

Almanac

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IN BRIEF

Senate: Nominations are open for Senate Officers for 1985-86; see page 2.

Council: At the December 12 meeting, discussions are on safety and on conduct/misconduct. See also page 5.

Trustees: The Executive Committee's agenda for the sunshine session at 2 p.m., December 14, includes action to extend the term of Vet School Dean Robert Marshak, and resolutions on physical changes—including one on Hayden Hall/Rittenhouse Labs and others in renovating the ground floor of College Hall and reroofing the Museum.

Memorial, Dr. Hixson: A memorial service will be held Friday, December 14, at 5 p.m. in the Rare Book Room of Van Pelt for the late Dr. A. Norman Hixson, who died November 23 at the age of 75. Dr. Hixson, who joined Penn as instructor in chemical engineering in 1938, had been full professor since 1952 and emeritus professor of biochemistry and chemical engineering since 1980. Dr. Hixson also served as assistant vice president of engineering affairs, and associate dean of SEAS. He is survived by his daughter, Gwen H. Hedavance, and two sons, Stephen S. and Arthur N. Hixson, Jr. The service is open to all in the community.

Animal Research: Dialogue January 15

January 15 is the date set for the discussion on animal research requested by 13 members of the Law School (*Almanac* November 6), Vice Provost for Research Barry Cooperman has announced.

Dr. Cooperman will chair the session, to which ten faculty participants have been invited along with four observers from the campus press. Dr. Cooperman's office has solicited agenda items from the faculty participants, and will form the agenda on the basis of these responses, the Vice Provost said. Invited are:

- Professor Gary Francione, assistant professor of law and vice chair of the American Bar Association Young Lawyers Division's Animal Protection Committee; and Dr. Richard Delgado, who has been visiting professor at the Law School in the fall term. They are the nominees of the Law School members who petitioned for the meeting.

- Dr. Thomas Langfitt, vice president for health affairs and professor and chair of neurosurgery, who is principal investigator of the head injury research project at Penn. (See *Almanac* October 2.)

- Dr. Thomas Gennarelli, associate professor of neurosurgery and director of the Head

Injury Research Laboratory raided in June (See *Almanac* October 2 and 9.)

- Dr. Aron B. Fisher, professor of physiology/Medicine, who chairs the School's Animal Care Committee.

- Dr. Helen C. Davies, professor of microbiology/Medicine and chair of the Council Committee on Research.

- Four faculty members chosen by Faculty Senate Chair Jacob Abel: Dr. Gary Cohen of microbiology/Dental, Dr. Abraham Edel of Philosophy, Dr. Renee Fox of sociology, and Dr. Paul Fussell of English.

The campus media will be the monthly *Pennsylvania Gazette*, the bi-weekly *Penn Paper*, the weekly *Almanac*, and *The Daily Pennsylvanian*.

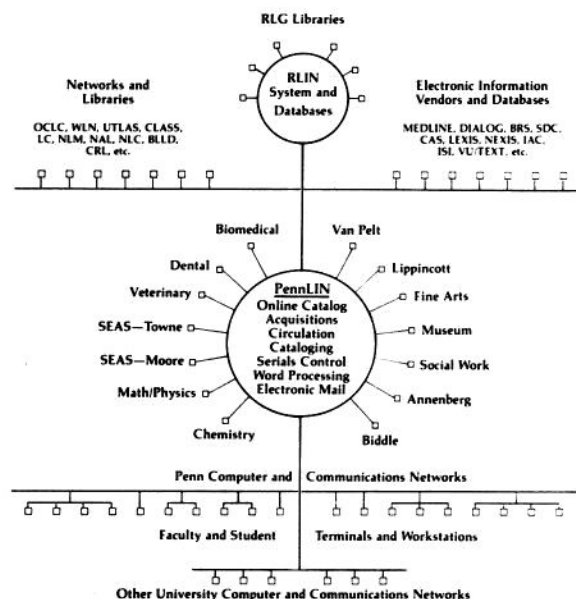
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Breakthrough for Library: A \$1.5 million Pew Grant

One of the twin goals of the Library's five-year plan, the creation of the Penn Library Information Network called PennLIN, has its first major support in the form of a \$1.5 million grant from the Pew Memorial Trust. The network (see diagram) was outlined to the community less than a year ago in Director Richard DeGennaro's annual report (*Almanac* January 17, 1984). It calls for multiple linkages with current and future systems for delivering research information into scholars' hands—including a growing body of information that exists only in electronic form. PennLIN will mesh with RLIN, the national network of the Research Libraries Group, which has been on-line at Penn since 1979. Through the Pew gift, the 14 campus research libraries will also be linked together, and the system as a whole will interface with PENNET, the all-University network that is to include faculty and student terminals and workstations. Behind the scenes, PennLIN will complete the automation of ordering, cataloging, circulation and other functions; Pew funds will be used in part to launch a massive five-year effort to convert a hundred years' catalog records to machine readable form. The other half of the five-year plan doesn't have a one-word code name like PennLIN, Mr. DeGennaro said, but it has high priority and a goal of \$4 million in endowment. It is the strengthening of traditional collections and services through acquisitions, modest physical improvements and the restoration of 12 staff positions.

The Penn Library Information Network—PennLIN



Speaking Out

More on Seizure

Professor Francione may well be right that the protections of the Fourth Amendment only apply to the use of illegally obtained evidence in criminal proceedings (*Speaking Out* December 4). It thus does not apply to trial by media, trial by lynch mob, or trial in the court of public opinion. Here any kind of evidence is admissible and the provider is to be rewarded.

Professor Francione does not address the larger and socially more significant issue: Shall a criminal be rewarded for doing what society through its judicial system is barred from doing? Professor Francione's letter seems to imply an affirmative answer. Thus it becomes necessary to address the issue of probable consequences of such rewards in encouraging criminal behavior. Would the Law School Thirteen apply the same rule if, to obtain the evidence, armed assault, battery or homicide, rather than mere burglary, had been the instrument used to collect the evidence to be used in the intended trial by media?

—Charles S. Goodman,
Professor of Marketing

Response to Dr. Goodman

I wonder if Professor Goodman read the Pentagon Papers when they were reprinted in the *New York Times*. If he refused to read them because they were originally stolen, then Professor Goodman is at least burying his head in a consistent manner. If he did read the Papers, then I would invite Professor Goodman to explain how he justified doing so.

—Gary L. Francione
Assistant Professor of Law

Head Injury Dialogue

In the October 30 letter from members of the law faculty to President Hackney and Provost Ehrlich [exchange of correspondence published in *Speaking Out* November 6], it was stated clearly that the dialogue was requested in response to our viewing the tape, and that we wanted the dialogue in order to discuss "the very serious issues raised by the research and its methodology." It now appears as though the Administration will not permit the dialogue group to view the tape as part of its function, and that the Administration will set the agenda. Vice Provost Cooperman has been quoted in the *D.P.* as saying that the dialogue will not focus on "detailed procedural questions about the experiments," but rather on "the rationale behind the research."

Those who requested the dialogue sought a discussion about the issues raised by the tape. These issues include:

(1) Questions concerning the general focus of the research—control of variables, use of animal models, definition of head injury as opposed to treatment, etc;

(2) Questions concerning the anesthesia used in the research;

(3) Questions concerning the actual infliction of injury and removal of the animal from the injury apparatus;

(4) Questions concerning whether the research was conducted in conformity with relevant norms; and

(5) Questions concerning the attitudes and comments of those handling the animals.

I find it difficult to understand how the Administration can justify its refusal to permit the group to see the tape. Drs. Langfitt and Gennarelli will be present at the discussion. If they believe that the excerpts are taken out of context, or are "doctored" in any way, they can explain their position to the group, and thus avoid the problem that the Administration has been focusing on all semester. I also find difficult to understand the position that the Administration will determine the thrust of the discussion. This is not a general discussion of the ethics of animal research—it is a discussion of specific concerns related to specific research.

—Gary L. Francione
Assistant Professor of Law

Response to Professor Francione

This is a brief reply to the points raised by Professor Francione which I hope will clear up some misunderstandings. First, my office has actively solicited suggested agenda items from all of the faculty who will participate in the dialogue and my intent is to fashion an agenda on the basis of the replies we receive. Though my expectation is that the dialogue will focus on more general aspects of Dr. Gennarelli's research, questions about procedure will not be out of order. In particular, the specific questions listed by Professor Francione seem to me to be well within the scope of the dialogue. Second, the tape shown by Professor Francione was put together by P.E.T.A. (People for Ethical Treatment of Animals), allegedly from copies of tapes stolen during the break-in at the Head Trauma Laboratory. I have refused to allow this tape to be shown at a meeting convened by the University out of a sense of elemental fairness toward Professor Gennarelli. P.E.T.A. has consistently called for a halt to all use of laboratory animals in research. In propounding this position it has frequently distorted the information it presents to the public. As a result, I have no confidence that a tape supplied by P.E.T.A. will fairly represent experiments carried out at the Head Trauma Laboratory. I would point out that Provost Ehrlich has stated publicly that the University will examine and evaluate the full 60 hours of stolen tapes if the original or copies are returned to us, something that P.E.T.A. has refused to do.

—Barry S. Cooperman
Vice Provost for Research

SPEAKING OUT welcomes the contributions of readers. Almanac's normal Tuesday deadlines 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.

SENATE

Under the Faculty Senate Rules as amended April 22, 1981, formal notification may be accomplished by publication in *Almanac* in lieu of direct mail. The following is published under that rule:

To: Members of the Standing Faculty

Nominations for Offices Requested

Pursuant to Section 11 (b)(i) and (ii) of the Rules of the Faculty Senate you are invited to suggest candidates for the posts and terms stated below, with supporting letters if desired. Candidates' names should be submitted promptly to the Chair of the Senate, 15 College Hall/CO, who will transmit replies to the Nominating Committee.

The following posts are to be filled for 1985-86:

Chair-elect of the Senate (1 year)

(Incumbent: Anthony R. Tomazinis)

Secretary-elect of the Senate (1 year)

(Incumbent: Peter Gaeffke)

Four At-large Members of the Senate Committee (3 years)

(Incumbents: Anna Meadows, Phyllis R. Rackin, Willys K. Silvers, Roger D. Soloway)

Three Members of the Senate Committee on Academic Freedom and Responsibility (3 years)

(Incumbents: Gary H. Cohen, Martin Pring, Arthur F. Whereat)

Two Members of the Senate Committee on the Economic Status of the Faculty (3 years)

(Incumbents: Antoine Joseph, Janice F. Madden)

One Member of the Senate Committee on the Economic Status of the Faculty (1 year)

(Incumbent: Claudia Goldin)

Nominating Committee Elected

The Senate Executive Committee's slate of nominees for the Senate Nominating Committee was circulated to the Senate Membership on November 20, 1984. No additional nominations by petition have been received within the prescribed time. Therefore, pursuant to the Senate Rules, the Executive Committee's slate is declared elected. Those elected are:

Linda Brodkey (assistant professor of education)

Adelaide Delluva (professor of biochemistry/veterinary)

Sol Goodgal (professor of microbiology/Medicine)

Ervin Miller (associate professor of finance)

Robert Palmer (professor of classical studies),
Chair

Irving Shapiro (professor of biochemistry/Dental)

Peter Vaughan (associate professor of social work)

Walter Wales (professor of physics)

James E. Wheeler (associate professor of pathology/Medicine)

—Jacob M. Abel, Chair

Almanac

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Peace, Goodwill ... and Take Care

Holiday Tips for Personal Safety from Maye Morrison, Director of Off-Campus Living

The holidays are all but here. Unfortunately, this is a time when extra safety precautions are called for according to Maye Morrison, director of Off-Campus Living.

You can't make a house absolutely burglar-proof, but you can make entry so difficult that the prowler will go elsewhere in search of an easier victim. Burglars don't like delay, risk or noise. If you are away from your apartment or house for any part of the break, the following are suggested:

Housing

- Make sure that all windows and doors are secured.
- Leave blinds partly open so your house doesn't have a "closed down" look.
- Make sure that arrangements are made to stop all newspaper and other deliveries that would indicate that you're not at home. Make sure mail won't accumulate.
- Put one or more lights or a radio on a timer to give the appearance that your home is still occupied.
- A trusted friend or neighbor can make periodic visits. Have them keep your porch or doorway clear. Leave a number where you can be reached.
- Neighbors are your best security. If you know your neighbors well, ask them to report any suspicious noise or activity.
- Remove all valuables (such as money or jewelry) that can be easily stolen.
- Remove any "stepping stones," such as boxes or crates, that can be used as a ladder to your windows.
- Never hide the key outside.
- Unplug all unnecessary electrical appliances.

- Have telephone temporarily disconnected.
- Keep a list of serial numbers of major items, such as TV's, and consider securing them in a closet with a secure lock.
- Reduce thermostat to 65 degrees.
- Should you come home and find that a door or window has been forced, do not enter but call the police as a burglar may still be inside. Do not touch anything or clean up until the police have arrived.

On the Street

During the holidays you are more likely to have extra money and gifts with you and you may be less cautious. Criminals know this and may take advantage. Here are some security tips to keep in mind while on the street.

- Stay in well-lighted areas; walk halfway between curb and building, away from alleys, entries and bushes.
- Stay near people. Avoid shortcuts through parks, vacant lots, and other deserted places.
- Carry only necessary credit cards and money.
- Walk with someone. Share in the "buddy system."
- Do not stop to give directions or other information to strangers.
- Never hitchhike.
- Use the Escort Service if you must travel after dark. It's worth the wait.
- If you are followed, act suspicious. Keep looking behind you: this may discourage the follower.
- If someone is following you on foot, cross the street, change direction or vary your pace.
- If you are followed by someone in a car, turn around and walk in the opposite direction.

If they persist, record the license number and call the police.

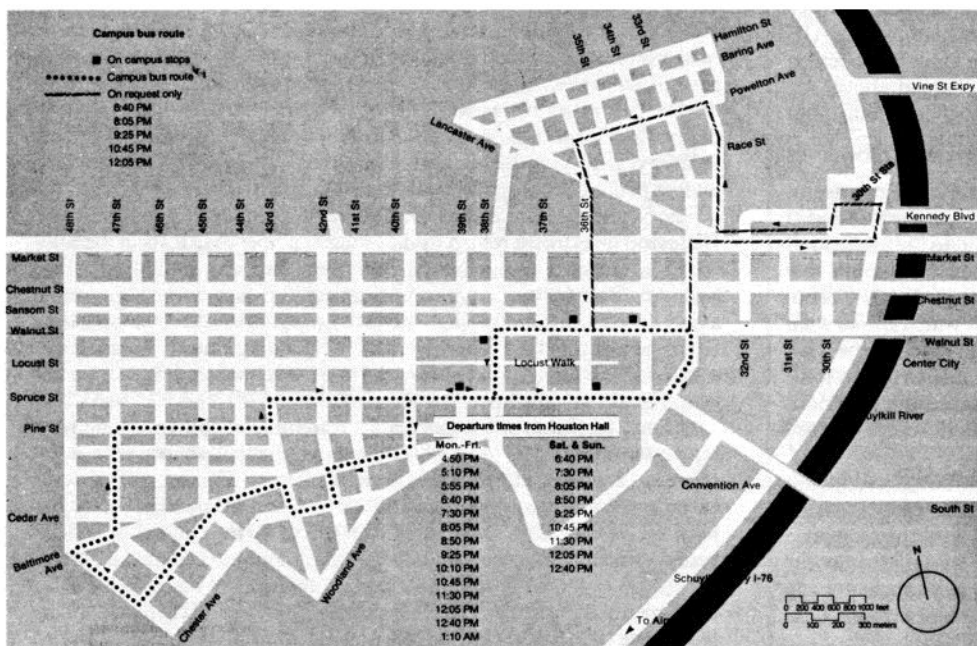
- If you must carry a purse or pocketbook, keep it close to your body. This will minimize the chances of a thief's grabbing it.
- If your purse is snatched, don't fight. Give it up rather than risk personal injury. Report the incident to the police and the credit card agencies.
- Beware of jostlers in a street crowd or on a crowded public vehicle.

Shopping

While shopping, there are certain precautions you can take to reduce the chance of unpleasant encounters.

- Keep the actual cash you carry to a minimum—use charge plates or checks when possible.
- Know what is in your handbag—amount of money, denominations, jewelry, charge plates, driver's license, and other objects that can be identified.
- Don't open your purse in a crowd. Never display your money carelessly. Have carfare available.
- Never allow your purse to dangle loosely from your hand or arm.
- Hold purse close to your body with your hand over the purse clasp.
- Never lay your handbag down on the counters while shopping.
- Men should carry wallets in an inside coat pocket or side trousers pocket.
- Don't withdraw large sums of money from the bank while en route to the shopping area.
- Beware of kind strangers who offer to carry your packages or open your door.
- Beware especially of others who find purses or packages with money and offer to share it with you. This is called the "pigeon drop" and you are the "pigeon."

Peace, goodwill ... and take care of yourself and your neighbors for a happy holiday.



Campus Safety Services

The Department of Public Safety announces its on campus, student-operated safety program:

Escort Service 898-R-I-D-E

Hours: Sundays through Thursdays 4:30 p.m.—2:00 a.m., Fridays and Saturdays 4:30 p.m.—4:00 a.m., University I.D. Required.

Boundaries: East to 30th Street, West to 48th Street, North to Baring Street, South to Woodland Avenue.

Closed: December 24 thru January 1

Hours: January 2 through January 17, Monday through Friday, 6:00 p.m.—1:00 a.m.
Full Service Resumes January 18.

Department of Transportation
Penn Bus: Regular Schedule through December 21.
Service Resumes January 2.

Managing the Endowment: FY 1984 Performance

by Scott C. Lederman, CFA

Despite a down year in the financial markets, the University's endowment performance continued to be noteworthy in Fiscal Year 1984. This article provides a summary of the results achieved.

Management of University investments is the responsibility of the Investment Board, which John Neff, a University Trustee, has chaired since January 1980. Investment policies established by the Board are implemented on a day-to-day basis by the Office of Investments, which reports to Marna C. Whittington, Vice President for Finance.

The University's endowment had a market value of \$329,436,000 as of June 30, 1984. Approximately 84% of the endowment (after adjustment for additions on July 1, 1984) is invested in the Associated Investments Fund, or AIF, a pooled investment fund which on June 30, 1984, was valued at \$260,755,000 and had 1,004,389 participating shares. Due to investment restrictions that prohibit pooling in the AIF, the remainder of the University's endowment is invested in over 100 Separately Invested Funds. Given the size of the AIF, its performance is considered representative of the University's total endowment performance.

The AIF is invested for total return, i.e., investment returns are derived from both traditional income and principal appreciation/depreciation. On a per-share basis, funds invested in the AIF on July 1, 1983 when each share was worth \$270.37, decreased in value by \$10.75, or 3.98%, to \$259.62 on June 30, 1984. However, this decline was more than offset by interest and dividend income of \$21.81 per share, which represented an 8.07% yield on the July 1, 1983, share value. Therefore, the AIF achieved a total return of 4.09% in Fiscal 1984.

For practical evaluation purposes, performance comparisons among various funds and indices are made for time periods greater than one year. Total returns typically are presented as cumulative and annualized cumulative returns for the periods to be measured. Calculations of cumulative returns assume that all income and principal returns are reinvested or compounded continually, usually on a calendar quarter period basis, over a given measurement period. As an example, the AIF total return figure for the past fiscal year, stated as a cumulative return compounded quarterly, was 3.99% versus the 4.09% stated above. An annualized cumulative return is simply the annual percent return that would be required each year to produce the cumulative return that is achieved over a particular time period.

To provide an appropriate perspective for performance comparisons, annualized AIF returns over one, three, five and ten-year periods ended June 30, 1984, are compared on the chart, above right, to the annualized returns of two standard market indices, the Standard & Poor's 500 Common Stock Index and the Salomon Brothers High Grade Corporate Bond Index. Also included is a composite index which shows what the AIF return *would have been* had the AIF been invested in the S&P 500 and the Salomon Brothers High Grade Index on a weighted basis equivalent to its actual stock and bond allocations during the various periods. For all periods shown, the AIF has substantially outperformed the indices and the composite.

Comparisons to the actual performance of other endowment funds are also useful. The National Association of College and University Business Officers (NACUBO) provides a comprehensive annual performance study each spring for the previous fiscal year. Preliminary results for Fiscal 1984 have recently been received; these encompass approximately 70% of the estimated number of funds that will participate in the final study.

Total Return Performance Comparisons Various Periods Ended 6/30/84 Annualized Returns					NACUBO Comparative Performance Study FY '84 Preliminary Results AIF Ranking (Percentile)	
	AIF Share	Composite Index	S&P 500	Salomon High Grade	All Funds	Funds Over \$100 Million
10 years	12.7	9.2	11.3	6.7	15/122 (12)	5/28 (18)
5 years	16.0	10.2	13.9	4.3	5/145 (3)	2/31 (6)
3 years	16.4	11.4	10.8	13.2	2/152 (1)	1/31 (3)
1 year	4.0	(5.2)	(4.7)	(6.3)	13/155 (8)	3/31 (10)

The AIF's ranking among funds reporting in the preliminary study and the corresponding percentile are shown for various time periods ended June 30, 1984. Although there likely will be some changes in these rankings and percentiles in the final study, any changes should not be significant. These preliminary results show that for each of the time periods, the AIF has demonstrated an excellent performance record compared to other endowment funds.

Spending Rule

Complementing the successful investment performance of the University's endowment are the effects of the Spending Rule policy, which the Trustees initiated for the AIF in Fiscal 1981. This policy requires that, rather than spending all investment returns as they occur, a portion of each year's returns be reinvested into the principal of the endowment to preserve future purchasing power. This not only protects against present and future inflation, but also compensates for the effects of inflation during the 1970s and early 1980s.

As background, under the Spending Rule policy a decision is made each year to spend in the following fiscal year only a certain rate or percent, called the "Spending Rate" of the endowment's market value. A three-year moving average of June 30 AIF share market values is used for the market value base in these calculations to smooth the sometimes volatile year-to-year fluctuations in investment returns. To accommodate budget planning, this market value average is set back one year.

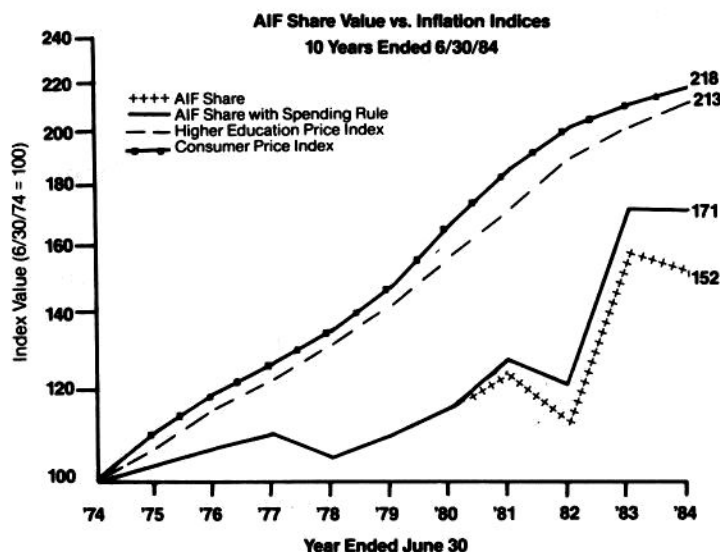
The Spending Rate is the key to successful application of this policy. Historical investment return studies suggest a Spending Rate in the 5.0% to 5.5% range; a recent NACUBO study indicates that the average Spending Rate for participating institutions is, in fact, 5.6%. However, to avoid dislocations in existing University programs, when the Spending Rule was instituted in Fiscal 1981, a 6.7% Spending Rate was used. It was a stated goal, at that time, to lower the rate in each succeeding year; in this year, Fiscal 1985, the Spending Rate is 6.2%.

Income earned over the calculated amount available for spending is reinvested in the AIF and purchases reinvestment shares. The latest reinvestment was \$8,016,000, which represents 37% of AIF income earned during Fiscal 1984. Since Fiscal 1981 a total of \$23,291,000 has been reinvested, which represents over 8% of AIF principal. This reinvested principal will generate an increasing amount of income for current program support as it continues compounding over time. To illustrate this benefit, in Fiscal 1985, funds which have participated in the Spending Rule since its inception in 1981 will have an additional 12.5% income for

program purposes from income produced by the reinvestment shares.

As a further illustration of the benefits of the Spending Rule policy, the graph below shows endowment purchasing power, measured by AIF share values with and without the effects of the Spending Rule, as compared to two indices of inflation, the Consumer Price Index and the Higher Education Price Index. While satisfactory progress is being made in providing protection for future purchasing power, there is still a way to go to compensate for the ravages of past inflation.

Mr. Lederman is director of investments at the University.



COUNCIL

Synopsis of Minutes: November 14 Meeting

The Graduate and Professional Student Assembly introduced a resolution calling for increased graduate/professional student involvement in the academic planning process (*Almanac* November 13). The resolution was adopted with minor amendments to the wording.

Discussion of the interim report of the Task Force on Conduct and Misconduct (*Almanac* September 25) was continued. A motion to table further discussion until the report of an ad hoc Senate committee on the subject is completed was defeated. In consideration of the recommendation by the task force that a survey on harassment on campus be conducted, it was stressed that the crux of the issue was to reach solutions to the problem, that facts that could only be provided by a survey were a prerequisite to the framing of remedies, and that it was essential that the survey be conducted impartially and scientifically. The following resolution was adopted:

Resolved, that the vice provost for research be requested to formulate and conduct, with the advice of appropriate persons or bodies, a survey of sexual harassment or harassment because of race, religion, or affectional preference on campus and to report the findings of the survey by no later than April, 1985, with the understanding that the scope of the survey may be narrowed if necessary to assure its completion within the stated period of time.

Summary of Agenda for December 12

Safety: Presentation by Vice President for Administration Gary Posner and members of the Public Safety and Parking offices for discussion.

Conduct/Misconduct: Continued discussion of the Task Force Report (*Almanac* September 25); focuses on three items: a proposed commission on the status of women; implementation of University policy on non-discrimination; and course evaluation.

Bylaws: Proposed amendment to revise the charge to the Community Relations Committee; first reading of item for action January 16.

OF RECORD

The Audit Committee of the Board of Trustees at its meeting October 25, 1984, approved the following statement on internal policy for the University of Pennsylvania.

—Helen O'Bannon, Senior Vice President
—Roderick M. Fancher, Jr., Director, Internal Audit

Statement on Internal Audit Policy

I. Purpose

The University of Pennsylvania maintains the Internal Audit Department to measure and evaluate the effectiveness of the controls within the University's accounting, financial, and operating systems.

II. Objectives

It is the responsibility of management to establish and maintain effective business practices and effective controls. The Internal Audit Department assists management by furnishing impartial, independent analyses, appraisals, recommendations and pertinent comments on the activities reviewed.

The Internal Audit Department reports through the Audit Committee to the Board of Trustees, assisting the Trustees in their oversight responsibilities. Both University management and the Board of Trustees have approved the role of the Internal Audit Department as described in this statement.

III. Scope

To attain its objectives, the Internal Audit Department:

- (a) Reviews and evaluates the effectiveness of the controls within the University's accounting, financial, and operating systems. It weights the reliability and integrity of accounting, financial, and operating information and the means of generating and reporting that information.
- (b) Reviews and evaluates accounting, financial, and operating systems to ensure that they comply with University policies, objectives, standards, and procedures and with federal and state laws and regulations.
- (c) Reviews and evaluates computer-based systems in production, in development, or undergoing change; reviews and evaluates the systems development process and computer operations.
- (d) Reviews and evaluates the adequacy of measures to safeguard assets from loss.
- (e) Coordinates audit coverage with external auditors to achieve a comprehensive total audit plan, with substantial reliance on work by the Internal Audit Department.

The Internal Audit Department has the authority to recommend improvements and to monitor the implementation of those recommendations. It has unrestricted access to all records, plans, policies, procedures, properties, and personnel of the University, including its schools, service centers, auxiliary enterprises, and ancillary activities.

IV. Audit Reports

The Internal Audit Department submits its findings and recommendations in written reports. These reports are usually addressed to the Dean of the School, a Vice President, or the Chief Officer of the system under review.

Written replies to the audit reports are required within thirty (30) days from the date of the report. The replies must describe any action that has been taken or is planned as a result of the audit. If there is disagreement with the Internal Audit Department recommendations, the replies should give the reasons. All replies should be addressed to the Director, Internal Audit, with copies to the Senior Vice President, Vice President for Financial Planning and Analysis, and any other recipients of the original report.

V. Professional Standards

To satisfy its objectives, Internal Audit subscribes to the Code of Ethics, Statement of Responsibilities, and Standards for the Professional Practice of Internal Auditing stated by the Institute of Internal Auditors.

The Faculty/Staff Assistance Program

A First Year Report to the Community by Anu Rao, Director

The Faculty/Staff Assistance Program (F/SAP) was established through the collaborative effort of the Dean of the School of Social Work and the Vice President for Administration. The program opened its doors on September 8, 1984, and to date over 300 faculty and staff have used its services. A Professional Board consisting of experts from the University and Hospital's social work, human resources and psychiatric departments assists the Director in policy formulation and program implementation.

The F/SAP is an adaptation of employee assistance programs which have become common in corporate settings. Research indicates that sixty percent of the Fortune 500 companies along with 57 universities across the country have created such programs for their employees. An assistance program can be an important social support system to working men and women and is useful in minimizing the stress that working adults commonly encounter. Problems can center around relationships, families, aging parents, teenage children, divorce and separation, alcohol and other substance abuse, depression, sexuality, career concerns, work stress and preretirement issues.

The University's Faculty/Staff Assistance Program, located at 1220 Blockley Hall, is a confidential resource for faculty and staff, providing assessment and referral services for both personal and job-related problems. Up to three sessions of consultation and assessment are paid for by the University as a benefit of employment for regular full or part-time staff and all fully-salaried, fully-affiliated faculty.

To present the Penn community with a clearer picture of the work that is done by the F/SAP, the following vignettes have been compiled. They represent composites of actual problems that clients have presented to the F/SAP; thus they include pseudonyms to assure anonymity. All contacts with the Faculty/Staff Assistance Program are completely confidential.

1. John came to the F/SAP very concerned. He could not concentrate on his work which included the handling of microscopic substances. He had been personally stressed; he abused alcohol and had family problems which included striking his wife. F/SAP staff saw him for several sessions, helping him to restore stability to his life. After one year John not only has retained his job, but is also able to take on graduate courses. He continues to receive therapy on an out-patient basis.

2. Celia has a mother who has agoraphobia, a disabling irrational fear which prevents a person from facing certain specific situations such as being in a crowd. Celia's mother was afraid to go out of the house alone. Celia spent all her non-working hours with her mother and felt exhausted, angry and stressed. F/SAP found a program for her mother that began therapy at home. Celia's mother does her own shopping and visits friends now. Celia is able to go out and enjoy her own life.

3. Rachel could not sleep at night. She found it difficult to live alone and spent night after night sleepless and exhausted. She lived with this situation for 8 years. Her work suffered; she felt a great desire to run away. She felt unenergetic and even contemplated suicide. Rachel had only 4 months with F/SAP staff. She came to the F/SAP in response to a routine follow-up call. Months later she reports that she falls asleep when her head touches the pillow!

4. Robert and his wife came with a troubled teenager. They are both high achievers and had raised their children conscientiously. Yet, Robert junior was running away from home, and had been involved in petty theft. His parents were at their wits end. Robert junior is now in a counseling program along with his parents.

5. Tamara had been depressed for many years but continued to work. She came to the F/SAP to resolve the conflict of her need to quit her job and rest. F/SAP encouraged her to hold on to her job, to go into a hospital to be treated for depression and connected her with out-patient therapy. F/SAP staff coached her to relate to her supervisor in a more healthful way and to manage her stress and lead a more assertive life. Tamara is still working at Penn eight months after her initial visit to F/SAP.

In December of 1983 all regular full or part-time staff and all fully salaried, fully affiliated faculty at the University received a brochure which outlined the goals and services of the F/SAP. Throughout this first year the Director also made special presentations to the following groups: *Human Resources Council, Council of Deans, Women's Center, Office of the Ombudsman, Office of Affirmative Action, Faculty Senate Chair, Human Resources' Benefits and Staff Relations offices, Medical School faculty, New Bolton Center staff, Association of Business Administrators, Tuesday Group of Women Administrators, and ten New Employee Orientations.*

The Faculty/Staff Assistance Program sponsored educational programs and support groups for the Penn working community including:

- *Juggling Career and Family*—A workshop for dual career couples—6 weekly sessions
- *You and Your Aging Parent*—4 weekly sessions
- *Surviving as a Single Parent*—3 weekly sessions
- *Support Group for Recovering Women*—8 weekly sessions
- *The Relaxation Response*—one session
- *Conflict Resolution at Home and at Work*—4 weekly sessions

Eighty-six faculty or staff members were served through these personal growth workshops.

Other services and achievements of the F/SAP are:

Consultations to Supervisors

Frequently, supervisors are unclear about helping a troubled employee or employees in difficult situations. F/SAP staff provide confidential consultations with department heads and chairpersons in handling difficult situations.

Organizational Development

F/SAP provided consultation and organizational development programs for team building, goal planning, management by objectives and career development to departments on campus including designing a stress management system for a specific department.

In one year the Faculty/Staff Assistance Program offered direct counseling, referral, and follow-up services to 317 faculty and staff of the University. Some client demographics through November 1984 are presented below:

Employment Status		Source of Referral	
Administrative	= 128	Self/Friend	= 263
Faculty	= 53	Supervisor	= 54
Support Staff	= 102	Total:	317
Regular Hourly Paid	= 34		
Total:	317		

Types of concerns presented by F/SAP clients include:

- a. Relationships: separation, marriage, divorce, gay and lesbian relationships
- b. Family problems: aging parents, young children, teens in distress
- c. Addiction: alcohol, other substance abuse
- d. Career anxieties
- e. Sexuality problems
- f. Depression
- g. Crises: hospitalization or loss of a colleague or loved one
- h. Work stress

It seems fair to say that in its first year acceptance of the Faculty/Staff Assistance Program and its use by the Penn community has surpassed expectations.

I personally would like to thank the Professional Advisory Board and in particular Louise Shoemaker and Gary J. Posner for their continuing personal support. The program looks forward to continuing to develop and serving the University. If we can help, please call us confidentially at Ext. 7910.

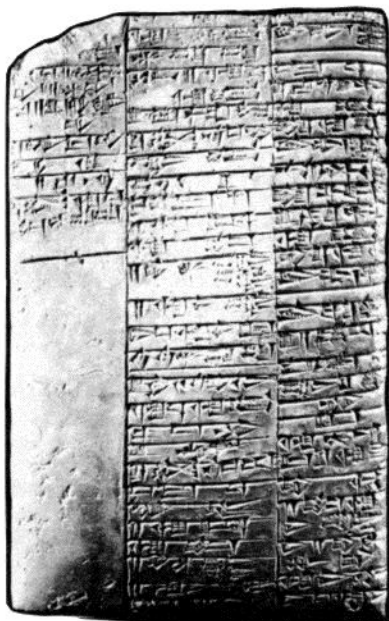
What's special about Penn's own stores? On its annual tour, *Almanac* found goods for people who read, think and wonder about the cultures of the world—plus practical aids for faculty and staff racing toward the break despite papers to grade, meetings to rush through and work due yesterday. For Penn shoppers there are three main stops: the more-than-a-Book Store, the indoor mini-mall in Houston Hall, and the University Museum which draws city as well as campus explorers of the unique.

Almanac's Annual Guide for the Busy Shopper

The 33rd Street Bazaar

The Museum specializes in things found nowhere else—the hand-fashioned arts and crafts of all nations, and the intellectual products of archaeology including reproductions from the collections. There are two shops—the big one in the rotunda with its air of an open marketplace, and the tiny Pyramid Shop below. Both work on the principle that authenticity comes in a wide range of prices—and the Pyramid Shop is especially popular with youngsters on allowances, since playthings and small objects cost 18¢ to \$16.

In the rotunda, the scale starts under \$2 but of course tops out much higher. The Museum Shop's twelve jewelry cases tempt with Chinese jade, carnelian and rose quartz, Baltic amber, lapis from Afghanistan, filigree and 22k goldwork from Bali, and American and Greek silver. Some of the modern work and reproductions of ancient jewelry are modestly priced, however. Around the walls are handloomed spreads, blankets, scarves, rugs and wall hangings from all over the world, a backdrop to carved ebony boxes from Indonesia, canisters of Japanese cherry bark, Russian lacquerware, Egyptian copperwork. The usual is transmuted here: to buy a tie for him/her is to choose between batik from Bali and hand-printed cotton from Japan; and the Museum's version of those ceramics that tease the doctor, lawyer or dentist are Brazilian folk art.



Reproduction of clay tablet, medical prescriptions c. 2100 BC, from the Museum's expedition to Nippur, 1899. 6 1/2" x 4", \$32 with Kramer pamphlet.

The rotunda also echoes the *Man and Animals* show upstairs. Museum buyers must have tracked down every culture's way of turning birds and beasts into beauty or into comment on the human condition: Handblown Italian glass kangaroos and horses with their young, Ural mountain carvers' bears and bulls in soapstone, Indonesia's elaborate celestial eagle, Garuda, and six-piece set of frog musicians . . . and things in the shapes of animals, from Thai gold-leaf-on-wood boxes (swans, rabbits, turtles) to baskets (rams, chipmunks, kangaroos). Whimsy goes all the way to elk and moose on mugs, and gift boxes that fold to make a panda's face pop up. A book niche honors serious interest (or satirical, in David Macauley's misreading everything at the *Motel of the Mysteries*). Archaeological themes go on in posters, gift paper, notepaper made especially for the Museum from a Turkish tile in the collection. A reproduction of early Sumerian medical prescriptions comes with Samuel Noah Kramer's pamphlet to explain it, and the Museum has a veritable Rosetta Tee Shirt in five languages plus the English "key."

The Book Store and . . .

. . . for the Year of the Computer, the affiliated Computer Shack. Assuming the one-to-a-customer PC was ordered ahead to be under the tree if not on line already, the incomplete computer buff can drop hints for accessories at the Shack. For \$20.95 (half retail) the H/G Durable Discflex holds seventy 5 1/4-inch diskettes, and there are other holders from the \$5.95 data batch case to the \$39 mini-diskette album. An *Apple Macintosh User's Handbook* (not the company manual) or Peter McWilliam's *The Personal Computer Book* is \$9.95. Cases to protect equipment on-site, or to carry it around, are in the \$47-\$75 range. And for the PC owner who has everything including an insatiable desire to collect some more software, the Shack recommends its gift certificate.

Between the University Press corner (see next page) and the other publishers' titles at the Book Store, there is no shortage of good reading to give. All the best sellers are there (and the ones on *The New York Times* list are 25% off) plus hard and soft covers appealing to special interests. If the interest is sci-fi, there's a 20% discount now. An eclectic list this year could include Maurice Sendak's *The Nutcracker*, Abba Eban's *Heritage*, Lee Iacocca's *Iacocca* and the zany Joan Rivers' *The Life and Hard Times of Heidi Abramowitz*.

The Book Store remains the campus General Store. Penn-imprinted clothes and goods make it a first stop for the office gift and even for welcoming the newborn to the Penn family. Calculators are among the "big" gifts; posters come framed or not; and the Store has edibles (below) not easily found elsewhere in the neighborhood.



Handblown Italian glass, 4" high, \$22 at the Museum Shop.

Food for Giving

The big difference between Penn's two best places to buy candy is that Houston Hall leads to munching on the spot (the Candy Shop scoops its kisses and jelly beans out of bins and weighs them the old-fashioned way) whereas the Book Store deals in packaged sweets: Just in the chocolate family are thrifty domestics plus Dutch, Swiss, French and Italian brands going all the way to Perugina at \$18. Dieters get a break with hard-to-find sugarless and salt-free hard candies, \$9 a jar. The Book Store is big on cookies: German pfefferneuses, Scotch shortbreads, Danish butter cookies. There are plum puddings, fancy preserves and—for a change of taste—savories such as gourmet mustards, marinades, sauces and pickled veggies. Here also are the cook's paraphernalia—woks and casserole dishes, tools, and shelves of cookbooks including *The Penn Recipe Book* with favorites of faculty and administrators.

Helpers from Houston Hall

Food is a big theme in the lower level since Houston Hall brought in new concessions: An instant party could start with spreads from Skolnick's (and connoisseurs might pick up *bouche de noel* or meringue mushrooms at the nearby take-out bakery of the Gold Standard at the Christian Association). The best offer in Houston Hall is Richman's portable ice-cream-and-cake-party—invented for year-round birthdays with hats, favors and balloons. On 48 hours' notice it's catered within four blocks of the building, at \$14.99 for 8 to 12 guests, \$24.99 for 15 to 25. Richman's adds a coupon good for 20% discounts at the next-door Card Shop run by Student Life, where wrappings, cards and stocking stuffers are found.

But all is not fattening. There are clothes and footwear for the younger set, and a Record Shop that doesn't stop at jazz and rock. A special convenience is tucked away at the eastern end of Houston Hall—Rose's Flowers, offering not only the standards (wreaths from \$7.50, poinsettias from \$3.99) but Christmas trees in pots (6" diameter pot, \$8.50) and Christmas cacti and Jerusalem cherry trees. Artificial flowers, including silk ones, are discounted 20% now. And, the shop handles FTD and AFS orders, plus delivering free on campus or in the city if the order is \$15 or more.

(See Press books, next page)

Pick of the Press

Here are just some of the titles the University Press has this season. For a look at the volumes, the Book Store has a Press corner—and, for one day only, the Faculty Club will have them in its main lounge on sale at 20% off. That day is Thursday, December 13, from 11:30 to 6:30, dovetailing with the Club's annual tree-lighting at day's end.

The Life and Adventures of Nicholas Nickleby by Charles Dickens, a two volume set reproduced in facsimile from the original monthly installments, with Phiz illustrations and last century's advertisements, to be "experience(d) ... as it was written and first read (\$40 cloth, \$19.95 paper).

All Silver and No Brass: An Irish Christmas Mumming by Henry Glassie, an account of holiday rituals in Ulster, told through the recollections of four old people in the hamlet of Ballymenone (\$7.95 paper).

The Ingenious Dr. Franklin. Selected Scientific Letters of Benjamin Franklin, edited by Nathan G. Goodman, includes essays on magnetism, aerial navigation, and procuring pleasant dreams (\$6.95 paper).

Books celebrating Philadelphia are staple items, along with those of interest to Pennsylvanians—here are some of the best:

Center City Philadelphia: The Elements of Style by Eric Uhlfelder, a lead book that is almost sold out (\$19.95).

Birch's Views of Philadelphia: A Reduced Facsimile of The City of Philadelphia ... as it appeared in the Year 1800 by S. Robert Teitelman (\$29.95).

Historic Rittenhouse: A Philadelphia Neighborhood by Bobbye Burke, Otto Sperr, Hugh J. McCauley, and Trina Vaux (\$22.50 cloth, \$14.95 paper).

William Penn and the Founding of Pennsylvania, 1680-1684, editors, Jean R. Soderlund, Richard S. Dunn and Mary Maples Dunn (\$8.95 paper).



"Mysterious appearance of the Gentleman in the small clothes"

Trees of Pennsylvania, The Atlantic States and the Lake States by Hui-lin Li (\$10.95 paper).

Philadelphians and the China Trade (1784-1840) by Jean Gordon Lee, late eighteenth and nineteenth century art for the American market, including porcelain, lacquerware, furniture, ivory, paintings, toys, costumes, silks—250 illustrations (\$39.50 cloth, after December 31 \$45).

Cézanne in Philadelphia Collections by Joseph J. Rishel, 44 color plates, 33 halftones (\$35 cloth, \$17.95 paper).

The Thomas Eakins Collection by Theodor Siegl, a catalog of the Philadelphia Museum of Art collection, the most comprehensive to be found anywhere, 124 illustrations (\$10.95 paper).

Additional titles include:

"Sounds So Good to Me": The Bluesman's Story by Barry Lee Pearson, a study of blues musicians (\$13.95 paper)

Demographic Vistas: Television in American Culture by David Marc (\$9.95 paper)

Women in American Religion, edited by Janet Wilson James (\$11.95 paper).

Mary Hostetler and Jehoash Hirshberg, baroque violins; Mary Anne Ballard and Langdon Corson, viols; and Josephine Gaeffke, harpsichord; 8 p.m., Church of the Savior (Music Department). Free.

RELIGION

Newman Center

11 *Dorm Mass*, 11 p.m., Grad Towers, A Commons.

15 *Christmas Caroling*, leaving Newman at 6 p.m., refreshments following. All invited.

17 *Educational Program: Christmas Theme*, 7:30 p.m., Newman Center.

18 *Dorm Mass*, 11 p.m., Hill House, UEL.

TALKS

12 *Comparison of NMR, CT, and Radionuclide Scanning in Avascular Necrosis of the Hip*; Dr. Howard Kundel, department of radiology, HUP; 12:15-1 p.m., Conference Room, Section of General Medicine, 3rd floor, Silverstein Building (General Medicine, Health Services Research Conference).

13 *Extra-Terrestrial Microbiology*; Dr. Robert Davies, Benjamin Franklin Professor of Molecular Biology; noon, Room 196, Old Med Labs (Microbiology Graduate Group).

Dutch-American Folklore and Folklife in New York and New Jersey; Dr. David S. Cohen, coord-

Savoring the Past: The French Kitchen and Table from 1300 to 1789 by Barbara Ketcham Wheaton, 42 illustrations (\$17.95 paper).

A Quaker Woman's Cookbook: The Domestic Cookery of Elizabeth Ellicott Lea, editor, William Woys Weaver, a look at homemaking in a well-run 19th century American home (\$20 cloth).

Sauerkraut Yankees: Pennsylvania-German Foods and Foodways by William Woys Weaver, everything from chicken pie to cherry bounce (\$25 cloth, \$12.50 paper).

The quickest way to order these volumes from Penn Press is to phone in the order and charge it to your Visa or MasterCard, at Ext. 6261 (minimum of \$10 on charge orders).

Nearly New

In Ardmore, volunteers run a thriftshop called Nearly New, benefitting HUP through its proceeds (and the buyer through its prices, the donor of goods through tax deductions.) Canny shoppers get ready for the holidays with extra glassware and household goods when company's coming, or with luggage, skis, skates, warm sportswear or party clothes for tripping through the winter break. A half-price sale Friday and Saturday (December 14-15) covers all donated items (the shop has consignment goods, too). The prices halved may be anywhere from under \$1 to \$2 for most clothes, \$50 for a coat (\$375 is mink). The shop is at 26 E. Athens Lane, south of Lancaster off Rittenhouse, and hours are 9:30-4:30 Mondays through Fridays, 9:30-12:30 Saturdays.

... and Very Fresh

The annual Holly and Greens sale at Morris Arboretum continues through Friday, December 14, 10-4. Wreaths and centerpieces made by staff and volunteers start at \$15; potted pointsettias are \$2.75 to \$8, cyclamen about \$6. The arboretum is in Chestnut Hill, on Hillcrest Avenue between Stenton and Germantown Avenues.

dinator, folklife and ethnic history program, New Jersey Historical Commission; 8 p.m., Fine Arts Building (Dutch Studies Program).

19 Book Talk: *Out of Africa* by Isak Dinesen; 1 p.m., Woody Room, Van Pelt Library (Penn Libraries).

Current Concepts of Cutaneous Aging; Dr. James Leyden, professor of dermatology, School of Medicine; 3:30-5 p.m., Human Genetics Room 196A, Medical Laboratories (Center for the Study of Aging Seminar Series).

Deadline

The deadline for the February pullout calendar is January 15, by noon, for the January 29 issue. The weekly update deadline for calendar entries is at noon, a week before the Tuesday of publication. Send to *Almanac*, 3601 Locust Walk/C8 (second floor of the Christian Association Building).

Chickenpox Vaccine Study

A clinical study program is being conducted by a member of the Section of General Medicine, Department of Medicine, to evaluate an investigational chickenpox vaccine for the prevention of shingles. Shingles is a disease that usually affects people over 40. This disease may cause a severe rash, pain for months, and rarely, encephalitis.

Men and women between the ages of 40 and 70 who have had chickenpox are eligible to be screened for this study. Participants will be paid. For more information, call Rosemary at HUP, 662-6917.

Update

DECEMBER ON CAMPUS

Correction → The Book Store will maintain regular hours six days/week through December 24 and will be open Sunday, December 23. Hours for Thursday and Friday, December 27 & 28, are 10 a.m.-5 p.m., opening January 2 at 8:45 a.m.

EXHIBITS

14 *Arts for Blind and Sighted*, exhibition of sculpture and pottery by blind artists, at the University City Science Center. Opening reception 5-7 p.m. with speaker Dr. Laura Goodman at 5:30 p.m. Through January 25.

MEETING

12 *IBM PC and Compatibles User Group Meeting*, noon, Room 235, Houston Hall. All welcome. Information: Ext. 2531 (Microcomputer Services).

MUSIC

11 *An Evening of Baroque Chamber Music*: Handel's *Trio Sonata in G Minor*, Couperin's *L'Imperiale*, Shenk's *Sonata III* from "Nympho di Rheno," and French harpsichord solos; featuring