

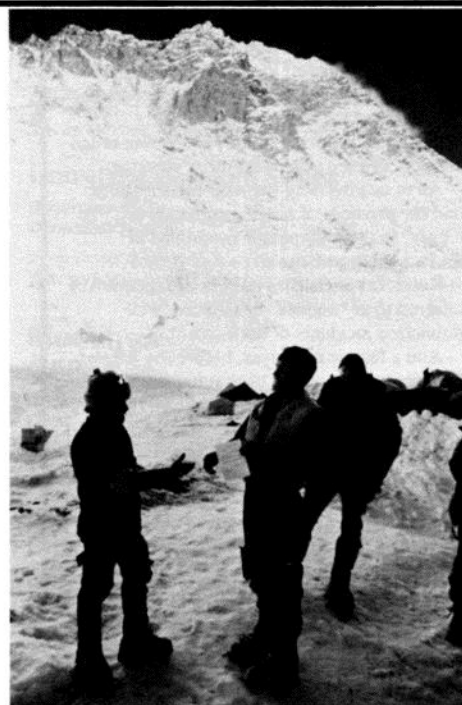
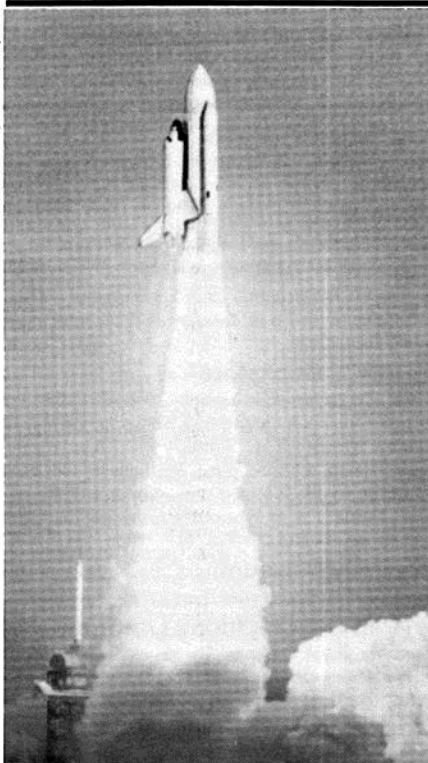
Almanac

December 8, 1981

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NASA Photo Courtesy David Chapman



1981 Expedition Photo Courtesy Dr. Lahiri

Dr. Brown, left, below the Columbia shuttle that took his sunflowers into orbit.

Dr. Lahiri, right, back on campus and (top) 21,000 feet up Mt. Everest with the AMREE Deputy Leader John Evans.



D.P. Photos by Ann Dungan.

The Long Arm of Science

Penn faculty will go a long way to collect data for basic research. Physically, **Professor of Biology Allan Brown** and his team went only as far as Cape Canaveral, but they sent dwarf sunflower seeds 38 times around the earth aboard the space shuttle Columbia. Although technical problems on the craft turned the November experiment into a dry run, Dr. Brown has put in for a reservation on the next shuttle flight (tentatively March) to continue tests on the proper amount of moisture for growing plants in a weightless environment. Solving that question is a preliminary to their 1983 Spacelab I project: to find out, in the weightlessness of space flight, whether or not gravity is a factor in the cyclical growth of plants. **Dr. Sukhamay Lahiri**, professor of physiology and assistant director of the Institute for Environmental Medicine, flew halfway around the world, walked over a hundred miles to the foot of Mt. Everest, and then climbed to 21,000 feet as part of October 23's successful scientific assault on the highest peak in the world. Setting up and running the base-camp laboratory for the 1981 American Medical Research Expedition to Everest, he studied human respiratory responses to altitudes between 17,000 and 29,028 feet, particularly during sleep. He is also using data on some of the expedition's 22 Americans and 40 Sherpas to compare the responses of newcomers and natives to hypoxic conditions.

Nominations to Professorships

Advisory committees have been formed for filling two named chairs at the University, and calls for nominations have been issued by their respective chairmen; in both cases, additional information is available from the chairman on request:

Reginald Jones Professor of Corporate Management: Professor Morris Hamburg, Department of Statistics, the Wharton School; Ext. 8227.

National Center Chair in Resource Recovery and Management (involving a joint appointment in the School of Engineering and Applied Science and the Wharton School): *By December 19, 1981*, to Professor Russell L. Ackoff, 400 Vance Hall/CS; Ext. 6541/6548.

Both note that the University is an Affirmative Action/Equal Opportunity Employer.

Rules On Final Examinations

(1) No student may be required to take more than two final examinations on any one day during the period in which final examinations are scheduled.

(2) No instructor may hold a final examination except during the period in which final examinations are scheduled and, when necessary, during the period of postponed examinations. No final examinations may be scheduled during the last week of classes or on reading days.

(3) Postponed examinations may be held only during the official periods: the first week of the spring and fall semesters. Students must obtain permission from their dean's office to take a postponed exam. Instructors in all courses must be ready to offer a make-up examination to all students who were excused from the final examination.

(4) No instructor may change the time or date of a final exam without permission from the appropriate dean or the vice-provost.

(5) No instructor may increase the time allowed for a final exam beyond the scheduled two hours without permission from the appropriate dean or the vice-provost.

(6) No classes (covering new material) may be held during the reading period. Review sessions may be held.

(7) All students must be allowed to see their final examinations. Access to graded finals should be ensured for a period of one semester after the exam has been given.

We encourage professors to be as flexible as possible in accommodating students with conflicting exam schedules.

—Thomas Ehrlich, Provost

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SPEAKING OUT

Response to 'Right to Know'

I have read Roosevelt Dicks' letter (*Almanac* December 1) concerning the Policy on Confidentiality. His concerns and those voiced by his associates are quite valid ones. I'm sorry that he has had to voice them because it's clear that the policy statement distributed in October had certain inaccuracies in it. Specifically a number of the cross references were incorrect. I believe that the new statement will largely address the problems Mr. Dicks brought to our attention.

Gerald L. Robinson, Executive Director
of Personnel Relations

SEC on Brailovsky

The following is the text of a letter sent to Senators Spector and Heinz, the U. S. Ambassador to the Soviet Union and the Soviet Ambassador to the U. S.

Leonid Brailovsky (Vernadskogo Prospekt 99/1/28, Moscow) has been admitted to the University of Pennsylvania but is unable to attend our university because he has been denied an exit visa. As representatives of the faculty, we ask you to use your good offices to speed the granting of that visa. Permitting Mr. Brailovsky to undertake his chosen course of studies here would be a humanitarian act which could also promote beneficial relations between Soviet and American academic institutions. We urge you to give favorable consideration to this matter.

Phoebe S. Leboy
Chair, Faculty Senate,
for the Senate Executive Committee

Institutional Racism

Although there has been no attack in *Almanac* on the racism awareness workshops so widely criticized in the *D.P.* recently, WEOUP submits the substance of its recent *D.P.* letter on the subject to Speaking Out as a way of furthering dialogue on the identification of institutional racism on our campus. We said in part:

For 10 years, WEOUP has been committed to the eradication of discrimination against women and minorities on this campus. This year, members of our organization have sought out more than ever before to hear and advise both male and female employees with race discrimination complaints. If there is no racism at Penn, we'd like to ask why

- there are only 13 tenured black faculty members?
- a candidate with the qualifications of Ralph Smith was passed over for tenure?
- a black receptionist could be fired in a manner that violated personnel procedures while a white receptionist who was fired in accordance with procedures, received free psychological counselling and was put on the Personnel Department's "termination" payroll?
- another black receptionist was fired for lack of "leadership" skills while a black employee who exhibited leadership skills was termed "insubordinate"?
- a white employee was allowed to jump two job categories while a black employee was not

(it violated procedure)?

These may not appear to be overt examples of racism. However, when the haphazard application or waiver of procedures results in black employees' losing their jobs or promotion opportunities while white employees prosper or advance, we suspect discrimination is involved somewhere. In other words, as Professor (Jacqueline) Wade pointed out, regardless of a white person's feelings and behavior toward blacks, white people at Penn are participating in an institution which treats blacks and whites differently to the advantage of whites.

If we have done an inadequate job of defining and demonstrating institutional racism (and recent discussion shows how difficult this is), let us cite some more overt examples and assure confused readers that they do not have to leave campus to hear the word "nigger".

—A student reported to us that she was called "nigger" in a crowded dormitory elevator.

—All of us attending the Anti-racism Rally had the privilege of hearing someone yell "Yo, nigger" to the 1500 people assembled at DuBois College House.

—Residents of DuBois have heard themselves referred to as "niggers" in assorted, well-publicized incidents of harassment.

—And a female employee, before she left the University, reported to us that her supervisor stated that he doesn't "believe in civil rights for women or niggers".

Incidents of this sort convince us that bigotry and discrimination on this campus are prevalent if not rampant. The most moving and effective institutional remedy yet brought to bear had been the development of Racism Awareness Training for employees of the VPUL Division and its subsequent expansion into workshops for students. Many of us have attended one or both. These programs are experiential processes and therefore very difficult to describe. It would be easy to assume that the impact is analogous to that of a classroom lecture, an analogy both inappropriate and inadequately informative. Anyone attempting to pass judgement on the "propriety" of such programs would be well advised to attend one first. Those of us who have attended have been so impressed and enlightened that we intend to produce one for WEOUP members.

And finally, we are not embarrassed to say that we agree with Jacqueline Wade's statements and wholly support her efforts. We regard these programs as an institutional responsibility. Granted, many of these concepts are difficult and painful to grasp. However, all of us expend the energy to grasp other difficult and painful concepts such as those ideas presented formally in the classroom, the daily complications of our jobs, or the irrationality of the tenure process. Surely an attempt to come to grips with racism is not beyond us.

The WEOUP Executive Committee
Ruth Wells, President
Kitty Welsh, A-1 Vice President
Janice Madden, A-2 Vice President
Rachel Clifton, A-3 Vice President
Deborah Levinson, Secretary
Carol Tracy, Treasurer
Carrie Spann, Treasurer, Legal Defense Fund

SPEAKING OUT welcomes the contributions of readers. *Almanac's* normal Tuesday deadline for unsolicited material is extended to THURSDAY noon for short, timely letters on University issues. Advance notice of intent to submit is always appreciated.—Ed.

Holiday Hours

C.A. Eatery

Closes from December 18 through January 5.

Faculty Club

Cafeteria opens for lunch only on December 21-23. Closes December 24 through January 4. Opens for lunch January 5; full service resumes January 8.

Houston Hall

Building open 7:30 a.m.-5 p.m., December 23; 7:30 a.m.-noon, December 24; closes December 25 through January 3; open 7:30 a.m.-5 p.m., January 4-8, closes January 9-10; January 11 resume regular hours.

Institute of Contemporary Art

Office and Gallery closes Christmas and New Year's Day. Regular hours otherwise: 10 a.m.-5 p.m. Tuesdays, Thursdays, and Fridays; 10 a.m.-7:30 p.m. Wednesdays; noon-5 p.m. Saturdays and Sundays.

Levy Tennis Pavilion

Closes December 24 at 3 p.m., Christmas and New Year's Day.

Morris Arboretum

Open 9 a.m.-4 p.m. daily; closed Christmas.

Department of Recreation

All gyms close December 23 at 5 p.m. through January 3. Open noon-7 p.m. January 4-10. Normal hours resume January 11.

University Bookstore

Closes December 25 through 27 and January 1 through January 3. Open 9:30 a.m.-5 p.m., January 4 through 8; 10 a.m.-5 p.m., January 9, 10; 9 a.m.-9 p.m., January 11-14; 9 a.m.-5 p.m., January 15; 10 a.m.-5 p.m., January 16; 11 a.m.-4 p.m., January 17; 9 a.m.-9 p.m., January 18, 19. Normal hours resume January 20.

University Museum

Closes Christmas and New Year's Day.

Van Pelt and Lippincott Libraries

December 23, 24 8:45 a.m.-5 p.m. closes December 25-27; 8:45 a.m.-5 p.m. December 28-31; closes January 1-3; 8:45 a.m.-5 p.m. January 4-8; closes January 9, 10; January 11 resume regular hours.

Residences

Undergraduate University residences will close from December 24 at noon until January 7 at 10 a.m., except Hill House, which will open January 9 at 9 a.m. The highrises and graduate residences will remain open.

Almanac Holiday Schedule

Next week's issue of *Almanac*, December 15, will be the last one before the break. We will resume weekly publication on January 12 and all copy must be sent to our office on the second floor of the Christian Association no later than Tuesday, January 5.

Almanac

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Year-End Reports of Council and Independent Committees, 1980-81 (Conclusion)

On this and the following three pages, publication of all available Council and Independent committee reports is completed for 1980-81. Note that a complete file of these reports requires the issue of October 27, 1981, (reports on Community Relations, Educational Planning, Facilities, International Programs, Library, Personnel Benefits, Research, Undergraduate Admissions and Financial Aid, and Faculty Grants and Awards) and the issue of November 10, 1981, where the Safety and Security committee incorporated its report into a broader article.

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Bookstore

For a number of reasons, which generally have to do with practicality, the Bookstore of the University of Pennsylvania is both a bookstore and the University's general store. Both as a bookstore and as a general store it is subject to a number of demands from the University community, and there is considerable variation of opinion within the community about the degree of success with which it satisfies these demands. It has probably never managed to satisfy all of these demands at any one time in the eyes of the whole community. It is possible even that some of these demands conflict with each other. Many people argue that some of these demands should in fact not be made and demonstrate by their arguments that there are different views both of what the Bookstore should be and what it should not be. It is clear that the image of the Bookstore suffers from a lack of a clear definition of its role. The community as a whole would benefit if that role were carefully and explicitly defined.

The various views about what the Bookstore should or should not be are often presented with considerable emotion. Every year they are represented in the Bookstore Advisory Committee of the University Council, with the consequence that every year a great part of the Committee's discussions cover the same ground as in previous years, as new members gradually come to understand the points of view of other constituencies and resolve their own differences, and only very rarely is any lasting headway made in the actual solution of Bookstore problems.

In the past three years—the memory of the longest-standing members of the present committee—each year the same ground has been recovered, and the first several meetings—possibly as much as half the year—has been taken up with the process of the committee members from the Council's various constituencies gradually getting to understand not only each other's positions but the reality of the constraints under which the Bookstore operates. Typically, the rest of the year's discussions produce a few new ideas—one or more of which may temporarily alleviate some of the perceived problems—or address special problems that sometimes arise, such as the selection of a new director or the form and extent of a proposed renovation project, the solution of which is never likely to lead to any significant advance toward the solution of the underlying, perennial problems.

Perhaps it was too ambitious to hope that the work of last year's committee would lead to a breakthrough, to free the successor committee this year from the boundaries of this syndrome, but the 1980-81 report was written with the aim at least of making a landmark in the perennial series of repetitive reports, demonstrating awareness of the need to break out of the syndrome, and making a few new suggestions. Too long to print here in full, it is available on request from the Office of the Secretary, 121 College Hall, Ext. 7005. The major points include the

selection of new directors, shrinkage, freight charges, used books, discounting, computerization, renovation, textbook problems and trade-book inventory.

Many of these points were exacerbated by what can only be called the Bookstore's image. In discussions about the Bookstore with members of the community one continually comes up against attitudes toward it—not always substantiated by personal experience—which makes sense only as a response to an image of the Bookstore as the "company store." This image seems to have an independent dynamism and presumably reflects other relationships within the community. However, if the problems described in this report are to be solved and if the Bookstore is to serve the community better in the future, the image of the Bookstore in the community has to be changed. Two practical strategies for changing that image have been suggested over the past year. They are closely interrelated. They both involve changing the bureaucratic position of the Bookstore in the University. Repositioning it could be an effective means of demonstrating the administration's intention to give priority to the role of the Bookstore as an academic service rather than a revenue generating department. (For the record, apart from the rent—\$129,000 this year—the Bookstore presently pays to the University heavy maintenance costs—\$60,000 this year—and is required to clear an increasing profit—\$225,000 this year.)

The major recommendation of the report is that during the present year the Committee should give first priority in its business to developing a comprehensive definition of the role of the Bookstore.

The report reflects the fact that the Committee focuses its attention on problems that various parties perceive in the operation of the Bookstore and its relation to the community. It is important to note that the Bookstore is now ranked nationally 47th among all university bookstores in terms of total sales, but 6th in terms of its general book section—a statistic that reflects a *relatively* first rate general book section as against a medium sized textbook buying student population. Furthermore, the Committee has monitored significant improvements in the Bookstore *qua* service over the past three years and feels that the improvement is continuing. This improvement appears to be mainly due to our good fortune in having now acquired excellent assistant directors, as well as other staff, in every section of the store. The suggestions made in the report are offered as a way of helping them in their work. We should also like to encourage greater participation in the Bookstore from the University community and would welcome letters that would help the Committee in its major task this year of defining the Bookstore's role and (possibly) repositioning it in the organizational chart of the University.

—Brian Spooner, Chair

Year-End Reports continued

Communications

The following persons comprise the membership of the Committee on Communications for 1980-81.

Chairman:	Frederick V. Brucher, Jr. (Chemistry)
Faculty:	Raymond S. Berkowitz (Electrical Engineering)
	Adelaide M. Delluva (Biochemistry in Veterinary Medicine)
	Clifford H. Jordan (Nursing)
	William T. Kelley (Marketing)
	Paul J. Korshin (English)
	Daniel Malamud (Biochemistry in Dental Medicine)
	Paul Nemir, Jr. (Surgery)
Administration:	Tobe Amsterdam (Alumni Affairs)
	Karen Freedman (Wharton)
A-3 Staff:	Una Deutsch (Chaplain's office)
	Inga Larson (Wharton)
Students:	Cheryl R. Saban (FAS '82)
	Stephen Johnson (Med)
	Peter Shapiro (Law)
	Gary Binder (FAS '82)
Ex-Officio:	Mary Perot Nichols (Director of Communications)

The Committee on Communications is a Council Committee set up on a trial basis for two years. The chairmanship changes each year. The last campus committee dealing with communications was the President's Committee on University Communications (1971), chaired by Professor Robert L. Shayon.

The Council's charge to the committee is as follows:

The Committee on Communications shall have cognizance over the University's communications and public relations activities. In particular, it shall monitor the University's internal communications, the operations of the News Bureau, the Publications Office, communications to alumni, and the interpretation of the University to its many constituencies. The Committee shall consist of eight faculty members, one of whom shall serve as chairman, two graduate and professional students, two administrators, and two A-3 staff members. The University's communications officer shall serve as a member *ex officio*.

The Committee met 14 times during the school year and the summer. Bridgid Kelly and Robert Lorndale were secretaries for the fall and spring term respectively.

At the end of the first semester, sub-committees were appointed with the following chairpersons:

- News Bureau (Gary Binder)
- Publications (Paul Korshin)
- Alumni Communications (Tobe Amsterdam)
- Public Relations (William Kelley)
- Internal Communications (Daniel Malamud)

General Comments. From the beginning, the Committee recognized the complexity of dealing with communications in a university of this size and decided therefore to deal only with verbal communications and to neglect non-verbal modes.

We analyzed that the number of communication networks in Figure 1 was sufficiently large¹ so that any generalized treatment at the outset of our work would be too lengthy. Therefore, we decided first to search for networks that obviously had problems and to study these. Professor Kelley gave us a very valuable and knowledgeable talk on the polling and marketing approach to discovering communications problems. The message was clear; a good study was time consuming and it was rather expensive. To move rapidly, the Committee decided to have members report problems from their sector and in addition to have members visit or talk with some 30 representatives of the University's student, faculty and administrative echelons to uncover problems in their areas. A wide variety of problems was uncovered ranging from the refusal of some faculty news makers to be interviewed to questions about the nature and extent of our international reputation. Having uncovered numerous problems, the committee then tried to solve them.

The following discussion which in part incorporates subcommittee reports is divided for convenience into recommendations for internal and external communications.

Internal Communications.

Recommendation one: That the University Council recommend that the President appoint a departmental structure committee to develop a set of flexible university-wide guidelines and minimum standards in the area of departmental governance. When developed, the guidelines should be given wide circulation. One of the University's most important internal communications which helps structure the Faculty-Student process, The 1979 *Handbook for Faculty and Administration*, is quite brief and undetailed at the department level. Nevertheless, outside agencies routinely rank us nationally at this level.²

Recommendation two: That the University Council ask the President, Provost, and the Deans to pay enhanced attention to the *mechanics* of communication in the classroom with regard to voice amplification, black-board work, lighting, note-taking facilities, slide and overhead projection techniques and feedback communication from students to teacher. The Shen Task Force on the Quality of Teaching chaired by Professor Robert E. Davies³ has recently reviewed the teacher-student communication process in detail. Our recommendation, in part, strongly amplifies the task forces' section 2.4, 2.8, and its Appendix II.

Recommendation three: That the University Council recommend that the Almanac Advisory Board develop a one page listing of weekly scholarly lectures which could be distributed as an *Almanac* insert. For easy scanning the lectures might be grouped under Humanities, Fine Arts, Science, Health Professions, Engineering, Business, etc.

Recommendation four: That suggestion boxes be set up in College Hall, the Dean's offices and the Hospitals so that any member of the University family will be encouraged to make suggestions which might save money and improve teaching, research, hospital and management procedures. It is suggested that the Director of Communication's office be in charge of collecting and allocating suggestions.

Recommendation five: That the Communications Committee in 1981-82:

1. Study in detail the communications needs of the undergraduate constituencies, the graduate student body, the Clinical Faculty, and the A-1, A-3 groups. A wide variety of complaints at every level has been received about some aspect of the alienation of these important groups. While *The Daily Pennsylvanian* and *Almanac* do tie much of the university together, they do not, in varying ways, meet the complete needs of the above groups.
2. Announce in *Almanac* and *The Daily Pennsylvanian* that it is actively soliciting descriptions of problems in the communications area.
3. Form a Technical Service Monitoring Subcommittee to study new scientific advances in telephone computerized networks, work processing equipment and any other aspect of communications undergoing rapid technological development. The subcommittee on internal communications has been impressed with the attention Mr. Steven Murray, director of the Transportation and Communications office has paid to recent advances in cost saving telephone networks. Since areas such as these are highly technical, a specialized subcommittee seems proper.

Recommendation six: That the Director of Personnel request that his Telecommunications Group prepare a set of brief guidelines on proper ways to answer the telephone at the University of Pennsylvania. These guidelines can then be widely distributed to all those who do answer University telephones. The Director of Personnel has developed a Telecommunications Group which gives seminars to 35 employees at a time on a voluntary basis. The Communications Committee has become aware of a sufficient number of complaints about telephone courtesy and protocol to recommend strongly that this group's valuable expertise be more widely and rapidly disseminated.

Recommendation seven: That the University Council cordially invite the Trustees, the President, the Provost, the Deans and the Vice-President for Health Affairs as well as high ranking non-academic administrators to make collegial visits to all areas of the University under their aegis.

As the University proceeds through its most difficult period
(continued past insert)

increased visibility of its leadership echelon especially at the department level could lead to raised educational standards, reduced operational costs, and an increased collegiality and rapport with the University family.

External Communications

Recommendation one: That the University Council recommend that the President and his staff work closely with the Director of Communications to continue to improve the public relations efforts of our University.

Recommendation two: That the Director of Communications office initiate a study of Penn's uniqueness to identify those special combinations of faculty, departments and University strengths which are nationally outstanding by all standards of judgment. These combinations might then be targeted by university groups such as admissions, development, the News Bureau, the Alumni office etc. as part of our public relations strategy.

Recommendation three: That the University Council recommend that the President's office encourage faculty members to cooperate with the News Bureau in disseminating information about their achievements.

Recommendation four: That a seasonal visitor's booth, perhaps called "The Source" be established near College Hall to offer helpful directions and information. When open, it might be operated by volunteers from Kite and Key.

Recommendation five: That the Communications Committee continue to examine in detail the operation of the alumni *Gazette* with regard to its restricted distribution policies and its costs. At the present time, the alumni *Gazette*, due to its cost, is sent to only 81,000 of our 160,000 alumni.

Conclusions

The Committee has isolated a moderate number of areas for further study. It would be helpful to the Committee if the University Council would prioritize these areas and perhaps point out any new developing areas of interest to the Council.

—Frederick V. Brucher, Jr., Chair

Appendix

1. The number of one to one communications links, L, among n communicators is easily derived and is:

$$L = n + \frac{n(n-3)}{2}$$

Since each one-to-one communication link might have a communication problem, L represents an elementary way of estimating potential communication problems. In Figure 1, $n = 12$ and $L = 66$. Subdivision so that n is only 50, gives an L of 1225. When $n = 200$, $L = 19,900$.

2. The summary of the 1969 Cartter report as helpfully outlined in the *Chronicle of Higher Education*, (Jan. 4, 1971) gives the national rankings of the graduate faculty of 34 of Penn's departments. We calculate the average ranking of the 34 to be 17. Since the Health Professional Schools, the Law and Wharton Schools would surely raise this ranking higher we estimate that 10 years ago, Penn was at least in the top 15-20 schools in this country.
3. *Almanac* April 14, 1981, pages 4-5.
4. In a note of collegial dissent, Professor William Kelley, chairman of the Subcommittee on External Communications, favors a stronger public relations effort. His recommendation has developed from extensive interviews with upper level administrators and others who comment on the need, in the past, for continued improvement in the public relations responsible directly to the office of the president.

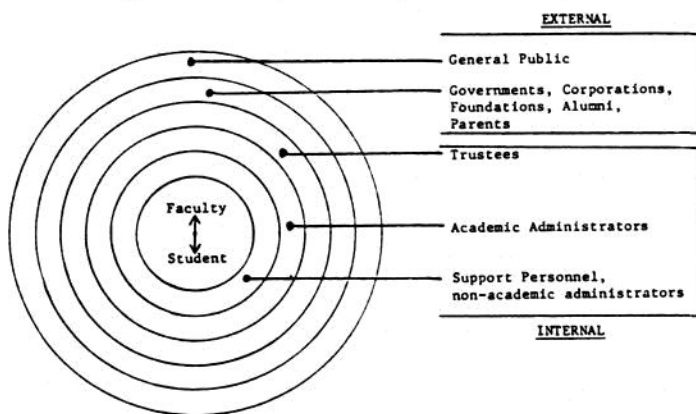


Figure 1. The faculty-student communication unit and its publics.

Honorary Degrees

The Committee on Honorary Degrees met eight times between September 17, 1980 and November 25, 1980. 38 persons were nominated in response to an announcement in *Almanac*: five names that were nominated last year were reconsidered this year. Names were submitted by persons throughout the University, including members of the Committee.

The persons involved in the planning of the Centenary of the Black Presence submitted five additional names for consideration by the Committee.

A special group of nominees—proposed for honorary degrees to be given at a special convocation under the auspices of the Wharton School—were not considered in detail by the Committee because they are participants in fields outside the scope of the Committee's activities; it is usual for the Committee on Honorary Degrees to consider only candidates in the fields of the humanities, sciences, and arts.

The recommendation of the Committee for scholars to be considered for honorary degrees included nine names.

The members of the Committee for 1980-81 were:

Chairman: S. Reid Warren, Jr. (Electrical Engineering)

Faculty: Henry Hiz (Linguistics)

Harold Lief (Psychiatry)

Victor H. Mair (Oriental Studies)

James Pickands III (Statistics)

Jack E. Reece (History)

Philip Rieff (Sociology)

George Rochberg (Music)

Truman G. Schnabel (Medicine)

Eliot Stellar (Physiological Psychology)

Students: Martha Hennessey (Gr. Ed.)

Dale Borenstein (SAMP '81)

—S. Reid Warren, Jr., Chair

Long Term Disability Board

During 1980-81, the Long Term Disability Board took steps to begin dealing with its long-standing concern for rehabilitation and rehabilitative employment. In April the Board authorized the Plan Administrator to enter into an experimental agreement with an agency to assist in the rehabilitation of Workers' Compensation benefit recipients. That agency has reviewed all of the current disability files and has selected thirty persons as candidates for follow-up, in the hope that at least a portion of this group can be returned to gainful employment at the University or elsewhere. The Board will monitor the results of this experiment during the 1981-82 academic year.

In other actions, the Board approved a modified Plan document including some minor changes in phraseology, and three substantive additions:

1. A provision was included specifying that clinician educators are eligible for early coverage (as has been the practice, although not explicitly stated in the Plan.)
2. The definition of "benefits base" was altered to bring it into consistency with the definition used in the TIAA-CREF retirement plan.
3. Language was added to indicate that any disability payments would be offset by any settlement or damage award paid by the University to a recipient of benefits under the Plan, to the extent that such an award is attributable to lost earnings on account of disability.

As has been customary, all new applications were reviewed by the Medical Subcommittee of the Board. In addition, the Medical Subcommittee met on November 21 to examine the files of all current benefits recipients from the University and the Hospital of the University of Pennsylvania and determined when the next medical reexamination of each claimant should be scheduled.

The Long Term Disability program continues to be a costly benefit, requiring steady monitoring by the Board, its Medical Subcommittee, and the staff available to the Board. At the same time, for those members of the University staff who are unfortunately forced to seek benefits under this program, its value can hardly be

overstated.

In dollar terms, as of July 1, 1980, the cost (including medical fees) was \$561,097. This represents a 12 percent increase over the previous year, but still only .52 percent of the eligible payroll. As of that date, 126 members of the University staff were receiving benefits, a 9 percent increase in numbers over the preceeding year. While the average benefit payment from the University to these recipients is well under \$5,000 per year, the majority of them are also receiving some disability income under the Social Security program.

—Dan M. McGill, Chair

Open Expression

At its meeting of October 23, 1980, the Committee on Open Expression adopted two advisory opinions for the guidance of the Director of Student Life. These opinions address particular administrative problems that have arisen in connection with the assignment and use of University facilities by University and Non-University groups proposing to conduct meetings and other events on campus. Copies of the opinions are appended.

I am pleased to advise you that the committee has had no occasion, this academic year, to initiate any proceedings involving charges of violation of the Guidelines on Open Expression.

—Ralph S. Spritzer, Chair

Appendix A

Guidelines for Groups Using University Facilities

An Advisory Opinion from the Committee on Open Expression

The Committee on Open Expression is charged under the Guidelines on Open Expression with the responsibility of "[a]dvising administrative officials with responsibilities affecting freedom of expression and communication, including particularly the use of University facilities for meetings..." (Guidelines on Open Expression, II.B.6). The Office of Student Life requested the advice of the committee on guidelines for groups using University facilities, providing a proposed statement for consideration by the committee. Having reviewed the proposal and made certain modifications, the committee is of the view that the following measures proposed by the Office of Student Life are consistent with the Guidelines on Open Expression and with the "Policy Governing the Use of University Facilities by University and Non-University Organizations" heretofore approved by the committee.

1) All groups using University facilities must include in their advertising, promotional materials, and other literature distributed on campus the name of the organization (prominently displayed) and sufficient information about the group and the activities it intends to conduct for the readers to understand the group's purposes. Deceptive advertising, soliciting, and recruiting practices are prohibited. It is the responsibility of the Director of Student Life to determine whether adequate standards of disclosure are met. Groups failing to comply with this regulation can be denied access to University facilities for as long as the Director may determine. The Director's decision may be reviewed by the Committee on Open Expression.

2) Granting of permission to use University facilities does not constitute University endorsement of the activities or purposes of the user group. Unauthorized use of the University's name, other than to indicate the location of an event, is prohibited.

3) Groups sponsoring activities judged to be unrelated to the University but permissible under the Policy Governing the Use of University Facilities will be charged appropriate fees. It is the responsibility of the Director of Student Life to determine whether the activities for which University space is requested are University related. Factors to be considered in making this decision include (1) the relationship to the University of the sponsor and others who are expected to participate, (2) the purpose for which space is requested, (3) whether the activity will promote the objectives of the institution, (4) whether the person(s) organizing and conducting the specific activity is (are) affiliated with the University and (5) whether the proposed activity will be conducted primarily for the benefit of a group not under the auspices of the University. In the case where a group wishes to use University facilities on a continuing basis, yet no clear benefit to the institution is accrued by housing proposed activities, substantial on-going involvement by University students/personnel is required for such activities to be classified as University related.

Appendix B

The Guidelines on Open Expression provide that the "University should permit members of the University community, upon suitable request, to use any available facility or meeting room for purposes of open or private discussion." They also provide that this committee shall have the responsibility of advising administrative officials concerning matters "affecting freedom of expression and communication, including particularly the use of University facilities for meetings..." Consistent with its charge, this committee has approved "Procedures for Reserving University Facilities" that distinguish between the procedures applicable to University groups and non-University organizations.

The Director of Student Life reports that he has occasionally confronted this question: What procedures and policies should be followed when a University group purports to sponsor in its own name an event that is being conducted primarily for the benefit of a larger non-University organization with which the University group is affiliated? In that situation, it is the view of the committee that the appropriate policies and procedures are those followed in the consideration of applications made in the name of non-University organizations.

Recreation & Intercollegiate Athletics

The Committee met five times during the 1980-81 academic season. Our business was restricted for the most part to those pragmatic issues which Charles Harris (Director, DRIA) identified as important to the daily operation of the Division. Subcommittees addressed and, to varying degrees, refined or established:

- a procedure for distribution of basketball tickets to Pennsylvania students (Chair, Allison Accurso);
- a procedure that would be implemented if the University or this Division were faced with the need to move some varsity sports to a club sport level (Chair, Charles McMahon);
- a procedure whereby this Division rented the facilities, not only to members of the University community, but to the community as a whole (Chair, Dennis Cochran-Fikes).

In addition, a subcommittee for women's athletics (Chair, Helen Davies) was formed to monitor the special interests and concerns of women. This subcommittee, with Beth Glascott as an invited representative of WAA, and with the Committee as a whole, worked with Mr. Harris to forge the University's response to the proposed NCAA rule changes which were anticipated to affect women's athletics in the AIAW.

Last, the subcommittee for facilities can report that stage one of the Boathouse renovation was completed during this academic year. It is a pleasure to acknowledge that this is in reality the single-handed accomplishment of our longstanding subcommittee chairman and alumni member, Mr. Hunter Lott.

—Sheldon A. Steinberg, Chair

Student Fullbright Awards

This year the Fullbright Awards Committee completed the bulk of its work during the month of October. The overall number of applicants was disappointing especially since a great deal of effort to solicit application for this year's awards was expended by Mr. James Yarnall, as well as by past and present members of the Fullbright Awards Committee. Only 18 students applied.

These 18 students were of the usual high caliber with two or three exceptions. The applicants were each assigned to five members of the Committee, who interviewed them in order to offer them advice and to assess their applications. Following the evaluation process, the applications were forwarded to the Institute of International Education with the following ratings: 9 "exceptional", 4 "outstanding", 2 "very good", 1 "above average", 1 "average," and 1 "not recommended".

In light of these ratings, the final award of only two fellowships for Penn was disconcerting to the members of the Committee, who felt that the decision by the National Screening Committee did not reflect the especially high standards of many of our applicants.

—Adnan Haydar, Chair

ON CAMPUS

December 8-December 20

Academic Calendar

December 11 Fall term classes end.
December 14 Reading day.
December 15-23 Final examinations.
December 23 Fall term ends.

Children's Activities

Films

December 12 *Hugo The Hippo*
December 19 *Those Magnificent Men In Their Jaunty Jalopies*

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 17, 18, 20 and 27 *A Christmas Carol*, by Charles Dickens will be artistically interpreted into American Sign Language by Susan Leviton and Arlene Long in the Zellerbach Theatre at Annenberg Center. For more information call the box office Ext. 6791 or TTY Ext. 6994.

Exhibits

Through December 23 Penn Union Council presents an *Exhibition of sketches, paintings and watercolors by Luke Gray* at the Houston Hall Art Gallery.

December 11 through January 27 *Photography: A Sense of Order*, includes over 350 photographs by 15 photographers, six of whom work in color. This is the first recent examination of the controversial formalist issue in contemporary photography, at the ICA.

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 9 *Ancient Egypt*
December 13 *Mesoamerica*
December 16 *Archaeology*

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.

Houston Hall Gallery Monday-Friday noon-6 p.m., Saturday and Sunday noon-4 p.m.

ICA Gallery Tuesday, Thursday, Friday, 10 a.m.-5 p.m.; Wednesday, 10 a.m.-7:30 p.m.; Saturday and Sunday noon-5 p.m. Closed Mondays.

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

GSAC Film Series

December 11 *Black Girl*, 7:30 p.m. only.
 Shown in Stiteler Auditorium, admission \$1.

Houston Hall Films

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

Screened in Irvine Auditorium, admission \$1.25.

PUC Film Alliance

December 10 *Swept Away*

Shown in Irvine Auditorium at 10 p.m. Admission \$2.

University Museum Series

December 13 *J'Accuse*
December 20 *Gilda*

Films in this free series are screened Sundays at 2:30 p.m. in Harrison Auditorium of the University Museum.

Meetings

GAPSA

December 9 at 6:15 p.m., in the Council Room of the Furness Building.

Trustees

December 17 Executive Committee, 2 p.m., at the faculty club.

University Council

December 9 at 4-6 p.m., in the Council Room of the Furness Building.

December 16 Steering Committee, 3-5 p.m. in the Council Room of the Furness Building.

Music

December 11 The University Choral Society with members of the University Symphony Orchestra, William Parberry conducting, present a *concert* including Schubert's Mass in B flat and Handel's Coronation Anthem No. 2, 8:30 p.m., in the Tabernacle Church.

December 12 The Collegium Musicum, Mary Anne Ballard, director, presents *Christmas Music of Medieval and Renaissance Germany*, 8 p.m., Harrison Auditorium, University Museum. Tickets: \$4, \$2 for students and senior citizens, may be purchased at the door or in advance from the music department or music performances offices.



Leben der heiligen drei Königen published by Heinrich Knobloch, Strassburg, 1484

Special Events

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 Slaehi-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 14-15 *Holiday Decorations I and II*, a Morris Arboretum course, teaches how to make wreaths and swags, table trees and center pieces. Call 247-5777 for more information.

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.

Dell Hymes and Brian Sutton-Smith will autograph copies of their newly published books, *In Vain I Tried to Tell You: Essays in Native American Ethnopoetics* by Dell Hymes and *A History of Children's Play: The New Zealand Playground, 1840-1950* by Brian Sutton-Smith, both published by University Press, at the Bookstore, 1-3 p.m. These books will be available at a 20 percent discount.

December 17 The Faculty Club presents a *Christmas Carol Cocktail Party*, 4:30-6:30 p.m. in the main lounge. Complimentary hors d'oeuvres and cocktails at Happy Hour prices. *A Special Christmas Dinner Buffet* follows the cocktail party, in the Alumni Dining Room. Cost: \$10.95 plus 12 percent service charge.

Sports (Home Schedules)

For more information on sports call Ext. 6128; for ticket information call Ext. 6151.

Locations: Hutchinson Gym: *Men's and Women's Gymnastics*; Ringe Courts: *Men's and Women's Squash*; Gimbel Gym: *Men's and Women's Swimming*; Palestra: *Men's Wrestling*; *Men's and Women's Basketball*; Weightman Hall: *Women's Badminton*; *Men's and Women's Fencing*; *Men's Volleyball*.

December 8 *Men's Squash* vs. Franklin & Marshall, 4 p.m.

December 9 *Men's Wrestling* vs. Delaware and Gettysburg, 3 p.m.

December 12 *Men's Basketball* vs. Villanova, 9 p.m.; *Men's and Women's Gymnastics* vs. Frostburg, 2 p.m.; *Men's Swimming* vs. Brown, 2 p.m.

December 18 19, *Women's Basketball* vs. Notre Dame, Delaware and Mt. St. Mary's *Holiday Tournament*, 7 p.m.

Talks

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

continued

ON CAMPUS *continued*

studies, on *Uses of Computers in the Study of Texts*, noon-1 p.m., main reading room, 6th floor, Van Pelt Library.

The Tinker Lectures and the Committee on Latin American and Iberian Studies present Morton Marks, visiting professor in folklore and folklife, on *Musical Relations between Portugal and Brazil*, 4 p.m. in the West Lounge, Williams Hall.

The Department of Pharmacology presents Dr. Thomas C. Rainbow, assistant professor at Rockefeller University, on *Steroid Hormone Actions on Rat Target Neurons*, noon at Room 201, Nursing Education Building.

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.

The Seminar on Non-Western Literature, Middle East Center and Hiller Foundation present Arnold J. Band, professor of Hebrew and Comparative literature, University of California, Los Angeles, on *Two Poles of Israeli Fiction*, 4 p.m. at First Floor Conference Room, Van Pelt Library.

December 15 The Department of Pharmacology presents Dr. J. David Johnson, department of pharmacology and cell biophysics, University of Cincinnati Medical Center, on *Calmodulin, Ca²⁺-Antagonists and Muscle Contraction*, noon, Room 212, Nursing Education Building.

December 16 The Rare Books Room Colloquium presents Georgianna Ziegler, assistant curator, Furness Library, on *Using the STC and the Penn STC Collection*, noon-1 p.m. in the Main Reading Room, 6th Floor, Van Pelt Library.

December 17 The Neuropsychopharmacology Colloquium presents Dr. Margaret Szpila Kreider, postdoctoral trainee psychology, Penn, on *Immunocytochemical Localization of TRH in the Central Nervous System*, 12:30-2 p.m., Room 215, Nursing Education Building.

Theatre

December 9, 10, 11, and 12 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; at the Annenberg School Theatre. For information and reservations call the Box Office at Ext. 6791.

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.

December 16-27 A *Christmas Carol* from the McCarter Theatre Company at Zellerbach Theatre.

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.

OPPORTUNITIES

Listings are condensed from the personnel bulletin of December 7 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;

Ledy 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

Accountant I (4520) maintains accounting system file; coordinates cash reconciliations (degree; courses in accounting; two year experience) \$12,000-\$16,100.

Assistant Director, Annual Giving (4144) plans, organizes, and runs the Medical Annual Giving and Alumni Relations Programs (degree; organizational skills, ability to supervise others, five years' experience).

Administrative Coordinator (4493) develops programs for new student constituencies; manages ELD scholarship funds; monitors scholarships and recipients; manages ELD admissions process and support staff; coordinates the work of the division chair; interviews prospective candidates; makes sure that examinations are written, scheduled, and graded by division faculty members (degree; excellent organizational skills; experience in education; skills in interpersonal relationships, judgment, and leadership) \$16,350-\$22,600.

Administrator, Data Communications (4259).

Applications Programmer Analyst II (2 positions) (C0423) (4439) \$16,350-\$22,600.

Area Personnel Director (4504) advises management personnel of University policies and procedures; acts as liaison between school and University offices; identifies personnel problems within departments and develops plan for resolution; determines training needs for school; reviews requests for service, salary increases and reclassifications; counsels employees about job-related problems; acts as a non-faculty Affirmative Action Officer (degree; three years' experience in wage and salary or labor relations).

Assistant Dean (4117) \$16,350-\$22,600.

Assistant Director II (4418) \$16,350-\$22,600.

Assistant to the Director (C0359) \$12,000-\$16,100.

Associate Director (4498) plans and supervises the operations of the Wharton Alumni Office; assists in the maintenance of the office budget; manages continuing education (degree; administrative experience with background in bud-

get and programs development; experience in public relations and/or fund raising; excellent communications and interpersonal skills).

Business Administrator II (C0391) \$13,100-\$17,800.

Cataloger (4414) \$14,500-\$19,775.

Clinical Supervisor (2 positions) (4394) (C0379).

Compensation Specialist (4455) \$16,350-\$22,600.

Contracts Administrator I (4505) processes applications and proposals; negotiates grant or contract terms; acts as liaison with sponsors; provides assistance in processing applications and proposals (degree; ability to communicate orally and in writing; experience in sponsored projects office) \$14,500-\$19,775.

Coordinator, Clinical Education (C0179) \$16,350-\$22,600.

Coordinator, Computer Center (C0390).

Counseling Psychologist II (3945) \$16,350-\$22,600.

Director (4420).

Executive Director (C0405) oversees the affairs of the American Studies Association; assists in the formulation of projects; may teach from time to time (degree in American Studies; experience in administration, fiscal management, and grant writing).

Instrumentation Specialist (4494) designs, fabricates, tests, and maintains complex equipment for use in investigations or laboratory demonstrations (high school graduate; technical training in mechanics or electronics; five years' experience; knowledge of shop mathematics and the working properties of all principal metals, alloys, and synthetic materials, and an understanding of their use in research; creativity and good design skills; ability to work effectively with researchers) \$16,625-\$21,300.

Librarian II (4406) \$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. (10 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.

Senior Systems Analyst (C0424) develops, evaluates and coordinates procedures for file transfer between mini/micro computers and mainframes, installs and maintains scientific applications software and assists in the use of the programs (degree; ten years' experience in scientific data processing, telecommunications computer graphics, process control, data base management and systems generation on large and small computers; thorough knowledge of Assembler and Fortran; demonstrated written and oral communications skills).

Staff Assistant (C0406) conducts library search and prepares bibliographies on specific topics; codes data; types; prepares graphs and tables from drafts; makes and maintains telephone contacts (degree; knowledge of health care systems) \$12,000-\$16,100.

Staff Assistant (C0308) \$12,000-\$16,100.

Supervisor V, Data Processing (4368).

Systems Analyst (2 positions) (4458) (C0329).

Support Staff

Air Conditioning and Refrigeration Mechanic (2 positions) (4489) (4232) Union Wages.

Animal Laboratory Technician (C0411) manages chronic animal facility; cleans and feeds animals; assists in surgical procedures; administers medications and treatments; performs routine laboratory procedures (degree; AALAS or Vet. Tech. certification).

Budget Assistant (3790) \$10,575-\$13,100.

Buyer I (4487) \$9,375-\$11,500.

Clerk II (C0396) maintains seminar supply room and keeps inventory current; keeps seminar brochure file up-to-date; runs errands; answers telephone; proofreads and coordinates seminar materials (high school graduate; knowledge of the University; physically able to lift heavy objects) \$8,250-\$10,000.

Coordinating Assistant I (4510) operates word processing unit; coordinates meeting agendas; conducts and distributes correspondence; maintains files and lists (degree; expertise with Xerox 800 word processing unit; experience with the University) \$10,575-\$13,000.

Delivery Clerk (4483) \$7,725-\$9,350.

Dental Assistant I (2 positions) (4234) (4337) \$10,450-\$12,675.

Dental Assistant II (4516) assists with training of students in four-handed dentistry, seats, positions and dismisses patients; completes clinic forms, assists student chairside, disinfects instruments, prepares area for treatment (graduate from approved dental assisting program; certification preferred; two-three years' clinical experience in teaching environment) \$10,175-\$12,400.

Editorial Assistant (C0401) \$11,225-\$14,000.

Electronics Technician II (2 positions) (4500) (C0384) \$11,225-\$13,775.

Histology Technician II (2 positions) (4478) (C0404) \$11,225-\$13,775.

Housekeeper (4480) \$9,000-\$11,550.

Information Systems Technician (4432) \$11,225-\$14,000.

Locksmith (4477) Union Wages.

Maintenance Clerk (4468).

Materials Control Supervisor (4437) \$12,225-\$15,375.

Materials Manager (4428) \$15,000-\$19,200.

Mechanician II (4497) repairs small engines; services foreign and domestic vehicles; manages inventory of parts; schedules service and repair; trains students and peers (high school graduate; driver's license, experience; oral and written communication skills) \$12,200-\$15,575.

Office Automation Operator I (4473) \$8,775-\$10,725.

Plumber (4492) Union Wages.

Radiology Technician (4512) performs radiographic examinations under supervision; assists in supervision and teaching of technician veterinary students in the methods of radiographing animals and production of diagnostic radiographs (graduate of an accredited animal technician training program; ability to physically position animals and arrange equipment) \$10,175-\$12,400.

Research Laboratory Technician I (2 positions) \$9,150-\$11,100.

Research Laboratory Technicians II \$10,175-\$12,400.

Research Laboratory Technician III (8 positions) \$11,225-\$13,775.

Research Machinist II (3732) \$12,775-\$16,375.

Secretary II (6 positions) \$3,775-\$10,725.

Secretary III (8 positions) \$9,375-\$11,500.

Secretary, Medical/Technical (5 positions) \$9,925-\$12,250.

Secretary, Technical/Word Processing (4517) \$9,925-\$12,250.

Senior Admissions Assistant (4503) represents University through admissions office; meets, greets and talks with prospective students and their parents; schedules and arranges meetings; travel; compiles and maintains reports and records; monitors recruitment budget allocation (high school graduate, some college; oral and written communication skills; ability to deal with people in a congenial and professional manner; able to coordinate diverse activities and supervise work of others; experience) \$10,575-\$13,100.

Technician, Information Systems (4526) \$11,225-\$14,000.

Technician I, Veterinary Anesthesia (4378).