

On Using Almanac

Dear Colleagues:

This issue of *Almanac* is being mailed individually to all full-time and permanent part-time members of the faculty and staff for two important reasons:

One is to locate any breaks in the normal distribution chain so that we can take steps to repair them. On the reverse side of this letter is an explanation of the system normally used, and a form for you to return if you are not able to find *Almanac* regularly in your office or building.

The other is to encourage you to make use of *Almanac*—not only as a reader but also as a contributor, especially of your views on University affairs. Speaking Out encourages dialogue among faculty, staff and the Administration on relevant subjects (including questions, for which the editors will try to find prompt responses). The monthly On Campus calendar and its weekly updates solicit notices of University events. Significant academic and professional honors are collected for publication in periodic columns. A short notice in *Almanac* is a good way to advise the whole campus of a change in your service or location, or invite others to join in your activities. For routine insertions you need only send a short memo or marked copy of an existing notice to the editors at 3601 Locust Walk/6224.

For those of you who may not have been here in 1971 when *Almanac* took its present weekly form as a “journal of record and opinion,” a short explanation of its purposes will suggest why it is important that every member of the faculty and staff, regardless of rank, should have access to it. There are three missions, somewhat interrelated:

Record: Official notices affecting your work, rights, and responsibilities may be published in *Almanac* instead of (or in addition to) notification by direct mail. The Faculty Senate has elected to use *Almanac* in lieu of direct mail for most of its official business, for example. The University Council often publishes in-depth reports on issues scheduled for vote. The Administration publishes (for your comment) its plans and proposals for change, and announces its final decisions on many questions including annual salaries and benefits.

Opinion: *Almanac* takes no editorial stands of its own, but gives the highest priority to publishing the signed opinions of the faculty and staff on issues relevant to University affairs. (Letters from alumni, Trustees and others, including students, may also appear here if the content primarily addresses the faculty and staff.) Speaking Out is especially reserved for short, timely letters, often with responses from the “other side” in the same issue. The *Almanac* Advisory Board monitors this process on your behalf, and the names of our current membership appear below.

News and Features: News reports are brief, and generally reflect very major changes, events or progress in the University. Most features emphasize a service or opportunity open to faculty and/or staff: events to attend, internal research grants to apply for, and so on. The monthly meetings of the University Council, the fall and spring meetings of the Faculty Senate, and stated meetings of the Trustees are also covered regularly.

You will often see in the center a removable insert of four pages or more. This may be *Almanac*’s own monthly On Campus calendar (which many use as a wallposter), or an independent newsletter such as the Computing Resource Center’s *Penn Printout*. Many long documents in this center space are published primarily to ensure that everyone can have the *full text* of controversial studies and reports that would otherwise be available only to those directly involved.

At its briefest, *Almanac* is not a newspaper. It seeks to be a compact weekly summary of what the faculty and staff need in order to participate more fully in University life; to exercise your roles in governance and decision-making; and sometimes just to “get the job done” whether it is the faculty’s work of teaching, research and service or the staff’s work of supporting Penn’s academic goals professionally.

For those of you who want to know more about *Almanac* and how it is meant to function for you, a set of written *Guidelines for Readers and Contributors* is available on request.

For now, please take a moment to look at the distribution question, and to fill out the form if there is any problem at your location.

*With best wishes for the new academic year,
Lucienne Frappier-Mazur, Chair, Almanac Advisory Board*

Members of the Almanac Advisory Board

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Jean Crockett (Finance)
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Michele Richman (Romance Languages)
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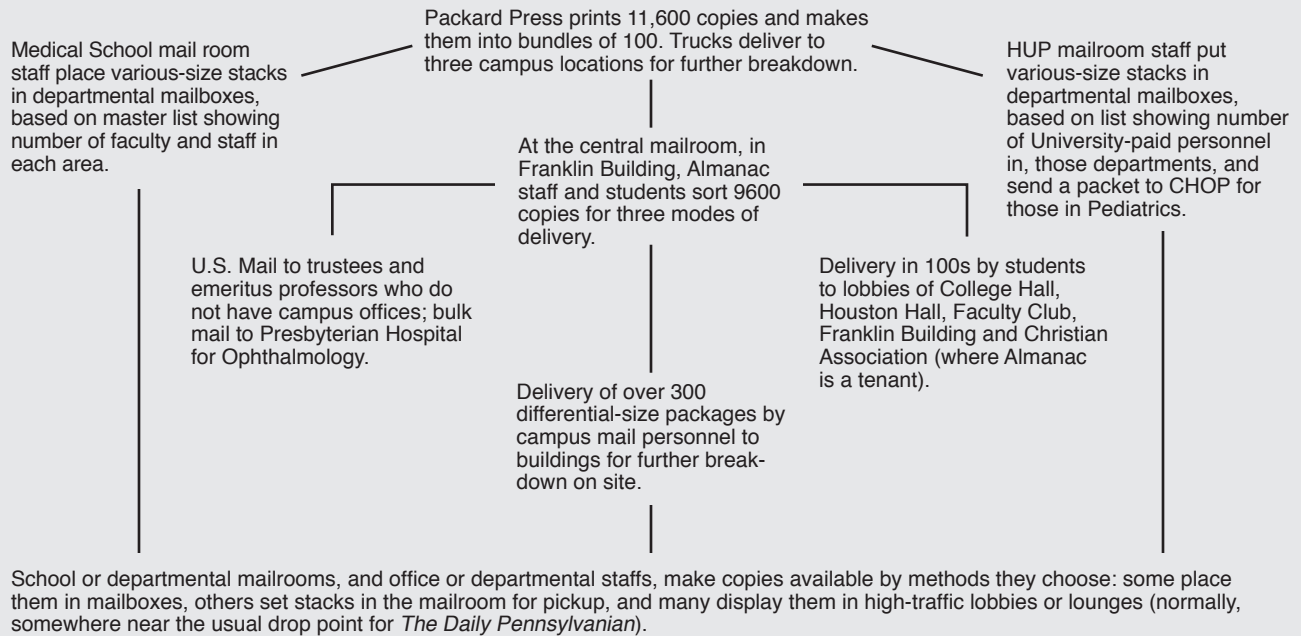
Librarians Assembly Representative:

Carol Carr (Chemistry Library)

Administration Representative:

William G. Owen (Office of the President)

Normal Distribution of Almanac



Note:

The bulk-drop distribution system was set up in 1971 on the basis of payroll records indicating how many checks go to each building of the University. Each unit provided the name of a staff member who would receive the building's or office package and devise a plan for redistributing the copies. The distributors are polled annually for changes of number needed, etc. Since each building has its own system, the *Almanac* staff will work individually with those who manage the building to correct problems indicated by this survey.

We regret to say that individual mailing every week is not a workable option. For this one-time mailing, the issue had to be restricted in size and printed early to allow for labeling and individual handling of 11,600 pieces of mail. Some copies will likely go astray because not all personnel have campus mailboxes, or their payroll addresses (which reflect location of the budgetary unit) are distant from their offices or work-sites. Done every week such a system would not only cost some \$7,500 a year but could create new overloads for mailrooms and building staffs-without necessarily improving delivery for all.

So, if everyone who has an on-site problem with the building-drop system will try to indicate the nature of it, on the form below, we will begin to work on solutions that improve delivery with the least possible stress on the building's support systems.

Karen C. Gaines, Editor

Marguerite F. Miller, Assistant Editor

Mary A. Corbett, Editorial Assistant

Return to Almanac, 3601 Locust Walk/6224

Name: _____ Dept. _____

Affiliation with the University:

Office Address _____

Rm., Bldg., 4-digit campus mail code

Faculty

Office Phone No. _____

Full-time ☐

Part-time, adjunct or other ☐

Checklist:

☐ I am not sure *Almanac* reaches my building at all.

☐ It seems to come sporadically.

☐ It is not always in the same place each week.

☐ It is put in an inconvenient place.

☐ There are not always enough copies.

☐ Other. (Please describe.) _____

Staff:

Administrative/Professional (A-1) ☐

Support/Technical (A-3) ☐ (A-4) ☐

Part-time (A-4) ☐ (A-5) ☐

If you are in a building not served by any of the campus/HUP mail services, please check here. ☐