

# Almanac

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## To the University Community: Request for Comment on South Africa

The Trustees' Committee on University Responsibility plans to submit a report to the meeting of the full board in January 1986 that will contain recommendations concerning Penn's policy in relation to South Africa.

The Committee will start from the premise that the system of apartheid is morally wrong and must be changed, by peaceful means rather than nationwide bloodshed, if at all possible. The Committee does not need persuasion on that point.

It will, however, need to consider many factors in preparing its report. Certain basic questions should be addressed, and the Committee would welcome well-reasoned expressions of opinion on them from all segments of the Uni-

versity community—both from groups and individuals.

The questions are below. The Committee hopes to receive responses in written form, with reasons in support of the answers, by *November 27, 1985*. Responses should be addressed to Shelley Z. Green, General Counsel and Administrative Liaison to the Committee, University of Pennsylvania, 110 College Hall/6303.

The Committee plans to conduct an open forum from 4 to 6 p.m. on Tuesday, December 3, 1985 in the Samuel Houston Smith Lecture Hall (Room B-1) of Meyerson Hall at which these questions will be the subject of discussion. Interested groups and individual members of the University community are invited to attend

and participate, along with members of the Committee and other trustees. Those wishing to present their views should contact Mary Ann Meyers, Secretary of the University, at 121 College Hall, so an agenda can be devised that will leave adequate time for what the Committee on University Responsibility hopes will be a frank and useful exchange of views.

It should be understood that while the Trustees want to know the opinions of the University's constituencies, in the final analysis they must act on their own individual judgments as to what is best for the University as an institution.

—Richard P. Brown, Jr., Chairman, Trustees' Committee on University Responsibility

See page 2 for a related message from the President and Provost.

*The Trustee's Committee on University Responsibility would welcome receiving by November 27, 1985, responses with reasons to the following questions concerning University policy toward apartheid:*

1. Is the apartheid problem in South Africa directly related to Penn's educational mission? Why or why not?
2. Under what circumstances should the University—as distinguished from members of the University community as individuals—take an institutional position on issues not directly related to its educational mission? If the University takes an institutional position, how can it avoid inhibiting the freedom of expression of those on campus who may hold different views?
3. Should apartheid be singled out as an issue calling for an institutional position, as compared to other social and political issues? If so, why?
4. The University's 1972 Guidelines for Investment in Publicly Held Companies state that "the University should not retain in its portfolio the securities of any company whose activities, on balance, are unconscionable." Recognizing that the companies in the portfolio that do business in South Africa do less than 1.5% of their business there, are their activities, "on balance, unconscionable"? Is the presence per se of a company in South Africa an "unconscionable activity" regardless of its principles of operation? If so, does the fact that, as in all cases of University-held companies, less than 1.5% of the company's revenues is derived from South African operations make its activities, "on balance, unconscionable"?
5. What is the purpose of divestment? Is the sale of stock from the University's portfolio a useful way for the University to take a position opposing apartheid? Are there alternative or additional means of opposing apartheid that the University should pursue? Would it be more constructive for the University to find educational ways to help prepare South Africa for a stable democratic multiracial society?
6. If the University should choose to divest completely, should it sever other ties—including, for example, research relationships, receipt of gifts, purchases of products—with companies doing business in or making sales to South Africa?
7. Would the sale by this University, or a group of universities, of stocks of American companies doing business in South Africa have any influence on the companies' conduct and, in particular, on their decision whether to stay in South Africa or withdraw?
8. Would the political and economic position of the black majority in South Africa be better or worse—in both the short run and the long run—if American companies withdraw from South Africa?
9. What would the effect of divestment be on the returns earned by endowment? If there is a risk that the effect would be significantly negative, would the University community be willing to have the Trustees compromise their fiduciary duties to earn maximum returns, consistent with risk, in support of the University's educational mission, i.e. is the community willing to bear the financial burdens in terms of higher tuition, less financial aid, and smaller increases in salary for faculty and staff?

*Responses should be sent to Shelley Z. Green, Esquire, General Counsel and administrative liaison to the Trustees' Committee on University Responsibility, 110 College Hall, University of Pennsylvania, Philadelphia, PA 19104-6303.*

## IN BRIEF

**Affirmative Action:** President Sheldon Hackney has announced that Harold J. Haskins has been appointed Acting Director of the Affirmative Action Office, vacant since Davida Hopkins' marriage to former assistant professor Thomas Parham and the couple's move to California.

Continuing his responsibilities as Director of the Tutoring Center, Mr. Haskins will spend approximately two days a week in the Affirmative Action Office to assure the conduct of business. Mr. Haskins came to Penn in 1974 as Assistant Dean of Students. The next year he was named director of Supportive Services, and Director of the Tutoring Center in 1980. "We are pleased to have a person with Hal Haskins' extensive knowledge of higher education and familiarity with the University assume this interim role," said President Hackney. "The search for a permanent director is underway and a final selection should be made by the year's end."

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# SENATE

## From the Chair

### Topics for the Fall Faculty Senate Meeting

The Faculty Senate plenary meeting for the fall semester has been scheduled for Wednesday, November 20, 1985 from 3 to 5:30 p.m. in 200 College Hall. Although the exact agenda has not yet been finalized the expectation is that it will include five items of direct interest to the faculty. A discussion and action item will involve the report and recommendations of the Senate Committee on the Economic Status of the Faculty. The Committee has been working on faculty salary recommendations and on the tuition benefits new changes. The signs indicate more difficult days ahead and for this reason it is of utmost importance that many members of the faculty are there to discuss the matter and lend their advice and support.

The second topic is the change to the Faculty Senate recommended by the Senate Committee on Administration. The changes involve the level of representation the Senate Executive Committee manifests, the presence or absence of at-large members in SEC, the way the Senate leadership is chosen, and whether or not elections will be the rule or the exception in the future of the Senate. There can hardly be a more pertinent and more crucial topic. And yet we still have more! The Faculty Senate will most probably discuss the matter of sexual harassment on campus and how things can improve in a balanced, effective way. Then the Senate will most probably discuss some aspects of the current trends in institutions of higher learning towards South Africa developments. Again the advice and guidance of the membership is vitally needed. Finally, we should also discuss aspects of consultation as practiced on campus, the role of the faculty and some trends in resource allocation on campus. In addition there will be a report from the Committee on the Faculty and a requested action on Practice Professorships at the Graduate School of Fine Arts, as well as reports from other committees of the Faculty Senate.

Need to say more? Let us all schedule the afternoon of November 20 for this important meeting.



**To: Members of the Faculty Senate**  
**From: Anthony R. Tomazinis, Chair**  
**Subject: Rules of the Faculty Senate**

Alternative resolutions submitted by various faculty members concerning proposed changes of Senate rules, submitted by the Senate Committee on Administration for consideration during the November 20, 1985 plenary meeting of the Faculty Senate:

1. That the At-large membership of the Senate Executive Committee be maintained exactly as is, while the Constituency representation be changed as recommended by the Committee on Administration.
2. That the Senate Nominating Committee be maintained exactly as is in its composition and manner of election.
3. That the Senate Nominating Committee be instructed annually by the Chair of the Faculty Senate to nominate two candidates for every vacancy of the position of Chair-elect, Secretary-elect, four members of At-large membership of SEC, three members of the Committee on the Economic Status of the Faculty and three members of the Committee on Academic Freedom and Responsibility.

## DEATHS

**Thomas A. Zwicker**, a graduate student in the department of anthropology, was killed in a motorcycle accident October 29 outside the city of Ahmedabad, India, at the age of 28. He had been on field work in India since the fall of 1984. He took his B.A. in 1978 from the College; matriculated in anthropology in 1980, and received his M.A. in 1984. He is survived by his parents, Mr. and Mrs. Beda Zwicker. A memorial service will be held November 7, at St. Mary's Episcopal Church, 39th and Locust Walk, at 10:30 a.m.

### Memorial Service for Mr. Auferlund

A memorial service in memory of Albin M. Auferlund will be held November 11 at 4:30 p.m. in Zellerbach Theatre, Annenberg Center. Mr. Auferlund, technical director at the Center, died October 21 at the age of 56 (*Almanac*, October 29). In lieu of flowers, contributions can be made to the Philadelphia Community Health Alternative and should be specified for medical research. Address to: Philadelphia Community Health Alternative, P.O. 7259, Philadelphia, PA 19101.

### United Way/Donor Option Update

As a Pacesetter organization, Penn is leading the educational institutions of the Delaware Valley with 1,300 faculty and staff who have already pledged \$134,238. This represents 63 percent of the University's goal of \$215,000. Thus far, six departments have achieved 100 percent participation: Alumni Relations, Corporate & Foundation Relations (Development), LRSM, Planned Giving (Development), Recreation, and Research Administration. Five others have more than 70 percent participation as of October 31.

A Matching Grant has been established to triple the impact of increased contributions by employees of colleges and universities such as Penn. For every dollar contributed by Penn's faculty and staff an additional two dollars will be contributed for programs serving people in Philadelphia, Delaware, Montgomery and Chester counties. The campaign coordinators are aiming to wrap up the drive before Thanksgiving. Those intending to contribute should contact their department's coordinator.

## From College Hall

### South Africa

At the Trustees last meeting, the Committee on University Responsibility developed a set of procedural arrangements to elicit campus views on issues relating to South Africa. We do not know how the Trustees will resolve those issues in January, though we do know that the Trustees are conscientiously grappling with what they see as an important and very complicated problem of University policy. In our best judgment, many if not most Trustees are undecided. We are clear, however, that the views of faculty, students, staff, and alumni can be an important influence if, but only if, those views are made in the form of fully reasoned arguments rather than assertions.

Time and again in recent weeks we have read in the pages of the *Daily Pennsylvanian* and elsewhere exhortations that are too often unaccompanied by critical examination of the issues. If you seriously wish the Trustees to listen to your views, we strongly urge that you elaborate the reasons for those views. Most important, we urge that you face directly the arguments on the opposite side from your own, and that you explain why you find those arguments unconvincing.

We offer one illustration. If the University were to divest its holdings of such companies as IBM and General Motors, some would urge that it also should refuse all gifts from those companies and cease all business transactions with them as well. Princeton University, in fact, has decided that if it divests its holdings of the stock in any company, it will also decline to have any other dealings with that company. We hope that those who recommend complete divestment also state whether they want the University to adopt the Princeton position. If so, they should elaborate their reasons. If not, they should explain why they are comfortable in drawing a distinction between stock ownership and receipt of gifts or business transactions.

A number of other matters also deserve considered attention by persons who have views on how the Trustees should act next January. We urge those persons to express their reasoned judgments.



## Almanac

3601 Locust Walk, Philadelphia, Pa. 19104-6224  
(215) 898-5274 or 5275.

The University of Pennsylvania's journal of record and opinion is published Tuesdays during the academic year and as needed during summer and holiday breaks. Guidelines for readers and contributors are available on request.

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**ALMANAC ADVISORY BOARD Chair**, Arnold Thackray; Linda Brodkey, Lucienne Frappier-Mazur, Henry Hiz, Alfred Rieber, Roger D. Soloway, Anthony R. Tomazinis, Michael Zuckerman, for the Faculty Senate; ... William G. Owen for the Administration; ... Carol Carr for the Librarians Assembly; ... John Hayden for the Administrative Assembly; ... Joseph Kane for the A-3 Assembly.

## University Council, 1985-86

The University Council exists to consider the activities of the University broadly in all of its phases with particular attention to the educational objectives of the University and those matters that affect the common interests of faculty and students. It recommends general policies and otherwise advises the president, the provost and other officers of the University. It is empowered to initiate policy proposals as well as to express its judgment on those submitted to it by the administrative officers of the University and its various academic divisions. It is also empowered to request information through appropriate channels from any member of the University administration.

Any member of the University may suggest questions or proposals for the consideration of the University Council by submitting them in writing to the Steering Committee addressed to the Office of the Secretary, College Hall. Any member of the University may be asked to serve on committees of the University Council.

—Council Bylaws

### Steering Committee

The Steering Committee shall consist of the president of the University, the provost, the chair, the chair-elect, and the past-chair of the Faculty Senate, the chair of the Undergraduate Assembly and the chair of the Graduate and Professional Student Assembly. In addition, there shall be four faculty members, one undergraduate student, and one graduate/professional student to be elected by the incoming Council at its May meeting from among its membership for the ensuing year. The chair of the Faculty Senate shall be the chair of the Steering Committee.

—Bylaws

Jacob Abel	Amy Lyman
Robert E. Davies	Wendy Ferber
Thomas Ehrlich	Elaine Scarry
Wendy Ferber	Roger D. Soloway
Michael Gordon	Mark Stern
Sheldon Hackney	Susan Wachter
	James Whelan

Anthony R. Tomazinis, *Chair*

### Membership of the Council

**Faculty:** The 42 members of the Senate Executive Committee sit on Council; five of these (normally the four first-year at-large representatives and the past secretary) are non-voting observers. One full-time lecturer or instructor and one full-time member of Research Faculty are selected by the Steering Committee.

**Administration and Staff:** The president and the provost are members of the Council. The president appoints nine administrative officers, at least five of whom shall be deans of faculties. The Administrative Assembly, Librarians Assembly, and A-3 Assembly each have one elected representative.

**Students:** Twenty-three students serve on Council, nine of them from the undergraduate schools (five elected by mutually exclusive constituencies, and four—including a freshman—elected at-large via the Undergraduate Assembly). The 14 graduate/professional students on Council are elected as members of the Graduate and Professional Student Assembly; each school is represented by at least one representative.

**Presiding Officer:** The president may act as presiding officer of the Council or may appoint a moderator to preside at meetings.

### Members of the Administration

Michael Austin  
Valarie Swain Cade  
Barry Cooperman  
Lee G. Copeland  
Thomas Ehrlich  
George Gerbner  
Sheldon Hackney  
Dell Hymes  
Robert R. Marshak  
David L. Stonehill  
Paul Zingg

### \*\*Representatives elected by the Faculty at Large

(Faculty Senate officers are indicated)

Jacob M. Abel, *Past Chair*  
\*Fred L. Block, *Past Secretary*  
John P. Brady  
Michelle Fine  
Ellen Fuller  
Peter Gaeffke, *Secretary*  
\*Mary Catherine Glick  
Morris Hamburg  
Antoine Joseph  
\*Daniel Malamud  
\*Adrian R. Morrison  
Edward M. Peters, *Secretary-elect*  
\*James R. Ross  
Stanton Segal  
Roger D. Soloway, *Chair-elect*  
Henry Teune  
Anthony Tomazinis, *Chair*  
Susan Wachter

### \*\*Elected by the Faculty Constituencies

1. *SAS (Anthropology, Geology, Psychology):* John Sabini
2. *SAS (English, General Honors):* Elaine Scarry
3. *SAS (Linguistics, Mathematics, Philosophy):* Henry Hiz
4. *SAS (Biology, Chemistry):* Eric Weinberg
5. *SAS (Astronomy and Astrophysics, Physics):* Michael Cohen
6. *SAS (Classical Studies, German, Romance Languages, Slavic Languages):* Victoria Kirkham
7. *SAS (History of Art, Music, Religious Studies):* E. Ann Matter
8. *SAS (American Civilization, Folklore and Folk-life, History and Sociology of Science, Oriental Studies, South Asian Studies):* David P. Silverman
9. *Engineering (Computer and Information Science, Electrical Engineering, Systems Engineering):* Sohrab Rabii
10. *Engineering (Bioengineering, Chemical and Biochemical Engineering, Civil Engineering, Materials Science and Engineering, Mechanical Engineering and Applied Mechanics):* Louis Girifalco
11. *Graduate School of Fine Arts:* David Leatherbarrow
12. *School of Social Work:* Mark Stern

\*Observer

\*\*Members of the Senate Executive Committee

13. *SAS (Economics, Regional Science):* Costas Azariadis
14. *SAS (Political Science, Sociology):* Election in progress
15. *Wharton (Accounting, Finance, Social Systems Sciences, Statistics):* Richard Kihlstrom
16. *Wharton (Decision Sciences, Insurance, Legal Studies, Public Policy and Management, Marketing):* Edward H. Bowman
17. *Medicine (Anatomy, Biochemistry and Biophysics, Pathology):* David E. Elder
18. *Medicine (Human Genetics, Microbiology, Pharmacology, Physiology):* Helen C. Davies
19. *Medicine (Dermatology Medicine, Neurology, Ophthalmology, Otorhinolaryngology, Psychiatry, Research Medicine):* Rob Roy MacGregor
20. *Medicine (Anesthesia, Obstetrics and Gynecology, Orthopedic Surgery, Pediatrics, Physical Medicine, Radiation Therapy, Radiology, Surgery):* David Swedlow
21. *Law School:* C. Edwin Baker
22. *School of Veterinary Medicine:* Robert E. Davies
23. *School of Dental Medicine:* Henry O. Trowbridge
24. *School of Nursing:* Susan M. Cohen
25. *Graduate School of Education:* David J. Hogan
26. *Annenberg School:* Christine Bachen

### \*\*Assistant Professors

Betsy J. Erkkila  
Gail B. Slap  
Kathryn A. Woolard

### Junior and Research Faculty Members

Paul Mueller  
Gunnil Sjoberg

### Parliamentarian \*Nicholas D. Constan

**Librarians Assembly** Jean Adelman  
**Administrative Assembly** Jacqueline Matthews  
**A-3 Assembly** Russell Muth  
**ROTC Representative** \*Capt. Russell K. Schulz

### Undergraduate Students

Wendy Bloom (Col '88)  
Stephen Cohen (Col '87)  
Jill Feinberg (Col '88)  
Wendy Ferber (Wh '87)  
Sander Gerber (Wh '89)  
Michael Gordon (Col '87)  
Krista Malovany (Nur '86)  
David Richter (SEAS '87)  
Glen Schuster (Col '86)

### Graduate/Professional Students

David Block (Med)  
Dan Finnigan (Annen)  
Wayne Glasker (GAS)  
Mark Johnson (Wh Grad)  
Amy Lyman (Grad Ed)  
Fred Stark (GAS)  
James Whelan (Annen)

\*Observer

\*\*Members of the Senate Executive Committee



# Council and Independent University Committees 1984-85

Much of the work of the Council is done through its standing committees. They are chosen each spring through the Committee on Committees, which makes its recommendations after issuing a campus-wide call for nominations. The Committee on Committees also recommends members for the Independent Committees. Appointments to these committees are made by the Steering Committee, the one exception being the Academic Planning and Budget Committee, appointments to which are made by the president.

## Council Committees

### Academic Review Committee

**Chair:** Elliott Mossman (Slavic languages)

**Faculty:**

Adelaide Delluva (biochemistry in vet. med.)  
Robert F. Giegengack (geology)  
Eduardo D. Glandt (chemical engineering)  
Anne Keane (Nursing)  
Virginia Kerr (Law)  
John A. Lepore (civil engineering)  
E. Ann Matter (religious studies)  
Phyllis R. Rackin (English in general honors)  
Janice Radway (American civilization)  
Arnold W. Thackray (history & sociology of science)  
Neville Strumpf (Nursing)

**Students:**

Brent Andrew (GAS)  
Glenn Bugos (GAS)  
Michelle Brause (Wh '87)  
Jonathan Draluck (Col '88)  
Nancy Ehrlich (Col '88)  
Michael Speirs (GAS)

**Ex officio:**

Richard C. Clelland (deputy provost)

### Book Store Committee

**Chair:** Charles S. Goodman (marketing)

**Faculty:**

Maria Z. Brooks (Slavic languages)  
Augusta E. Foley (Romance languages)  
Bal K. Goyal (restorative dentistry)  
Edward M. Peters (history)  
Steven Sondheimer (obstetrics/gynecology)  
Paul J. Wiita (astronomy)

**Administration:**

Jean-Sue Johnson (University Press)  
Roy K. Marshall (physics computer center)  
H. Carton Rogers III (Van Pelt Library)

**Students:**

Eric Greenberg (Col '88)  
Richard Wegryn (Col '86)  
Pat Verrilli (Wh Gr)

one graduate/professional student to come

**Ex officio:**

Elizabeth Tuft (director, University Book Store)

### Committee on Committees

**Chair:** Joan I. Gotwals (Libraries)

**Faculty:**

Marilyn E. Hess (pharmacology)  
John F. Lubin (management)  
Joan E. Lynaugh (Nursing)  
Paul Shaman (statistics)  
Brian J. Spooner (anthropology)  
Arthur F. Whereat (medicine)

**Students:**

David Shaman (Col '87)  
David Pacey (Dental)

**A-3 Staff:**

Gloria Duca (Development)

**Ex officio:**

Roger D. Soloway (chair-elect, Faculty Senate)

### Communications Committee

**Chair:** Howard Myers (pharmacology in Dent. Med.)

**Faculty:**

Julius J. Deren (Medicine)  
Gordon W. Ellis (biology)  
Terry Friesz (civil engineering)  
Alan W. Heston (economics)  
Diana F. Nelson (radiation therapy)  
Sohrab Rabii (electrical engineering)  
Leslie E. Silberman (pathology)

**Administration:**

Susan R. Croll (School of Medicine)  
Shirley J. Winters (Development)

**A-3 Staff:**

Harry Hance (Veterinary Medicine)  
Fran Opher (student services)

**Students:**

Rebecca Korach (Col '86)  
Ron Miller (Wh/Col '87)  
Ann J. Banks (Annenberg)  
Gwen Jackaway (Annenberg)

**Ex officio:**

Ann J. Duffield (director, University Relations)

### Community Relations

**Chair:** Renee Levine (Social Work)

**Faculty:**

Nancy B. Ellis (occupational therapy)  
Robert M. Figlio (criminology)  
Aryeh S. Friedman (legal studies)  
Sol H. Goodgal (microbiology in Med.)  
Ervin Miller (finance)  
Edward M. Peters (history)  
Henry O. Trowbridge (pathology in dent. med.)

**Administration:**

Carol Baffi Dugan (career placement)  
Lotte O. Gottschlich (pharmacology)  
Michael J. Montgomery (human resources)  
Carolyn Schlie (athletics)

**A-3 Staff:**

Carolyn P. Burdon (Faculty Senate)  
Dorothy Townsley (Chaplain's Office)

**Students:**

Brian Tarasi (Col '86)  
Mona Lee (Col '88)  
Carolyn Sun (Law)  
Emily McDonell (SSW)

**Ex officio:**

Peter A. Cuozzo (manager, WXP-FM)  
Robert A. Glascott (director, recreation)  
Stephen Goff (director, Annenberg Center)  
Maye Morrison (director, off-campus living)  
James H. Robinson (director, community relations)

### Facilities Committee

**Chair:** Ned Rote (Col '86)

**Co-Chair:** Noam Lior (mechanical engineering)

**Faculty:**

Walter D. Bonner (biochemistry)  
Jacqueline M. Fawcett (Nursing)  
Melvyn Hammarberg (American civilization)  
Hans Herlinger (radiology)  
Henry Teune (political science)  
Jan van der Spiegel (electrical engineering)  
Richard Wesley (architecture)

**Administration:**

Lorrie J. Neiburg (treasurer's office)  
William Schnarr (Veterinary Medicine)  
Harold Taubin (facilities development)

**A-3 Staff:**

Richard Bell (environmental med.)  
to be named

**Students:**

Steven Siskind (Col '86)

Dave Armento (Wh Gr)

Dan Rosenbloom (Wh Gr)

**Ex officio:**

James Robinson (director, community relations)  
James Smolen (registrar)  
John M. Anderson (vice president for facilities management)

**Staff:**

Virginia S. Scherfel (assistant to vice president for facilities management)

### International Programs Committee

**Chair:** Ann Mayer (legal studies)

**Faculty:**

J. Scott Armstrong (marketing)  
Jean-Marc Choukroun (social systems science)  
Richard J. Estes (Social Work)  
John Fought (linguistics)  
Henry Hiz (linguistics)  
Margit Nass (radiobiology)  
Robert J. Rutman (biochemistry in Vet. Med.)  
H. Ralph Schumacher (Medicine)

**Students:**

Naomi Azrieli (Col '86)  
Nancy Boxenbaum (Col '88)  
Patricia Alleyne (GAS)  
Craig Eisele (Wh Gr)

**Ex officio:**

Joyce Randolph (director, international programs)

### Library Committee

**Chair:** David Brownlee (history of art)

**Faculty:**

Stuart A. Curran (English)  
Hendrik F. Hameka (chemistry)  
Edward J. Lusk (social systems science)  
Amos B. Smith (chemistry)  
Ronald Vroon (Slavic languages)  
Margaret G. Wood (dermatology)  
Kathryn A. Woolard (Education)

**Administration:**

Richard L. Doty (School of Medicine)

**Students:**

Eric Greenberg (Col '88)  
Alvin Ikeda (Col '87)  
J. Eric Elliott (GAS)  
Richard Friedenheim (Med.)

**Ex officio:**

Richard DeGennaro (director, Libraries)

### Personnel Benefits Committee

**Chair:** Ira M. Cohen (mechanical engineering)

**Faculty:**

Karl Engelman (Medicine)  
David S. McDevitt (anatomy in vet. med.)  
Elsa L. Ramsden (physical therapy)  
Joseph M. Scandura (Education)  
Lewis H. Shoemaker (statistics)  
Susan M. Wachter (finance)  
Paul A. Liebman (anatomy)

**Administration:**

Kristin Davidson (School of Nursing)  
Kay Dowgun (Wharton School)  
Jacqueline Matthews (Wharton School)

**A-3 Staff:**

Russell Muth (School of Medicine)  
Gloria Duca (alumni records)

**Student:**

Catherine Snyder (Wh Gr)

**Ex officio:**

Alfred F. Beers (comptroller)  
Gary Posner (vice president for administration)

**Staff:**

James J. Keller (manager, benefits)  
Dorothy Lenahan (human resources)

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### **Committee on Recreation and Intercollegiate Athletics**

**Chair:** Charles J. McMahon, Jr. (materials science)

#### **Faculty:**

Jack A. Elias (Medicine)  
Michelle Fine (Education)  
Kenneth S. Goldstein (folklore)  
David B.P. Goodman (pathology)  
Peter J. Hand (anatomy in Vet. Med.)  
John D. Keenan (civil engineering)  
Donald White (classical archaeology)

#### **Administration:**

Karen Flaster (residential living)  
Margaret A. McGee (budget administration)

#### **A-3 Staff:**

Valerie Shinbaum (CGS)

#### **Students:**

Tom Carstens (Col/Wh '86)  
Henry D'Angelo (Col '87)  
Steve Mocarski (Gr SEAS)  
Richard Olsson (Wh Gr)

#### **Ex officio:**

James J. Bishop (vice provost for university life)  
Paul J. Rubincam, Jr. (director, recreation and intercollegiate athletics)  
Lona Sasser (chair, Women's Athletic Association)  
Willis J. Stetson, Jr. (dean, admissions)

### **Research Committee**

**Chair:** Trevor Penning (pharmacology)

#### **Faculty:**

Elijah Anderson (sociology)  
Richard R. Beeman (history)  
Helen C. Davies (microbiology in Med.)  
Irwin Friend (finance)  
Torgny Gustaffson (physics)  
Arnost Kleinzeller (physiology in Med.)  
Carolyn Marvin (Communications)  
Edward Morlok (civil engineering)  
Donald Morrison (statistics)  
John M. Murray (anatomy in Med.)  
Mark Stern (Social Work)

#### **Students:**

David Greenstein (Col '88)  
David Hexter (Med)  
Jane Morley (GAS), invitee  
Michael Saltzberg (Gr SEAS)  
Alicia Jane Salzer (Col '88)

#### **Ex officio:**

Barry Cooperman (vice provost, research)  
Anthony Merritt (director, research administration)

### **Safety and Security Committee**

**Chair:** Sheldon Jacobson (medicine)

#### **Faculty:**

Helen C. Davies (microbiology in med.)  
Madeleine M. Joulie (chemistry)  
James Pickands, III (statistics)  
Sandra Shuman (neurology)  
Lawrence L. Thibault (bioengineering)

#### **Administration:**

Elaine Alonzo (Wharton School)  
Virginia S. Scherfel (facilities management)

#### **A-3 Staff:**

Mary Davis (SEAS)  
Inga Larson (Wharton)

#### **Students:**

Wendy L. Bloom (Col '88)  
Ellen Raymond (Col '88)  
Lori Schoenfarber (Col '88)  
Mary T. Marshall (GAS)

two graduate/professional students to come

#### **Ex officio:**

Arthur Gravina (director, physical plant)  
Carol Kontos (director, residential living)  
John P. Logan (director, public safety)  
Maye Morrison (director, off-campus living)  
Elena M. DiLapi (director, women's center)

### **Student Affairs Committee**

**Chair:** Linda P. Nelson (pedodontics)

#### **Faculty:**

John R. Anderson (English)  
Norman Brown (materials science)  
Robert E. Davies (molecular biology)  
Sukhamay Lahiri (physiology)  
Peter S. Petraitis (biology)  
J. Sanford Schwartz (Medicine)  
Vivian Seltzer (Social Work)

#### **Administration:**

Leonard Miller (counseling service)  
Linda A. Wiedmann (general honors)

#### **Students:**

John Bu (Col/Wh '86)  
Maria Garcia (Wh '87)  
Jason Schwartz (Wh '87)  
Gregory Bredbeck (GAS)  
Diana Harbison (Med)  
Rich Scanlon (Wh Gr)

#### **Ex officio:**

James J. Bishop (vice provost for university life)  
James Whelan (chair, GAPSA)  
Michael Gordon (chair, UA)

### **Committee on Undergraduate Admissions and Financial Aid**

**Chair:** Howard Brody (physics)

#### **Faculty:**

Endla K. Anday (pediatrics)  
Stephanie Barrett (decision sciences)  
Michael Cohen (physics)  
Samuel Klausner (sociology)  
Alan L. Meyers (chemical engineering)  
Maureen Quilligan (English)  
Paul Shaman (statistics)  
Brian J. Spooner (anthropology)

#### **Deans' Representatives:**

Augusto Hactoun (SAS)  
Charles R. Perry (Wharton)  
Marian B. Sherman (Nursing)  
Wen K. Shieh (SEAS)

#### **Administration:**

Leonard Miller (counseling office)

#### **Students:**

Patricia Dowell (Col '86)  
Alan Hartman (Wh '86)  
Steven Sachs (Wh '87)  
Robert Sohn (Col '86)  
Bill Westerman (GAS)  
Umit Yigit (Dent.), invitee

#### **Ex officio:**

James J. Bishop (vice provost for university life)  
William M. Schilling (director, student financial aid)  
Willis J. Stetson, Jr. (dean of admissions)

### **Independent Committees**

#### **Academic Planning and Budget Committee**

**Chair:** Thomas Ehrlich (provost)

#### **Faculty:**

Ronald L. Arensen (radiology)  
Jere R. Behrman (economics)  
Rochel Gelman (psychology)  
David K. Hildebrand (statistics)  
Peter J. Kuriloff (transportation)  
Phoebe S. Leboy (biochemistry in dental medicine)  
Ann R. Miller (sociology)  
Edward K. Morlok (civil engineering)  
Anita A. Summers (public policy and management)

#### **Administration:**

Thomas Langfitt (vice president for health affairs)  
Marna Whittington (vice president for finance)

#### **Students:**

Bruce Ettelson (Wh '86)  
Louis Schachter (Wh '86)  
F. Michael Crawford (Wh Gr)  
Sherman Ragland (Wh Gr)

### **Disability Board**

**Chair:** Dan M. McGill (insurance)

#### **Faculty:**

John J. Esterhai (orthopedic surgery)  
Peter Gaefke (South Asia)  
Carol Germain (Nursing)  
Sally S. Green (psychiatry)  
Robert L. Mayock (Medicine)  
Arthur F. Whereat (Medicine)

#### **Ex officio:**

Ira M. Cohen (chair, Personnel Benefits Comm.)

#### **Staff:**

Douglas R. Dickson (human resources)

### **Faculty Grants and Awards**

**Chair:** Janet C. Pack (public policy)

#### **Faculty:**

Samuel K. Chacko (pathology)  
Manjusri Das (biochemistry)  
Morris Hamburg (statistics)  
Beverly J. Lange (pediatrics)  
John A. McCarthy (German)  
Bambi B. Schieffelin (Education)  
Vukan R. Vuchic (civil engineering)

#### **Ex officio:**

Trevor Penning (chair, Committee on Research)  
Anthony Merritt (director, research administration)

### **Honorary Degrees Committee**

**Chair:** Marilyn E. Hess (pharmacology)

#### **Faculty:** Ellen Fuller (Nursing)

William G. Grigsby (city planning)  
Paul J. Korshin (English)  
Haralambos N. Kritikos (electrical engineering)  
Alfred J. Rieber (history)  
Ludo Rocher (oriental studies)  
Albert J. Stunkard (psychiatry)

#### **Students:**

Jonathan Draluck (Col '88)  
Gary Lowitt (Col '87)  
Ann J. Banks (Annenberg)  
Kathleen Kelly (Med.)

### **Committee on Open Expression**

**Chair:** Louis A. Girifalco (materials science & engineering)

#### **Faculty:**

Susan M. Cohen (Nursing)  
James C. Davis (history)  
Virginia Kerr (law)  
Sohrab Rabii (electrical engineering)  
David P. Silverman (Oriental studies)

#### **Administration:**

David G. Burnett (director, CGS & SS)

#### **A-3 Staff:**

Marion Friedman (College)

#### **Students:**

Maurice Lefkort (Wh '86)  
Rod Rosenstein (Wh '86)  
3 vacancies

### **Student Fulbright Awards Committee**

**Chair:** Margaret A. Mills (folklore)

#### **Faculty:**

Brenda Casper (biology)  
Michelle Fine (Education)  
Renata Holod (history of art)  
Charles Minott (history of art)  
James A. Sauer (religious studies)  
Andrej Sedrov (mathematics)  
Bernard Wailes (anthropology)

#### **Administration:**

David B. Espey (SAS)  
Ann B. Hart (international programs)

#### **Ex officio:**

James B. Yarnall (associate director, international programs)



## Staff Grievance Procedure

*The following is a reprint of the policy which went into effect in January of 1984.*

*In accordance with the University's Staff Grievance Procedure, the Manager, Staff Relations is to maintain a listing of members of the full-time faculty and non-academic staff who have volunteered to be advisors under this procedure and a listing of full-time members of the non-academic staff with at least six months of University service, who have volunteered to be grievance panel members.*

*Individuals willing to serve in either capacity, should send their name, indicating whether advisor or panel member, campus address and phone extension to:*

Barbara Johnson  
Manager, Staff Relations  
Room 516, Franklin Building/6288

*Individuals who have volunteered previously will remain on the active list unless staff relations is notified otherwise. Any questions about being an advisor or a panel member or any other aspect of the Staff Grievance Procedure, should be addressed to Barbara Johnson at Ext. 6093.*

*The cooperation of every staff member of the University community is essential to insure that the Staff Grievance Procedure provides a fair and equitable process in attempting to resolve a problem of a member of the non-academic staff.*

### I. Introduction

There should be several means by which a question, problem, or concern of a staff member may be resolved. The first and most preferable is through some sort of informal process. There are certain offices at the University well-equipped to facilitate informal discussions of employment difficulties. However, there will be a few cases which cannot be resolved on an informal basis. In these instances, therefore, a formal grievance procedure is necessary and desirable.

### II. Purpose

The University of Pennsylvania believes that a member of the nonacademic staff should not have to resort to an external procedure for the airing and the resolution of questions, concerns, and problems relative to his or her employment here. At all times it should be the fundamental consideration of the University and the staff member to promote a satisfactory resolution, as quickly as possible, of the problem within the framework of University policies and fairness to the parties involved.

### III. Informal Procedure

It is expected that a staff member will first attempt to resolve the matter with his or her supervisor. The Office of Staff Relations and the Office of the Ombudsman, among others, are well equipped to facilitate or aid in such discussions to resolve the matter. The staff member should attempt to resolve the matter in this informal procedure within twenty (20) working days from the day the staff member first knew or could reasonably be expected to have known of the circumstances giving rise to this grievance. If the matter involves an allegation of sexual harassment or discrimination this time period may be extended to provide sufficient time to attempt to resolve the matter. If the matter cannot first be resolved in this manner, the staff member has the right to file a formal grievance.

### IV. Formal Procedure

**Definition of a Grievance:** A grievance is defined as an unresolved problem concerning application of University policy, practice or procedure, excluding position classification decisions, but including disciplinary action, involuntary termination, allegations of sexual harassment or discrimination on the basis of race, sex, sexual or affectional preference, age, marital status, ethnic or national origin, religion or handicap.

**Eligibility:** This procedure is applicable to grievances arising out of the employment of any regular, full-time or part-time exempt (monthly paid) or non-exempt (weekly paid) staff member holding a nonacademic appointment in a PA or G salary grade but excludes staff members covered by collective bargaining agreements.

**Filing Process:** The staff member must initiate the formal grievance procedure within twenty-five (25) working days from the date the staff member first knew or could reasonably be expected to have known of the circumstances giving rise to the grievance. The staff member, with the aid of a representative of the Office of Staff Relations or their advisor, completes and signs the grievance form (Form SR-1), which includes the following:

- a summary of the grievance;
- a summary of the steps taken to resolve the matter through discussions in the informal procedure and any other action, including any actions taken under any statute or governmental regulation;
- a summary of all factual information appropriate and necessary for further consideration of the issue.

If the grievance involves a charge of discrimination, the Office of Affirmative Action will be notified by the Office of Staff Relations and will participate in the investigation and resolution of the staff member's grievance. In such a case, the time period for Step 1 may be extended in order to provide time for such efforts.

#### **The formal grievance procedure:**

**Step 1.** The staff member shall submit the written grievance to his/her immediate supervisor, who shall have ten (10) working days to meet with the staff member and respond in writing to the grievance. A copy of the supervisor's written answer will be forwarded to the staff member and the Office of Staff Relations.

**Step 2.** If the grievance is not resolved to the staff member's satisfaction at Step 1, the staff member may submit the written grievance, with the supervisor's answer, to the Department Head/Chairperson (or a designated representative).<sup>\*</sup> The written grievance must be presented within five (5) working days of the Step 1 answer. The Department Head/Chairperson or the designated representative shall have ten (10) working days in which to meet with the staff member and respond in writing to the grievance, with a copy to the staff member and to the Office of Staff Relations.

<sup>\*</sup>If the immediate supervisor is the Department Head/Chairperson, Step 2 shall be omitted and the grievance shall move to Step 3.



*Step 3.* If the grievance is not resolved to the staff member's satisfaction at Step 2, the staff member may submit the written grievance to the appropriate Dean, Vice President, Director or other designated administrative head of the unit within five (5) working days after the Step 2 answer. The staff member and the identified administrative head will review the matter with the Manager, Staff Relations. The administrative head will reply to the grievance in writing within fifteen (15) working days after the date it is presented, with a copy to the supervisor, staff member and Manager, Staff Relations.

*Step 4.* If the grievance is not resolved to the staff member's satisfaction at Step 3, the staff member may submit a written request to the President of the University for a hearing before a five-member panel within fifteen (15) working days following the receipt of the decision in Step 3. Copies of such a request, at the same time, shall be submitted to the supervisor and the Manager, Staff Relations.

The panel shall consist of five (5) members including the Chairperson. The Chairperson will be appointed by the President of the University within ten (10) working days of receipt of the request.

The decision of the panel shall be reported in writing to the President within thirty (30) working days of the appointment of the chairperson. This decision shall be final and binding on all parties unless the President responds in writing within fifteen (15) working days to the Chairperson setting forth his decision in the matter and the reasons for modifying or rejecting the decision of the panel. The Chairperson shall immediately notify in writing all parties involved of the decision of the President which shall become final and binding on the parties.

## V. Comments

*1. Compliance with University Policy:* If the grievance is directed against a specific change in the staff member's employment status, such change may be effected if a determination is made by the Manager, Staff Relations that University procedures relevant to the matter were substantially followed.

*2. Protection Against Discriminatory Action:* No staff member will be discriminated against or otherwise adversely treated because he or she has filed a grievance. In the event a staff member claims discriminatory treatment for grieving or participating in a grievance hearing for any purpose, the claim will be immediately heard at Step 3 of this procedure.

*3. Confidentiality:* The record of any grievance shall, as applicable, be covered by the policy pertaining to the confidentiality of records.

*4. Advisor to a Staff Member/Immediate Supervisor:* The grievant and the responding administrative unit head may each select an advisor from the full-time faculty or nonacademic staff. Throughout the informal processes, and Steps 1 to 3 of the formal procedures, the advisors may assist the grievant and/or the responding administrative unit head to prepare for formal meetings and discussions. They may actively participate in any formal meetings or formal discussions, although only to the extent of asking questions to elicit facts, but in no way can the advisor impede this process. During panel hearings, legal representatives and advisors to both parties are expected to remain silent, and they are not permitted to participate actively in the dialogue of discussions unless so requested by the Chairperson to insure fair representation.

The most effective and timely way to bring about an equitable resolution of any dispute is for the offended party and the appropriate administrative head to discuss the issue directly. At panel hearings, direct dialogue, questioning, and discussion between the grievant and the panel, between the administrative head and the panel, as well as between the parties, should facilitate the discussion of essential issues in each particular case and lessen the likelihood of diversions from central issues and into procedural maneuvering. The

panel hearings need not follow strictly legal guidelines or courtroom procedures. Rather, fairness and openness are to be the guiding principles of panel hearings. All communications shall be between the grievant and the applicable representative of the University.

The Manager, Staff Relations shall maintain a listing of members of the full-time faculty and nonacademic staff who have volunteered to be advisors under this procedure.

*5. Chairperson of Staff Grievance Panel:* The Chairperson shall have the responsibility of obtaining the remainder of the panel members from the appropriate lists. The Chairperson may call such meetings as necessary for the orderly functioning of the panel, insure the composition of the panel and the provision of fair and complete representation of all relevant points of view involved in the grievance.

*6. Panel:* The list of panel members shall contain at least twelve (12) members from the administrative and professional categories (A-1, exempt) and at least twelve (12) members from the technical, clerical, and service categories (A-3, non-exempt, weekly-paid). Volunteers will be solicited from the University community at large and from appropriate University organizations. All members of the panel must be full-time University staff members with at least six (6) months of University service. A panel member may remain on the list until the member serves on a panel. Once a panel member serves on a panel, that member cannot again serve on a panel for at least twelve (12) months from the date of the panel's written recommendations. The Manager, Staff Relations shall maintain at all times twelve (12) names from each grouping indicated above.

*7. Selection of the Panel:* Upon receipt of a grievance, the Chairperson shall contact the grievant and the immediate supervisor to obtain the name of their respective panel representative; these two named representatives must be full-time University staff members with at least six (6) months University service. The panel representatives of the staff member and the immediate supervisor cannot be advisors or from the department that was involved in the first two steps of the formal grievance procedure. The panel representatives so named shall be contacted by the Chairperson and each shall select one additional panel member from the current panel list. The panel shall be five (5) persons in total, including the Chairperson.

*8. Panel Hearing:* The Chairperson shall control and direct hearings in as informal a manner as possible. Both parties to the grievance are required to be present during the proceedings. The Chairperson shall preside at the hearing and shall rule on motions, procedural questions, and admissibility of evidence. At the discretion of the Chairperson a record of the proceedings may be kept in the form of stenographic notes or tape recordings and may be transcribed. For questions pertaining to University policies and procedures, the Chairperson shall consult with the Manager, Staff Relations.

*9. Time Limitations:* All parties involved in the Staff Grievance Procedure should adhere to the time limitations as set forth. However, it is recognized that sickness, vacation, other personal leaves or the nature of the grievance might interfere with the strict adherence to these time limitations. Therefore, additional time may be granted, but only by the Manager, Staff Relations, and then only before the time limit sought to be extended has expired. If a grievance is not answered in or extended in a timely fashion it shall be deemed denied at that level and may be processed into the next step of the grievance procedure.

*10. Questions or Interpretations:* All questions relating to any aspect of this grievance procedure shall be directed to the Manager, Staff Relations, unless expressly stated otherwise. The Manager, Staff Relations has the responsibility to provide interpretations as to the meaning or applications of any portion of this procedure.

*11. Reports:* The Manager, Staff Relations shall submit an annual report to the Vice President for Human Resources, limited to occurrences and issues raised under this procedure during the preceding fiscal year and making any recommendations concerning any aspect of this Staff Grievance Procedure.

## CONFERENCES

**5** *National Meeting of Directors of Title VI Centers* for foreign languages and area studies. (Office of International Programs).

## FITNESS/LEARNING

### Computer User Group Meetings

**6** *IBM PC and Compatibles User Group Meeting*, noon, 230 Houston Hall. Information: 623-4141.

*Macintosh User Group Meeting*, 6 p.m., 104 Vance Hall. Information: 222-0261.

**7** *Vax User Group Meeting*, 3:30 p.m., 554 Moore Building. Information: Ext. 4707.

## SPECIAL EVENTS

**8** *Neurology Department First Alumni Reunion*, lectures, and tours of the Department's offices and research facilities at HUP. *Through November 9* (Department of Neurology).

**11** *Veteran's Day Ceremony* to be conducted at the Memorial Flag Pole in front of Weightman Hall, 11 a.m., all members of the University community invited (Army and Navy ROTC)

## TALKS

**6** *A Strategy for Cloning the Platelet Fibrinogen Receptor*; Dr. Samuel Silver, hematology-oncology section, Department of Medicine; 4 p.m., Conference Room, 7 Silverstein, HUP (School of Medicine).

**7** *An Evening of Poetry Readings* by Sonia Sanchez; author of *Homegirls* and *Handgrenades*, 8 p.m., Multi-Purpose Room, W.E.B. DuBois College House (W.E.B. DuBois College House).

**11** *Cellular Politics: Attempts to Reconcile Embryology and Genetics, 1938-1940*; Stuart Gilbert, department of biology, Swarthmore College, 4-6 p.m., 107 Smith Hall (History and Sociology of Science).

*Writing and Getting Paid for It*, Jeanne Campbell Reesman, writing consultant, Wordsmiths Writing Consultants; Clay Naff, news officer, News Bureau; and Marlene S. Malinoff, manager of scientific writing, Ayerst Research Laboratories, Inc., 4:30-6 p.m., Room 235 Houston Hall, Call Ext. 7530 to register (Career Planning and Placement Service).

**12** *Black Comediennes: Laughing to Keep from Crying*; Melbourne Cummings, UCLA; 7:30 p.m., W.E.B. DuBois College House (Afro-American Studies Program, W.E.B. DuBois College House).

*Women in Science*, Dr. Rosemary Watt, Smith-Kline and French Laboratories; Dr. Helen Davies, department of microbiology; Dr. Lila Gierash, department of chemistry, University of Delaware. 5:30-7 p.m., Room 514 Chemistry Building, Call Ext. 7530 to register (Career Planning and Placement Service).



## Emergency Closing

The University never officially stops operating. There are times, however, because of emergency situations such as inclement weather when classes may be cancelled and offices, except those providing essential services, may be closed. In an effort to insure the safety of our employees, emergency conditions will be monitored so that a decision to close can be made in a timely fashion.

### Partial Closings

A partial closing is closing the University before the end of a normal work day. Classes are not cancelled. The decision to partially close is made by the Vice President for Administration. Individual schools or units should remain in operation and may not close independently prior to a decision to partially close. The special information number 898-MELT (6358) will be updated periodically to provide information regarding the status of partial closing. This line should be called for current information. If a decision is made to initiate a partial closing, members of the Human Resources Council and other appropriate individuals will be called by the Office of Human Resources so that they may release staff in their areas.

### Full Closings

A full closing occurs when classes are cancelled and University offices, except those providing essential services, are closed. The decision to close is made by the President and Provost in consultation with the Vice President for Administration. A full closing is communicated by way of radio announcements and the special information number 898-MELT (6358). The University emergency closing radio code numbers are 102 for a full closing of day sessions and offices and 2102 for closing of evening sessions.

Unless notified that there will be a partial or full closing, employees are to report for work at the normal time. If an employee is unable to report at the normal time, he/she is expected to notify the supervisor as early as possible so that departmental operations can be maintained. Essential personnel are required to report to work. Essential personnel should be identified in advance by their supervisor.

The following practices should be followed by supervisors to record time lost when an employee is absent due to emergency situations:

1. If the University is closed, employees are compensated and the time lost during the period of the closing is not charged to personal or vacation time.
2. If the University is not closed, time lost is charged to personal or vacation time as long as the absence is approved by the supervisor. If the employee does not have personal or vacation days, he or she may not be compensated for the time lost. Sick time may not be charged unless the employee was out on sick leave prior to the day lost due to inclement weather.
3. If an employee requests permission to be released prior to the time of a partial closing, the employee should be allowed to do so and have the time lost for the remainder of the day charged to personal or vacation time.
4. Certain employees are required to work to maintain essential services even though the University is closed. Essential personnel who work when the University is closed are paid at their regular rate of pay and in addition receive compensatory time equal to the time worked after the University was closed. Compensatory time earned should be utilized within the current fiscal year.
5. Employees in collective bargaining units are governed by the terms of their respective collective bargaining agreements.

—Thomas Ehrlich, Provost  
—Gary J. Posner, Vice President for Administration

*This policy supercedes Personnel Policy #302, "Absence—Emergency Conditions;" and Personnel Policy #303, "Early Closing—Emergency Conditions."*