

Almanac

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Provost: On the Gulf War

"In response to the current war in the Middle East," Provost Michael Aiken said in the cover letter to the package of documents he sent to academic administrators this week, "I have enclosed for your information copies of the University's policies pertaining to (1) leaves of absence for military service and (2) the confidentiality of student and employee records. Also enclosed is a copy of the University's Guidelines on Open Expression. In addition, at the end of this memorandum, is a listing of individuals who can provide information and answer questions about activities, support services, and procedures that are in place that deal with concerns resulting from the Gulf conflict. I hope you will share this material with your staff and with your faculty colleagues." He went on to say:

— All students, faculty and regular staff, including employees covered by a collective bargaining agreement, who volunteer or are called to active military service, shall be granted leaves of absence*. Individuals requesting such leaves of absence should consult with their immediate supervisor (in the case of staff), departmental chair (in the case of faculty), or the relevant Dean's office (in the case of students).

— A student who has not received full academic credit for a term who volunteers or is called to military service* shall be refunded full tuition and general fee for that term, provided a request, substantiated by the proper evidence, is filed with the dean of the school in which he or she is registered.

— Faculty and staff having questions about any of the procedures pertaining to a leave of absence or a return to employment should telephone the Deputy Provost (898-7225), in the case of faculty, and the Office of Staff Relations (898-6093) and the Office of Labor Relations (898-6019) in the case of staff. Questions about related benefits issues should be directed to the Benefits Office (898-7281).

* For more on marked items, see pp. 10-11—Ed.

— The University generally will not permit disclosure of personally identifiable information from the records of a student (or of an applicant for admission) without prior written consent. Directory information, as defined in the policy on Confidentiality of Student Records*, may be disclosed without a student's or applicant's consent. Any questions about the precise circumstances under which personally identifiable information may be released to University officials or faculty, to parents, to governmental authorities, and especially to law enforcement agencies, should be directed to the General Counsel's Office (898-7660).

— Personnel records of faculty and staff are afforded confidential treatment* at all times. Inquiries concerning past and present University staff should be referred to Information Management Records in the Office of Human Resources (898-1323); those queries pertaining to past and present faculty should be directed to the relevant Dean.

— The University affirms the right of individuals and groups to assemble and demonstrate peaceably on campus within the limits of the Guidelines on Open Expression* and asserts that such rights shall not be infringed. The substance or the nature of the views expressed is not an appropriate basis for any restriction upon or encouragement of an assembly or demonstration. The University also affirms the right of others to pursue their normal activities within the University and to be protected from physical injury or property damage. The Vice Provost for University Life has the responsibility to protect and maintain the right of open expression under the Guidelines. If you should have any questions about the operation of the Guidelines or about the need for monitors at any event, please contact the VPUL (898-6081).

In addition to alerting your colleagues to these policies, I would appreciate your letting them know that we have established a telephone hotline that will give a daily listing of events being held on the campus that pertain to the Gulf crisis as well as a list of the various support resources available to the campus community.

The number of the hotline is 573-3000*. Additional information or questions—especially concerning rumors—should be directed to Barbara Cassel in the Office of the Vice Provost for University Life (898-6081).

School offices will handle all inquiries directed to them about school policies. Geoffrey Gee, Assistant Director of the Office of International Programs (898-4661), will serve as the central point person, on behalf of all schools and departments, for general responses to inquiries concerning undergraduate study abroad issues as these relate to the Middle East conflict.

Finally, I would note that many University offices and affiliates are ready to provide support, advice, referral, and assistance during this stressful period. Among these are the Counseling Center, the Faculty/Staff Assistance Program, the Office of International Programs, the Student Health Service, Residential Living units, University Life staff, religious affiliates, and academic advisers, as well as many individual faculty and staff members.

Facing a \$1 Million Deficit

A mid-year cut in Commonwealth funding for higher education, retroactive to July 1, 1990, leaves Penn with a projected deficit of \$1 million for FY1991, Council and the Trustees were told last week. (See page 2 for details.) Senior Vice President Marna Whittington told the Trustees' budget and finance committee that work has begun on measures to restore balance by fiscal year's end. Separately, the UA's tuition committee petitioned the Trustees committee to contain tuition increases (page 2).

PEN at Penn: January 31

Dr. Arthur Schlesinger, Jr., two-time winner of the Pulitzer Prize for history, is the first of four prominent writers scheduled to visit Penn this spring, living temporarily in the college houses and working with Penn undergraduates. Each will also give a public address, starting with Dr. Schlesinger's on January 31.

(continued next page)



Penn's first-ever Housing Fair on February 6 is an event in which some 25 vendors—banks, credit reporting bureaus, title insurance companies and realtors—will be available to answer questions for members of the University who are interested in buying a home. This is also an opportunity to get more information about the University's two mortgage programs. The fair will be in Bodek Lounge at Houston Hall from 11 a.m. to 2 p.m. Refreshments will be served and prizes, ranging from brunch at President Hackney's home to Movement Theatre International tickets, can be won. The Housing Subcommittee of the President's Recruitment Task Force sponsors the event.

PEN at Penn *continued from page 1*

Novelist and recent Peruvian presidential candidate Mario Vargas Llosa, playwright Wendy Wasserstein, and poet Richard Wilbur complete the spring schedule. This is the fourth year of PEN at Penn, sponsored jointly by the College of Arts and Sciences and the PEN American Center in New York, and funded by alumnus Saul Steinberg and his wife, Gayfryd. Public dates are:

January 31 4 p.m. in Logan Hall Room 17: Dr. Schlesinger focuses on the question "After the Cold War, What?" The historian, currently the Albert Schweitzer Professor of the Humanities at the City University of New York, has been extensively involved in politics and government and was President John F. Kennedy's special assistant. A major figure in American history since publishing *The Age of Jackson* in 1945, he is the author of over 20 books, two of them winners of the American Book Award, and is known especially for his three volumes on the Roosevelt years (1957-60); for *A Thousand Days: John F. Kennedy in the White House* (1965) and, most recently, for *The Cycles of American*

History (1986).

February 14 -15: On February 14 from 6 to 7:30 p.m., Mr. Vargas Llosa will speak at an open forum in the Ben Franklin Room in Houston Hall, answering questions in either English or Spanish. On February 15 at 3 p.m. (location to be announced), his topic is "Karl Popper, Today." The author had achieved wide critical acclaim for his novels and short stories before making a nearly-successful bid for the Peruvian presidency in 1990. His works include *La Casa Verde (The Green House)*, which won the Peruvian Premio Nacional de la Novela, Premio de la Critica Espanola and the Venezuelan Romulo Gallegos award, and *La Tia Julia y el Escibidor (Aunt Julia and the Scriptwriter)*. He was also international PEN Club president, 1976-77.

April 2 4 p.m. in Logan Hall Room 17: Ms. Wasserstein, winner of a 1989 Tony Award and Pulitzer Prize for her Broadway hit *The Heidi Chronicles*, discusses her experience as a playwright. Ms. Wasserstein has written numerous plays, including *Uncommon Women and Others*, which derived from her experiences at an all-women's college in the early '70s, *Isn't it Romantic*, and *Miami*. Her best-known work, *The*

Heidi Chronicles, which follows 24 years of a successful career woman's life, has sparked debate about the portrayal of Heidi's life in the post-women's movement era and the playwright's focus on the loneliness of independence.

April 9 4 p.m. in Logan Hall Room 17: An untitled discussion is led by Mr. Wilbur, whom the Library of Congress named poet laureate of the U.S. in 1987. Among his best-known works are *Seven Poems and Advice to the Muse* and *Walking to Sleep: New Poems and Translations*. Dr. Wilbur has been on the faculty at numerous colleges and universities including Smith College and Wesleyan University, and received honorary degrees from institutions ranging from Amherst College to Carnegie-Mellon University. He has twice been chancellor of the American Academy and Institute of Arts and Letters, was elected honorary fellow of the Modern Language Association, and has received awards including the Shelley Memorial Award from the Poetry Society of America, the PEN Translation Prize for *Moliere: Four Comedies*, the Aiken Taylor Award for Modern American Poetry, the 1988 Pulitzer Prize for Poetry and the Los Angeles Times Book Prize.

The following is from a statement delivered by Mitchell Winston, C '93, to the Budget and Finance Committee of the Trustees

A Student Request on Tuition

...I appear before you today to discuss tuition—the single issue that affects each and every student on the Penn campus, along with the administration. As the chairman of the UA tuition committee, my duty is to represent the views of the Penn student body on the issue of tuition.

The Undergraduate Assembly's resolution on tuition, also sponsored by the Black Inter-Greek Council, the Interfraternity Council, the Black Student League, the Kite and Key Society, the Panhellenic Association, the Student Activities Council Steering Committee, and the Student Committee on Undergraduate Education, states clearly, "the Undergraduate Assembly requests the Trustees to mandate the implementation of a long-term policy to keep tuition increases at a minimum." Last year, in the UA campaign to lower the rate of tuition increase, the Trustees were extremely responsive to student requests. The rate of increase in total tuition and fees decreased from 7.3% to 6.7%,

while the increase in total undergraduate costs fell from 7.2% to 6.4%. This was the lowest rate of increase in a decade, and truly a remarkable feat.

We must, however, be careful before we pause to pat ourselves on the back due to last year's tremendous victory. The UA resolution called for a "long term policy" to keep tuition increases at a minimum—not just an artificial remission from a steadily increasing trend. In last year's campaign, the phrase long-term was mentioned frequently. To this day, the UA stands on that same platform. The student body once again requests a long-term commitment from the Trustees to do whatever possible to control the rate of tuition increases. By lowering the rate of increase in the tuition for the 91-92 academic year, the Trustees would be well on their way to achieving our requested long term policy. With two years of success under our belts, this seemingly far-fetched goal would become a reality.

Since the beginning of the academic year, the UA tuition committee has been working vig-

orously to do whatever possible to achieve our most serious desire for a lower rate of tuition increase. We have met with Provost Aiken and Mr. Ben Hoyle to discuss our agenda and how we plan on progressing. It was at this meeting that the tuition committee learned that the administration is truly on the side of the students and would cooperate earnestly with our most crucial requests. Both gentlemen were extremely helpful and eager to assist us. We then met with Mr. James Shada, of Commonwealth Relations. At this meeting, we discussed possible methods that the student body could use to increase state funding to our university....

As I speak, the second annual UA tuition committee petition drive is under way. This year, we will obtain over 4000 signatures from concerned students who believe next year's tuition as well as the tuition of future years should be lessened. With the help of Mr. Shada, we are then hoping to set up a meeting with a few of our local government representatives in search of their endorsement. A copy of these petitions will then be delivered to the Trustees' Budget and Finance Committee, the Office of the Provost, the Office of the Senior Vice President, and the Office of the President. ...The names of all Pennsylvania residents who signed our petition will be compiled and a massive letter drive to Harrisburg will begin. Please note that the student body is aware of the fact that the state has been cutting aid to our university. In today's [1/24] *Daily Pennsylvanian*, it states that we should no longer look to Harrisburg for aid. However, the UA feels that student apathy in no way can reverse this trend....

Besides the tuition committee, the main body of the Undergraduate Assembly has taken an active role in aiding the possibility of a tuition rate decrease. We have already begun a campaign in energy conservation. We have also structured a University-wide recycling program. In our newsletters, we have called upon the students to conserve their utilities in dorms, to not waste food in the dining halls, and to keep our campus free of litter.

I speak to you today at a time when our nation is experiencing terrible difficulties. We are facing a war that has no legitimate hopes of ending soon. We have soldiers dying for their

3.5% Cutback in Commonwealth Funds for FY1991

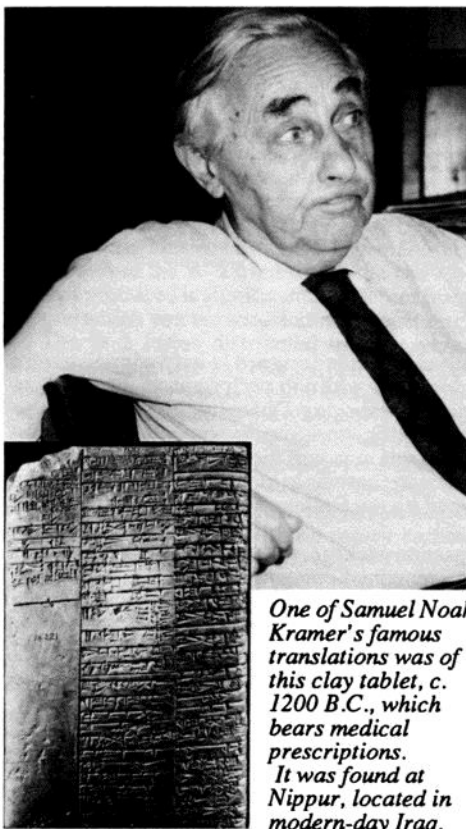
Last week in Harrisburg, Governor Robert Casey announced a 3.5% abatement of Commonwealth funds allocated last July for higher education in Pennsylvania. The cut affects all three categories of institutions for which funds are voted annually—state-owned colleges including the network of teachers' colleges; state-related ones such as Penn State, Pitt, and Temple; and state-aided institutions, the category in which Penn falls.

At Penn, the loss of over \$1.3 million falls heaviest on the Veterinary School and on the all-University allocation which primarily supports graduate tuition (see table below). The University budget performance had been in balance before the cutback, and the Hospital is running a surplus.

	FY1991 Appropriation	3.5% Reduction	New FY1991 Level
Instruction	\$16,633,000	\$582,150	\$16,050,850
Medical Instruction	4,596,000	160,850	4,435,150
Dental Clinics	1,067,000	37,350	1,029,650
*Veterinary Medical Instruction	8,005,000	280,200	7,724,800
*New Bolton Center	3,924,000	137,350	3,786,650
*Food & Animal Clinics	2,113,000	73,950	2,039,050
*Center for Animal Health & Productivity	1,290,000	45,150	1,244,850
Totals	**\$37,628,000	\$1,317,000	\$36,311,000
Combined Vet Appropriation	\$15,332,000	\$536,650	\$14,795,350

* Items included in Combined Vet Appropriation

** Does not include approximately \$550,000 for educational equipment



One of Samuel Noah Kramer's famous translations was of this clay tablet, c. 1200 B.C., which bears medical prescriptions. It was found at Nippur, located in modern-day Iraq.

A Tribute to Dr. Kramer

On Monday, November 26, 1990 Samuel Noah Kramer died in his sleep. Sam was a familiar sight around the University Museum having been the Clark Research Professor of Assyriology and Curator of Tablet Collections for longer than any of us care to remember. Sam retired in 1968, but remained on call to bail out the present curatorial staff whenever we were in trouble. Samuel Noah Kramer was the most widely known Assyriologist of this century. He had the uncanny ability to make cuneiform studies intelligible and entertaining to the general public. His book, *History Begins at Sumer*, was translated into every major language with the exception of Chinese, and we may see that soon. But Sam was considerably more than a popularizer; his scholarly production was overwhelming.

When Samuel Noah Kramer joined the University Museum in 1943, he found his own pot of gold at the end of the rainbow. Of all the cuneiform tablet collections in the world, none was more suited to Sam's research interests than that of the University Museum. Here in a corridor behind the classical galleries, was the world's finest collection of Sumerian literary tablets. Sam Kramer devoted most of the rest of his life to the recovery of Sumerian literature. Little work had been done on these texts because of their inherent difficulty and because of our limited knowledge of the Sumerian language at that time. It took the courage,

patience and fortitude of a Samuel Noah Kramer to edit this corpus, knowing full well that the first editor of this material would be the convenient target of second-guessing colleagues. Sam came to know his beloved Sumerian scribes well, and over the years he developed a sixth sense for the Sumerian texts that allowed him to understand and interpret the literature. Other scholars corrected his readings and translations, but it was a rare occasion that they could fault his overall understanding of a composition.

Sam worked right up to the last minute of his ninety-three years. His last article appeared just two weeks before his death and he started work on the next one even though he did not expect to finish it because the research was so much fun.

Samuel Noah Kramer was a great scholar, good colleague, and dear friend. He gave of himself unstintingly, offering knowledge, encouragement, and good advice. Samuel Noah Kramer, the father of Sumerian literature, has left us a great legacy and an impossible role to emulate. We shall miss him very much, but whenever we or future curators handle the tablets or the books in the Babylonian section, we will remember Sam and all that he did for the field of Sumerology, the University Museum, and the University of Pennsylvania. If only the Sumerians could know that this twentieth-century scholar has resurrected them and reinstituted life into their heritage.

—Erle Leichty, Professor of Assyriology

DEATHS

country thousands of miles away. As Americans, our first concern is obviously their safe return. Back home, our economy is in serious trouble. Few corporations are flourishing, and big business, as well as private enterprise is being hit—hard. Crime in our cities has increased dramatically as the public has begun to feel desperate. While the administration of a private university such as Penn is struggling financially, it is important to point out that the individual families of Penn students are struggling equally. The burden of our failing economy should fall equally on both sides of the table. One reason why I joined the tuition committee was because I am witnessing first hand my own father, who has been financially secure for years, literally fight to keep his own head above water and keep me in college. It sometimes takes a personal wake-up call to realize that we are all Americans and we are all in this together. By working along side of each other, it is possible for the University of Pennsylvania to come up with a tuition solution that will satisfy both parties. As a leader in the academic world, the University of Pennsylvania has the opportunity to stand out as the one college that successfully combatted these hard times, rewarded their students, and emerged from this crisis standing strong.

The work of the Undergraduate Assembly and the student body, combined with the rigorous efforts of the tuition committee, clearly indicates that the students at the University of Pennsylvania are serious about these requests. As a unified student body, we plan on continuing our work to insure that last year was not in vain. When the Trustees commit to a long-term plan to lower the rate of tuition increase at Penn, our entire University Community will be extremely satisfied and excited about the long awaited achievement of true excellence for our university. Thank you for your patience.

Dr. Edward P. Hutchinson, professor emeritus of sociology, died December 16 at his home in Wayne. He was 84 years old.

Dr. Hutchinson was a 1927 graduate of Bowdoin College and earned his Ph.D. from M.I.T. in 1933. He did post-doctorate work in Stockholm, Sweden in 1933-35, and attended the London School of Economics in 1935.

Dr. Hutchinson became an associate professor of sociology at the University in 1945, a full professor in 1948 and professor emeritus in 1976. He is survived by his daughter, Joan Hutchinson, and his son, Dr. John Hutchinson.

Dr. Evan L. Stubbs, professor emeritus of veterinary medicine, died January 3 at 101.

Dr. Stubbs graduated from Penn's School of Veterinary Medicine in 1911. As a researcher in avian pathology he was instrumental in establishing a laboratory of clinical pathology and a School of Animal Pathology. Named to the faculty in 1927, Dr. Stubbs published over 150 scientific papers before his retirement in 1960. In addition, he was a founding member of the American College of Veterinary Pathologists and served as its president in 1960. The University honored his work by dedicating the Stubbs Laboratory in his name in 1988.

Dr. Stubbs is survived by his daughter, Ruth Stubbs Denlinger; his sister, Elma Stubbs Mason and seven nieces and nephews.

Dr. Francis Clark Wood, professor emeritus and chairman emeritus of the department of medicine, died December 16 at the age of 89.

Dr. Wood was a Phi Beta Kappa graduate of Princeton who began his career at the University in 1926 as a first-year medical student and remained at Penn until his retirement in 1984, when he was 82. One of the Medical School's best-loved gathering places, in the John Morgan Building, bears his name.

After a two-year internship at HUP, the

young Dr. Wood joined the new Cardiovascular Section of the Department of Medicine, where he remained until World War II. He was chairman of the department of medicine from 1947-1964 and was named chairman emeritus in 1970. He also served as president of the Hospital's Medical Board. Among his many honors, Dr. Wood received the Robert H. Williams Distinguished Chairman of Medicine Award in 1981. Dr. Wood was universally recognized for his contributions to knowledge of heart disease. One of his major professional accomplishments was the development of the chest leads that are now routinely used in electrocardiograms (EKGs). The results of his research revolutionized diagnostic medicine.

Dr. Wood is survived by his wife, Mary Louise Wood; two sons, Dr. Lawrence C. Wood and Francis C. Wood, Jr.; his daughter, Elizabeth V. Wood; five grandchildren and three great-grandchildren.

Memorials

A memorial service honoring *Dr. Edward P. Hutchinson* (above), will be held January 31 at 3 p.m. in Room 285 McNeil. It is sponsored by the Population Studies Center, Department of Sociology and The Balch Institute of Ethnic Studies, and open to all.

A memorial gathering in honor of *Dr. Donald S. Murray* (*Almanac* 12/18 and 1/15) will be held at 4 p.m. on February 7 at the Faculty Club. Friends throughout the campus are welcome.

A memorial service in honor of *Dr. Evan L. Stubbs* (above) will be held at 2 p.m. February 8 at Kendal at Longwood in Kennett Square; all are invited.

A memorial service will be held for *Nita Baugh*, widow of the late Dr. Albert Baugh, at 11 a.m. on February 12 at St. Mary's Church, 39th and Locust Walk. All friends and colleagues will be welcome.

The Division of Human Resources has recently issued its annual report for fiscal year 1990. The executive summary that opens the 32-page booklet is published below; a limited supply of the full report is available to members of the University community. Call Amy Mergelkamp in the Office of the Vice President for Human Resources at Ext. 8-6884 to request a copy.

Human Resources 1989-90: A Report to Faculty and Staff as Stakeholders

Executive Summary

The University of Pennsylvania is an extraordinary community, bringing together more than 40,000 faculty, staff, and students from the United States and other countries around the globe. This wonderful mosaic of men and women is the University's most enriching resource and its greatest challenge. Our shared challenge is to strengthen the elements that bind us as a community while maintaining the individuality of the pieces.

The role of the Division of Human Resources is to develop and maintain policies and practices that support this human mosaic. We report to you in this document the division's accomplishments during the 1990 fiscal year. The immediate tasks that faced the division were:

- To support the University's goal of creating a genuinely pluralistic, educational community, where each member will have equal access to salary, promotion, and professional growth based on his or her preparation and true contribution to the University's mission.

- To comply with new tax regulations affecting all employees' benefits plans, within the framework of the University's benefits philosophy, while conserving the financial resources needed to accomplish Penn's academic mission.

- To complete and disseminate new policies, update outmoded policies, and document revised policies.

- To develop communications channels that address University community members' legitimate information needs in a complete, more timely, and accurate way.

- To design office automation applications that permit the division to manage and communicate job applicant information so that supervisors will have electronic access to all competitive candidates in a timely manner.

- To develop a strategic five-year plan of action that will enable Human Resources to accomplish the responsibilities charged to it.

Human Resources not only addressed these responsibilities by completing most of its planned annual agenda, but also brought to a close two projects held over from the previous year. The first of these projects was the internal salary and promotion equity study for permanent classified staff (A1 and A3), which was completed by a consulting firm and distributed to the campus community. Meetings for employees and interested groups were held following publication of the study in *Almanac* January 23, 1990. An advisory committee, composed of men and women from diverse racial and ethnic groups, was invited to help interpret the study and implement its recommendations. This group continues to work with Human Resources to improve compensation and promotion policies and practices. The second project carried forward from FY 89 was to redesign Penn's retirement plans in conformance with new tax regulations. The revised plans eliminate possibly discriminatory provisions, while continuing to allow the University to make tax-exempt contributions for all campus employees participating in the tax deferred annuity program.

As a result of the internal equity study, Human Resources recognized the need to improve its response to the University community's legitimate human resource data needs. Accordingly, a questionnaire was sent to each member of the classified staff to update or correct his or her profile in the University's records. Undertaken cooperatively with the Affirmative Action Office, this effort should result in a more accurate census and assessment of our progress toward a fully diverse and equitable community. Human Resources also developed a workable method to define a faculty base, shared it with a committee charged with this task, and forwarded it to UMIS for evaluation.

In other areas, the people of Penn took advantage of Human Resources' programs to demonstrate their commitment to creating a diverse and equitable community. For example, Penn supervisors upheld the merit principle to a greater extent than previously, as demonstrated by the improved performance evaluation rate of return (up from 40% to 60%) in FY 90. Additionally, most campus units conscientiously applied the

Salary Management Initiative, which is designed to help administrators correlate salary increase decisions with job performance. The Human Resources-sponsored seminar, *Managing Diversity*, and the in-house seminars on managing a pluralistic workforce were well attended. In fact, Penn's leadership role in this area was highlighted at a conference of Ivy League human resource executives held last spring and noted in a national newsletter published by the College and University Personnel Association (CUPA).

Penn's average compensation package, with benefits representing approximately 29% of salary, remained competitive with that offered by other local employers. University senior managers, concerned that rising benefits costs may deplete funding for major academic initiatives, requested that a framework be developed for making such allocation decisions. To guide them, Human Resources directed the development of two statements: the *University Benefits Philosophy and Compensation Policies and Practices*. These documents will remain under campus review during FY 91. Furthermore, Human Resources pledged that during the next five years the employee benefit rate charged to schools will not exceed 29.9% in order to preserve financial support for the academic mission.

Human Resources endeavored to update all University policies under its jurisdiction in FY 90. Widespread campus participation was invited and proved critical to the success of this effort. One of the most energetically addressed topics was the grievance process, which, after nearly two years of work, finally will be circulated for comment in *Almanac* during FY 91. Informational sessions explaining the new and revised policies, as well as how to find them on line, were held during the year. These sessions will continue.

Human Resources continued to move toward an increasingly automated future. During the past year, the division became the largest user of PennNet for communications purposes due to the HRINFO system. Available online publications now include policies, benefits information, salary scales, and census statistics. Plans were made to automate many of the manual tasks performed in the Employment Department so that hiring officers across campus will be able to quickly identify competitive candidates at the time of a job vacancy.

Finally, all of the divisions under the senior vice president, including Human Resources, were charged with producing a draft of a five-year strategic plan. While this was an enormous undertaking, we at Human Resources were particularly enthusiastic about this effort as a follow-up to a planning initiative we began in 1988. We saw this as an opportunity to reevaluate our purpose, our customers' real needs, and our vision of contributing to Penn's success. We invited countless campus representatives to help us examine Human Resources' purpose and direction. The plan sets our targets for the next five years and our strategic actions for the next three years. The division's intermediate benchmarks appear in this annual report as our FY 91 and FY 92 one-year plans. We will be reporting on our progress in biennial reports rather than annual reports in the future.

As we work to fulfill the objectives of the plan, we want to relentlessly improve the consistency of our responses, our attention to follow-up, and the quality of human resource data and communication. I encourage you to examine the directions we undertake and to tell us what you think about the five-year plan*, because it is not a rigid document, but one that will be adjusted in light of your suggestions and environmental changes. The plan will succeed only if our actions enhance your professional growth and our mutual effort to make Penn an employer of choice.

We look forward to another productive year working with you, our colleagues, on this grand human mosaic.

—Barbara S. Butterfield
Vice President for Human Resources

* Scheduled for publication in the spring semester, 1991.

The W-2 Form for 1990

The University has recently mailed over 20,000 1990 W-2 Forms to our employee's home addresses as they appear on the current Payroll File (Employee Data Base). Accordingly, it is now appropriate to publish an explanation of some of the amounts and other data that appear on your W-2 Form in order to assist you in preparing your Federal and State Income Tax Returns. This is especially important this year, because the W-2 form which the University has produced is significantly different from the one which you are accustomed to receiving.

The W-2 forms distributed in prior years were multi-part forms with carbon paper between the copies which created quality control problems with regard to the printing. The third and fourth copies of the W-2 were often difficult to read, which resulted in numerous complaints. We have addressed this issue for our 1990 W-2's by laser printing the forms, which resulted in improved print quality with no messy carbon paper with which to contend.

A quick glance at your W-2 Form will indicate that there have been some significant changes in the format since last year. Some of these changes are due to revisions made by the Internal Revenue Service, while others were made to accommodate the laser printing of the forms.

An explanation of the contents of the various boxes on the form is as follows:

1. Employee's social security number: this is the number that the Federal and State Governments use to identify you with the tax returns that you file, so please review it for accuracy. If the number is incorrect, then the University Payroll system is also inaccurate and you should contact the Payroll Office, immediately, *before* you file your returns.

2. Federal income tax withheld: this represents the amount of Federal Income tax which was withheld from your earnings during the year and paid to the Internal Revenue Service, on your behalf, by the University.

3. Wages, tips, other compensation: this represents the total amount of Federal taxable compensation paid or imputed to you during calendar year 1990 through the University Payroll System. This amount *includes*:

a. The value of your taxable graduate and/or professional tuition benefits, if you, your spouse and/or your dependent children have received such benefits;

b. The value of Group Life Insurance coverage for amounts greater than \$50,000. The premium payments for this excess coverage, if any, have been included as imputed income (see Excess Insurance Premium - below);

c. Certain other fringe benefits relating to imputed income are included here as well. If you have received any of these benefits, you will be, or were contacted individually concerning their taxability.

Amounts which are *excluded* from this amount are:

d. Tax deferred annuity contributions (i.e., TIAA/CREF);

e. Health and Dental insurance premiums that have been sheltered;

f. Amounts voluntarily contributed to a dependent care or medical reimbursement account.

4. Social security tax withheld: this represents the total amount of Social Security (FICA) tax which was withheld from your earnings during the year and paid to the Social Security Administration, on your behalf, by the University.

2 Employer's name, address, and ZIP code			EMPLOYEE'S State Copy			OMB No. 1545-0048 Form W-2 Wage and Tax Statement 1990		
3 Employer's identification number			4 Employer's state ID number			5 Employer's social security number		
6 Deceased			7 Federal income tax withheld			8 Allocated tips		
9 Advance EIC payment			10 Wages, tips, other compensation			11 Social security tax withheld		
12 Social security wages			13 Social security tips			14 Nonqualified plans		
15 Dependent care benefits			16 Fringe benefits incl. in Box 10			17 Local income tax		
18 State income tax			19 State wages, tips, etc.			20 Name of state		
21 Local income tax			22 Local wages, tips, etc.			23 Name of locality		

5. Social security wages: this represents the total amount of compensation paid to you during calendar year 1990 which was subject to Social Security (FICA) tax, including all of your tax deferred annuity contributions and excess life insurance premiums, if applicable, but excluding health and dental insurance premiums and any voluntary dependent care or medical reimbursement account contributions which you have "sheltered."

6. Excess insurance premium: the Internal Revenue Service requires that the premiums paid by an employer for group life insurance coverage in excess of \$50,000 be imputed as income to the employee. The amount which appears in Box 17 and labeled (B) is the value of the premiums paid for this excess insurance coverage. This amount is based on an Internal Revenue Service (IRS) table which identifies premiums for different age groups. *This value is already included in the amount in Box 10, Wages, tips, other compensation.*

7. Tax deferred annuity contributions: this represents the total amount of contributions made by an employee to a retirement plan on a tax deferred basis. The amount is shown in Box 17 and labeled (E).

8. Dependent care benefits: this represents the total amount which you have voluntarily "sheltered" for dependent care expenses, regardless of whether you have been reimbursed by the University for the expenses associated with this "shelter" as of December 31, 1990.

9. Fringe benefits included in Box 10: if you have received certain fringe benefits, the value of such benefits is shown here, and is also included in Box 10, Wages, tips, other compensation. These benefits include the value of taxable graduate and/or professional tuition benefits and other benefits relating to imputed income. If you have received such benefits, the University has recently advised you, individually and personally, concerning their taxability; please refer to those communications specifically.

10. State income tax: this represents the total amount of Pennsylvania State Income Tax withheld during calendar year 1990 and paid to the Commonwealth of Pennsylvania, on your behalf, by the University. If you do not live in Pennsylvania and if you submitted the "Employee Statement of Nonresidence in Pennsylvania" form to claim exemption from Pennsylvania State Income Tax, no amount will be reflected in this box.

11. State wages, tips, etc.: this represents the total amount of compensation paid to you during calendar year 1990 which was subject to Pennsylvania State Income Tax, including all of

your deferred annuity contributions.

12. Name of state: the name of the state that you have identified as your permanent residence for tax purposes.

13. Local income tax: this represents the total amount of Philadelphia City Wage Tax withheld from your earnings during calendar year 1990 and paid to the City of Philadelphia, on your behalf, by the University.

14. Local wages, tips, etc.: This represents the total amount of compensation paid to you during calendar year 1990 which was subject to Philadelphia City Wage Tax, including all of your deferred annuity contributions.

As in prior years, the W-2 forms will be mailed, via the U. S. Postal Service, to each employee's "current address," as it appeared in the Payroll system at December 31, 1990. If your address has recently changed, or the address in the system is incorrect, please have your departmental administrator make the necessary corrections to your Payroll record. If you do not receive your W-2 by February 22, 1991, please contact the W-2 Office, as outlined below.

When you receive your W-2 form, please review it carefully to ensure that your name is spelled correctly and that the form contains your correct Social Security number. If you feel that any of the information that appears on your W-2 is incorrect, please review the calculations which you made in order to arrive at this determination, carefully, and compare the information on the form with your final 1990 pay stub. If you have availed yourself of certain taxable benefits which are reported in Box 16 or Box 17 on the W-2, please review any additional information which was provided to you, under separate cover, concerning these benefits and their impact on your tax status. If, after you have reviewed your calculations and any additional information which was provided to you, you still believe that your W-2 is in error, please contact the W-2 Office at 898-0733 or 898-0734, or write to James Curran, W-2 Office, Room 440E, Franklin Building/6284.

You should have received, via the U. S. Postal Service, your Federal and State Income Tax Forms and related instructions for filing. Federal tax forms are available at the Internal Revenue Service, 6th & Arch Streets, Philadelphia, and most U. S. Post Offices and at certain banks. Pennsylvania Income Tax forms are available at the State Office Building, 1400 Spring Garden Street, Philadelphia, State Stores and may be obtained by writing to The Department of Revenue, Personal Income Tax Bureau, Harrisburg, Pennsylvania 17129.

—Alfred F. Beers, Comptroller

During the Trustees' two-day meeting last week, the following presentation was made by the executive director of sponsored research to the Budget and Finance Committee. Under a three-year agreement with the Department of Health and Human Services which comes to a close June 30, 1992, Penn's indirect cost rate has been 65%. A new rate will be negotiated with DHHS in the coming year. Monitoring of this process is on the agenda of the University Council Committee on Research.

Penn and Indirect Cost by Anthony Merritt

I. Introduction

The total cost of any University program or project includes the directly attributable costs of the personnel, supplies and materials, travel and services necessary to accomplish the work as well as the costs of the facilities, infrastructure, and administrative services necessary for support of the activity. These latter costs are called indirect costs or overhead. This paper will describe these costs, how they are calculated and accounted for, and why their recovery from external sponsors of University activities is essential to the financial health of the institution.

II. What Are Indirect Costs?

A. Direct vs Indirect Costs

Direct costs are those costs which can be readily identified with the particular activity such as the salaries of individuals working on the project or the cost of supplies or materials used in its conduct. The benefit of such costs to a specific activity are relatively obvious and the amount to be charged can be readily determined. Indirect costs, on the other hand, are not easily identified with a specific project and can only be assigned to various activities through methods of allocation designed to distribute the costs to the activities served in proportions reasonably consistent with their use. Examples are the costs of facilities and related costs of heat, light and other utilities. Another is the cost of administrative services such as accounting, purchasing, payroll, personnel and executive management. Such costs are incurred for all activities of an organization and are not easily identifiable with a specific project or program.

B. Indirect Costs are Real Costs

While indirect costs are not readily attributable to a specific project, they are unarguably real. Very significant portions of the University's budget are expended on the support services and infrastructure represented by indirect costs. Every activity requires space in which it is performed which must be heated and cooled, provided with power and water as well as being maintained and kept in reasonable repair. All projects require administrative support to pay the bills, account for expenditures, provide personnel, and procure goods and services. The issue is not whether indirect costs are real, but who will pay for them.

C. Indirect Costs are Audited and Negotiated

Indirect costs are identified and calculated through a series of cost allocation procedures which will be described below. For universities which receive significant research funding from the federal government, indirect costs are calculated in accordance with the cost principles set forth in Office of Management and Budget Circular A-21, which prescribes a standard indirect cost methodology for colleges and universities. The indirect cost rate developed by the University following the standards of A-21, is subject to audit by the government and is then negotiated with the Department of Health and Human Services who acts on behalf of all federal agencies. Thus the resulting research indirect cost rate is the product of close scrutiny by auditors and vigorous negotiation by representatives of the principal funder of University research.

D. Indirect Costs are Allocated to All Functions

While indirect costs are normally associated with research grants and contracts, these costs are incurred for all functions of the University. Instructional programs utilize space, heat, light and other services as well. They also require administrative support services. In fact, at most colleges and universities, the instructional indirect cost rate is higher than the research rate. In developing indirect cost rates, indirect costs are allocated to all direct functions of the university (teaching, research, auxiliary enterprises) and the resulting rates include only that function's fair share of the actual costs.

III. How Are Indirect Costs Calculated?

Development of an indirect cost rate is relatively simple in concept. First, the costs to be treated as indirect must be identified and quantified. Next these costs are grouped into several general classifications or cost pools. These pools are then allocated to the primary functions of the university i.e. organized research, instruction, other sponsored activities and other institutional activities, on the basis of square footage, modified total costs or some other factor. All the allocated indirect cost for each function are then totaled and divided by the modified total direct costs of that function to arrive at a percentage which is the indirect cost rate. Each of these steps is described more fully in the next several paragraphs. (See Figure 1)

A. Indirect Cost Pools

Indirect costs are classified in several categories called "pools."

The first step in developing an indirect cost rate is to identify all the costs which should be included and then to assign them to one of the pools which are prescribed by OMB Circular A-21 as follows:

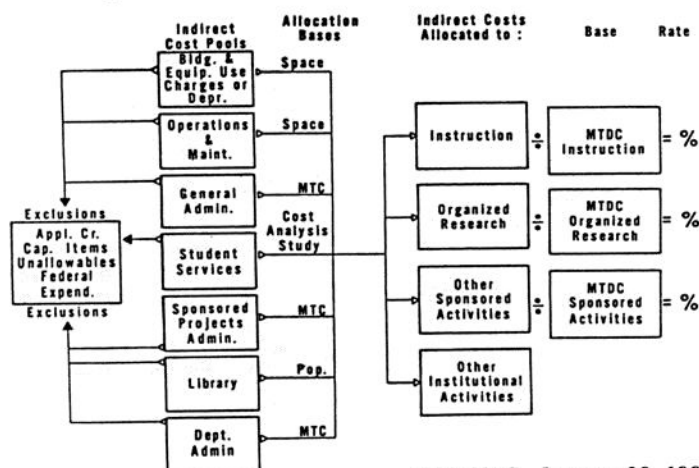
- general administration and general expense—offices which serve the entire University such as accounting, payroll, purchasing, treasurer, UMIS, bursar, executive administrative offices;
- sponsored project administration—personnel and other costs of offices whose responsibility is the administration of sponsored projects e.g. Office of Research Administration, Research Accounting;
- plant operation and maintenance—utilities, janitorial services, routine maintenance and repairs, grounds, snow removal;
- library expenses—books, library staff;
- departmental administration expenses—administrative costs at the college and department level;
- depreciation or use allowance—to recover the capital costs of buildings and equipment;
- student administration and services—deans of students, admissions offices, registrars offices, and student health.

B. Allocation of Indirect Costs

Once all the indirect costs have been assigned to one of the pools they are ready for distribution to the primary functions of the University, i.e., Instruction, Organized Research, Other Sponsored Programs, and Other Institutional Activities, and Auxiliary Enterprises. This activity is

continued past insert

Figure 1: Overview of Indirect Cost Calculation



dependent on determining a basis for allocating the accumulated indirect costs to the primary functions. OMB Circular A-21 suggests an allocation base to be used for each indirect cost pool. If a different base is used, it must be supported by a special cost study which must withstand audit by the federal government.

The indirect cost pools of building and equipment use charge or depreciation, and operations and maintenance expenses normally are allocated on the basis of square footage supported by a timely space survey. General administration and sponsored projects administration, are generally allocated on the basis of modified total costs of all the primary functions. Departmental administration is allocated on the basis of modified total direct costs of the direct activities of each academic department. Library costs are usually allocated on the basis of the population of library users. Student service is to be assigned entirely to Instruction unless a cost analysis study justifies allocation to any of the other primary functions.

C. Calculation of the Rate

Now that we have allocated all indirect costs to the five primary functions, we need a mechanism to charge indirect costs to individual projects. This is accomplished by calculating a percentage rate where the denominator or base is direct costs, usually modified total direct costs, and the numerator is the indirect costs. By dividing the numerator by the denominator we arrive at a percentage which is the indirect cost rate. Rates are calculated for instruction, organized research and other sponsored activities.

IV. How Are Indirect Cost Rates Applied?

Rates are applied by inclusion in proposals for sponsored projects as part of the budget. Typically, the direct costs of the particular project are determined including the necessary salaries and wages and associated fringe benefits, needed supplies and materials, equipment, travel and the like. Once the total direct costs have been calculated, the indirect costs are added by applying the indirect cost rate to the appropriate direct cost base. In the case of Penn, we use modified total direct costs which are total direct costs less equipment, subcontracts, patient care costs, alterations and renovations, and graduate student tuition.

When a project is funded and an account is established, the financial accounting system is programmed to charge the appropriate indirect cost rate to that account as expenses are incurred.

V. What Happens to Indirect Cost Dollars Received?

At this point it is important to state that indirect costs represent funds already expended to support the infrastructure and administrative services of the University, they are not profit or surplus. Thus, recovered indirect cost dollars represent unrestricted general income to the University. At Penn, because of our responsibility center budgeting system, the

bulk of recovered indirect costs (currently .78 for each dollar of recovered indirect cost) are returned to the school which earned them as unrestricted income. On the other hand, each school is allocated its share of the indirect costs based on their space, direct cost budget and other factors. Therefore, if a school fails to recover indirect costs at the prevailing negotiated rate, it must pay for its share of allocated costs from some other source. (See Figure 2)

VI. Why Should a Sponsor Pay for Indirect Costs?

While individuals and organizations who voluntarily choose to support activities at the University are free to designate the purpose for which their funds will be used, it is important for them to understand that for each additional dollar of direct support provided there is added indirect cost which must be paid for. When a sponsor refuses to provide full reimbursement of indirect cost some other University source of income must be used to pay these costs such as tuition, endowment income, etc. thus diverting badly needed funds from academic programs to support indirect costs.

Figure 2

Distribution of Indirect Cost Recovery

The flow chart below shows how a dollar of indirect cost is distributed. The only exception is for those projects/accounts for which the indirect cost rate is 23.6% or less in which case all of the recovered indirect cost is distributed to the school.

The uses of the indirect cost recovery are as follows:

1. School—The bulk of the indirect cost recovery is distributed to the school(s) in which the project is performed as a source of unrestricted income. The schools are also allocated their share of the corresponding indirect costs e.g. heat, light, power, administration, libraries etc.
2. Hospital—A portion of the space-related costs of HUP are included in the indirect cost rate to compensate for costs incurred for research projects performed in the Hospital.
3. Building/Equipment—The building and equipment use allowances are allocated to a reserve account for maintenance and replacement of buildings and equipment.
4. Resources—A portion of the indirect cost recovery is retained by the Provost and added to the subvention pool which is ultimately distributed to the schools though not necessarily in proportion to the amount earned. This pool also includes funds from the Commonwealth appropriation, a tax on tuition, Alumni Annual Giving and income from the Temporary Investment Fund.

For each dollar of indirect cost recovery:	School	.7785
	Hospital	.0277
	Building/Equipment	.0692
	Resources	.1226

At the Trustees Budget and Finance Committee meeting Mr. Merritt presented also the table of comparative indirect cost rates below, and the breakdown by schools and centers at right.

FY 1991 Indirect Cost Rates at Selected Institutions

1. Dartmouth	55.0%
2. Rochester	57.0%
3. MIT	57.5%
4. University of Chicago	65.0%
5. Johns Hopkins	65.0%
6. University of Pennsylvania	65.0%
7. Princeton	67.0%
8. Brown	67.5%
9. Yale	68.0%
10. Harvard	68.5%
11. Stanford	74.0%
12. Columbia	74.1%
13. Cornell	75.0%

Sponsored Program Expenditures by School/ Indirect Cost \$ by Responsibility Center FY 1985 through 1989 (\$ in Thousands)

Responsibility Center	Indirect Cost				
	FY 1986	FY 1987	FY 1988	FY 1989	FY 1990
Annenberg School	53	76	125	160	155
Annenberg Center	0	0	0	0	0
Eng. & Appl Sciences	2,602	2,704	2,935	3,277	3,637
Dental Medicine	1,654	1,698	1,655	1,732	1,716
Education	34	79	115	123	108
Fine Arts	62	125	186	248	133
Arts & Sciences	5,127	6,277	6,016	6,739	6,474
Law	0	0	0	0	0
Medicine	15,226	17,500	18,103	20,461	23,359
Nursing	197	160	199	608	1,068
Interdisciplinary	301	208	146	263	394
Social Work	82	107	101	115	86
Veterinary Medicine	1,232	1,477	1,545	1,709	1,833
Wharton	573	469	561	806	812
Museum	35	57	57	113	77
Library	2,113	N/A	N/A	N/A	N/A
General University	59	154	21	8	35
Totals	\$29,350	\$31,091	\$31,765	\$36,362	\$39,887
Roll Forward	\$1,732	N/A	N/A	N/A	N/A
Hosp/Res/Bldg/Equip	\$6,279	\$8,654	\$8,693	\$9,734	\$10,489
Total Indirect Cost	\$37,361	\$39,745	\$40,458	\$46,096	\$50,376

Seed Money for Cancer Research

The University of Pennsylvania Cancer Center, through its American Cancer Society Institutional Research Grant, will provide partial support to full-time University faculty for biomedical research. "Seed Money" grants (\$5,000 to \$15,000) will be awarded for the exploitation of new developments in cancer research. Applications will be judged on the basis of scientific merit and the role that the research will play in obtaining peer-reviewed funding. The purpose of the Institutional Research Grant is to serve as "seed" money to permit the initiation of promising new projects by junior faculty members or their equivalents, so that they can obtain preliminary results that will enable them to compete successfully for national research grants. Therefore, support of investigators who have a competitive national research grant or who have received prior support from Penn's American Cancer Society Institutional Research Grant is not permitted.

The Scientific Review Committee of the Penn Cancer Center will review applications and establish priorities. Interested faculty members are invited to obtain application forms and instructions from Dr. Christine Phillips, associate director for research administration, Penn Cancer Center, 6 Penn Tower, (Ext. 7328 HUP). The deadline for applications is *April 12*. Awards will be for a one-year period, non-renewable, and will be effective July 1, 1991.

Volunteers Wanted: Study of Winter Depression

Researchers at the School of Medicine are seeking volunteers for a four-week study to determine the biological basis of winter depression or Seasonal Affective Disorder (SAD).

Those who suffer from winter depression notice a change in their sleep, appetite, energy, and work efficiency when the seasons change. "Seasonality may be a personal characteristic, just like height, weight, and eye color," says Dr. Mark S. Bauer of Penn's Bipolar Disorders Unit. "We are studying whether shifting the biological clock in humans can treat persons with winter depression and also improve the function of non-depressed persons who have the winter blues."

Persons with winter depression and non-depressed subjects at least 22 years old are eligible for the study. Selected participants will be required to come in for an overnight stay at the Penn Clinical Research Center for measurement of their hormonal rhythms; receive light treatment at home between 6 a.m. and 8 a.m. for four weeks; and repeat the overnight rhythms measurement. Patients with winter depression will receive \$100 on successful completion of the second overnight stay.

For further information, call the Intake Coordinator of Penn's Bipolar Disorders Unit at 662-2307.

Volunteers Wanted: Depression Treatment

Penn's Section of Geriatric Psychiatry is seeking older adult volunteer patients for a two-month study to determine the efficacy of an antidepressant medication treatment.

"Recent studies show that up to one-third of the population will experience their first major depression as an older adult; yet, most will not recognize their symptoms or seek proper treatment," said Dr. Gary Gottlieb, director of geriatric psychiatry. He added, "depression is often accompanied by such physical symptoms as an upset stomach, headache, and fatigue. In addition, many depressed older adults will talk of their decreased energy, restlessness, lack of appetite, loss of interest in some or all activities, and the feeling of worthlessness."

Eligible participants will be males and females 60 years or older who have had symptoms of depression for at least one month. Those selected to participate will receive free evaluation and treatment with standard or investigational medication at the Ralston Penn Center. Participants will be asked to revisit the center once a week for the duration of the eight-week study. For information, call Susan L. Weiss, Program Coordinator, at 662-7426.

Humanities Seminars Reminder: Proposals by April 30

Each year the Humanities Coordinating Committee of the School of Arts and Sciences dispenses funds to make possible Faculty Seminars in the Humanities. Funding requests for 1991-1992 are now invited. Preference will be given to University of Pennsylvania-based faculty seminars and groups that do not have access to other sources of funding. These funds are not meant to replace or supplement normal budgets for departmental colloquia. To qualify, each application should include: 1) a description of the seminar's purpose and how it is both interdisciplinary and humanistic; 2) a list of faculty participants; 3) an outline of the proposed program for 1991-1992; 4) a statement on any other funding sources (and amounts) available to the seminar; and 5) a detailed outline of the seminar budget.

Please note: a detailed budget proposal is required. The available funds will be divided evenly among those seminars that are approved. Judging from past years, allocations are anticipated to fall in the range of \$700 to \$900 per seminar. Funds are normally for payment of honoraria and travel expenses for outside speakers, refreshments following lectures, and related publicity costs.

Proposals should be received in 16 College Hall/6378 (Graduate Division of Arts and Sciences) by *Tuesday, April 30, 1991*. Questions: Debra Israel, Ext. 8-4940.

March 8 Deadline: Public Policy Initiatives Fund

President Sheldon Hackney and Provost Michael Aiken announce the availability of grants supported by the Public Policy Initiatives Fund. The Fund is provided by the United Parcel Service Foundation through its joint advisory committee with the University of Pennsylvania, and is an important effort in enhancing public policy study opportunities by the faculty.

Since its inception in 1984, the Fund has awarded 68 grants. The next set of awards will total about \$43,000. Most of the past awards have been in the \$3,000 to \$7,000 range, with small requests being favored in order to provide seed money to a greater number of applicants. Preference is given to those who have not previously received support from the Fund.

Any member of the standing faculty is eligible to apply. Other members of the University should seek collaboration with a member of the standing faculty. Proposals from emeritus professors will be considered as well.

The requests must have a clear public policy focus, and if possible, should deal with the consequences of policy actions as well. Overseas projects need to have relevance to U.S. public policy issues or to the theory of policy formation and choices. The requests may be for:

- preparation of a new course;
- development of research or other proposals for outside support;
- evaluation of a public program;
- exploration of a joint venture with local, state, national or international government agencies;
- other contributions to theoretical or practical aspects of public affairs.

Equipment and facilities are excluded. Each proposal should be no more than five pages long, and should specify the objective, the procedures and the anticipated results. Please indicate what other support already has been received and what is being sought elsewhere. Include a budget and a short bio or bios. An original and seven copies should be sent to the committee at 225 Van Pelt Library/6206 by *March 8, 1991*.

The committee's recommendations to the Provost for awarding the grants will be made promptly. For a list of last year's awards, see *Almanac* March 20, 1990.

Advisory Committee
Renee C. Fox
William Hamilton
Jack Nagel

Hasan Ozbekhan
Curtis F. Reitz
Anita A. Summers
Martin Meyerson, Chair

Correction: Essay Prize Deadline

Undergraduate papers for Phi Beta Kappa's Elmaleh Prize and Humanities Prize must be submitted to 200 Houston Hall by *March 4*, not February 4 as shown in *Almanac* January 22. The deadline for the Phi Beta Kappa Prize for honors theses was correctly given as April 1.

Special Collections Schedule

The Department of Special Collections in Van Pelt-Dietrich Library announces that the Sixth Floor Reading Room will be open on the following Saturdays during the spring term: *February 2, March 2 and April 6*, from 10 a.m. to 4:45 p.m.

Readers who do not have valid University of Pennsylvania identification must make arrangements in advance for admission to the Library. Call 898-7088 for information.

Guidelines for Leave of Absence Without Pay for Active Military Service

In response to the current situation in the Middle East, the University is issuing general guidelines regarding Leaves Without Pay for Active Military Service.

All faculty and regular staff, including employees covered by a collective bargaining agreement, who volunteer or are called to active military service, will be granted a leave of absence without pay of up to four (4) years. This leave can be extended by federal request if the emergency continues.

Any members of the University community requesting a leave for active military service must submit a copy of the "official orders" to his or her immediate supervisor as soon as possible before reporting to duty. The affected individual must also notify the immediate supervisor of the expected last day of work.

These affected individuals are eligible to use any accumulated vacation or personal days prior to beginning the Leave of Absence Without Pay. They may also exercise the option to use the ten (10) working days available for annual military training, in accordance with University policy, provided this leave time has not been utilized during the fiscal year beginning July 1, 1990.

The University is committed to complying with all laws concerning the return of affected individuals to active University employment status, including the Veterans' Readjustment Assistance Act. These laws generally provide for the return of the individual to the same or substantially comparable position, pay grade, salary and benefits status, without loss of service credit or seniority, at the end of the leave without pay.

In order to return to employment, the faculty or staff member must notify the University of intent to return to work within ninety (90) days after being honorably discharged from active military service.

Questions concerning the above procedure should be directed to the Office of Staff Relations at 898-6093, and the Office of Labor Relations, 898-6019. Faculty members should contact the Office of the Provost, 898-7227. Questions about related benefits issues should be directed to the Benefits Office, 898-7281.

[Reprinted from Almanac September 4, 1990]

Re: Military Service [Students]

A student who has not received full academic credit for the term and who is called to service through enrollment in a military reserve unit, or through enlistment in the military service, shall be refunded full tuition and general fee, provided a request, substantiated by the proper evidence, is filed with the dean of the school in which he or she is registered.

[Policies and Procedures, p. 39]

Some Campus Policies and Procedures of Note...

In his memorandum to academic administrators, reprinted on page 1 of this issue, Provost Michael Aiken cites existing policies useful not only by academic officers, but also to administrative and support staff during the Gulf crisis. He calls attention to the military leave policy for staff (at left, with a companion notice concerning students) and to two policies on confidentiality of records—one for students, excerpted below, and another for faculty/staff given in full on page 11. Two other items Provost Aiken summarized on page one of this issue—the Guidelines on Open Expression and the Charter of the Student Judicial System—can be found in the *Policies and Procedures* manual of the University.

...And Some Gulf Crisis Information

The University are involved in the sponsorship of events that relate to the Gulf War and national policy. The Office of the VPUL has established a hotline number—573-3000, accessed from 898- and 573- phones as 3-3000—where a script such as the following will be heard:

Hello. You have reached the University of Pennsylvania's Persian Gulf Crisis Information Line—a service provided by the University for community members. Many University offices and affiliates are ready to provide support, advice and referrals, and to coordinate volunteer efforts during this stressful period. In addition, information about dialy events such as discussions, teach-ins, and public forums will be provided through this service.

For information about supportive counseling services, press 1.

For information on Volunteer Activities, press 2.

For information about upcoming campus events, press 3.

For further information or last-minute updates, press 4.

To repeat this message, press 5.

This week on the hotline are notes of three blood drives Wednesday, January 30—at the Faculty Club (10 a.m.-3 p.m.), at Houston Hall's Bodek Lounge (11 a.m.-4 p.m.) and at Steinberg Hall-Dietrich Hall (7 a.m. 5 p.m.). Also noted is an evening series in progress at the Newman Center on social justice including the concept of the "just war," with information available at 898-7575.

Following are excerpts from the guidelines which can be found in full on pages 17-19 of the Policies and Procedures manual of the University.

Confidentiality of Student Records

The following guidelines represent the policy of the University concerning the confidentiality of student records. This policy has been revised to reflect current interpretations of the Family Educational Rights and Privacy Act of 1974, as amended (hereafter referred to as the "Act"). It is intended to serve as the written statement of policy and upon annual publication and dissemination as the notice of rights required by the regulation implementing the Act (45 C.F.R. Sections 99.5 and 99.6). *University policy, however, confers greater privacy rights in certain areas than does federal law*, and these guidelines contain more than the federally mandated information with respect to such policy.

The following sections set forth specific University policy concerning (A) informing individuals in attendance of their rights under the Act, the implementing regulation, and University guidelines, (B) permitting students to inspect and review their records, (C) not disclosing personally identifiable information from the records of a student or an applicant for admission with his or her prior written consent, (D) maintaining a record of disclosures of personally identifiable information from the records of a student and permitting a student to inspect that record, and (E) providing a student with an opportunity to seek the correction of his or her records through a request to amend his or her records or a hearing.

I. Informing Individuals in Attendance of Their Rights

It is University policy annually to inform individuals in attendance at the University and their parents of their rights under the Act, the implementing regulation, and University guidelines, and of their right to file complaints concerning alleged failures by the University to comply with the requirements of the Act and of the implementing regulation.

II. Permitting Students to Inspect and Review Records

A. Persons Entitled to Inspect and Review Records

University policy follows the Act in permitting individuals who are or who have ever been in attendance at the University (hereafter referred to as "students") to inspect and review their records in certain circumstances.

B. Records Subject to Inspection and Review

Records are subject to inspection and review are, in general, those that are directly related to a student and that are maintained by the University or a party acting for the University. Such records specifically include the files of an admissions office.

C. Records and Information Not Subject to Inspection and Review

Records and information that are not subject to inspection and review include, *but are not limited to*:

1. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto that are in the sole possession of the maker thereof and are not accessible or revealed to any other individual except a substitute.

2. Records of a law enforcement unit of the University provided that certain conditions imposed by the Act with respect to maintenance and disclosure are met.

3. Records relating to a student that are created and maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in his or her professional capacity and that are created, maintained, or used only in connection with the provision of treatment to the student and are not disclosed to anyone other than individuals providing that treatment. Such records can be reviewed, however, by a physician

or other appropriate professional of the student's choice.

4. Financial records and statements of the parents of students or any information contained therein, except with the written permission of the parent or parents whose records and statements are at issue.

5. Confidential letters and statements of recommendation that were placed in a student's records prior to January 1, 1975 and as to which the student has executed a written waiver of his or her right to inspect and review; provided that the University uses the letters and statements only for the purpose for which they were originally intended and notifies the student upon request of the names of all individuals providing such letters and statements.

6. Confidential letters and statements of recommendation respecting admission to an educational institution, application for employment, or the receipt of an honor or honorary recognition that were placed in a student's records after January 1, 1975 and as to which the student has executed a written waiver of his or her right to inspect and review, provided that the University uses the letters and statements only for the purpose for which they were originally intended and notifies the student upon request of the names of all individuals providing such letters and statements.

7. Records and information other than the letters and statements referred to in Subparagraph II.C.6. above as to which the student has executed a written waiver of his or her right to inspect and review.

8. Those portions of a student's records that contain information on other students.

[Not reprinted: D., E., F., G., which relate to waiver and to inspection, location, and retention/destruction of records.]

III. Not Disclosing

Personally Identifiable Information

A. Persons to Whom University Policy Applies

Except as noted hereafter, the protection against disclosure of personally identifiable information afforded by University policy extends to the records of students (as defined in Subparagraph II.A) and of applicants for admission. To this extent, University policy is broader than required by the Act, which applies only to individuals who are or who have been in attendance at the University.

Neither the Act nor these guidelines apply with respect to the records of deceased persons. The person responsible for such records, however, should exercise informed discretion in responding to requests for disclosures and should ensure that the person making the request has a legitimate interest in the information and that the privacy interests of third parties are considered.

B. Records and Information Protected

The records to which this University policy against disclosures (as set for hereafter) applies to those defined in Subparagraphs II.B and II.C above, but include as well such records pertaining to applicants for admission. "Personally identifiable information" means that the data or information includes (a) the name of the individual, (b) the address of the individual, (c) a personal identifier such as the individual's social security number, or (d) a list of personal characteristics or other information that would make the individual's identity easily traceable.

C. Consent Required

Except as noted in Subparagraphs III.D and

III.E, personally identifiable information may not be disclosed from the records of a student or of an applicant for admission without the individual's prior written consent. Such consent shall be signed and dated and include a specification of the records or information to be disclosed, the purpose(s) of the disclosure, and the party or class of parties to whom the disclosures may be made.

D. Consent Not Required

The University generally will not permit disclosure of personally identifiable information from the records of a student (or of an applicant for admission) without prior written consent. Personally identifiable information may, but need not, except in the circumstances described in Subparagraphs II.D and (4) and (6), be disclosed from the records of a student or of an applicant for admission without the individual's prior written consent to the following individuals or institutions, or in the following circumstances:

1. School officials who have been determined by the University to have legitimate educational interests.

a. "School officials" means employees of the University, including faculty, staff, part-time employees, and those performing work for the University under proper authorization.

b. In determining whether a school official has "legitimate educational interests" in personally identifiable information in the records of a student or of an applicant for admission, the University will consider whether the information in question is required or would be helpful to the official in the performance of his or her duties for, or in the pursuit of an enterprise sanctioned by, the University.

c. Custodians of information will establish control procedures to ensure that these limitations are observed.

2. Officials of another school in which a student or applicant for admission seeks to intend to enroll.

3. A person who submits a written affirmation that he or she is the parent of a student or applicant for admission and that the student is a dependent within the meaning of Section 152 or the Internal Revenue Code of 1954. In general, the University does not make records available to a student's parents.

4. State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to a state statute adopted prior to November 19, 1974.

5. In connection with financial aid for which a student or applicant for admission has applied or which he or she had received, but only for such purposes as determining eligibility for financial aid, the amount of financial aid, and the conditions that will be imposed, or for enforcing the terms or conditions of financial aid.

6. To comply with a judicial order or lawfully issued subpoena, provided, in the case of a student, that the University makes a reasonable effort to notify him or her in advance of compliance.

If disclosure of personally identifiable information is made hereunder, it shall be limited to that information in which the individual seeking disclosure is determined, by the person responsible for the records, to have a legitimate interest.

In addition, disclosure of personally identifiable information is permitted in certain limited circumstances to federal, state, and local officials and to organizations carrying out studies or accrediting functions. When a request from such an official or organization, or a judi-

cial order or subpoena, is received, the recipient should contact the General Counsel.

E. Directory Information

The University designates as directory information, which may be disclosed from records relating to a student or applicant for admission without his or her consent, a student's or applicant's name, address (local or home), telephone number, date and place of birth, major field of study, participation in officially recognized activities (including social and honorary fraternities) and sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, and previous educational institutions attended.

Public notice of these categories and of the right of an individual in attendance to refuse to permit the designation of any or all of them as directory information with respect to him or her will be given annually. Failure to respond to such notice will result in the routine disclosure of one or more of the designated categories of personally identifiable information. The University will continue to exercise informed discretion in responding to requests for information contained in records maintained by it that relate directly to students.

F. Limitation on Redisclosure

Except for disclosures of directory information, the University will inform a party to whom a disclosure of personally identifiable information from the records of a student is made. That disclosure is made only on the condition that the party will not disclose the information to any other party without the student's prior written consent.

IV. Maintaining a Record of Disclosures

Except with respect to disclosures to a student or pursuant to his or her written consent, request by or disclosures to school officials with legitimate educational interests, and disclosures of directory information, the official responsible for the records of a student (as defined in Subparagraph II.A) will maintain with these records, as part of his or her control procedures, a record that indicates (a) the parties who have requested or obtained personally identifiable information and (b) the legitimate interests these parties had in requesting or obtaining the information, which may be inspected by the student.

[Not reprinted is the concluding section V. which deals with correction of records.]

Student Directory Information

The Student Directory published by the University of Pennsylvania contains the following information for each student: name, local address, local phone, home address, expected year of degree, and (if applicable) code number of social fraternity.

Any student can withhold permission for the publication of the telephone number and the home and local addresses by checking the appropriate box on the fall term Student Personal Data Form and filing that form with the Office of the Registrar by the end of the first week in September.

In addition, each student has the right to withhold permission for any listing at all in the Student Directory. To exercise this right, the student must notify the registrar in writing by the end of the first week in September that his or her name is not to be included in the Student Directory. Such letters of notification must include full identification (name, social security number, and school within the University).

Confidentiality of [Employee] Records

201.1 Confidentiality

To insure confidentiality, uniformity, and accuracy of personnel information, it is the responsibility of the Office of Human Resources/Information Management/Records (OHR/IM/Records) to handle all inquiries, other than subpoenas, which require reference to documentary records concerning past and present staff of the University. Responses to the subpoenas are handled by the Office of the General Counsel. Inquiries received by other offices should be referred to OHR/IM/Records. All subpoenas and inquiries from lawyers should be referred to the Office of General Counsel, pursuant to Policy #203.

Personnel records, including those established in connection with the selection process, are University property and are afforded confidential treatment at all times.

Individually identifiable personal information contained in computerized data bases, whether maintained centrally or by schools, departments or other units, is afforded the same confidential treatment that applies to written records.

The Provost (or designee) shall administer this policy with respect to the records of faculty members. The Vice President for Human Resources (or designee) shall administer the policy with respect to the records of staff members. Deans and Directors shall notify the Provost or the Vice President for Human Resources, as appropriate, of the name of the individual who shall serve as custodian for personnel records maintained in their areas of responsibility and who shall implement this policy as to those records.

201.1a Exceptions

This policy does not cover disclosures of information which are made on the basis of personal knowledge or recollection.

This policy does not apply to applicants for employment unless they are subsequently hired.

201.2 Access to Records

Both active and retired members of the faculty and staff have the right of access to their records as described in this policy.

Individuals who are on leave of absence or whose employment has been terminated for reasons other than retirement with reemployment rights have the right of access.

Legal representatives of deceased faculty and staff members shall have the right of access for five (5) years after the death of the individual.

Note: Exceptions to the above may be granted by the Provost or the Vice President for Human Resources.

201.3 Review of Records

3a An individual may review his or her records by making an appointment with OHR/IM/Records during regular business hours. OHR/IM/Records will assure that references to others which may be contained in the file are deleted for the purpose of the review. For exceptions please refer to *Limitations on Review of Records* (201.5).

3b The review will take place in the office where the records are maintained and in the presence of a designated staff member of OHR/IM/Records.

3c The individual will sign a log indicating the date of the inspection of the records.

3d If necessary, an individual may request copies of his/her records. There is no charge for

copies of records referred to in the Occupational Health and Safety Act (OSHA) standards for access to medical records; for other records a reasonable charge may be made for reproduction costs.

201.4 Correction of Records

If an individual considers a record is misleading, contains a statement of fact which can be shown to be erroneous, or contains information which is not relevant, a correction may be requested.

The request must be submitted in writing to OHR/IM/Records.

A request for correction of information such as date of birth must be accompanied by supporting documentation, for example, birth certificate of passport.

The designated custodian of the records may consult the Provost (or designee) or the Vice President for Human Resources (or designee), as appropriate. On the basis of this consultation, the custodian either makes the correction or indicates the reason why the request is denied.

If a correction is sought on an appropriate ground but is denied, the individual involved may submit for inclusion in the file a short statement explaining the grounds for the request and the correction sought. The Provost or the Vice President for Human Resources may submit a counterstatement, a copy of which is sent to the affected individual. Both statement and counterstatement shall be placed in the Personnel Record.

201.5 Limitations on Review of Records

To protect against inappropriate disclosure of confidential information, certain records including those containing confidential information about more than one individual and medical records are not open to review by an individual who is a subject of the record. These records are maintained separately from other benefit records and may be available under separate policies or practices applicable to all recipients of care at the Hospital of the University of Pennsylvania or elsewhere at the University. Individuals may not review the following:

- records which contain confidential information about other people;
- all letters of recommendation relating to the consideration of a faculty member or a staff member for appointment, re-appointment, promotion or tenure unless released by written consent of the author;
- documents including records concerning benefits which are being developed or prepared for use in civil, criminal or grievance procedures;
- records relating to the investigation of a possible criminal offense;
- medical and hospital records.

201.6 Records Which May be Disclosed to Third Parties

Information contained in personnel records may be disclosed by the University without the written consent of the subject of the record when the Provost or Vice President for Human Resources concludes that a constructive purpose would be served or when required by law in the judgment of the Office of General Counsel.

Unless specifically excepted in this policy, the content of personnel records may not be disclosed to third parties without the express written permission of the individual who is the subject of the record. The written permission must describe specifically the records to be disclosed and the persons to whom they are to be disclosed.

Except for disclosures of directory information and as required by law, the University shall notify any third party to whom disclosures are made that disclosures are made under the condition that the party shall not make any redisclosure of the information without the written consent of the subject of the record.

Information on the procedure, forms and circumstances specified below may be disclosed to third parties.

201.6a *Directory Information*: name, title, department, employment date, and termination date may be disclosed unless expressly prohibited by the subject of the record.

201.6b *Authorized Individuals*: personnel records may be disclosed to University officials, and authorized individuals performing work for the University who require the information for the performance of their duties.

201.6c *Legal Requirements*: the University may release personnel records in response to a lawful subpoena, warrant, or court order or if, in the opinion of the Office of General Counsel, such records could be required by law to be produced for any reason, including disclosure to a government agency. Whenever possible, notice of disclosure shall be given in advance through the *Almanac* for general categories of personnel records or by mail for individual records.

201.6d *Protection of University Interests*: the University may disclose information contained in records to protect its legal interest when it believes the actions of an individual violate or have violated his/her conditions of employment or threaten injury to people or property.

201.6e *Collective Bargaining Agreements*: information may be disclosed as required under the terms of a collective bargaining agreement.

201.6f *Emergencies*: information may be disclosed if, in the judgment of the designated custodian of OHR/IM/Records, such disclosure is necessary to protect the health, safety or property of any person.

201.7 Exemptions to Third-Party Disclosure Policy

The Office of Affirmative Action, Office of Human Resources and Office of General Counsel are exempted from policy 201.6.

201.8 Record Retention Requirements

Records shall be maintained for the period specified by state or federal law, or longer at the direction of the Provost, the Vice President for Human Resources, the University Archivist or the General Counsel.

Records will be retained according to the following schedule:

- Affirmative Action Records: 7 years
- Information Management /Records Files: 5 years after death
- Medical records relating to job qualification: 30 years beyond termination date
- Records relating to faculty appointment or promotion: 5 years after death
- Grievance records: 5 years after death
- Public Safety records: 5 years after death
- * Payroll: 7 years
- * Occupational Safety and Health Act records of exposure to toxic substances: 30 years
- * Applications (unsuccessful candidates): 2 years

*Payroll, OSHA records and applications are retained according to this schedule and are not dependent on employment status.

The Department of Public Safety and the Hospital of the University of Pennsylvania shall develop their own record retention policies for security records and medical records.

Applicability: All University Employees
Source: Human Resources Office

University of Pennsylvania Police Department

This report contains tallies of part 1 crimes, a listing of part 1 crimes against persons, and summaries of part 1 crime in the three busiest sectors on campus where two or more incidents were reported between January 1, 1991 and January 27, 1991.

Totals: Crimes Against Persons-1, Thefts-73, Burglaries-5
Thefts of Auto-3, Attempted Thefts of Auto-1

Date	Time	Location	Incident
Crimes Against Persons:			
01/23/91	10:54 PM	200 block 43rd	Male robbed/simulated gun
34th to 38th; Civic Center to Hamilton			
01/04/91	10:36 AM	Medical School	Stereo taken from unsecured room
01/07/91	4:24 PM	Johnson Pavillion	Cash & credit cards taken
01/08/91	1:05 PM	Blockley Hall	Wallet left in ladies room taken
01/09/91	10:02 AM	Nursing Ed Building	ID taken from wallet
01/09/91	11:29 AM	Nursing Ed Building	Cosmetics taken from bag
01/09/91	12:34 PM	Nursing Ed Building	Clothes, medicine & lunch taken
01/11/91	9:28 AM	Clinical Res Building	Camera/pen taken from secured desk
01/14/91	6:01 PM	Nursing Ed Building	Unattended purse & contents taken
01/15/91	4:32 PM	Blockley Hall	Unattended purse & contents taken
01/18/91	10:31 AM	Clinical Res Building	Unattended purse & contents taken
01/18/91	11:09 AM	Anat-Chem Wing	Briefcase/purse taken/case found
01/18/91	3:39 PM	Medical School	Backpack, contents taken
01/21/91	4:34 PM	Medical School	Unattended knapsack taken
01/23/91	11:28 AM	Johnson Pavillion	Phone answering machine taken
01/23/91	4:59 PM	Medical School	Bag recovered minus credit card
01/23/91	5:54 PM	Johnson Paillion	Radio taken from unsecured office
01/24/91	9:16 AM	Medical School	Wallet & credit cards taken
01/25/91	9:08 AM	Blockley Hall	Briefcase recovered intact
01/25/91	9:17 AM	Richards Building	Typewriter taken from room
01/26/91	3:22 PM	Richards Building	Items taken from unsecured room

34th to 36th; Spruce to Locust

01/11/91	3:30 PM	Houston Hall	Cash taken
01/11/91	6:17 PM	Houston Hall	Book & checkbook taken
01/12/91	7:51 AM	College Hall	Phone taken from unsecured room
01/13/91	12:22 AM	Houston Hall	Fire equipment taken from hallway
01/21/91	11:08 AM	Houston Hall	Unattended wallet taken from jacket
01/21/91	9:13 PM	Houston Hall	Unattended walkman taken
01/22/91	9:43 AM	Williams Hall	VCR taken from secured room
01/24/91	1:49 PM	Houston Hall	Unattended audio equipment taken
01/24/91	3:50 PM	Houston Hall	Knapsack taken

38th to 39th; Spruce to Locust

01/17/91	6:19 PM	Zeta Beta Tau	Cash & video games taken
01/24/91	4:55 PM	Lot #14	Cash taken from auto
01/24/91	8:21 PM	Lot #14	Cassette radio taken from auto
01/24/91	10:59 PM	Lot #14	Auto's door forced open/cash taken
01/24/91	10:59 PM	Lot #14	Auto's window broken/items taken
01/24/91	10:59 PM	Lot #14	Cassette player taken from auto

Safety Tip: The campus has more than 175 emergency telephones to provide rapid communication to the University Police. The outdoor phones are in the yellow boxes with blue lights above them. If you need assistance or wish to report a crime open the phone box and lift the reciever. The phone will ring at the University Police Operations Room immediately.

18th District Crimes Against Persons

Schuylkill River to 49th Street, Market Street to Woodland Ave
12:01 AM January 14, 1991 to 11:59 PM January 20, 1991

Totals: Incidents-11, Arrests-3

Date	Time	Location	Offense/Weapon	Arrest
1/14/91	8:03 PM	4700 Walnut	Robbery/strong-arm	Yes
1/14/91	7:51 PM	515 S. Melville	Robbery/knife	No
1/15/91	5:15 PM	4800 Chestnut	Robbery/strong-arm	No
1/15/91	10:35 PM	4500 Spruce	Robbery/strong-arm	No
1/16/91	12:40 AM	4700 Chestnut	Robbery/gun	No
1/16/91	5:05 AM	4600 Market	Robbery/gun	No
1/17/91	4:10 PM	4504 Baltimore	Robbery/strong-arm	Yes
1/18/91	11:40 PM	4500 Baltimore	Robbery/gun	No
1/19/91	12:58 AM	3601 Locust	Robbery/strong-arm	No
1/19/91	3:15 AM	4418 Spruce	Robbery/gun	No
1/19/91	7:54 PM	4400 Spruce	Robbery/strong-arm	Yes

'Desert Fax' to the Gulf

For those who would like to send a message to troops stationed in the Middle East, AT&Tpfers Desert Fax, a free service for communicating with military personnel. The service has been used to send more than 500,000 messages since its origin September 17. A special form is used, available at the Phone Center locations below; for other locations, call 1-800-555-8111.

1713 Chestnut Street
9 a.m.-5 p.m. M-F, 10 a.m.-3 p.m. Sat.

501 Adams Avenue, Rising Sun Plaza
10 a.m.-7 p.m. M-F, 10 a.m.-6 p.m. Sat.

King of Prussia/Valley Forge
(across from Hilton Hotel)
113 Town Center Road
10 a.m.-5 p.m. M-Th, & Sat.;
10 a.m.-8 p.m. Fri.

JANUARY AT PENN

FITNESS/LEARNING

31 *How Americans Job-Hunt: A Session for International Students;* noon-1 p.m., Room 70, McNeil Building (Career Planning and Placement Service).

TALKS

31 *Oxidative Stress: A Radical View;* Paul Saltman, University of California at San Diego; 3 p.m., Wistar Auditorium (Wistar Institute).

A Direct Role of Calcium ion in Gating of Ionic Channels; Clay M. Armstrong, physiology; 4 p.m., Physiology Library, Richards Building (Department of Physiology).

Use of Research in Setting the Legislative Agenda; Marina Weiss, chief analyst for Health and Human Resources Committee on Finance, U.S. Senate; 4:30-6:30 p.m., Colonial Penn Center Auditorium (Leonard Davis Institute of Health Economics, Center for Health Policy).

Aesthetic Aspects of Science; William Lipscomb, chemistry, Harvard University and Nobel Prize winner; 8 p.m., Auditorium, Nursing Education Building (University Scholars and Chemistry Department).

Deadlines

The deadline for the March at Penn pullout calendar is February 12. The deadline for the weekly update is Monday, a week before the week of publication. Copy should be delivered to our offices (see address, e-mail address, and fax number below).

Almanac

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