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Facing Academic 1992—with Thanks for the Harrisburg Reprieve

As we begin the new academic year, Penn's 252nd, we welcome back returning faculty, students, and staff. We also welcome many new members of the University community, especially the Class of 1995 and the 133 new faculty who join us for the first time. Penn offers each member of the community a lively setting in which to learn, to teach, and to contribute to the University's rich intellectual, cultural and social life.

American higher education has entered a period of dramatic social and political challenges and tightening financial constraints. In the year ahead we can expect continued public questioning of the integrity and effectiveness of the academic enterprise, renewed attacks on the openness and diversity of the academic community, and further reductions in levels of financial support for higher education. Penn will not be immune to these forces.

This past spring, for example, the Commonwealth of Pennsylvania faced an extraordinary budget crisis. One of the proposed solutions included a significant cut in overall support for higher education including a 50% reduction in the University's crucial appropriation from the Commonwealth. Fortunately, in early August the General Assembly approved, and Governor Casey signed, a tax and budget package that fully restored state support for the University to FY91 levels. Penn is heartened by this recognition of the University's role as a major contributor to the health, educational advancement, and economic stability of the Commonwealth. We are also most appreciative of the support we received from all members of the Penn community, including trustees, alumni, friends, parents, faculty, staff and students, who helped the state legislature and the administration to understand Penn's important contributions to the Commonwealth.

Though the state budget crisis is over for 1992, Penn—and all of higher education—will continue to face severe economic challenges over the next few years. Therefore, we will need to retain the cost savings and operational efficiencies that we have achieved over recent months and aggressively continue to identify further improvements in the months ahead.

The year ahead offers other challenges as well. With the successful completion of the University Five-Year Plan, the University's 12 schools are now beginning to develop the next phase of their individual five-year planning. These plans will not only plot the implementation of the broad goals set forth in the University plan (see *Almanac* January 22, 1991), but they will also define the specific missions and goals of each school. Tying each of the school plans to the University Plan and to long-term resource planning, especially in the light of severe fiscal constraints through the rest of this decade, will be a major challenge for the Deans and the University administration during the year ahead. In addition, we will need to maintain the momentum of the Campaign for Penn, which continues to set new fundraising records months ahead of our original projections. The Campaign's continued success will help to soften the long-term impact of the economic hardships that may lie ahead, but it will not exempt us from the need for careful planning and a more frugal profile in the near term.

While these immediate and long-range challenges may sometimes seem to preoccupy those of us who are responsible for the long-term financial and academic planning of the University, we cannot lose sight of the day-to-day challenges of ensuring that ongoing academic programs, social and residential affairs, and issues of immediate concern to the University community receive prompt and effective attention. Indeed, it takes the combined efforts of many talented and committed people to sustain simultaneously the University's planning process, the Campaign, the quality of the faculty's research and teaching, and our responsiveness to all the unexpected challenges that the new academic year will undoubtedly bring. We know we can count on the commitment of each member of the Penn community in those efforts, as we work together to make the academic year 1991-92 a success.

Welcome back and good luck!

Sheldon Hackney, President

Michael Aiken, Provost

Commonwealth Funding 1992: No Cut, No Increase

Last month the General Assembly completed work on the 1992 State Budget and accompanying tax measures. Included in their work was passage of the Penn appropriations bill. I am pleased to report that our appropriation, which had been recommended for a reduction of \$18.6 million, was restored to the full amount of \$37,628,000. Each of the lines in our appropriation was restored to last year's level (see table). In addition to the major appropriation, the following Penn appropriations were also passed by the General Assembly and signed by the Governor:

Cardiovascular Studies	\$137,000
University Museum	\$190,000
University Arboretum	\$400,000
Cancer Center	\$500,000

An appropriation of \$4 million was also included in the budget for Educational Equipment. This item should net us around \$425,000, if the formula used last year is used again this year.

—James E. Shada, Associate Vice President for Commonwealth Relations

Line Item	1991-92 Appropriation	1991-92 Gov's Rec.	\$ Inc/Dec Over 90-91	% Inc/Dec Over 90-91	HB 1555 PN 2349
Instruction	\$16,633,000	\$ 6,653,000	\$ - 9,980,000	- 60.0	\$16,633,000
Medical Instruction	4,596,000	3,217,000	- 1,379,000	- 30.0	4,596,000
Dental Clinics	1,067,000	747,000	- 320,000	- 30.0	1,067,000
* Vet Instruction	8,005,000	5,604,000	- 2,401,000	- 30.0	8,005,000
* New Bolton Center	3,924,000	1,502,000	- 2,422,000	- 61.7	3,924,000
* Food/Animal Clin.	2,113,000	809,000	- 1,304,000	- 61.7	2,113,000
* Center for Animal Health & Productivity	1,290,000	494,000	- 796,000	- 61.7	1,290,000
Totals	\$37,628,000	\$19,026,000	-\$18,602,000	-49.4	\$37,628,000
Combined Vet	\$15,332,000	\$8,409,000	-\$ 6,923,000	-45.2	\$15,332,000

* Items included in Combined Vet Appropriation

** Does not include approximately \$425,000 for educational equipment

Arrests in Two Center City Deaths

Philadelphia Police have arrested suspects in both of the apparent random-robbery deaths of young men who were enrolled in Penn summer programs. (See *Deaths*, page 6.)

Two cousins, Carlton and Dwayne Bennett, both 20, were arrested and 16-year-old Giovanni Reed surrendered later to police in the August 10 shooting of Robert Janke as he waited for a friend outside his apartment on South 17th Street just before 6 a.m.

Chester Hollman, 21, has been arrested and two companions are sought in the shooting of Tae-Jung Ho at 22nd and Chestnut Streets on August 20 near 1 a.m. Mr. Ho was helping a woman student from Penn move from the 2100 block of Arch Street to the apartment he was vacating in the 2300 block of Walnut when a vehicle carrying two men and two women pulled up beside them. Two men jumped from the car and tried to rob them, and when Mr. Ho resisted he was shot at point blank range. The Penn woman was knocked down but has been treated and released. A taxi driver pursued the assailants' vehicle and provided license information to police, who found the car and arrested Chester Hollman and an unidentified woman was later released. Police are searching for the other woman and a second man.

Welcome Back—To an Unfinished Agenda

To Old Penn Hands, a welcome back. To new colleagues: a warm welcome to what we hope is a rewarding decision to join us here at Penn. In either case, I welcome you to an unfinished agenda that we as faculty have...

Salaries, teaching loads, research funding, cost containment: old hat? Yes, but extremely important as you view your own work and as all our work adds up to the University and its place in the sun! As faculty we have all "the rights and privileges thereto appertaining" but also the responsibilities which we trust includes your participation in the governance of departments, schools and the total university.

The erosion of the credibility of higher education generally will affect Penn less if we continue the strong Penn tradition of faculty involvement in our community. The immediate past Chairs of the Faculty Senate have made remarkable gains in achieving and maintaining good, open working relationships with the administration. And the many societal issues which inevitably invade academia—the growing diversity of the student body, escalating costs, intensified racism, security, calls for curricular changes, political turmoil—are sometimes troublesome but always challenging and demand reasoned responses. We all must be a part of those responses, not only to create among us a more felicitous community but to help students carry away with them viable models for their future on this vulnerable, shrinking globe.

As Chair of the Faculty Senate I have the opportunity of addressing you from time to time on these pages. Please make your concerns known to me so that they can be dealt with here and/or in the Senate Executive Committee which meets monthly during the academic year.

Welcome!

Francine Walker

OF RECORD

University Policy on Secular and Religious Holidays

January 1, 1991

The following policy is applicable to all undergraduate, graduate and professional academic programs of the University of Pennsylvania:

1. No secular or religious holidays are formally recognized by the University's academic calendar. However, in setting the academic calendar for each year, the University does try to avoid obvious conflicts with any holidays that involve most University students, faculty, and staff, such as July 4, Thanksgiving, Labor Day, Christmas and New Year's.

2. Other holidays affecting large numbers of University community members include Martin Luther King Day, Rosh Hashanah, Yom Kippur, the first two days of Passover, and Good Friday. In consideration of their significance for many students, no examinations may be given and no assigned work may be required on these days. Students who observe these holidays will be given an opportunity to make up missed work in both laboratories and lecture courses. If an examination is given on the first class day after one of these holidays, it must not cover material introduced in class on that holiday.

Faculty should realize that Jewish holidays begin at sundown on the evening before the published date of the holiday. Late afternoon exams should be avoided on these days. Also, no examinations may be held on Saturday or Sunday in the undergraduate schools unless they are also available on other days. Nor should seminars or other regular classes be scheduled on Saturdays or Sundays unless they are also available at other times.

3. The University recognizes that there are other holidays, both religious and secular, which are of importance to some individuals and groups on campus. Such occasions include, but are not limited to, Memorial Day, Sukkot, the last two days of Passover, Shavuot, Shemini Atzerat, and Simchat Torah, as well as the Muslim New Year, Ra's al-sana, and the Islamic holidays Eid al-Fitr and Eid al-Adha. Students who wish to observe such holidays must inform their instructors within the first two weeks of each semester of their intent to observe the holiday even when the exact date of the holiday will not be known until later so that alternative arrangements convenient to both students and faculty can be made at the earliest opportunity. Students who make such arrangements will not be required to attend classes or take examinations on the designated days, and faculty must provide reasonable opportunities for such students to make up missed work and examinations. For this reason it is desirable that faculty inform students of all examination dates at the start of each semester.

—Michael Aiken, Provost

A Reminder: September 1991 Observances

I wish to remind you that Rosh Hashanah falls on Monday, September 9, and Yom Kippur is on Wednesday, September 18.

—Michael Aiken, Provost

Honorary Degree Nominations: September 30 Deadline

The University Council Honorary Degrees Committee is now welcoming suggestions for recipients at Commencement on May 18, 1992. Nominations (including background biographical information) should be submitted to Duncan Van Dusen, Office of the Secretary, 4200 Pine Street, 2nd Floor/4090. The deadline is *September 30, 1991*.

Faculty Hospitality to Students

Now in its ninth year, the President's Fund for Student-Faculty Interaction is once again available for use by faculty members who wish to entertain groups of their students in their home or in local restaurants.

As in the past, each faculty member is asked to limit himself or herself to one function per semester; invite no student more than once; and base reimbursement on figures set at \$3 per student for receptions with light refreshments, \$4 per student for lunches, and \$6 per student for dinners. Reimbursements will be made for food and non-alcoholic beverages only, and cannot be used for departmental (as opposed to individual) functions.

Faculty members interested in using the Fund should contact Dr. Francine Walker, Director of Student Life Activities and Facilities, 110 Houston Hall/6306, Ext. 4340, for a copy of the reimbursement form which requires a social security number and signature, and must be returned with originals of all receipts.



Now, a Smoke-Free Library

Beginning this fall, the Van Pelt-Dietrich Library Center will be a smoke-free environment, and staff or users who smoke will be asked to do so outside the library building. "This decision was made after much consideration and study of the health and safety issues related to smoking," Vice Provost and Director Paul Mosher said. During a transitional 1990, smoking was restricted to certain areas of the Libraries.

In the June 28, 1990, issue of the library's newsletter *Orrery*, Dr. Mosher summarized findings of the Libraries' Staff Health and Safety Committee and Administrative Council that smoking in the libraries presents two kinds of serious danger for those working in the building, both users and staff: "First, there can be no question that smoke—even cigarette smoke, even passively inhaled—is a serious danger to health. There have been more than 50,000 studies of the issue in the last 25 years, all of which have arrived at the unavoidable conclusion that smoking, or the passive inhalation of smoke, are among the most dangerous of human activities. Second, we conclude that without a sprinkler or other fire repressant system in our enormous building complex, smoking presents a fire danger. Fire and books are great enemies, and the combination would be disastrous to patrons stranded in one corner or another of this vast complex as well as to our collections. We recognize that effectiveness of our fire alarm system, but remain persuaded that the potential danger, both to life and to our treasure of knowledge, which is also a major University financial asset, is significant. The above considerations resulted in the unanimous resolution of the Council Committee on Libraries that the Van Pelt-Dietrich Library Center be made a smoke-free environment."

The University is committed to the fair and equitable treatment of all members of our community. In keeping with that commitment the University has adopted the following revised Staff Grievance Procedure which will go into effect on January 1, 1992.

The Office of Human Resources will be responsible for the implementation of the new procedure including oversight of the panel selection process, development of orientation programs for panelists and employee representatives, and the publication of an annual report on the use of the revised grievance procedures. In addition, The Office of Human Resources, in collaboration with the Office of Affirmative Action, will review the procedure at the end of two years to assess its effectiveness. Questions concerning the revised procedure should be directed to the Office of Staff Relations (898-6093).

I would like to thank the Affirmative Action Council and the Office of Human Resources for their efforts in the development of the new procedure. Thanks also to the members of the University community who submitted comments and recommendations during the revision process.

—Sheldon Hackney, President

Staff Grievance Procedure

Effective January 1, 1992

Introduction

Regular and effective communication between supervisors and staff members reduces the likelihood of misunderstanding and conflict. The University expects and encourages supervisors and staff members to communicate openly and regularly so that the interests of the staff and the University are best served. In addition, the University has Resource Offices such as the Offices of Human Resources/Staff Relations, Office of Human Resources/Labor Relations, Ombudsman, Affirmative Action, the African American Resource Center, Faculty/Staff Assistance Program, and Penn Women's Center which will assist staff members in resolving issues or concerns.¹ Staff members who have concerns about the administration of University or departmental policy, are encouraged to try to resolve them by working with their department head or one of the Resource Offices.

The Staff Grievance Procedure is designed to provide a fair and equitable resolution for concerns related to terms or conditions of employment that are not resolved to the staff member's satisfaction within the School or administrative unit. Retaliation against a staff member for utilizing this Grievance Procedure violates University policy and will result in appropriate disciplinary action, including termination. Any staff member who believes that s/he has been retaliated against or treated unfairly for utilizing the Grievance Procedure should contact the Office of Human Resources/Staff Relations or another University Resource Office.

Eligibility

All regular University staff members who have completed their introductory period are eligible to utilize this process to resolve issues arising from their employment. Faculty, ungraded administrators, HUP employees and union employees have separate procedures and are not eligible to file grievances under this procedure.

Complaints regarding compensation and classification are only grievable if a violation of federal, state or local equal opportunity or labor laws is alleged. Other complaints of this nature we handled administratively. Questions regarding the administrative review process should be directed to the Office of Human Resources/Compensation.

Procedure

The Staff Grievance Procedure is administered by the Office of Human Resources/Staff Relations. In grievances in which unlawful discrimination is alleged, the Office of Affirmative Action assists in the administration of the procedure. All time frames and other procedural requirements must be adhered to unless an extension or exemption is granted by the Office of Human Resources. Extensions will only be granted for compelling reasons. If the grievant fails to respond within specified time frames (including any approved extensions) the grievance may be dismissed. If the respondent fails to respond within specified time frames (including any approved extensions) he/she may be subject to disciplinary action and the grievance will proceed to the next step.

Both the grievant and respondent may be assisted throughout this process by an employee representative. These representatives must be regular university employees or retired faculty or staff members. All employee representatives for respondents must be approved by the head of the responding department.

Step 1

To initiate a grievance,² the grievant must—

notify his/her supervisor (or other person whose actions are being grieved) of his/her intent to file a grievance within 20 working days of the date he/she knew or should have known of the event giving rise to the grievance.

The respondent must—

meet with the grievant to discuss the issues and concerns raised and provide him/her with a written response addressing each of the issues and concerns raised within ten (10) working days.

Step 2

If the issues are not resolved satisfactorily during Step 1, to proceed the grievant must—

obtain and submit a completed grievance form to the Office of Human Resources/Staff Relations within ten (10) working days of receiving a response from his/her supervisor.

The respondent must—

submit a written response to the Office of Human Resources/Staff Relations addressing the issues and concerns raised in the grievance within ten (10) working days. The response must be approved by the Dean or Administrative Unit Head before it is submitted.

Step 3

If the grievant is not satisfied with the response from the Department Head in Step 2, to proceed, the grievant must—

submit a written request for a panel hearing to the Vice President for Human Resources or designee within three (3) working days of receiving the response. The hearing will be convened within twenty (20) working days. The Panel must submit recommendations for resolution in writing to the President within five (5) working days of the completion of the hearing. The President or designee will notify the grievant and respondent of the final decision in writing within ten (10) working days of receipt of the recommendations from the panel.

Note: A Grievance Procedure Manual describing the process in detail is available from any of the University Resource Offices.

1. University Resource Offices use different procedures and time frames for receiving and attempting to resolve complaints. The procedures and time frames herein apply to formal grievances filed under this procedure
2. A staff member whose employment has been terminated, may elect to expedite the process. If the expedited procedure is elected, the staff member may initiate his/her grievance at Step 2.

The following procedures, adopted after review by the Faculty Senate Committee on the Faculty and the Senate Committee on Academic Freedom and Responsibility, take effect immediately and supersede those published in Almanac December 12, 1989, and in the 1989 edition of the Handbook for Faculty and Administrators. —Michael Aiken, Provost

Procedures Regarding Misconduct in Research

Introduction

The University relies on its faculty to establish and maintain the highest standards of ethical practices in academic work, including research. Misconduct is forbidden and represents a serious breach of both the rules of the University and the customs of scholarly communities.

Recent public disclosures of instances of misconduct in research, while relatively rare in relation to the total research enterprise, have raised concerns about academe's ability to detect such misconduct and to handle cases of misconduct effectively. While the primary responsibility for maintaining integrity in research must rest with those who perform it, it is necessary that the University establish certain standards to assure a healthy environment for research. These standards include procedures for dealing with alleged misconduct in research.

For the purpose of these procedures, misconduct is defined as fabrication, falsification, plagiarism, or other serious deviation from accepted practices in proposing, carrying out, or reporting results from research. It does not include honest error or honest differences in interpretations or judgments in evaluating research methods and results. Some forms of misconduct such as failure to adhere to requirements for the protection of human subjects or to ensure the welfare of laboratory animals are governed by specific federal regulations and are subject to the oversight of established University committees. However, violations involving failure to meet these requirements may also be covered through the procedures discussed here governing misconduct in research or possibly by other University procedures when so determined by responsible committees or institutional officials.

The University condemns misconduct in research and is obligated to establish procedures to investigate allegations of misconduct in light of the following:

1. The University expects each faculty member to maintain and further the highest standards of ethical practices in research. Especially important are integrity in recording and reporting results, care in execution of research procedures, and fairness in recognition of the work of others.
2. Improper limitations on access to information, as defined by the scholarly community, are encroachments on the free pursuit of new knowledge within the scholarly community. These improper limitations are unacceptable and should not be tolerated.
3. Committees on Appointments and Promotions at all levels are encouraged to evaluate in detail the quality of published work in assessing the scholarly productivity of candidates for appointments and promotions. The most specialized internal peer review should take place at the department level. Faculty who make recommendations concerning appointments and promotions should acquire as deep an understanding as possible of the research of the individual under consideration, thereby minimizing the possibility of research misconduct and promoting the highest standards of research.
4. The University expects faculty members to be responsible for the integrity of the research carried out under their supervision, no matter who actually performs the work or under what circumstances.
5. While there is no institutional policy stating who should be named as authors of reported work, authorship implies a definable major contribution to the work and an acceptance of responsibility for the methods and findings of the work.
6. Investigators are expected to keep thorough and verifiable records and to insure that exact copies of these records are preserved by the unit in which the work is done.
7. Part of the maintenance and perpetuation of high ethical standards includes the responsibility to report research misconduct. If University colleagues or others observe misconduct, they are expected to report it to the appropriate dean.

8. Charges of misconduct must be resolved expeditiously in a fair and objective manner, protecting the rights of the person or persons against whom a complaint has been filed (the respondent) and the person or persons filing the complaint (the complainant). The making of knowingly false or malicious accusations violates acceptable norms of behavior for members of the University community and may result in formal charges being brought against the complainant under University procedures.

Procedures for handling alleged research misconduct by standing and associated faculty

The procedures which follow recognize the need to protect the rights and reputations of all individuals, including those who are alleged to have engaged in misconduct and those who report the alleged misconduct. These procedures also recognize that ethical standards are not only an individual obligation but represent a responsibility to the institution, to scientific communities, and to the public.

All committees and parties to an inquiry or investigation have the obligation to maintain maximum confidentiality throughout the proceedings. All persons concerned have the obligation to cooperate and furnish all requested information. If any party refuses to do so, the committees of inquiry and investigation will note this in their reports to the dean.

1. Preliminary Inquiry

1.1 Before filing a complaint, an individual is encouraged to review the matter with his or her department chair, dean, and/or University ombudsman, to seek advice from individuals he or she trusts, and through such consultation to determine whether the matter should be pursued. Inquiry into misconduct in research should be initiated by written complaint from any individual, whether or not affiliated with the University and filed with the dean of the School in which the respondent has his or her primary appointment. The dean will then notify the Provost. The complaint must be detailed and specific, and accompanied by appropriate documentation. The dean and the Provost have the responsibility to protect the position and reputation of the complainant, so long as the complainant's allegations were made in good faith. The Provost will notify the Chair of the Faculty Senate that a complaint has been filed and the nature of the complaint, but will not identify either the complainant or the respondent, in order to preserve maximum confidentiality at this very preliminary stage of inquiry.

1.2 Upon receipt of a properly documented complaint, the dean shall inform the respondent of the nature of the charges, making every effort to avoid identifying the complainant. The dean shall also appoint a preliminary inquiry committee consisting of at least two individuals, none of whom are members of the same department as, or collaborators with, the complainant or respondent. The members of the committee shall be unbiased and have appropriate backgrounds to judge the issues being raised. They may but need not be members of the faculty of the University. Upon appointment of the preliminary inquiry committee, the dean will notify the complainant and the respondent of the names of the committee members. The dean shall also make every effort to protect the identities of both complainant and respondent with respect to the larger community. The appointment of the preliminary inquiry committee will ordinarily be completed within two weeks of the receipt of a properly documented complaint.

1.3 The preliminary inquiry committee shall gather information, and determine whether the allegation warrants a formal investigation. The committee shall then submit a written report of its findings to the dean with a copy to the Provost, the complainant and the respondent. The report shall state what evidence was reviewed, summarize relevant interviews,

and include the committee's conclusions. This report shall ordinarily be submitted within 30 calendar days of receipt of the written complaint by the dean. The respondent shall be given the opportunity to make a written reply to the report of the preliminary inquiry committee within 15 calendar days following submission of the report to the dean. Such reply shall be incorporated as an appendix to the report. The entire inquiry process shall be completed within 60 calendar days of the receipt of a properly documented complaint by the dean, unless circumstances clearly warrant a delay. In such cases, the record of inquiry shall detail reasons for the delay.

1.4 If the report of the preliminary inquiry committee finds that a formal investigation is not warranted, the dean may
(i) initiate a formal investigation despite the recommendation of the preliminary inquiry committee, or (ii) not initiate a formal investigation, but take such other action as the circumstances warrant, or (iii) drop the matter. This decision shall be reviewed by the Provost. The dean and Provost ordinarily shall complete their review within 10 days of the receipt by the dean of the report. If the Provost agrees with the dean, the dean shall inform the concerned parties of their decision. If the Provost disagrees with the dean, the Provost shall determine the appropriate course of action, which the dean shall initiate. In the event that the dean and Provost determine not to initiate a formal investigation, they shall, as appropriate, use diligent efforts to restore the reputation of the respondent and to protect the position and reputation of the complainant if the complaint is found to have been made in good faith. The Provost will notify the chair of the Faculty Senate that the case has been dropped.

1.5 If no formal investigation of the respondent is conducted, sufficient documentation shall be maintained for at least 3 years following the inquiry to permit a later assessment of the reasons that a formal investigation was not deemed warranted.

1.6 If the report of the preliminary inquiry committee finds that a formal investigation is warranted or the dean or Provost decides the matter should be pursued through a formal investigation, the dean shall:

- a) notify the complainant and respondent;
- b) identify the complainant to the respondent;
- c) initiate a formal investigation as provided in section 2.

The Provost shall inform both the agencies funding the research and the Senate Consultation Subcommittee, in writing, that a formal investigation has been initiated.

2. Formal Investigation

2.1 To initiate a formal investigation, the dean shall appoint a formal investigation committee of not less than three individuals, none of whom shall have been members of the preliminary inquiry committee but whose appointment shall be subject to the same provisions for appointment of the preliminary inquiry committee as described in section 1.2. The formal investigation shall be initiated within 30 calendar days of completion of any inquiry which finds that such an investigation is merited.

2.2 The formal investigation committee shall undertake a thorough examination of the charges, including, without limitation, a review of all relevant research data and proposals, publications, correspondence, and memoranda of telephone calls. Whenever possible, interviews shall be conducted with the complainant and respondent, as well as with others having information regarding the allegations. Summaries of these interviews shall be prepared, provided to the interviewed party for comment or revision and included as part of the investigatory file. During its proceedings the committee shall have access to and consult legal counsel. When appearing before the committee, the respondent and the complainant may each be accompanied by an adviser, who may be a lawyer but who may not participate in the proceedings. The committee shall not conduct formal hearings. Except in unusual cases, the respondent and the complainant shall not appear before the committee at the same time.

2.3 Following the completion of its investigation the committee shall submit a written report with full documentation of its findings of fact to the dean with copies to the Provost and the respondent. This report shall describe the policies and procedures under which the investigation was conducted, how and from whom information was obtained, the findings, and the basis of the findings, and texts or summaries of the interviews conducted by the committee. This report shall ordinarily be submitted to the dean within 90 days of the appointment of the formal investigation committee. The respondent shall be permitted to make a written reply to the Provost within 21 days of submission of the report to the dean. If appropriate, a copy of the report will also be sent to the complainant, who will also be offered the opportunity to make a written reply to the Provost within 21

days of the sending of the report. Such replies shall be incorporated as appendices to the report of the formal investigation committee. The Provost shall then report the outcome of the investigation to agencies funding the research and the Senate Consultation Committee. The Provost shall also provide a copy of the report to the funding agency, as required. The entire formal investigation process shall be completed with 120 calendar days of its initiation, unless circumstances clearly warrant a delay. In such cases, the reasons for a delay shall be documented.

2.4 The Provost and dean, shall, during the course of the formal investigation, take administrative action, as appropriate, to protect funds for sponsored research, and ensure the purpose of any external financial assistance. The Provost shall apprise agencies funding the research of any development during the formal investigation which may affect current or proposed funding of respondent's research. If the Provost and dean decide to terminate an investigation before it is completed, the Provost shall notify the funding agencies in writing of the reasons for terminating the investigation.

3. Resolution

3.1 If the report of the formal investigation committee finds the charges to be unfounded, the matter shall be dropped and the concerned parties shall be informed. The dean and the Provost have the responsibility to take an active role to repair any damage done to the reputation of the respondent or the complainant (provided the complainant acted in good faith), and to take appropriate action should they determine that the accusation was knowingly false.

3.2 If the report of the formal investigation committee finds the charges against a faculty member to be substantiated, the dean shall proceed to take whatever actions are appropriate to the seriousness of the offense and in accordance with University procedures and which consider the previous record of the respondent. For major offenses by members of the standing or research faculties, the dean shall consult with members of the faculty concerned to aid in determining whether there is substantial reason to believe that just cause exists for suspension or termination, and shall take other steps as may be appropriate under the University's procedure for Suspension or Termination of Faculty for Just Cause. For less serious offenses, which do not warrant suspension or termination, the dean may impose penalties including, but not limited to, removal from a particular project, a letter of reprimand, special monitoring of future work, probation, or below average salary increases, including zero salary increases, for one or more years.

3.3 The respondent shall have access to all established University grievance and appeal procedures in accordance with the stated jurisdiction of such procedures.

3.4 When the report of the formal investigation committee finds charges have been substantiated, the Provost shall take appropriate steps to correct any misrepresentations resulting from the misconduct in question. Collaborators, professional societies, and other affected institutions and individuals shall be informed. If misrepresented results have been submitted for publication, already published, or otherwise disseminated into the public domain, appropriate journals and other sponsors shall be notified.

4. Procedures

4.1 If the dean is the complainant or respondent or in any other way has a conflict of interest or the appearance of a conflict of interest, he or she is obligated to remove him- or herself from the case during the preliminary inquiry and formal investigation and to transfer to the Provost responsibility for carrying out these procedures. In carrying out the latter the Provost shall assume the role specified for the demand the President that specified for the Provost in sections 1, 2 and 3.

4.2 Complete records of all relevant documentation on cases treated under the provisions of this policy shall be preserved in the offices of the dean and the Provost for at least 10 years, except as indicated below. The records of cases which are dropped under the provisions of sections 1.4 or 3.1 shall be preserved for at least three years following the initial inquiry, but not as part of the personnel record of the respondent.

4.3 The University may act under these procedures irrespective of possible civil or criminal claims arising out of the same or other events. The dean, with the concurrence of the Provost, after consulting with the general counsel, shall determine whether the University shall, in fact, proceed against a respondent who also faces related charges in a civil or criminal tribunal. If the University defers proceedings, it may subsequently proceed irrespective of the time provisions set forth in these procedures.

Two Center City Robbery Deaths

In separate incidents in August, two men enrolled in special summer programs at Penn were killed in Center City, apparently in robbery attempts with the victims chosen at random. Arrests have been made in both cases but two suspects remain at large (see page 1).

Robert Charles Janke, a recent University of Connecticut graduate, was taking post-baccalaureate work in life sciences in the College of General Studies in preparation for applying to medical schools. He was shot near 6 a.m. on August 10 as he waited for a ride from a friend outside his residence on South 17th Street.

He is survived by his parents, Robert and Frances Janke of Fairfield, Connecticut.

Tae-Jung Ho, an alumnus of the University of Seoul who was participating in the Office of International Programs' English Language Program with a view to eventual graduate study in the U.S., was shot while resisting robbery by two men near 22nd and Chestnut Streets, at about 1 a.m. on August 20.

Mr. Ho is survived by his father, and mother, Mr. and Mrs. Moon-Lyong Ho of Seoul, Korea, and by a brother.

* * *

John G. Hutton, Jr., the 63-year-old former director of physical facilities at the Morris Arboretum, died July 22 in West Reading following a long illness.

Mr. Hutton, a retired civil engineer, joined the University in 1981 as a project engineer to oversee construction of the Arboretum's Grounds and Nursery Center. For the next six years, he was responsible for all major projects in the Arboretum's capital campaign of the 1980's, including adaptive renovation of the Morris Carriage House into the George D. Widener Education Center and the construction of the Arboretum's new entrance road and internal parking lot. The \$1.6 million project, described by Arboretum planners as an engineering and environmental model, was more than 10 years in the planning and execution.

He is survived by his wife, Barbara C. Hutton, four children, and one granddaughter. Friends and colleagues at the Arboretum are planning a memorial service in September.

Harvey James Sudler, Jr., library services assistant in Interlibrary Loans at Biddle Law Library, died June 21 at the age of 48.

Mr. Sudler joined Penn in 1962, served in the U.S. Army from 1964-66, and returned to hold a series of library posts. In 1981 he received an associate arts degree in library technology, with honors, from Community College, and in 1986 he earned a bachelor's degree in criminal justice, *magna cum laude*, from Temple University. Mr. Sudler was a charter member of AFSCME Local 590 and served on its original Executive Board. He also served as secretary-treasurer of the Local.

Mr. Sudler is survived by his mother, Mrs. Cordelia Sudler, a brother, Arthur, and sister-in-law Michele; and his godson, Romell Parham. The family request donations either to the Bicentennial Celebration of St. Thomas's Episcopal Church, 52nd and Parrish Streets, or BEBASHI, Blacks Educating Blacks About Sexual Health Issues, 1528 Walnut Street.

Accumulated for several weeks are the crime statistics furnished by the campus police (below) and, through their cooperation, statistics (right) for the portion of the city's 18th Police District that has a high concentration of University students, faculty and staff. Note that the campus listings are not comprehensive but cover each period's "busiest sectors... where two or more incidents were reported." Complete totals are published annually as mandated by state law; for the most recent, see Almanac March 5, 1991.—Ed.

University of Pennsylvania Police Department

This report contains tallies of part I crimes, a listing of part I crimes against persons, and summaries of part I crime in the five busiest sectors on campus where two or more incidents were reported between **July 7, 1991 and August 12, 1991.**

Totals: Crimes against persons—3 Thefts—87 Burglaries—11
Thefts of auto—2 Attempted thefts of auto—0

Crimes Against Persons:

07/21/91	1:11 AM	Locust Footbridge	Bike rider assaulted by unknown male
07/24/91	9:10 PM	3600 block Locust	Person punched in face/2 juveniles identified
08/07/91	8:13 PM	100 block 39th	Male with simulated weapon arrested
34th to 38th; Civic Center to Hamilton			
07/11/91	9:33 PM	Johnson Pavilion	Secured bike taken
07/17/91	4:05 PM	Nursing Ed Bldg	Unattended briefcase taken
07/17/91	9:40 PM	Hamilton Walk	Secured mountain bike taken
07/22/91	11:23 AM	Clinical Res Bldg	Video camera, charger from unsecured room
07/22/91	11:33 PM	Johnson Pavilion	Attempt to take mountain bike/no damage
07/23/91	2:50 PM	Stemmler Hall	Answering machine taken
08/01/91	2:16 AM	Clinical Res Bldg	Tampering with bike/two arrests
08/01/91	8:39 AM	Blockley Hall	Electric pencil sharpener from unsecured room
08/02/91	11:42 AM	Stemmler Hall	Library/unattended knapsack, contents taken
08/02/91	12:02 PM	Stemmler Hall	Library/unattended knapsack, contents taken
08/06/91	6:55 PM	Anat-Chem Wing	Computer monitor taken from lobby of rear door
08/07/91	8:07 PM	Richards Building	Secured bike taken from rack
08/08/91	6:57 PM	Johnson Pavilion	Unattended wallet and contents taken
08/12/91	9:37 AM	Stemmler Hall	Fax machine taken from secured room
08/12/91	7:18 PM	Medical School	Secured bike taken from rack
32nd to 33rd; South to Walnut			
07/08/91	6:27 PM	Lou Tennis Courts	Secured bike taken from rack
07/12/91	5:56 PM	Lot #5	Bike taken from person by unknown juveniles
07/15/91	3:00 PM	Hutchinson Gym	Secured bike taken
07/18/91	2:42 PM	Rittenhouse Lab	Unattended wallet taken from room
07/18/91	2:51 PM	Rittenhouse Lab	Secured bike taken from rack
07/19/91	7:58 PM	Hutchinson Gym	Unattended knapsack taken
07/22/91	5:44 PM	Rittenhouse Lab	Numerous items taken from room
07/24/91	4:41 PM	Hutchinson Gym	Secured bike taken from rack
07/25/91	8:10 AM	Rittenhouse Lab	Secured bike taken from rack
07/25/91	9:38 PM	Hutchinson Gym	Secured bike taken from rack
08/04/91	12:44 AM	Lot #2	Briefcase taken from trunk
34th to 36th; Spruce to Locust			
07/18/91	4:16 PM	Williams Hall	Secured bike taken from rack
07/24/91	5:23 PM	Williams Hall	Secured bike taken from rack
07/26/91	1:12 PM	College Hall	Bike taken from main entrance
08/01/91	9:32 PM	Williams Hall	Secured bike taken from rack
08/05/91	5:43 PM	Williams Hall	Secured bike taken from rack
08/05/91	8:47 PM	Houston Hall	Secured bike taken from north side
08/06/91	9:03 AM	Williams Hall	Secured bike taken from north side
08/08/91	4:46 PM	Williams Hall	Bike lock partially cut/bike not taken
08/09/91	12:04 PM	Williams Hall	Unattended purse taken from desk drawer
33rd to 34th; Spruce to Walnut			
07/10/91	5:13 PM	Towne Building	Unknown male attempted to take microwave
07/16/91	1:16 PM	Lot #21	Secured bike taken from rack
07/23/91	2:44 PM	Bennett Hall	Phone taken from unsecured room
07/29/91	1:01 PM	Chemistry Building	Unattended backpack taken from desk
08/03/91	8:39 PM	Moore School	Secured bike taken from rack
08/06/91	8:55 AM	Chemistry Building	Petty cash taken from room
08/08/91	9:49 PM	Tow ne Building	Rear wheel taken from bike/one arrest made
08/12/91	5:15 PM	Chemistry Building	Secured bike taken from rack
36th to 37th; Spruce to Locust			
07/13/91	7:56 PM	3600 block Locust	Bike seat taken from secured bike
07/14/91	11:34 PM	Steinberg/Dietrich	Two secured bikes taken
07/17/91	10:36 AM	Steinberg/Dietrich	Petty cash taken from room
07/18/91	1:22 PM	Steinberg/Dietrich	Currency taken from unattended purse
07/23/91	3:02 PM	3600 block Locust	Bike seat taken from secured bike
07/24/91	9:10 PM	3600 block Locust	See above under crimes against persons
08/07/91	6:26 PM	Steinberg/Dietrich	Unattended Sony Walkman taken

Safety Tip: Wherever you are—walking, in the library, shopping, driving, biking—stay alert and tuned in to your surroundings.

18th District Crimes Against Persons

Schuylkill River to 49th, Market Street to Woodland Ave.
12:01 AM July 8, 1991 to 11:59 PM August 12, 1991

Totals: Incidents—80, Arrests—10

Date	Time	Location	Offense/Weapon	Arrest
07/08/91	10:40 PM	4710 Springfield	Robbery/gun	No
07/09/91	10:00 PM	3401 Civic Center	Robbery/gun	No
07/11/91	11:08 AM	200 S. 42nd	Robbery/knife	No
07/11/91	9:16 PM	4437 Chestnut	Aggravated Assault/gun	Yes
07/12/91	11:00 AM	4635 Baltimore	Rape/strong arm	No
07/12/91	11:30 PM	4617 Chester	Robbery/gun	No
07/13/91	12:30 AM	4600 Market	Robbery/strong arm	No
07/13/91	1:00 AM	4601 Chester	Aggravated Assault/knife	No
07/14/91	7:00 PM	3300 Chestnut	Robbery/strong arm	No
07/14/91	8:43 PM	4500 Osage	Robbery/gun	No
07/15/91	10:35 AM	4301 Walnut	Robbery/strongarm	No
07/15/91	10:35 AM	4301 Walnut	Aggravated Assault/gun	No
07/15/91	10:30 PM	4800 Greenway	Aggravated Assault/fork	No
07/16/91	6:00 PM	3925 Walnut	Robbery/gun	No
07/17/91	5:00 AM	113 Walnut	Robbery/strong arm	No
07/17/91	10:50 PM	4000 Market	Robbery/gun	No
07/18/91	6:00 PM	4800 Pine	Robbery/gun	No
07/19/91	12:01 AM	4742 Hazel	Robbery/knife	No
07/19/91	10:00 PM	4331 Baltimore	Robbery/gun	No
07/20/91	1:30 AM	4600 Market	Robbery/strong arm	No
07/20/91	7:15 AM	4700 Chester	Robbery/strong arm	Yes
07/20/91	9:00 AM	3000 Market	Robbery/knife	Yes
07/21/91	1:50 PM	4413 Osage	Robbery/knife	No
07/22/91	2:00 AM	4600 Spruce	Robbery/knife	No
07/23/91	9:00 PM	1324 Markoe	Aggravated Assault/gun	No
07/23/91	9:00 PM	1324 Markoe	Aggravated Assault/gun	No
07/24/91	9:00 PM	3600 Locust	Robbery/strong arm	Yes
07/24/91	10:00 PM	1018 Farragut	Robbery/gun	Yes
07/24/91	10:00 PM	4710 Kingsessing	Robbery/gun	Yes
07/26/91	8:50 PM	241 S. 49th	Robbery/crowbar	No
07/26/91	8:50 PM	3300 Market	Robbery/gun	No
07/26/91	8:50 PM	3300 Market	Robbery/gun	No
07/26/91	9:35 PM	4200 Chester	Robbery/gun	No
07/27/91	12:35 AM	211 S 42nd	Robbery/gun	No
07/27/91	2:50 AM	3408 Sansom	Robbery/gun	No
07/27/91	8:05 AM	4200 Locust	Aggravated Assault/brick	No
07/27/91	4:09 PM	4251 Walnut	Robbery/strong arm	No
07/27/91	10:00 PM	4400 Ludlow	Robbery/knife	No
07/28/91	2:50 AM	4100 Chestnut	Rape/stick	No
07/28/91	9:25 PM	4537 Spruce	Robbery/strong arm	No
07/28/91	10:43 PM	4301 Chestnut	Robbery/gun	No
07/29/91	8:55 PM	4600 Kingsessing	Robbery/strong arm	No
07/29/91	9:59 PM	3401 Walnut	Robbery/gun	No
07/30/91	6:06 PM	4029 Spruce	Robbery/strong arm	No
07/30/91	9:30 PM	4700 Baltimore	Robbery/strong arm	No
07/30/91	10:32 PM	4816 Pine	Robbery/strong arm	No
07/30/91	10:39 PM	4200 Chestnut	Robbery/strong arm	No
07/31/91	12:00 AM	327 S 44th	Robbery/strong arm	No
07/31/91	3:27 PM	4000 Market	Robbery/strong arm	No
08/01/91	3:00 AM	4600 Baltimore	Aggravated Assault/gun	No
08/01/91	11:15 PM	3600 Chestnut	Robbery/gun	No
08/02/91	11:00 AM	1155 43rd	Rape/strong arm	No
08/02/91	5:05 PM	4800 Baltimore	Robbery/glass	Yes
08/03/91	12:09 AM	4254 Chestnut	Aggravated Assault/bat	No
08/03/91	1:19 AM	4313 Sansom	Aggravated Assault/gun	No
08/03/91	5:03 AM	4600 Market	Aggravated Assault/knife	No
08/03/91	11:40 PM	4404 Locust	Robbery/gun	No
08/04/91	3:23 AM	4628 Spruce	Robbery/gun	No
08/04/91	4:28 AM	4008 Spruce	Robbery/gun	No
08/04/91	9:00 PM	1005 S 47th	Robbery/strong arm	No
08/04/91	3:10 PM	4400 Chestnut	Aggravated Assault/gun	No
08/05/91	1:36 AM	4709 Chester	Robbery/strong arm	No
08/05/91	5:00 PM	219 S. 41st	Robbery/gun	No
08/05/91	9:00 PM	3400 Locust	Robbery/gun	Yes
08/05/91	10:29 PM	502 S.42nd	Robbery/gun	No
08/06/91	12:02 AM	4233 Walnut	Robbery/gun	No
08/06/91	4:00 PM	324 S 42nd	Robbery/gun	No
08/06/91	10:08 PM	4247 Locust	Robbery/strong arm	No
08/07/91	4:27 AM	3604 Chestnut	Robbery/gun	No
08/07/91	8:00 PM	4626 Walnut	Robbery/knife	No
08/07/91	8:00 PM	132 S.39	Robbery/gun	Yes
08/09/91	7:57 PM	4800 Baltimore	Robbery/gun	Yes
08/10/91	10:00 PM	4600 Chestnut	Robbery/gun	No
08/11/91	5:59 AM	4000 Baltimore	Robbery/strong arm	No
08/11/91	10:45 AM	4400 Walnut	Robbery/strong arm	No
08/11/91	12:40 PM	4600 Osage	Robbery/stick	No

Upcoming AT PENN

This column lists events during the first ten days of September; the rest of the month is covered in next week's pullout calendar.

ACADEMIC CALENDAR

- 1 *Opening Exercises: Freshman Convocation.*
- 2 *Labor Day: CUPID Closed; New Student Community Orientation.*
- 3 *Dean's Meetings (College, Engineering, Nursing, Wharton).*
- 4 *Placement Exams.*
- 5 *First Day of Classes.*

EXHIBITS

ICA Guided Tours

- 4 *Guided tour of the Galleries; free with admission charge; 1 p.m.; starts in lobby; Every Wednesday.*

FITNESS/LEARNING

- 3 *Jazzercise; 5:30-6:30 p.m., Child Guidance Center Gym information, call Carolyn, 662-3293 (days), 446-1983 (evenings). Every Monday, Tuesday and Friday.*

- 10 *First Session Registration: Penn Fitness Center classes in swimming, jazz dance, self defense, etc. Classes begin September 21. For full information: 898-8383, 6101. (Department of Recreation.) Registration through September 19.*

MEETINGS

Horticulture Volunteers

Volunteer groups for the Morris Arboretum meet Wednesdays at 8:30 a.m. and work until noon. New members are welcome. Information: Shirley Dillard, 247-5777.

- 4 *Concerto Concert Prep Volunteers Meeting; led by J. McKeon*

TALKS

- 4 *Cardiac MRI: Nathaniel Reichek, professor of medicine, cardiology section; 11 a.m., Medical Alumni Hall, 1st floor/Maloney. (Department of Medicine).*

- 6 *Management of Cancer Pain; Janet Abraimi, chief, hematology-oncology section at VMAC; noon, Andrew-Grice Auditorium, 2nd Floor Dulles. (Dept. of Medicine).*

Deadlines: For *October at Penn*, copy must be received in our office (hard copy or fax, to address below) by September 10. Updates for *September at Penn* must be received by Monday noon of the week prior to publication dates.

Almanac

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To Cut Phone Costs: An 'Inside' Weather Forecast, and...

Instead of dialing "9" and then an outside weather service number—a practice that has been adding up to about \$30,000 a year on the University's phone bill—campus phone users can now get Accuweather reports and forecasts on an inside line.

The new system should cut all University costs by at least 80%, according to Steven Murray, associate vice president for Business Services.

The number to dial from University offices and dorms (898 or 573 exchanges), or viatelines from HUP and New Bolton Center, is 8-4278 (which can be remembered as 8-4CST—short for "8-forecast"). The exclusive Penn forecast comes via Voice Mail, but callers need not have Voice Mail nor even a push-button phone to access it.

Up to 32 callers can use the service simultaneously, 24 hours a day, 7 days a week. Forecasts are multi-day (up to five days) and are updated three times a day, at 5:30 a.m., 11:30 a.m. and 4:30 p.m.—or more often if conditions are changing rapidly.

... 'Calling Card' for Long Distance

The University is introducing a new AT & T Corporate Calling Card Program to provide travelers with a way to maximize savings on calls made while away from the office. In early September, all Penn/American Express Corporate Card members will receive an AT & T Corporate Calling Card to use when making any long-distance, international or local calls while traveling on University business. The use of this card will ensure that Penn's volume

discount is obtained, while avoiding surcharges and service fees that may be assessed on calls made from hotel rooms and public pay phones.

Charges incurred from the use of the Calling Card will be billed by American Express and will appear on the Card member's monthly American Express Corporate Card statement. Reimbursement for business calls can be requested on a Travel and Entertainment Expense Report. Any questions concerning this program should be addressed to Lyn Hutchings, Travel Administrator, at Ext. 8-3307.

Penn Calendar Package

Penn Student Agencies again offers its four-color Penn Calendar (with specific holidays and events of the University already entered) and its week-at-a-glance Penn Planner as a package or individually, with rising discounts for bulk orders. Alone, the calendar starts at \$7.90 and the planner at \$7.10. For price sheets or other information call PSA at Ext. 8-6815.

Van Pool for S.E. Delaware County

Van Pool #10, which begins its route in Prospect Park and goes through Folcroft, Sharon Hill and Yeadon, seeks riders. Contact Mark West at Ext. 8-6703 for more information.

PENNcard for Faculty/Staff

The PENNcard office at 3401 Walnut, Suite 323A, will be open noon to 2 p.m. daily during CUPID (through Thursday, September 5) to assist staff and faculty who need ID cards or need card/access problems solved.

Volunteers Wanted: Health Studies

Cholesterol: Physicians at the University Medical Center seek adults between 21 and 70 with cholesterol levels of 240 or greater who are not currently using any lipid-lowering drugs, for a 21-week study to determine the efficacy of a new medication to lower cholesterol levels.

The study will measure the effectiveness of a new cholesterol lowering agent in association with six weeks of dietary therapy. Selected patients must be available for periodic morning clinic visits. They will receive physicals, cholesterol testing, dietary consultation and all medications free of charge. For more information call (215) 823-5892.

Osteoporosis: The Osteoporosis Research Center at the University Medical Center seeks women under the age of 76 who are not taking estrogen but have postmenopausal osteoporosis and low bone density, for a five-year clinical trial of nasal spray calcitonin. Calcitonin is FDA-approved but currently must be administered by injection three times a week. The Penn study will seek to determine whether a daily dose of the spray is equally effective in increasing bone density and reducing the incidence of spine fractures.

Those selected to participate in the five-year study will receive check-ups, osteoporosis medication and vitamins free of charge. For more information on participating in the study, call coordinator Sally Weigand, RN., at (215) 349-5615.

Why Is *this* Almanac individually addressed?

Since individual addressing delays delivery of the issue by several days, we do it only once a year, to let faculty and staff know the journal of record and opinion is back in weekly circulation—and to encourage you to look for it in your building for the rest of the academic year. Our printer delivers in bulk to three locations—the University, Medical School and HUP mailrooms. Differential quantities are then placed in various buildings—but after that, each building has its own system for internal distribution. To find out how the system works in your building, try your departmental secretary first, or the head of your school or building mailroom if you have one. If all else fails, send us label below with your campus phone number.—Ed.

Almanac

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