375.

Executive Assistant to the President (2708) is responsible for the daily operation of the Office of the President, including staff supervision, meetings, correspondence, preparation of events, budget administration and liaison to other offices (superb ability in oral and written expression; organizational ability; productivity; tact and discretion; administrative experience, including familiarity with budget and finance; college or university teaching experience; familiarity with the University) \$24,650-\$34,750.

Fiscal EDP Coordinator (2415) handles systems planning, researches and designs approach to data generated within the organization (B.A. in business administration, experience with budgets, accounting, and data analyses procedures) \$12,900-\$17,850.

Foreman, Repair and Utility (2689) supervises, schedules and assigns work; orders materials and services; maintains records; inspects employees' work (graduation from trade school; five years as journeyman and steamfitter; thorough knowledge of HVAC systems, automatic temperature control systems, pumps and compressors) \$12,900-\$17,850.

Job Analyst (2625) audits and classifies non-exempt positions; writes and revises job descriptions; assists in cost computational analysis; conducts salary surveys and analyzes results (college degree or equivalent experience; exposure to job evaluation and related salary administration activities) \$10,375-\$14,375.

Junior Research Specialist (six positions) \$10,375-\$14,375. See campus bulletin boards for information.

Loss Prevention Specialist (2634) performs internal price audit; handles shoplifting cases; trains staff in security; holds security seminars (some college; experience in retail security procedures; knowledge of internal and external pilferage problems; ability to document cases; familiarity with retail security) \$10,375-\$14,375.

Operations Accountant (2668) helps prepare University financial report; performs analysis for special projects (college degree or extensive course work in accounting; three years' experience in fund accounting for higher education institutions) \$16,125-\$22,725.

Programmer Analyst I (three positions) (B2) conducts daily computer programming for projects, maintains records for ongoing studies in genetics of diabetes (B.A. in statistics, knowledge of Fortran); (2657) performs systems analyses; develops and implements computer programs; trains users and maintains ongoing liaison with users (B.A. in mathematics or business; expertise with minicomputers and Basic language); (2695) provides technical analysis, design and programming support for various businesses, financial and student systems; heavy user contact (bachelor's degree in computer science; two to four years' experience in COBOL or PL/I utilizing an IBM 370/MVS, CICS network and TSO environment; knowledge of JES.2, VSAM and Mark IV) \$12,900-\$17,850.

Programmer Analyst II (two positions) (B22) develops and implements comprehensive systems programming, works with project investigators in statistical and computer processing (degree in mathematics or business administration, two years' systems programming, programming languages: Basic, Fortran, Assembly); (B85) performs comprehensive systems planning, both development and implementation; works with and advises principal investigators and clinicians in areas of systems analysis and application development (bachelor's degree in mathematics and business administration; two years' systems programming experience, preferably on mini system; Basic, Fortran or Assembly) \$14,850-\$20,550.

Project Coordinator (two positions) supervises support staff; implements protocols for new studies; maintains timetables; compiles research data; coordinates day-to-day operations of clinical facility (some college, three to five years' direct clinical or research experience) \$10,375-\$14,375.

Project Manager (2433) develops application software, plans network expansion, deals with vendors, servicemen, and Uni-Coll technicians, trains operators, coordinates installations in physical plant (four years' experience with programming systems, programming languages, and heavy PLI and CICS on-line development) \$16,125-\$22,725.

Public Information Officer (B54) develops and coordinates public information program, including media relations, information materials and events with emphasis on marketing programs and services (college degree with three years' public information experience in a non-profit organization) Salary to be determined.

Regional Director of Admissions (2592) is responsible for developing programs for the recruitment of secondary school students (college graduate with educational background and at least three years' experience) \$14,850-\$20,550.

Research Coordinator prepares clinical studies, directs research protocol, interviews patients, orders diagnostic procedures, collates clinical data (nursing skills, familiarity with hemodynamic monitoring equipment, and resuscitation procedures including cardioversion and clinical studies) \$12,900-\$17,850.

Research Specialist I (three positions) \$11,250-\$15,580. See campus bulletin boards for information.

Research Specialist II (2644) assists in research programs involving electron and ion beam fabrication of high temperature, high pressure devices, is responsi-

ble for maintaining equipment (knowledge of vacuum technology, electron microscopes or ion implanters; engineering or basic science degree and experience in semi-conductor materials) \$12,900-\$17,850.

Research Specialist III (two positions) (2544) maintains, troubleshoots, and repairs Bruker WP-250, NMR Spectrometer, JEOL-PS-100 NMR Spectrometer, Varian A-60A NMR Spectrometer (advanced degree in electronics, physics or chemistry or training with five years' experience in nuclear magnetic resonance spectroscopy); (A682) designs and develops novel electronic systems for particle physics research (advanced knowledge of digital electronics; five years' experience with mini-computers, interfacing and experimental data collection methods) \$14,850-\$20,550.

Secretary of the Corporation is responsible to the president and the chairman of the trustees for trustee affairs and for commencement and special projects; assures staff support for the internal governance operations of the University and its committees (education and experience in academic, administrative, supervisory and communicative functions) Salary to be determined.

Senior Systems Analyst (four positions) \$16,125-\$22,725. See campus bulletin boards for information.

Staff Hygienist (B0095) does patient evaluation, including charting of existing conditions and oral health needs, health history, vital signs; evaluates patient diet in relation to oral health; instructs students in the utilization of a dental hygienist in clinical care (ability to deal with a variety of patients and staff; registered dental hygienist certification and license; two years' direct experience; evidence of continuing education) \$12,900-\$17,850.

Staff Writer II (2679) develops and promotes news of the University with local and national news media; maintains liaison among the University community, higher education areas and the news media; originates and places stories with editors; handles arrangements for media coverage of major campus events; helps to maintain and improve the University's relations with local and national media; identifies and produces newsworthy stories from various assigned beats among the schools of the University (several years' experience in professional news writing and copyediting, ability to deal with higher education subjects, knowledge of news media standards, bachelor's degree, ability to write quickly and in an interesting manner) \$12,900-\$17,850.

Superintendent of Construction and Repairs (2690) supervises, schedules and assigns work; orders materials and services; maintains records; inspects employees' work (graduation from apprenticeship program or two years' technical or engineering school education; 10 years' experience in construction work with five years as a supervisor) \$14,850-\$20,550.

Supervisor, Primate Colony is responsible for propagation, care and use of monkeys for experimental purposes; directs keepers' work; supervises records on animals; acts as medical aide; performs non-routine laboratory functions (college course work in zoology, animal husbandry and mammalogy; five years' experience in care and feeding of primates; knowledge of primate behavior and reproductive performance) \$12,900-\$17,850.

Support Staff

Accounting Clerk (2697) posts revenues and cash to receivables; aggressively follows up on delinquent accounts through correspondence and telephone (H.S. graduate; legible handwriting and general clerical skills; good typist) *New Bolton Center* \$6,875-\$8,750.

Administrative Assistant I (seven positions) \$7,975-\$10,150. See campus bulletin boards for information.

Administrative Assistant II (three positions) \$9,850-\$12,525. See campus bulletin boards for information.

Admissions Assistant (three positions) \$7,975-\$10,150. See campus bulletin boards for information.

***Bookkeeper** (B99) supervises office in absence of supervisor; coordinates special events and parking permit operation; reconciles income from operation (mathematical aptitude; good with people) \$7,425-\$9,450.

***Bookkeeper-Typist** (B98) works on all phases of parking service operation, including permit issuance, revenue reconciliation (mathematical ability; ability to deal with people; fast-paced office skills) \$7,425-\$9,450.

***Clerk II** (2717) sorts, ties, bundles, labels and operates a variety of machinery in the processing of University publications; keeps budget records (general knowledge of University departments) \$6,375-\$8,100.

Clerk III (2722) types varied material; answers inquiries; opens, screens and distributes mail; composes form letters; processes transcripts (H.S. graduate; four years' clerical experience; ability to type accurately) \$6,875-\$8,750.

Clerk, Accounts Payable (2669) manually prepares selected accounts payable checks; audits incoming requests for disbursements (high school graduate; light typing skills; aptitude for figure work; prior university experience) \$7,425-\$9,450.

Coordinating Assistant II (2662) implements internal policies pertaining to student affairs; maintains and reviews records for status of students in degree programs; handles registration for master's, doctoral students and doctoral foreign language examinations (excellent typing; good managerial skills; eye for detail; concern for students) \$10,000-\$12,725.

Custodian (two positions) is responsible for variety of cleaning and moving tasks; reports improper activity by building occupants; maintains surveillance; furnishes information to visitors; locks and unlocks spaces for authorized persons (experience with floor cleaning equipment or general housekeeping experience) Union wages.

Data Control Clerk (B0067) assists in periodic training of coders; monitors performance and hours of staff; reviews completed codings; indexes and files forms; maintains data archives and updates documentation; types reports (typing and organizational skills; knowledge of general research procedures; B.A. or B.S. in social sciences) \$7,975-\$10,150.

Delivery Clerk (2676) delivers and collects mail; schedules errands; operates photocopier (Pennsylvania driver's license; H.S. graduate) \$5,500-\$7,000.

Editor, Office Automation (two positions) (2629) operates IBM 6 system 6 word processor, maintains files, keeps up to date log of work produced, orders supplies for system, assists in training back-up operator (experience with computer-based word processing systems, highly developed typing skills, ability to work with mathematical symbols and Greek characters) (b) enters and edits text; produces final copy; uses computer based word processing system (highly developed typing skills; experience with computer-based word processing systems) \$7,975-\$10,150.

Electron Microscope Technician II (A913) processes a variety of granulocytological and reproductive tissues; performs routine electron microscopic duties; prepares photographic projection prints (B.S. in biology, one year of experience as an electron microscope technician) \$9,650-\$12,225.

Groom (2706) is responsible for daily maintenance of assigned wards/stables for large animal patients; maintains diet program; assists in patient treatment (experience in care and handling of large animals; physically able to move about actively and lift considerable weight; ability to work without supervision and in a 48-hour work schedule) \$5,725-\$7,325.

Herdsmen I (two positions) (B89) raises new-born calves; maintains isolation barn stalls; bleeds and injects for experiments; maintains good health of calves (self-motivated; ability to work independently; experience in handling cows; ability to move around and to endure irregular hours up to 54-hour work schedule); (B90) takes care of cattle involved in radioisotope experiments; collects and processes blood, urine, milk, fecal and feed samples (experience in care and feeding of dairy cattle; aptitude for careful measurement; capable of lifting 100 lbs.) *New Bolton Center* \$5,500-\$7,025.

Hygienist, Dental (B0068) exposes and develops radiographs; prepares instruments and dental units; performs standard epidemiological assessments; performs dental hygiene services; monitors patients (graduation from accredited program in dental hygiene, licensed to practice in Pennsylvania) \$10,900-\$13,800.

MCST Operator (2482) transcribes correspondence, types, operates various magnetic memory media (excellent typing, spelling, grammatical skills, experience in a word processing environment) \$7,425-\$9,450.

Office Automation Operator operates word processing equipment on computer-based system using remote control terminal; prepares drafts (highly developed typing skills, experience with standard and electric typewriters) \$6,875-\$8,750.

Psychology Technician I (B32) assists in interviewing psychiatric patients, keeps record of ongoing clinical

studies, assists patients with self-rating scales (B.A. in psychology or equivalent experience) \$9,650-\$12,225. *Department will be considering applications in late December.*

Laboratory Course Preparator (2640) prepares organs and dissected parts for class and museum display; maintains anatomical museum, cadavers, preparation rooms; orders supplies; instructs students for gross anatomy class (high school chemistry, physics, and biology, with further training in medical technology, comparative anatomy, and biology) \$12,350-\$15,625.

Programmer I programs applications software; writes, de-bugs, maintains and documents programs for data acquisition, reduction, display and instrument control to run on mini/micro computers (proficiency in DEC RT-11 Macro; familiarity with Fortran; working knowledge of TTL devices and associated design techniques; desire to learn hardware design, troubleshooting procedures) \$9,275-\$11,800.

Project Budget Assistant (2720) prepares and processes requisitions, PAF's and related forms; maintains academic and contract accounts; assists with reports and contract proposals (accurate with figures; light typing) \$7,975-\$10,150.

Receptionist (B0071) answers phones; makes patient appointments; accepts fee payments; reviews insurance forms; types correspondence (H.S. graduate; experience in dental office) \$5,900-\$7,525.

Research Laboratory Technician I (two positions) (A971) sets up experiments, records data for small animals, assists in therapy sessions acting as an in-chamber patient assistant (B.A. in science and knowledge of hyperbaric medicine procedures preferred, one year laboratory aide experience); (A750) isolates and characterizes bacterial mutants; maintains stocks; bacterial genetic techniques; some enzyme analysis (bachelor's degree or medical training) \$7,575-\$9,600.

Research Laboratory Technician II (two positions) (868) performs blood analysis for carbon monoxide, blood gas and pH measurements, routine laboratory duties (B.S., experience in research setting, basic chemical skills); (B101) supervises in handling, treatment and clinical observation of experimental animals; performs tissue processing and thin sectioning for electron microscopy (bachelor's degree in biological sciences; experience with small animals) \$8,575-\$10,850.

Research Laboratory Technician III (eight positions) \$9,650-\$12,225. For more information, see campus bulletin boards.

Research Machinist I (B28) operates all standard metal working machine tools, fabricates, modifies, repairs, and assembles experimental apparatus (completion of four-year apprenticeship or equivalent experience, knowledge of shop mathematics and the working properties of all metals, alloys, and synthetic materials); \$9,525-\$12,200.

Residence Hall Clerk (2723) answers phone; provides information; keeps records; reports disturbances (mature individual; related job experience; H.S. graduate; friendly manner) \$5,570-\$7,088.

Secretary II (19 positions) \$6,875-\$8,750.

Secretary III (21 positions) \$7,425-\$9,450.

Secretary Medical/Technical (three positions) \$7,975-\$10,150.

Secretary/Technician, Word Processing (two positions) (B0077) operates CRT equipment to produce scientific grant applications and manuscripts; some transcription of letters from dictating equipment (excellent typing, spelling, word processing experience); (2680) does typing, dictation, transcribing (H.S. graduate; some knowledge of Lexitron equipment helpful) \$7,975-\$10,150.

Technician I (B92) assists in radioisotope experiments in cattle; processes samples for chemical and radiochemical assays; prepares bone samples for histomorphometric analysis (B.S., M.T. or equivalent in physiological sciences; experience in physiology or pathology laboratory; aptitude for orthopedic laboratory techniques) \$7,575-\$9,600.

Vet. Anesthesia Technician II (2718) instructs students and lower-level technicians; anesthetizes animals; maintains equipment (two year's professional experience in the specialty) \$14,100-\$17,850.

Animal Laboratory Technician (2719) exercises animals; maintains cages; services routine animal care supplies, equipment, food, water receptacles and cage trays; unloads and stores kennel deliveries (physically able to move about actively and lift heavy animals or items; one year's experience in care of animals) \$7,575-\$9,600.

The Exotic to the Sublime

A variety of holiday gifts are available right on campus

Eleven days until Christmas and you still have half of your shopping list to go, but don't want to have to battle the crowds downtown? Why not look around you? There are plenty of shops right on here on campus to fill those Christmas gift orders, no matter what the age or the price range.

Take the Book Store, for example. It's the perfect shop for pleasing that book lover on your list. The Book Store has a wide selection of both hardcover and paperback fiction, non-fiction, science fiction, mysteries, art books, history, biographies, poetry, nature, travel, drama and how-to books—all available at reasonable prices.

Yet by browsing in the book department you have only touched the surface of what the Book Store has to offer. There are wicker baskets, frames, posters, stuffed animals, tote bags, kitchen aids, puzzles, scented soap and bath gel, and candles and candle sticks.

There are special holiday displays complete with calendars, gingerbread houses, wrapping paper, bows, tags, ribbon, tree ornaments and gift boxes of candy, herb teas, preserves, cookies, fruit cakes, nuts and cheeses.

There's also a camera department, art supplies department and The Listening Booth for the music lover on your list. Best of all, everything's under one roof.

For that gift for someone special, try the University Museum Shop where every gift has been handmade.

From Haiti you'll find hand-carved and painted animals (\$10.50-\$18.75) and wrought-iron candlesticks shaped in vodoo symbols (\$17.50 each).

From India there are paper-mache toys (\$3.50-\$6.25), handmade puppets (\$11.50) and copper shepherd bells (\$3.50-\$12.50).

From Mexico you'll find tile trivets inlaid in wood (\$8.50), people and animal-shaped clay bells from Oaxaca (\$7.50) and black ceramic tree-of-life candle-holders (\$25).

From Russia there are charming carved wooden mechanical bears, with arms that move to beat drums and chop wood (\$14.50).

Handcrafted jewelry selections include adaptations of ancient Roman, Greek and Byzantine designs wrought in sterling silver and semi-precious stones (\$10-\$40), candy-like amber pendants and earrings from Santo Domingo (\$15-\$100) and beautiful Chinese jade jewelry, each piece hung on its own matching raw-silk dyed cord (\$95-\$450).

The Museum Shop also offers gift certificates. Before leaving the Museum, stop in the Pyramid Shop on the lower level. Here the world comes to Philadelphia for children.

For those with an eye for the exotic you'll find African ebony animal carvings (\$1.50-\$6), fetish dolls (\$12-\$25.50), Chinese silk pin cushions (\$2.25), hand and decorator



fans (\$1.50-\$12.75), brocaded cosmetic bags, eyeglass cases and change purses (\$2.50-\$5.50) and large dancer dolls (\$19-\$40).

The Bazaar Shop also offers a large selection of Japanese pottery, Nanking glassware and Israeli hand-painted satin glass from \$5 and up; Chinese straw paintings, batiks from Sri Lanka and handmade weavings from Ecuador are available from \$1.50-\$6.50.

Let them celebrate with the game *Adi* from India, *Shisma* from Kenya, *Yoot* from

Korea, *Reversi* from China, or *Pommawonga* from the American Indians and Eskimos.

Advent calendars, coloring books, silk stuffed animals, and Guatemalan stick and Russian nesting dolls are among the items offered for younger children.

For the older child there are kites, logic trick games, Christmas and Hannukkah fun packs, Japanese inlaid puzzles, carved onyx animals, paper-mache and stone boxes, tapestries, and a Hindu pyramid puzzle.

If you're still interested in gifts from around the world, but couldn't find what you wanted at the Museum, try the International House Bazaar Shop. Although it's much smaller in size, the Bazaar Shop is crammed with more unique holiday gift ideas.

Are your feet tired after all this running around? Stop in the Clog and Jog in Houston Hall Basement and treat yourself to a present. Men's and women's famous-brand-name imported clogs are discounted 45 to 50 percent off the list price; most high-rated American-made running shoes are discounted 35 to 50 percent off the list price. All-weather and all leather western boots are also available.

Just a few steps away is Houston Hall Records. They offer a wide selection of albums on both domestic and foreign labels. The shop will order any record in print—they often promise delivery within two days—and will trade used albums or buy for resale.

A little further down the hall you'll find the Candy Shoppe, which features an assortment of nuts, chocolates, hard candy, holiday lollipops and candy canes for the sweet tooth in your family. Christmas specials include Droste Dutch imported chocolate (\$2.89), eight-ounce Hershey kisses (\$2.69), tins of Almond Roca (\$1.89) and boxed After Eight mints (\$2).

Much of the rest of your holiday shopping on campus can be done without ever leaving your office; all you need is a phone.

Call the Annenberg Center Ticket Office (Ext. 6791) for those on your list who missed getting one of the season-rate packages. They'll really appreciate tickets to Arthur Miller's adaptation of Ibsen's *An Enemy of the People* (\$7-\$11) playing March 4-9 at the Zellerbach Theater or to Arnold Wesker's *Love Letters on Blue Paper* (\$8-\$10) showing at the Annenberg School Theater March 25-April 5.

Certificates for court time or lessons can be obtained at the Levy Tennis Pavilion by calling Jeff Enright (Ext. 4741). The certificates will be individually designed and are available for any length of court time.

Finally, as a respite from your busy holidays, call Houston Hall Travel Agency (Ext. 7581). They can arrange the perfect winter vacation. And after all this holiday shopping, you deserve the rest. —E. E.