

# Almanac

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## Senate: 12% Salary Request and Other Topics

At its November 18 Fall Meeting, the Faculty Senate unanimously approved a motion asking for a 12 percent increase in faculty salaries for 1982-83 (text on page 4), labeling 9.5 percent a cost-of-living increase and the remaining 2.5 percent a "catch-up" percentage as enunciated in principle last year.

Economic Status Committee Chair David Cummins also reported, on the basis of partial analysis of some school data, that the administration appeared to have kept its promise of 12 percent increases in 1981-82.

The Senate also passed Dr. William Gombert's motion to assign faculty personnel benefits to the Economic Status Committee, after discussion of proposed changes in tuition benefits and direct grants for dependent children (*Almanac* November 3). Dr. Irving Kravis's proposed amendment to have Senate withdraw from the Council Committee on Personnel Benefits was defeated, however.

Early in the meeting, Senate Chair Phoebe S. Leboy introduced President Sheldon Hackney and Provost Thomas Ehrlich for brief

reports, then gave her own report:

**President Hackney**, just back from Nigeria, gave an update on racism issues, introduced the new executive vice president, Edward Jordan, and listed major personnel searches in progress; one of them, for a vice-president for development, is expected to end before Christmas. He reported the possibility of a quarter-million-dollar loss to the University from Commonwealth cutbacks next year to be absorbed with "relatively little pain," but was concerned about the long-term effect of state trimming of support to education.

**Provost Ehrlich's** report also touched on racial tensions and on attempts to identify those responsible for bomb threats. In his progress report on Academic Planning and Budgeting, he assured the faculty that their salaries are not being treated as a residual item. For an update on the Strategic Planning work-group reports expected later this month, he used his group on undergraduate education to illustrate: emphasis is on University-wide and inter-school programs, and ways to increase diversity of interaction on such topics as (a) increasing exposure of undergraduates to serious scholarly work; (b) English literacy and computer culture; and (c) easing barriers between liberal arts and professional studies. In all six working papers, the pattern will be to present options and open them to campus discussion.

**From the Senate chair**, Dr. Leboy reported the completion of committee memberships (the list on page 2, plus the appointment of Dr. Sam Fager and Dr. Henrika Kuklick to complete the assistant professors' component of SEC itself). The proposal for a ten-year tenure track for Nursing faculty with substantial clinical responsibilities, approved by SEC last spring, has been forwarded to the Provost. The reports of Economic Status (p. 3) and Academic Freedom and Responsibility (page 4) were introduced; and Dr. Leboy summarized the work of committees not yet scheduled for formal reports:

*The Committee on the Faculty* under Dr. Janice Madden is looking at the operation of the research faculty track and the degree to which research faculty activities are readily distinguishable from those of standing faculty;

(continued on page 2)

## Trustees: Eisenlohr, Delta, and Dietrich Renovations

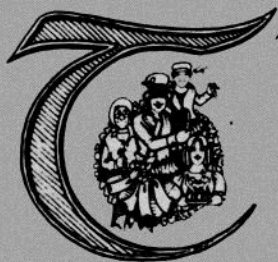
On November 11 the Trustees Executive Board formally approved the coming renovations of Eisenlohr Hall as a president's house and the former Delta House as the E. Craig Sweeten Alumni Center—but disapproved, in discussion without action, of an apparent error in cash flow projections for the Wharton School's renovation of Dietrich Hall.

Under the Trustees' requirement that sources of funding be identified before approval of such projects, the Wharton School was to come up with \$11.6 million out of operating expenses by 1986, toward a total cost of \$18.3 million which included \$14.7 million for Dietrich

itself plus other costs connected with the school's temporary occupation of Centenary Hall.

Budget and Finance Committee Chairman John Eckman said the School is "not that flush." A thorough study was promised by Dr. Thomas Langfitt, and is now in progress.

For the two new renovation projects, both funds and bids are in hand: Eisenlohr at \$440,000 for interior renovation and the Sweeten Center at \$589,000 with a slight surplus of funds identified. Both are being funded from external sources.



**THE President and the Provost cordially invite the University Faculty Staff and their families to attend a special University Night performance of A Christmas Carol**

**in the Zellerbach Theatre of the Annenberg Center Friday, December 18, 1981 at 8 p.m. followed by a holiday reception in the Lobby sponsored by the Annenberg Center Associates**

Just the December 18 performance of Charles Dickens' classic will have special prices for faculty and staff and their families, courtesy of the President and Provost: \$12 and \$11 for orchestra seats and \$10 for the balcony (in place of \$14, \$13 and \$12 during the rest of the December 16-27 run of the McCarter Theatre Company production). For those who want to sing Christmas carols this season as well, the Glee Club assembles at 5 p.m. December 10 in front of College Hall. Bring candles or lanterns if you wish; the Vice Provost for University Life will provide a wassail bowl in Houston Hall at the end.

## INSIDE

- Senate: Committees; Tribute, p. 2
- Report on Economic Status, p. 3;
- Academic Freedom & Responsibility, p. 4
- Provost on Sexual Harassment, p. 5
- Payroll Deposit System, p. 8

## Committees appointed\* by the the Senate Executive Committee, 1981-82

### Senate Committee on Administration

Adelaide M. Delluva (biochemistry/ Vet.)  
Richard S. Dunn (history)  
Martin Pring (physiology), *Chair*  
Michael Selzer (neurology)  
Frank Trommler (German)

#### Ex officio:

Murray Gerstenhaber (mathematics), Senate Chair-elect  
Phoebe S. Leboy (biochemistry/ Dent.), Senate Chair

### Senate Committee on the Faculty

Gary Cohen (microbiology/ Dent.)  
C. Nelson Dorn (systems engineering)  
Sherman Frankel (physics)  
Carol P. Germain (nursing)  
Janice F. Madden (regional science), *Chair*  
David E. Pleasure (neurology)  
Michelle Richman (Romance languages)  
Roger D. Soloway (medicine)

#### Ex officio:

Murray Gerstenhaber (mathematics), Senate Chair-elect  
Phoebe S. Leboy (biochemistry/ Dent.), Senate Chair

### Senate Committee on Publication Policy for Almanac

Clifton C. Cherpack (Romance languages), *Chair*  
Jamshed K. S. Ghandhi (finance)  
Charles Graham (metallurgy & materials science)  
Carolyn Marvin (communications)

#### Ex officio:

Murray Gerstenhaber (mathematics), Senate Chair-elect  
Phoebe S. Leboy (biochemistry/ Dent.), Senate Chair

\* For elected committees, see *Almanac* October 13, 1981, p. 3.

## Faculty Grievance Commission, 1981-82

*Terms Expire September 30, 1982*

*Chair:* Lucienne Frappier-Mazur (professor Romance languages)  
*Past-Chair:* Marten S. Estey (professor management & industrial relations)  
*Chair-elect:* Adelaide Delluva (professor biochemistry Vet.)

### Hearings List

*Terms Expire September 30, 1982*

Alan T. Cathcart (assistant professor law)  
Elizabeth B. Dussan (associate professor chemical engineering)  
Peter G. Earle (professor Romance languages)  
Carol P. Germain (associate professor nursing)  
Wayne E. Howard (associate professor management)  
Janice F. Madden (associate professor regional science)  
Wilfred Malenbaum (professor economics)  
Clyde W. Summers (professor law)

*Terms Expire September 30, 1983*

Elijah Anderson (assistant professor sociology)  
Arjun Appadurai (associate professor anthropology)  
Deirdre B. Bair (assistant professor English)  
Robert F. Engs (associate professor history)  
Virginia Kerr (assistant professor law)  
Laura Lee (assistant professor social work)  
Basim F. Musallam (assistant professor history)  
Ralph R. Smith (assistant professor law)  
Samuel Sylvester (associate professor social work)

*Terms Expire September 30, 1984*

Robert W. Beideman (associate professor oral medicine)  
Fred Block (associate professor sociology)  
Steven Feld (assistant professor communications)  
Clara Franzini-Armstrong (associate professor anatomy Med.)  
Jamshed K. S. Ghandhi (associate professor finance)  
Virginia Lee (research assistant professor pathology Med.)  
Lynn Lees (associate professor history)  
Renee Levine (assistant professor social work)  
Setha Low (assistant professor landscape architecture)  
Catherine Marshall (assistant professor education)  
Ann Matter (assistant professor religious studies)  
Marilyn Morgan (assistant professor management)  
John Morrison (assistant professor social work)  
Elsa Ramsden (associate professor physical therapy)

*Legal Officer:* Peter F. Marvin

The faculty grievance procedures can be found on p. 68-77 of the Handbook for Faculty and Administration (1979) and in *Almanac* 11 21 78 and 12 5 78, or contact the Faculty Senate Office, Ext. 6943.

## Senate continued from page 1

considering a proposal from Medicine's Dean Edward Stemmler to transfer research associates from the research faculty to the academic support staff; and at the Provost's request reviewing a Law School proposal for seven-year appointments of lecturers in the School's clinical program.

*The Committee on Administration*, chaired by Dr. Martin Pring, is working on reconciling some objections to the policy on appointment of department and graduate group chairs approved by the Senate last April. Dean Stemmler has requested revisions to make it less difficult to extend terms of department chairs beyond 12 years. The Committee is also starting a review of documents on faculty conflict-of-interest to see if they need to be updated.

A highlight of the meeting was the Senate tribute to the late Professor Alexander Frey which appears at right. Mrs. Frey was the Senate's guest, and a message of thanks from their daughter, former Dean of Students Alice F. Emerson, was read by Dr. Leboy.

## In Memory of Alexander Hamilton Frey, 1898-1981

As most of you know, Alexander Frey died late this past summer.

It is right to remember him here. Just thirty years ago a group of concerned members of Faculty of this University met to make plans to organize a University Senate. Alex Frey was an active member of this organizing group, as our Chair has just mentioned, and during 1952-53 he served as the Senate's first Chairman. Some years ago, a colleague who also was "present at the creation" recorded what we all recognized—and that was that the Senate's influence in University affairs was "due in large part of the organization and precedents established by its first chairman."

This is not the place to review Alex Frey's contributions to scholarship and to civic affairs—they have been fully recognized elsewhere—but we should recall and record here his recognition of the unity between the concerns of the University and the wider community—by his leadership in establishing not only the Senate but also the Philadelphia and Pennsylvania branches of the American Civil Liberties Union, and his decisive influence in the American Bar Association in support of civil liberties at a time when only repression was popular.

Alex Frey fought for freedom of speech, but his fine sense of taste rejected long-winded discourse or solemn ceremony. Hence, I move simply that the substance of these remarks be entered in the minutes of the Senate, in appreciation for Alexander Frey's signal contribution to organized University life.

—John Honnold,

*Wm. A. Schnader Professor of Commercial Law*

## Almanac

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## Report of the Senate Committee on the Economic Status of the Faculty, 1980-1981

The 1980-1981 Senate Committee on the Economic Status of the Faculty began the year by identifying a number of recurrent problems in the treatment of faculty compensation at the University. The most important of these were the following:

1. Faculty compensation increases were consistently below the increases in the cost of living during most of the 1970's. As a result, the purchasing power of average faculty compensation in the 1980-81 academic year had fallen to about 89 percent of its value in the 1970-1971 academic year.

2. In the past, the administration had listened sympathetically to the presentations of the Economic Status Committee but little was done to reverse the decline in real faculty compensation or to involve the Committee in the budgetary process in a meaningful way. In addition, financial information about the University often was very difficult for the Committee to obtain.

3. The Committee believed that faculty compensation had been treated as a residual item in past budgets, partly because the faculty compensation component of the budget was viewed by the administration as somewhat "soft" relative to other types of expenditures such as energy costs. Considering the critical importance of the faculty in maintaining the academic excellence of the University, the Committee felt strongly that faculty compensation should be given the highest priority in the budget for fiscal year 1982 and subsequent years.

In an attempt to deal with these problems, the Committee resolved to take a more aggressive stance in dealing with the administration on the compensation issue. Accordingly, a resolution was introduced at the fall 1980 meeting of the Faculty Senate calling for a 14 percent increase in faculty compensation—12 percent for the projected increase in the cost of living from fiscal year 1981 to fiscal year 1982 and 2 percent to "restore losses in purchasing power...that have occurred during the past decade." The resolution also called for 2 percent per year during the subsequent four years to further compensate for losses in purchasing power. The resolution passed, after being amended from the floor to instruct the Committee to "explore and report on possible local modes of collective bargaining which might be adapted to the particular conditions of the University of Pennsylvania." The full text of the resolution appears in the November 11, 1980, *Almanac*.

To help to ensure that faculty compensation would not be consigned to residual status in the budget-making process for fiscal year 1982, the Committee was in frequent contact with the administration through the year. We were promised that faculty compensation would consult with the Committee prior to taking any step affecting faculty compensation.

By early February, we were informed that a 10 percent compensation increase had been included in the provisional budget together with a \$2.7 million central fund to be allocated to faculty and staff compensation. President Meyerson and Acting Provost Shen informed the Committee that the central fund "would be one of the very last items in the budget to be claimed for other urgent use should that ever become necessary as the

budget evolves." In fact, the central fund remained intact throughout the budgetary process and the understanding was that a majority would be allocated to faculty salaries. The administration indicated that funds were included in the budget to provide for average faculty compensation increases of more than 12 percent. In addition, the administration promised that the Committee would be given information in the fall indicating how the funds for faculty salaries had been allocated among schools, what were average salary increases in the schools and among faculty of different ranks.

President Meyerson and Acting Provosts Shen and Girifalco were quite cooperative throughout the year in providing data and discussing the status of the budget. Except for the allocation study, which is expected this fall, the commitments made to the Committee in the course of the discussions have been kept, and we feel that the Committee played a meaningful role in the budgetary process.

The Committee took two steps to deal with the problem of obtaining adequate information on the University budget and budgetary process. First, the request was made and granted that the Chair of the Economic Status Committee be permitted to attend Budget Committee meetings as an observer. Second, the Committee suggested to the administration that a reasonably detailed version of the University budget be published annually in *Almanac*. The budget had been published occasionally in the past, but several years had elapsed since its last publication. This request too was granted and a report on the fiscal year 1981 was published in the February 10, 1981, *Almanac*.

In response to the need for more accurate compensation comparisons between the University and its peer institutions, a report was prepared by the administration and forwarded to the Committee late in the academic year. We were promised that faculty compensation would not be treated as a residual and that the administration would consult with the Committee prior to taking any step affecting faculty compensation.

Besides representing the faculty in discussions of average compensation increases, an important function of the Committee is to make recommendations about the allocation of funds among across-the-board, merit, and other types of increases.

Our recommendation on allocations was based on three principal goals:

1. Providing across-the-board for all faculty that approach the rate of inflation so that losses in real income are kept to a minimum;
2. Making funds available to recognize merit, correct past inequalities, and provide promotion increases; and
3. Ensuring that faculty in the lowest salary brackets receive an increase at least equal to the rate of inflation.

The recommendation on salary allocation policy was as follows:

(continued next page)

1. From the 10 percent increase included in the departmental budgets, at least 9 percent should be allocated to an across-the-board increase.
2. The faculty portion of the central fund should be used for merit, correction of past inequities, and promotion increases.
3. Faculty with salaries of \$17,500 and less should be given at least a 12 percent raise.

As a result of our discussions with Acting Provost Girifalco, we recognized the need for exceptions to the 9 percent minimum increase for schools that are facing exceptional marketplace pressures. However, we stressed that these should clearly be viewed as exceptions and that any alternative across-the-board percentage should be announced to the faculty of the school in question. We opposed across-the-board increases of less than 7.5 percent for any school, even one subject to exceptional financial or marketplace pressures.

The administration did not follow our recommendation about allocations exactly, but the Committee was satisfied that the actual salary guidelines were reasonably consistent with our goals. (The guidelines were published in the May 12, 1981 issue of *Almanac*.)

Paul Bender (law), *ex officio*  
 Erling Boe (education)  
 J. David Cummins (insurance)—chair  
 Kenneth D. George (education)

Irving B. Kravis (economics), *ex officio*  
 Phoebe S. Leboy (dental), *ex officio*  
 Mark Miller (English)  
 Gerald J. Prince (Romance languages)

## Resolution on Faculty Compensation

*Passed by the Senate Committee on the Economic Status of the Faculty for action by the Senate at its meeting of November 18, 1981*

### WHEREAS,

1. Over most of the past decade, increases in faculty compensation at the University of Pennsylvania have fallen substantially behind increases in the cost of living; and

2. Increases in faculty compensation should keep up with increases in living costs lest deterioration discourage younger scholars from taking appointments and encourage existing faculty to seek income relief in off-campus pursuits, both of which are detrimental to the vitality of the University; and

3. Additional increases in faculty compensation should be provided over the next few years to restore losses in purchasing power that have taken place; and

4. The projected increase in living costs for the current year is approximately 9.5 percent; and

5. Increases in average faculty compensation for fiscal year 1982 fell short of the Faculty Senate target of last year's cost-of-living increase plus a percentage to equal 12 percent which will restore past losses in purchasing power.

THEREFORE, the Faculty Senate calls upon the administration to provide in the 1982-83 budget for an increase of no less than 12.0 percent in the funds available for faculty compensation.

# Annual Report of the Senate Committee on Academic Freedom and Responsibility

*Covering the period October 1980 to November 1981*

The Committee has continued to be involved in many major and minor matters.

1. The case of the Associate Professor in the School of Medicine\* remains unresolved despite many meetings with many people. The person appealed to the Faculty Grievance Commission and subsequently appealed to this Committee that various Provosts and Acting Provosts had "declined or failed to implement the recommendation of the panel to the satisfaction of the grievant." This continuing situation was brought before the Faculty Senate at its meeting on April 22, 1981. The Committee held formal hearings on the Provost's implementation during October 1981 and will issue a report on this case in the near future.

2. As part of the attempts to resolve this case and also to formalize some urgently required mechanisms, a document on "Responsibility of Clinician-Educators in Generating Appropriate Levels of Income" was developed and approved by the Faculty Senate on November 5, 1980. A motion was passed at the Faculty Senate meeting on April 22, 1981, concerning the operation of partnership agreements by clinician-educators in order to safeguard academic freedom and to protect faculty members from arbitrary action affecting their status and professional opportunities.

3. The problems associated with the Reliance Professorship have now been resolved. "Documents Relating to the Endowment of the Reliance Professorship-Deanship" were published in detail in four pages of *Almanac* January 27, 1981. An entirely new agreement was negotiated that was acceptable to the Committee from the standpoint of academic freedom.

4. This resulted in the formulation of a new mechanism called "Policy Regarding Acceptance of Conditional Gifts." This was published in *Almanac* September 22, 1981.

5. The Committee drafted the wording for the Statutes of the University concerning the Senate and School Committees on Academic Freedom and Responsibility.

6. The Committee commented on the Code of Academic Integrity.

7. The Committee noted the resolution of a problem concerned with Professional Practice Services at the School of Dental Medicine.

8. The Committee concerned itself with the question of limited appointments in graduate groups and unanimously decided that "... The

right to supervise and teach graduate students is part of the academic freedoms and responsibilities of members of graduate groups, is embedded in our understanding of tenure (note: even Assistant Professors have tenure during the years of their appointment), and may not be removed or limited except for just cause and by due process. Therefore the basic rights of all Professors with indefinite tenure presently members of Graduate Groups are not dependent on the 'wish of the group to grant them membership—with renewable appointments.' Nor are their basic rights to teach and supervise undergraduate and/or professional students and to have tenure in the University dependent on the periodic votes or wish of their colleagues. Decisions to abrogate such rights may only be made for just cause and by due process".

9. The Committee was asked by the Chair of the Educational Planning Committee to comment on the WEFA Economic Research Institute agreement. This was done and the agreement was subsequently modified.

10. The Committee was asked by Acting Provost Benjamin S. P. Shen to comment on a recommendation by the Dental School's Committee on Academic Freedom and Responsibility. The Senate Committee concurred with the recommendation of the Dental School Committee and objected "... to the practice of having A-I employees function as faculty members and then later, without proper procedures, changing their status to that of faculty members. Such a practice can be used to circumvent the normal appointment procedures and the University's Affirmative Action requirements".

11. A variety of minor issues were dealt with during the year.

### Members of the Committee (1980-81)

Ruzena Bajcsy  
 Robert E. Davies—chair  
 Alan C. Kors  
 Phoebe S. Leboy, *ex officio*  
 Morris Mendelson

Ervin Miller  
 Phyllis R. Rackin  
 Elaine Scarry  
 David Solomons  
 Ralph S. Spritzer

### Members of the Committee (1981-82)

Ruzena Bajcsy  
 Murray Gerstenhaber, *ex officio*  
 Charles H. Kahn  
 Alan C. Kors  
 Morris Mendelson

Phyllis R. Rackin  
 Elaine Scarry  
 David Solomons  
 Edward Sparer—chair  
 Ingrid Waldron

\*See *Almanac* November 4 and 11, 1980.

# A Statement From the Provost on Sexual Harassment

It is the purpose of this statement to reiterate the University's policy on sexual harassment and to identify the resources available to individuals who believe they have been subjected to such coercion. Provost's Memorandum #3-80, issued on May 6, 1980, defines the University's responsibilities in matters of sexual harassment:

"As an employer, the University seeks to ensure that the workplace is free from harassment. As an educational institution, the University's commitment to eradicating sexual harassment goes beyond the Equal Employment Opportunity Commission guidelines."

Sexual harassment in any context is reprehensible, and is a matter of particular concern to an academic community in which students, faculty, and staff are related by strong bonds of intellectual dependence and trust. Sexual harassment most frequently occurs when one person has some power and authority over another. For purposes of University policy, the term "sexual harassment" refers to any unwanted sexual attention that: (1) involves a stated or implicit threat to the victim's academic or employment status; (2) has the purpose or effect of interfering with an individual's academic or work performance; or (3) creates an intimidating or offensive academic or work environment. The University regards such behavior as a violation of the standards of conduct required of all persons associated with the institution. Accordingly, those inflicting such behavior on others within the University setting are subject to the full range of internal institutional disciplinary action, including separation from the institution.

Any student, faculty member, or other employee who believes he or she is a victim of sexual harassment may report the complaint to his or her advisor or supervisor or to the supervisor of the person who is behaving objectionably; the individual who receives such a complaint has the responsibility to pursue the matter and may draw upon University resources. The person receiving the complaint must treat it as confidential, to be communicated only to the appropriate authorities. In addition, all persons who believe they are victims of harassment, including those who are reluctant to raise the matter with a supervisor, are encouraged to use the other avenues within the University through which guidance and counseling can be obtained, formal and informal complaints can be made, and corrective action, as appropriate, can be taken.

The following University resources and grievance mechanisms are available:

## A. General Resources

1) The *Women's Center* will aid students, faculty and staff with counseling, advocacy, advice and referral concerning formal and informal avenues of redress in matters of sexual harassment. The Women's Center does not conduct investigations, and will keep all information confidential.

2) The *Office of the Ombudsman* exists to help resolve grievances of all members of the University community—students, faculty and staff—on a confidential and informal basis, and can assist persons with complaints about sexual harassment to decide on the course of action that they want to take. The office is independent of the University's formal administrative structure and grievance mechanisms. The Office of the Ombudsman may also be requested by the Office of Student Life to undertake a formal investigation of charges of sexual harassment of students (see B-1a below).

## B. Additional Resources

1) *Students*: In addition to the General Resources listed in Section A above, students may call upon the following resources:

a) The Director of the *Office of Student Life* is responsible for dealing with student grievances arising under Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education. Grievances associated with student employment may also fall within the Director's purview. Complaints by students of sexual harassment may be made to the Director, who will supervise, or delegate to the Ombudsman, an investigation into the matter.

b) Student complaints of sexual harassment by faculty may be brought by the student or an advocate on behalf of the student to the department chair or dean of the faculty member. The appropriate *School Committee on Academic Freedom and Responsibility* may investigate the case, either on its own initiative or at the request of an academic administrator.

c) Victims of harassment may seek assistance from the *University Counseling Service, Gay and Lesbian Peer Counseling* and the *psychiatry section of the Student Health Service*. Contacts with these services are strictly confidential and may be particularly helpful to students desiring assistance in dealing with their feelings about their experience with sexual harassment.

2) *The University Staff and Faculty*: In addition to the General Resources listed in Section A above, nonacademic staff may utilize the formal grievance mechanism described in Personnel Policy #801. Faculty may utilize the Faculty Grievance Procedure described in the *Handbook for Faculty and Administration*.

—Thomas Ehrlich, Provost

## SPEAKING OUT

### Right to Know

On October 6, 1981, an article appeared in *ALMANAC* summarizing the current version of University Policy #101 (Confidentiality of Records). The most recent changes to the document have raised some important questions regarding legal rights of employees and moral responsibility of the University as an employer.

The Coordinating Committee of the A-3 Assembly has received inquiries on the reasons behind administrative decisions that appear to deny employees the right to examine letters and other correspondence placed in their personnel files. The answer, of course, must come from the administrators who drafted the document; our group, however, did seek to gain more information on the subject. We examined Personnel Policy #101 very carefully and also reviewed the Pennsylvania State Act which grants each person the right to inspect his or her own personnel file. It is our observation that portions of Section III, Personnel Policy #101 (Records Not Subject to Review by Employees) which refer to Section II §s 2, 9, 11 are in violation of the State law, and that those portions, also, in several

ways deny University employees some very basic rights.

Pennsylvania State law (1978, Nov. 26, P. L. 1212 No. 286), commonly called the "Employee Right to Know Act," grants specific rights for all non-federal employees:

...to inspect his or her own personnel files used to determine his or her own qualifications for employment, promotion, additional compensation, termination or disciplinary action...

"Personnel files" as defined by this Act includes:

...any application for employment, wage and salary information, notices of commendations, warning, or discipline, authorization for a deduction or withholding of pay, fringe benefits information, leave records, employment history with the employer, including salary information, job title, dates of change, retirement record, attendance records, and performance evaluations...

Current University Personnel Policy #101 does not permit faculty, full or part-time employees to review performance evaluations, skill tests or:

General correspondence of commendation, or complaints addressed to the department of employment and pertaining to job performance...

A fair argument could also be made that Per-

sonnel Policy #101 is in conflict with Personnel Policy #601. Policy #601

...is designed to encourage constructive dialogue between staff members and their supervisors, to clarify job responsibilities, and to assure that job performance and career development information is recorded in each individual's University employment history...

If performance review procedures are carried out properly, as described in Policy #601, there should be no need to keep the related files from the employees they affect. The best assurance can be gained by personal inspection of one's file in order to be satisfied that additional information has not been added after the performance evaluation has been signed; and to be sure that no false or damaging information has been added without the employee's knowledge.

On behalf of all employees, the Coordinating Committee of the A-3 Assembly would appreciate a clarification of the exclusions, as mentioned in Section III of Personnel Policy #101, since Pennsylvania law states that these portions of our records may indeed be reviewed.

—Roosevelt Dicks, Spokesman  
A-3 Assembly

## DEATHS

**Dr. T. Grier Miller**, emeritus professor of medicine and well-known medical researcher, died November 14 at the age of 96. Dr. Miller, the author of more than 100 articles in medical journals and textbooks, had a broad foundation in the practice of medicine before he specialized in gastroenterology.

Dr. Miller's close affiliation with Penn began with his graduation from the School of Medicine in 1911. Following his internship, he became the first recipient of the first fellowship

in medicine at the University. From 1918 to 1934, he rose through the faculty ranks from assistant instructor in medicine to professor of medicine. He was designated emeritus professor of medicine in 1952.

The School's first endowed professorship in gastroenterology was established in Dr. Miller's honor in 1977.

A memorial service for Dr. Miller will be held December 10 at 4 p.m. in the Dunlop A Auditorium, Medical Education Building.

## Survey of Periodicals:

*Almanac* is currently compiling a directory of all campus periodical publications—scholarly journals, newsletters in disciplines, school and departmental news sheets, alumni and student publications. To make sure that your publications are included, send a sample of each and brief descriptions (include title, topic, frequency of publication, audience, editor, subscription information) to *Almanac*, 3601 Locust Walk/C8 by December 21, 1981.

## ON CAMPUS

December 1-December 13

### Academic Calendar

**December 11** Fall term classes end.

### Children's Activities

#### Films

**December 5** *Jamaica Inn*

**December 12** *Hugo The Hippo*

Films are free, screened Saturdays at 10:30 a.m. in Harrison Auditorium of the University Museum. Recommended for children aged five and older.

#### Theatre

**December 5** The General Alumni Association presents *Family Day At Mask and Wig*, noon, at the Clubhouse. Featuring hot dogs and a special child-edited version of the current production, *Between the Covers*. After the performance, youngsters are invited on stage to dance and jig with Mask and Wig. Reservations required, call Ext. 7811.

#### Workshops

**December 5** The College of General Studies presents Carol Sivin conducting a maskmaking workshop. The hours are 10 a.m. to 3 p.m. and the fee is \$20 for one adult and one child. To register call Ext. 6479.

*Children's Holiday Decorations Workshop* at the Arboretum, 10 a.m.-noon. The fee is \$4.50 members, \$6 non-members. Call 247-5777.

### Exhibits

**Now Through December** The International House Bazaar Shop presents *Traditional Embroidery of the Hmong*, the vividly colored Indochinese art of *pa ndao* (flower cloth). On display are hand-worked tapestries, pillows, small mat-sized pieces and Christmas tree ornaments, ranging in price from \$8-\$40; and *International Christmas Tree Ornaments*, a varied display of ornaments from Austria, Mexico, India, Sweden, Ecuador and more, ranging in price from \$1-\$6.

**Through December** The Graduate School of Education presents a *display of artwork* by students from Bucks, Delaware and Montgomery counties; room B 31, Graduate School of Education.

**Through January** *The Genesis of Pennsylvania; England in 1681/1682* at the Rosenwald Exhibition Gallery, 6th floor, Van Pelt Library.

**Through February 14** *Echoes of the Samurai: Japanese Arms and Armor* at the University Museum.

**Through February 21** *Camera And I: The Belau of Micronesia*, a collection of photographs by Harvey Reed, at the Sharpe Gallery, University Museum.

**Ongoing** *The Egyptian Mummy: Secrets and Science* at the University Museum.

**Ongoing** *India At The University Museum* at the Museum.

### University Museum Gallery Tours

**December 2** *Echoes of the Samurai*

**December 6** *Egypt*

**December 9** *Ancient Egypt*

**December 13** *Mesoamerica*

The gallery talks and tours are free and begin at the main entrance of the University Museum at 1 p.m.

### Gallery Hours

**The Bazaar Shop**, in International House, is open Monday, 10 a.m.-4 p.m.; Tuesday-Friday, 10 a.m.-8 p.m.; Saturday, 10 a.m.-4:30 p.m.

**Graduate School of Education** is open Monday and Tuesday, 9 a.m.-5 p.m.; Wednesday-Friday, 8:30 a.m.-5 p.m.; closed Saturday and Sunday.

**Rosenwald Exhibition Gallery**, in Van Pelt Library, is open Monday-Friday 9 a.m.-5 p.m.

**University Museum**, 33rd and Spruce, phone: 222-7777, is open Tuesday-Saturday, 10 a.m.-4:30 p.m.; Sunday, 1-5 p.m. Closed Mondays and holidays.

### Films

#### Exploratory Cinema

**December 2** *Le Joli Mai*, France.

All screenings are held at Annenberg Center's Studio Theatre at 7:15 and 9:30 p.m. Admissions: \$2 for students with ID and \$3 for others.

### GSAC Film Series

**December 11** *Black Girl*, 7:30 p.m. only.

GSAC films are shown at Stiteler Auditorium, admission \$1.

### Houston Hall Films

**December 4** *Altered States*, 8, 10 p.m. midnight.

**December 5** *Caddyshack*, 8 and 10 p.m.; *It's a Wonderful Life*, midnight.

**December 12** *Paper Chase*, 7:30 and midnight; *Singin' In The Rain*, 10 p.m.

All Houston Hall films are screened in Irvine Auditorium, admission \$1.25.

### PUC Film Alliance

**December 3** *Every Man For Himself and God Against All*  
**December 10** *Swept Away*

All PUC films are shown in Irvine Auditorium at 10 p.m.



The Grain Harvest, above, is a wall painting from the tomb-chapel of Nakht, the royal scribe, in Thebes, Egypt, 18th Dynasty; c. 1420 B.C. Nakht, seated and shaded from the sun, watches his farmhands plowing and sowing the fields of his estate. The Grain Harvest is part of the University Museum's exhibition *The Egyptian Mummy: Secrets and Science* which has attracted more than 120,000 visitors since it opened in September 1980.

After N. de Gans Davies, 1917, *The Tomb of Nakht at Thebes*, Metropolitan Museum of Art, NY

## Special Events

**December 2 Annual Wassail Party and Shopping Night.** 5:30 p.m., Museum Shop, University Museum. Become a member of the University Museum and enjoy holiday treats and discount shopping.

**Miniature Landscapes In A Dish.** Morris Arboretum Course, 10 a.m., fee, call 247-5777.

**December 9** The Economics Department presents a symposium, *Is a World Economic Crisis Brewing?* 10 a.m.-4 p.m., 285 McNeil Building. Speakers: Irving Kravis on *The Controversy About Income Redistribution of Resources Between Industrialized and Developing Economies*; Edwin Mansfield on *Productivity and Technical Change*; Arthur Bloomfield and Wilfred Ethier on *Problems and Prospects in International Trade and Finance*; Albert Ando and Almarin Phillips on *Developments In and Between U.S. and Foreign Financial Markets*; F. Gerard Adams, Jacques Cremer and Djavad Slachi-Isfahani on *The Petroleum Market*.

The Faculty Club presents a *Holiday Tree Lighting and Dinner*, 5-8 p.m., in the Alumni Dining Room. Special children's menu and gifts from Santa Claus. For reservations call Ext. 4618.

**December 11-13 Holly and Greens Sale**, fresh greens in bundles, laurel and pine ropes, holiday plants, decorating supplies, wreaths, centerpieces and swags, at the Morris Arboretum. For more information call 247-5777.

**December 11, 12, 14, 16 and 19 Massage Marathon: Relax for Finals**, at the Christian Association. For reservations call the CA at 222-5941.

**December 12** The General Alumni Society presents a *Spaghetti Dinner* preceding the Penn-Villanova basketball game, 6:30 p.m. in the William White Training House; game in the Palestra at 9 p.m., early reservations required, call Ext. 7811.

**December 16** The A-3 Assembly presents *A-3 Holidays Party*, noon-2 p.m., West Lounge, Houston Hall. Bring your lunch. Coffee, tea and dessert will be provided. For contributions to or suggestions for the party call Margaret Sabre at Ext. 5285.

## Sports (Home Schedules)

For more information on sports call Ext. 6128; for ticket information, Franklin Field pick up window at Ext. 6151.

Locations: Franklin field: *Varsity Football, Women's Field Hockey, Lightweight Football, Freshman Football and Men's Soccer*; Fairmount Park's Belmont Plateau: *Men's and Women's Cross Country*; Penn's Landing: *Sailing*; Lott Courts: *Women's Tennis*; Weightman Hall: *Women's Volleyball*; Palestra: *Men's and Women's Basketball*. **December 3 Women's Basketball** vs. West Chester, 7:30 p.m.

**December 8 Women's Basketball** vs. Ursinus, 6:30 p.m.

**December 12 Men's Basketball** vs. Villanova, 9 p.m.

## Talks

**December 1** The Department of Pharmacology presents Dr. Gregory Kapatos, Laboratory of Neurochemistry, NIMH, on *Bioprotein Metabolism in Rat and Man*, noon, room D 210, Medical Education Building.

The Center for the Study of Aging Seminar presents Dr. Arnold Rosoff, Penn associate professor of legal studies and health care, on *Medi-Gap: Health Insurance Problems of the Elderly*, 3:30-4 p.m., room 110, Nursing Education Building.

The Center for the Study of Art and Symbolic Behavior presents James Fernandez, professor of anthropology, Princeton University, on *Moving Up In The World—Transcendence As A Problem For Symbolic Anthropology*, 4 p.m., Penniman Room, Houston Hall.

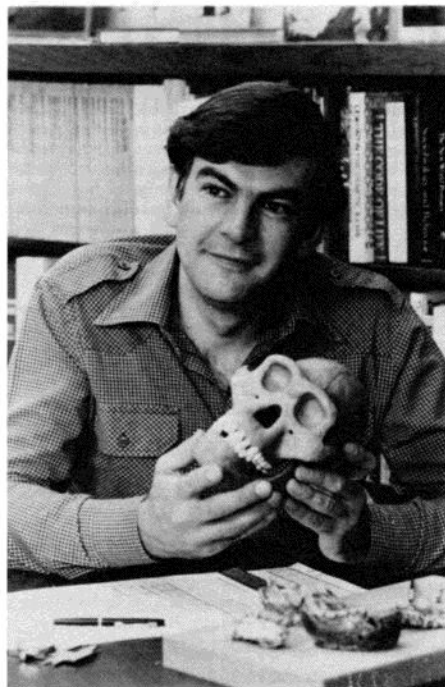
The Christian Association's Faith and Life Study Division presents Baruch Blumberg, Penn professor of medicine and anthropology and associate director of the Institute for Cancer Research, Fox Chase Medical Center, on *Scientific and Religious Inquiry*, part of a lecture series addressing the relationship between personal values and public policy, 7:30 p.m., CA auditorium.

**December 2** The Rare Books Room Colloquium presents Rudolf Hirsch, retired associate director of Van Pelt Library and emeritus professor of history, on *Basic Problems in the History of Early Printing*, noon, main reading room, 6th floor, Van Pelt Library.

The Women's Studies Luncheon Seminars present Lynn Haskins, assistant professor of journalism, Penn State University, on *Sex-Typed Occupation: Assessment and Change*, 12:15 p.m., Women's Studies Office, room 106, Logan Hall. Bring your lunch, coffee or tea will be provided.

The Writing Program of the English Department presents Josephine Jacobsen, author of the University Press' recent publication, *The Chinese Insomniacs*, with readings from her poetry, 4 p.m., Philomathean Rooms, 4th floor College Hall.

The Law School's Center for the Study of Financial Institutions presents the 1981 Thomas A. O'Boyle Memorial



Dr. Donald C. Johanson with "Lucy" the "oldest, most complete, best preserved skeleton of a human ancestor ever found." Scientifically, "Lucy" was called *Australopithecus afarensis*, after the area of her origin, the Afar Triangle of Ethiopia. See Talks, December 8, at right.

Lecture with Robert Carswell, former deputy secretary of the U.S. Treasury and senior partner in the New York law firm of Shearman and Sterling, on *The Crisis in Thrift Institutions and Housing Finance: Some Answers*, 4:15 p.m., room 100 in the Law School.

The Contemporary Buddhist Association's Search For A Life After Death lecture series presents Dr. S. Ohnishi, Hahnemann Medical College, on *Buddhist View of the Eternity of Life and Karma* and Dr. Bonita Cody, Penn Dental School, on *Medical Survey of the Near-Death Experience and Out-of-Body Experiences*, 8:30 p.m., auditorium B1, Fine Arts Building.

**December 3** The South Asia Seminar presents Morris D. Morris, professor of economics, University of Washington, on *The Comparative Level of Technology of South Asia Around 1890 and Its Influence on Industrial Development During the Raj*, 11 a.m., classroom II, University Museum.

The Departments of Chemical Engineering and Bioengineering present Professor Rakesh K. Jain, Carnegie-Mellon University, on *Heat Transfer and Microcirculation in Tumors*, 11 a.m., Alumni Hall, Towne Building.

The Doctoral Program of The School of Social Work presents Dr. Norman Lourie, former executive deputy secretary, Pennsylvania Department of Public Welfare, on *Political Responsibilities of Social Workers*, 12:30-1:30 p.m., 3rd floor, Caster Building.

The Neuropsychopharmacology Training Program Colloquium presents Vanaja V. Ragavan, post doctoral resident fellow, Philadelphia Child Guidance Clinic, on *Opioid Control of Prolactin Secretion*, 12:30-2 p.m., room 215, Nursing Education Building.

The Tinker Lectures and the Committee on Latin America and Iberian Studies presents Torcuato DiTella, professor of political science, Facultad Latinoamericana de Ciencias Sociales, Buenos Aires, on *Limited Democracy: Was There Ever Any Other Type?*, 4 p.m., in the Harrison-Smith-Penniman Room, Houston Hall.

**December 4** The Lilly-Pennsylvania Program presents Noah Prywes, Penn professor of computer and informational science, on *Distributed Processing in Econometric Modeling*, 2:30 p.m., Alumni Hall, Towne Building.

**December 7** The Center for the Study of Aging Seminar Series presents Dr. John Cebra, Penn professor of biology, on *The Effect of Aging on the Immune Response*, 3:30-4 p.m., room D 214, Medical Education Building.

The Department of History and Sociology of Science presents Dr. William Montgomery, American Philosophical Society, on *Charles Darwin and His Correspondents*, 3:30 p.m., room 107, Smith Hall.

**December 8** The Student Health Service, Psychiatry Section, presents Meyer Rohtbart, M.D., Penn clinical associate in psychiatry, on *Children of Holocaust Survivors: A Therapist's Perspective*, 10:45 a.m.-noon, in the Conference Room

1152, Gates Pavilion, HUP.

The School of Veterinary Medicine Comparative Cell Biology Seminar Series presents Dr. Sidney Weinhouse, professor, Temple University School of Medicine, on *Altered Gene Regulation in Experimental Cancer*, 4 p.m., room 151-152, School of Veterinary Medicine.

The University Museum presents *An Evening With Dr. Donald Johanson*, director of the International Institute for the Study of Human Origins, Berkeley, California, on his book, *Lucy: The Beginnings of Humankind*, in which he describes the oldest, most complete, best preserved skeleton of any erect-walking human ancestor; 5:30 p.m., in the Harrison Auditorium of the Museum. Admissions for the illustrated lecture and reception is \$8 for non-members, \$6 for members, free for students. Reservations are required; call Ext. 4026 or 5093.

**December 9** The Rare Books Room Colloquium presents Robert Kraft, Penn professor and chairman of religious studies, on *Uses of Computers in the Study of Texts*, noon-1 p.m., main reading room, 6th floor, Van Pelt Library.

The FAS Leon Lecture Series presents Dr. Irving S. Cooper, director for the Center of Physiologic Neurosurgery at Westchester County Medical Center in Valhalla, New York, on *Medicine and the Humanities*, 8 p.m., in the Benjamin Franklin Room, Houston Hall.

**December 10** The South Asia Seminar presents Carl Taylor, professor of international health, Johns Hopkins School of Hygiene Health, on *Primary Health Care in India*, 11 a.m., classroom II, University Museum.

## Theatre

**December 1** The Penn Women's Center presents *We, The Family*, a play and discussion about modern family life, noon, in the Franklin Room, Houston Hall.

**Through December 5** Mask and Wig Club presents its 94th annual show, *Between the Covers*, a musical revue which takes a satirical look at an un-named news magazine; Wednesday-Saturday at the Clubhouse, 310 Quince Street and **December 9, 10, 11, 12** at the Annenberg School Theatre. For information and reservations call the Clubhouse at WA 3-4229 or the Annenberg Box Office at Ext. 7691.

**December 11 and 12** The Annenberg Center Dance *Umbrella* with *Wimmer, Wimmer and Dancers* and *Zero Moving Dance Company*; 8 p.m., in the Zellerbach Theatre. Tickets are \$7 and \$5 with discounts available for students, faculty, staff and senior citizens. For reservations call the Box Office at Ext. 6791.

## To list an event

Information for the weekly Almanac calendar must reach our office at 3601 Locust Walk/C8 the Tuesday prior to the Tuesday of publication.

## Fund Raising for Child's Play Day

The Annenberg Center, and Ohara's Fish House and Ohara's Dining Saloon are working together for the third year to provide free theatre tickets for 400 children. *Child's Play Day* at the Annenberg Center will offer culturally deprived children from hospitals, institutions, social agencies and Asian refugee centers a chance to see two productions in the professional Theatre for Children Series.

The money will be raised by the restaurants' owners at a Clam Eating Contest on Wednesday, December 2, at 8 p.m. at the Fish House, 3900 Chestnut Street. Four fraternities from Penn and four fraternities from Drexel will confront each other to see who can devour the most clams on the half-shell within ten minutes.

The fraternities participating from the University of Pennsylvania are Phi Delta Theta, Delta Psi, Sigma Nu, and Pi Kappa Alpha. Invited to join the contest from Drexel are TEKE, Sigma Pi, Alpha Pi Lambda, and Sigma Alpha Nu.

*Child's Play Day* is part of the Annenberg Center's Outreach Program. 200 children will attend a performance of the *Potato People*, a mask-mime play in cartoon style, on February 6, and 200 will see *The White Raven*, an Indian legend presented with giant puppets, on April 3 in the Zellerbach Theatre.

Further Pan-Hellenic Society support at Penn for Annenberg Center programs includes a donation from Chi Omega Sorority to the Hearing Theatre for the Deaf program.

# OPPORTUNITIES

Listings are condensed from the personnel bulletin of November 23 and therefore *cannot be considered official*. New listings are posted Mondays on personnel bulletin boards at:

**Anatomy-Chemistry Building:** near Room 358;  
**Centenary Hall:** lobby;  
**College Hall:** first floor;  
**Franklin Building:** near Personnel (Room 130);  
**Johnson Pavilion:** first floor, next to directory;  
**Law School:** Room 28, basement;  
**Leidy Labs:** first floor, outside Room 102;  
**Logan Hall:** first floor, near Room 117;  
**LRSB:** first floor, opposite elevator;  
**Richards Building:** first floor, near mailroom;  
**Rittenhouse Lab:** east staircase, second floor;  
**Social Work/Caster Building:** first floor;  
**Towne Building:** mezzanine lobby;  
**Van Pelt Library:** ask for copy at Reference Desk;  
**Veterinary School:** first floor, next to directory.

For further information, call personnel services, 243-7284. The University 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). Some positions listed may have strong internal candidates. If you would like to know more about a particular position, please ask at the time of the interview with a personnel counselor or hiring department representative. Openings listed without salaries are those in which salary is to be determined. Resumes are required for administrative/professional positions.

## Administrative/Professional Staff

**Administrator, Data Communications** (4259).  
**Application Programmer Analyst II** (4439) \$16,350-\$22,600.  
**Assistant Dean** (4117) \$16,350-\$22,600.  
**Assistant Director II** (4418) \$16,350-\$22,600.  
**Assistant to the Director** (C0359) \$12,000-\$16,100.  
**Business Administrator II** (C0391) performs all business administration functions for a computer facility service center; prepares budget, financial reporting and control, salary and payroll; orders equipment and materials; maintains accounting and billing system for user accounts (degree in accounting or business administration or equivalent course work, two years' experience, familiar with computerized accounting systems) \$13,100-\$17,800.  
**Cataloger** (4414) \$14,500-\$19,775.  
**Clinical Supervisor** (2 positions) (4394) (C0379).  
**Compensation Specialist** (4455) \$16,350-\$22,600.  
**Coordinator, Clinical Education** (C0179) \$16,350-\$22,600.  
**Coordinator Computer Center** (C0390) serves as the principal liaison between the computer facility and the academic effort; recommends techniques and services to meet faculty

and student needs; acts as a project leader; measures and predicts the impact of requests; plans and implements procedures for user orientation and relevant documentation (degree with emphasis in mathematics and analytic skills; experience in computing with knowledge of higher level languages or assembler; university teaching experience; familiar with software packages; good written and oral skills).

**Coordinator of Education I** (4386) \$12,000-\$16,100.  
**Counseling Psychologist II** (3945) \$16,350-\$22,600.  
**Director** (4420).  
**Executive Secretary to Vice President** (4449) \$13,100-\$17,800.  
**Librarian II (2 positions)** (4406) (4353) \$14,500-\$19,775.  
**Placement Counselor** (4355) \$14,500-\$19,775.  
**Programmer Analyst I** (C0222) \$14,500-\$19,775.  
**Programmer Analyst II** (C0316) \$16,350-\$22,600.  
**Publications Editor/Writer** (C0032) \$14,200-\$19,625.  
**Research Specialist Jr. (11 positions)** \$12,000-\$16,100.  
**Research Specialist I (3 positions)** \$13,100-\$17,800.  
**Research Specialist II (5 positions)** \$14,500-\$19,775.  
**Research Specialist IV (2 positions)**.  
**Senior Staff Writer** (4313) \$16,350-\$22,600.  
**Staff Assistant** (C0308) \$12,000-\$16,100.  
**Supervisor V, Data Processing** (4368).  
**Systems Analyst (2 positions)** (4458) (C0329).

## Support Staff

**Administrative Assistant I (2 positions)** (C0397) (4476) \$9,925-\$12,250.  
**Air Conditioning and Refrigeration Mechanic (2 positions)** (4489) (4232) Union Wages.  
**Budget Assistant** (3790) \$10,575-\$13,100.  
**Buyer I** (4487) assists Buyer II in ordering merchandise, processes and verifies receipt of orders (high school graduate; three years' experience; knowledge of customs and practices in the field) \$9,375-\$11,500.  
**Clerk V** (4445) \$9,925-\$12,250.  
**Delivery Clerk** (4483) picks up and delivers confidential material; handles cash transactions; performs routine clerical duties (high school graduate; ability to pick up and deliver materials on and off campus) \$7,725-\$9,350.  
**Dental Assistant I (2 positions)** (4234) (4337) \$10,450-\$12,675.  
**Editorial Assistant** (C0401) types, edits, proofreads, maintains files; coordinates flow of manuscripts; maintains bibliographies (good writing skills; 55 wpm typing; willingness to learn word processing; ability to work independently) \$11,225-\$14,000.  
**Electronics Technician II** (C0384) \$11,225-\$13,775.  
**Histology Technician II** (C0404) processes tissue specimens for pathological exam and analysis for routine histopathology (high school graduate; two years' experience as Histology Technician I) \$11,225-\$13,775.

**Histology Technician II** (4478) \$11,225-\$13,775.  
**Housekeeper** (4480) performs housekeeping duties in the student dormitory and Allam House at New Bolton Center (ability to move about and do occasional lifting; ability to work both independently and with other) \$9,000-\$11,550.  
**Information Systems Technician** (4432) \$11,225-\$14,000.  
**Locksmith** (4477) Union Wages.  
**Maintenance Clerk** (4468).  
**Maintenance Person** (4463) \$8,675-\$11,100.  
**Materials Control Supervisor** (4437) \$12,225-\$15,375.  
**Materials Manager** (4428) \$15,000-\$19,200.  
**Office Automation Operator I** (4473) \$8,775-\$10,725.  
**Plumber** (4492) fixes leaky faucets, installs soil lines; constructs and repairs all plumbing fixtures (high school graduate; completion of approved apprenticeship program; City of Philadelphia Journeyman's Card; five years' experience as a journeyman plumber; valid driver's license) Union Wages.  
**Project Budget Assistant (2 positions)** (C0356) (4434) \$9,925-\$12,250.  
**Receptionist Medical/Dental** receives visitors; answers phone; takes messages; provides backup typing (secretarial training; three year's experience; 60 wpm typing; working knowledge of medical terminology) \$10,025-\$12,250.  
**Registration Assistant I** (4472) \$9,375-\$11,500.  
**Research Laboratory Technician I (2 positions)** \$9,150-\$11,100.  
**Research Laboratory Technician II** \$10,175-\$12,400.  
**Research Laboratory Technician III (7 positions)** \$11,225-\$13,775.  
**Research Machinist II** (3732) \$12,775-\$16,375.  
**Secretary II** (6 positions) \$8,775-\$10,725.  
**Secretary III** (5 positions) \$9,375-\$11,500.  
**Secretary, Medical/Technical (3 positions)** \$9,925-\$12,250.  
**Secretary, Technical/Word Processing** (C0377) \$9,925-\$12,250.  
**Technician, Information Systems** (4526) \$11,225-\$14,000.  
**Technician I, Veterinary Anesthesia** (4378).

## Part-time Positions

### Administrative/Professional

**Permanent Employee** (C0386) hourly wages.

### Support Staff

**Administrative Assistant** (C0399) organizes small business clinical program office; types, schedules appointments; coordinates schedules; handles statistical profiles; maintains filing system; works with budget administrator (ability to work alone, handle administrative duties, work well with students and clients; good typing skills) hourly wages.  
**Librarian** (4393) hourly wages.  
**Permanent Electronic Technician II** (C0287) hourly wages.  
**Permanent Employee (4 positions)** hourly wages.  
**Permanent Laboratory Technician** (C0054) hourly wages.  
**Permanent Secretary (2 positions)** hourly wages.

## Putting Your Money in the Bank

Faculty and staff who have their paychecks deposited directly to their checking or savings accounts by the Payroll Office will see a different form in the next pay period. In place of a two-part Check Advice (left), they will receive a one-piece item (right) showing all of the information formerly on the two. (Temporarily, each will receive two copies of the Check Advice in the mail as confirmation that the "paycheck" has been sent to the bank; Payroll is testing the legibility of carbons in an interim way.)

Those who do not have their checks deposited directly, but want to, can request this service by filling out an Authorization Agreement for Automatic Deposits, available from the Payroll Section, 309 Franklin Building/16. The service is limited to deposits in banks that are members of the Automated Clearing House; currently the University mails deposits to those on the list

below, but faculty and staff can verify other banks' eligibility by calling either the bank or the Payroll Section, Ext. 7270.

- Philadelphia National Bank (S)
- First Pennsylvania Bank (S)
- Girard Trust (S)
- Provident National (S)
- Central Penn National Bank
- Fidelity Philadelphia Trust (S)
- Industrial Valley Bank
- \* Heritage Bank
- \* Continental Trust
- \* Wilmington Trust Co.
- \* First National Bank of South Jersey
- \* First National Bank of Princeton
- \* Mid Atlantic National Bank
- \* American Bank and Trust
- \* First Eastern Bank
- \* First National Bank of Allentown

UNIVERSITY OF PENNSYLVANIA NO 8186270  
 OFFICE OF PERSONNEL  
 309 FRANKLIN BUILDING  
 PHILADELPHIA, PA 19107

NET PAY OF \$1100.00 HAS BEEN DEPOSITED AT  
 GIRARD TRUST  
 4 GIRARD PLAZA  
 PHILADELPHIA, PA 19107

JOSEPH P. BLITZ  
 SALARY CONTROLLER  
 FRANKLIN BUILDING  
 16 1982

UNIVERSITY OF PENNSYLVANIA PERIOD END 10/31/81

NAME	REGULAR	THROWBACK	AD VANCE	NET PAY
CLARK, J.	1000.00	0.00	0.00	1000.00
DEWITT, J.	1000.00	0.00	0.00	1000.00
FRANK, J.	1000.00	0.00	0.00	1000.00
GRANT, J.	1000.00	0.00	0.00	1000.00
HARRIS, J.	1000.00	0.00	0.00	1000.00
JONES, J.	1000.00	0.00	0.00	1000.00
KELLY, J.	1000.00	0.00	0.00	1000.00
LYNN, J.	1000.00	0.00	0.00	1000.00
MAY, J.	1000.00	0.00	0.00	1000.00
MURPHY, J.	1000.00	0.00	0.00	1000.00
NEAL, J.	1000.00	0.00	0.00	1000.00
OLSON, J.	1000.00	0.00	0.00	1000.00
PERKINS, J.	1000.00	0.00	0.00	1000.00
ROBERTS, J.	1000.00	0.00	0.00	1000.00
SCOTT, J.	1000.00	0.00	0.00	1000.00
SMITH, J.	1000.00	0.00	0.00	1000.00
SPENCER, J.	1000.00	0.00	0.00	1000.00
STEVENSON, J.	1000.00	0.00	0.00	1000.00
TAYLOR, J.	1000.00	0.00	0.00	1000.00
WATSON, J.	1000.00	0.00	0.00	1000.00
WILLIAMS, J.	1000.00	0.00	0.00	1000.00
WYATT, J.	1000.00	0.00	0.00	1000.00
ZIMMERMAN, J.	1000.00	0.00	0.00	1000.00
<b>TOTALS</b>	<b>1000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1000.00</b>

UNIVERSITY OF PENNSYLVANIA PERIOD END 10/31/81

NET PAY OF \$1100.00 HAS BEEN DEPOSITED AT  
 GIRARD TRUST  
 4 GIRARD PLAZA  
 PHILADELPHIA, PA 19107

JOSEPH P. BLITZ  
 SALARY CONTROLLER  
 FRANKLIN BUILDING  
 16 1982

UNIVERSITY OF PENNSYLVANIA PERIOD END 10/31/81

NAME	REGULAR	THROWBACK	AD VANCE	NET PAY
CLARK, J.	1000.00	0.00	0.00	1000.00
DEWITT, J.	1000.00	0.00	0.00	1000.00
FRANK, J.	1000.00	0.00	0.00	1000.00
GRANT, J.	1000.00	0.00	0.00	1000.00
HARRIS, J.	1000.00	0.00	0.00	1000.00
JONES, J.	1000.00	0.00	0.00	1000.00
KELLY, J.	1000.00	0.00	0.00	1000.00
LYNN, J.	1000.00	0.00	0.00	1000.00
MAY, J.	1000.00	0.00	0.00	1000.00
MURPHY, J.	1000.00	0.00	0.00	1000.00
NEAL, J.	1000.00	0.00	0.00	1000.00
OLSON, J.	1000.00	0.00	0.00	1000.00
PERKINS, J.	1000.00	0.00	0.00	1000.00
ROBERTS, J.	1000.00	0.00	0.00	1000.00
SCOTT, J.	1000.00	0.00	0.00	1000.00
SMITH, J.	1000.00	0.00	0.00	1000.00
SPENCER, J.	1000.00	0.00	0.00	1000.00
STEVENSON, J.	1000.00	0.00	0.00	1000.00
TAYLOR, J.	1000.00	0.00	0.00	1000.00
WATSON, J.	1000.00	0.00	0.00	1000.00
WILLIAMS, J.	1000.00	0.00	0.00	1000.00
WYATT, J.	1000.00	0.00	0.00	1000.00
ZIMMERMAN, J.	1000.00	0.00	0.00	1000.00
<b>TOTALS</b>	<b>1000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1000.00</b>

- \* Hamilton Bank
- \* Jefferson Bank
- \* Southeast National Bank (S)
- \* Bryn Mawr Trust Co.
- \* Bank of New Jersey
- \* Lincoln Bank
- \* Treves Federal Savings & Loan
- \* Philadelphia Saving Fund Society (S)
- \* Western Savings Bank (S)
- \* Germantown Savings Bank (S)
- \* Phila. Telco Federal Credit Union

(S) following the name means the bank has currently agreed to accept deposits to individual savings accounts.

(\*) indicates that they will accept direct deposits for employees paid on a monthly basis only.