

Almanac

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The Senate Succession

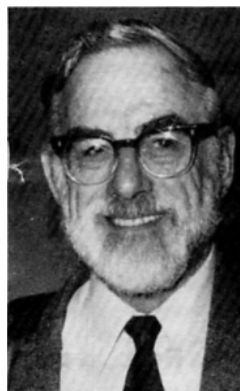
On April 28 Dr. David Hildebrand, professor of statistics, completes his year as chair of the Faculty Senate and becomes past chair. Dr. Gerald Porter, professor of mathematics, moves up to become the 1993-94 chair. The newly elected Dr. Barbara Lowery, professor of nursing, spends 1993-94 as chair-elect and becomes chair next spring. The three officers (*right*) comprise a Consultative Committee which meets monthly with the President and Provost. Other monthly meetings for the leadership during the academic year are with the Senate Executive Committee (first Wednesdays), University Council (second Wednesdays) and Council Steering Committee (fourth Wednesdays).



Soon-to-be past chair Dr. Hildebrand...incoming chair Dr. Porter...and chair-elect Dr. Lowery

SENATE

From the Senate Office



Dr. Davies

Memorial

Colleagues and friends of Dr. Robert E. Davies, the Benjamin Franklin Professor and University Professor Emeritus who was chair of the Faculty Senate in 1988-89, are invited to a memorial gathering on Wednesday, March 24, at 4 p.m. in the Faculty Club. Dr. Davies died suddenly on Sunday, March 6. Please see page 3.

Faculty Senate Officers Elected for 1993-94

No additional nominations were received by the deadline and therefore the Senate Nominating Committee's slate of nominees is hereby declared elected. Effective April 28 the Faculty Senate Officers for the coming year will be:

Chair:	Gerald J. Porter (mathematics)
Past Chair:	David K. Hildebrand (statistics)
Chair-elect:	Barbara J. Lowery (nursing)
Secretary:	Dawn A. Bonnell (materials science & engineering)
Past Secretary:	Peter Dodson (anatomy/veterinary)
Secretary-elect:	Donald H. Berry (chemistry)

Newly elected as at-large members of the Senate Executive Committee for 3-year terms:

Howard Arnold (social work)
Louis A. Girifalco (materials science & engineering)
Martin Pring (physiology)
Vivian Seltzer (social work)

For a 2-year term:

Adrian R. Morrison (anatomy/veterinary)

Newly elected as assistant professor members of the Senate Executive Committee for 2-year terms:

Craig Saper (English)
Timothy M. Swager (chemistry)

Newly elected to the Senate Committee on Academic Freedom and Responsibility for 3-year terms:

Fay Ajzenberg-Selove (physics)
Robert F. Lucid (English)
Iraj Zandi (systems)

For a 2-year term:

Frank Goodman (law)

For a 1-year term:

Stephen Gale (regional science)

Newly elected to the Senate Committee on Conduct for 2-year terms:

Alan Filreis (English)
E. Ann Matter (religious studies)
Elsa Ramsden (physical therapy)

Newly elected to the Senate Committee on the Economic Status of the Faculty for 3-year terms:

Charles E. Dwyer (education)
Jerry S. Rosenbloom (insurance)

For a 2-year term:

Jamshed Ghandhi (finance)

The terms of the new Faculty Senate Officers and the newly elected members of the Senate Executive Committee begin with the taking up of new business at the Senate Executive Committee meeting scheduled for April 28, 1993. The terms of the newly elected members of the Committees on Academic Freedom and Responsibility, Conduct, and Economic Status of the Faculty begin on May 1. Full committee memberships will be published this fall in *Almanac*, or please contact Faculty Senate Executive Assistant Carolyn Burdon, 15 College Hall/6303; tel: 898-6943; e-mail: burdon@A1.quaker.

Open Meetings: FY94 Budget

As in previous years, we are holding an open meeting of faculty, deans and department chairs to review with them the planning for our 1994 Budget, focusing on such major issues as possible tuition and salary increases and the loss of the Commonwealth appropriation, and to respond to any questions they might have about these matters. We invite you to join us at the session, to be held from noon to 1:30 p.m. on Wednesday, March 17, in the Amphitheatre on the first floor of the Lauder-Fischer Building.

A separate meeting for undergraduate and graduate and professional students will be held from noon to 1:30 p.m. on Thursday, March 18, also in the Lauder-Fischer Amphitheatre.

— Michael Aiken, Provost

From the Senate Office

The following statement is published in accordance with the Senate Rules. Among other purposes, the publication of SEC actions is intended to stimulate discussion between the constituencies and their representatives. We would be pleased to hear suggestions from members of the Faculty Senate. Please communicate your comments to Senate Chair David K. Hildebrand or Executive Assistant to the Faculty Senate Chair Carolyn Burdon, 15 College Hall/6303, Ext. 8-6943.

Actions Taken by the Senate Executive Committee Wednesday, March 3, 1993

1. Academic Planning and Budget Committee. The Past Senate Chair stated that there have now been three presentations by Dean Kelley on Medical Center expansion plans. There was concern that the faculty presence on the committee is being used to legitimize plans when in fact they do not participate in the decision making. Concern was expressed about plans to create suburban and outlying hospital satellites when a similar arrangement is having difficulty at Johns Hopkins. SEC agreed to place the topic on the agenda of the next meeting and to identify individuals to provide full information to SEC about the Medical Center plans.

2. Discussion with the President and the Provost. The President discussed the status of the Commonwealth appropriation and the recent court ruling on the Mayor's Scholarships. SEC members, including several from the Medical School, asked to what extent faculty have been involved in decisions to expand the Medical Center, stating that faculty should be genuinely involved and there should not simply be edicts issued. The Provost described various pressures on the budget that will produce deficits in several of the schools.

The Draft Just Cause Revision was the focus for the remainder of the discussion with the President and Provost. It was the consensus that the proposed changes are significant and that as much time as is necessary should be taken for the faculty to review the document and reach a conclusion. This could be accomplished by publication of the final draft with pros and cons in *Almanac* and through a series of school meetings led by the Faculty Senate where faculty can hear each other's questions and concerns. The document would then be put to a vote of the standing faculty by mail ballot.

It was moved and seconded that "the Senate Executive Committee requests the Task Force on Revision of Just Cause and Other Personnel Procedures to submit the final draft to the Senate Executive Committee by March 31, 1993, at which time the Senate Executive Committee will take responsibility for future actions on the draft including amendments and voting." The motion was adopted unanimously. An earlier motion pertaining to voting procedure was tabled to the next SEC meeting.

3. Senate Committee on Committees. Proposed nominations to a wide range of committees were reviewed and amended. It was proposed that a new method be used to obtain nominations for the Hearings List of the Faculty Grievance Commission, the University Hearing Board, and Committee on Academic Integrity. A computer generated random list of the Faculty Senate membership would be used. Discussion was deferred to the next SEC meeting to consider the question of obtaining a list by a true random mechanism and the question of how to guarantee inclusion of women and minorities. SEC members were given two more days to communicate additional nominations for committees. A mail ballot will be circulated to all SEC members; approval voting will be used.

4. Faculty Participation in University Council. Annual consideration of the matter was deferred to the next SEC meeting.

5. Draft of Proposed Revision from the Task Force on Just Cause and Other Personnel Procedures. Members of the task force and of the Senate Committee on Academic Freedom and Responsibility joined in this third consideration by SEC. Concerns ranged from taking self governance away from the individual schools, the need for a vote of the entire standing faculty, to the possibility of too much power in the hands of the President. Several faculty opposed the idea of the Chair, Past Chair and Chair-elect of the Faculty Senate selecting both the larger judicial panel as well as selecting the tribunal from that group.

**First Notice:
Annual Meeting of the Faculty Senate
Wednesday, April 21, 1993
3 to 5:30 p.m. in Room B-1 Meyerson Hall
Agenda to be announced**

The following items are on the agenda of the University Council meeting Wednesday, March 17.

For Discussion and Action:

Proposed Amendment to the Bylaws of the University Council to Establish a University Council Committee on Pluralism as Recommended in the Report by the President's Committee on University Life (1990).

University Council Committee on Pluralism

Proposed amendment to the bylaws:

The Pluralism Committee shall advise the Offices of the President, the Provost, the Executive Vice President, and the Vice Provost for University Life on ways to develop and maintain a supportive atmosphere on campus for the inclusion and appreciation of pluralism among all members of the University community. The Committee will also address specific diversity issues that may arise on campus. The Committee shall consist of eight faculty members, two A-1 staff members, three A-3 staff members, three graduate/professional students, and three undergraduate students with due regard for appropriate diversity. The chairs of the A-1 and A-3 Assemblies, and the directors of the Penn Women's Center, the African-American Resource Center, Student Life Programs, the Office of Fraternity and Sorority Affairs, the Department of Residential Living, and the Office of International Programs shall be non-voting ex officio members of the Committee.

Charge to the Committee:

The areas in which the Committee shall report to the Council include diversity within the educational setting, integration of staff into the larger campus community, and ways to build communities that are non-discriminatory and provide a supportive environment for difference. The Committee will address specific diversity issues that may arise on campus, including the development of guidelines to regulate the distribution of spaces on Locust Walk and elsewhere, formerly inaccessible to the majority of the campus community but now available, to reflect the diversity of the campus community at large. It will also review existing programs aimed at a more pluralistic campus environment and gather data on problems arising among the various constituencies. The Committee will make a special effort to be visible to, and communicate with, the campus community.

In its first year, the Committee will look to the report by the President's Committee on University Life (1990) to further develop its mission and goals.

Council shall activate this Committee as of September 1993.

For Discussion:

Proposed Policy on Ethical Behavior with Respect to the Electronic Information Environment

The University by its very nature values openness and promotes access to a wide range of information. Campus information systems have been designed to be as open as possible, and as such the University insists on responsible use of these systems.

The use of computers, electronic information and computer networks is essential for research, instruction and administration within the academic community. Because the electronic environment is easily disrupted and electronic information is readily reproduced, respect for the work and rights of others is especially important. Unethical behavior with respect to the electronic environment, examples of which are listed below, may lead to disciplinary action under standard University rules for misconduct and existing judicial processes.

The following activities are examples, but not an exhaustive list, of unethical behavior with respect to the electronic environment:

- a) intentionally damaging or destroying the integrity of electronic information.
- b) intentionally compromising the privacy of electronic networks or information systems.
- c) intentionally disrupting the use of electronic networks or information systems.
- d) intentionally infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and unauthorized use or reproduction.
- e) wasting resources (human or electronic) through such actions.

Recommended and approved by the Advisory Council to the Vice Provost for Information Systems and Computing.

Approved by the University Council Committee on Communications

Dr. Robert E. Davies, 1919-93

The sudden death of Dr. Robert E. Davies, Benjamin Franklin Professor and University Professor Emeritus, left many in the University struggling for words to define the loss of a world figure in science, a prize-winning teacher and University citizen who was, Provost Michael Aiken said simply, "one of those remarkable people that a university cannot do without."

Dr. Davies, a lifelong explorer who had scaled the Matterhorn, Mt. Robeson and Mt. Fujiyama—and survived being struck by lightning on the peak of the Grand Teton—had gone during Spring Break to revisit a favorite climb of his youth. He died on March 6 of a heart attack in Golspie, Scotland, at his hotel en route to his chosen site in the Cairn Gorm Range near Aberdeen.

Far from retired at 73, Dr. Davies was teaching biochemistry in the School of Veterinary Medicine; co-teaching the popular Astro 6 course in General Honors; chairing the Committee on Open Expression; and heading a task force to revise Just Cause procedures, whose report was published for comment in *Almanac* February 9.

"Bob Davies was the quintessential good citizen of the University community," said President Sheldon Hackney. "A scholar of international stature, he found time to contribute mightily to Penn's becoming a more caring and open community. Undaunted by detail, he nonetheless appreciated the broad context of world events as they affected our campus. I know I speak for the whole campus when I extend our sympathy to Helen and their family."

Dr. Davies was born in Barton-upon-Irwell, Lancashire, on August 17, 1919. He earned the B.Sc., M.Sc. and D.Sc. from Manchester and the Ph.D. from Sheffield, and later received the honorary M.A. from Oxford's Keble College and from Penn. After serving on the faculties of Oxford, Manchester and Sheffield in England, and as visiting professor at Heidelberg, he came to the U.S. as professor of biochemistry in Penn's School of Medicine in 1955, continuing on the Board of the Faculty of Medicine at Oxford until 1959. He joined the School of Veterinary Medicine in 1966 as chair of the department of animal biology. In 1970 he was named Benjamin Franklin Professor of Molecular Biology, and 1977 also became University Professor.

The Scholar/Activist. Dr. Davies belonged to a worldwide cadre of academic activists with impeccable scholarly credentials who marched, spoke and wrote for academic freedom for colleagues behind the iron curtain during the Cold War. He went further, and joined the handful who volunteered to serve as hostages if the USSR would allow Dr. Yelena Bonner (Mme. Sakharov) to seek medical treatment in the West.

Meanwhile his research was prolific and his graduate teaching had produced, at last count, a dean and five department chairs, at least 11 professors, and two Fellows of the Royal Society.

Dr. Britton Chance, the Eldridge Reeves Johnson Professor Emeritus of Biophysics and Biochemistry at the School of Medicine, said of Dr. Davies: "We have lost a world-renowned innovator in physiology and biochemistry. Among his many outstanding scientific contributions are the elaboration of the mechanism of acid secretion in the stomach, a final solution to the riddle of energy sources for muscle contraction, and the development of the basic theory linking ion

transport to cell energetics (chemiosmotic theory): An inspirational teacher, a leader in the development of new ideas and high ideals in science and society, and a driving force for innovation and social conscience in the academic community and in our University."

A Fellow of the Royal Society since 1966, Dr. Davies was also an Affiliate of the Royal Society of Medicine and honorary life member of the New York Academy of Sciences, and a member of over 20 other scholarly organizations. In 1978 the Association for Women in Science created the Helen and Robert Davies Award in recognition of the Penn couple's efforts to eliminate sexual and racial bias in faculty appointments.

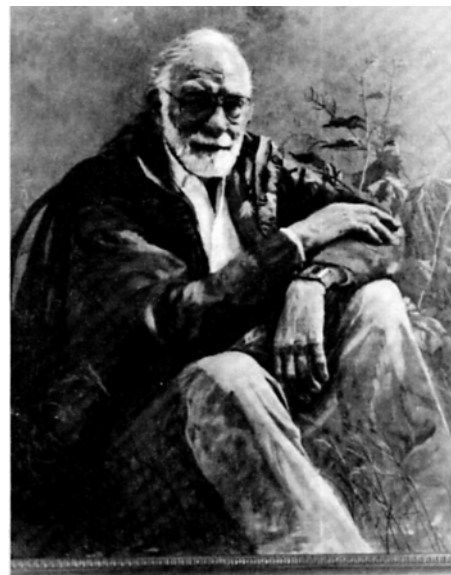
Quality of Teaching. Winning the Lindback Award for Distinguished Teaching in 1984, Dr. Davies was cited for teaching that was "demanding, stimulating, and permanent in effect" and for "unstinting work to improve curriculum and teaching." Later he headed two task forces on the quality of teaching, and with Dr. Ann Matter compiled a history of the Lindback Awards at Penn.

Dr. Davies took part in virtually every phase of campus life over the years, heading the John Morgan Society, Sigma Xi and Faculty Research Club, and chairing the Faculty Senate, Senate Committee on Academic Freedom and Responsibility, Faculty Grievance Commission and numerous Senate and Council committees.

He held primary or secondary appointments in six schools, and taught in 17 departments. He published over 260 scientific papers and gave more than 100 scientific presentations in the U.S., Great Britain, Germany, Hungary, Sweden, China and Japan. He published still another hundred articles and letters here and abroad on issues such as academic freedom, affirmative action, and the measurement of teaching quality—and on his avocations of climbing, white-water rafting, cave exploration, underwater rescue, and parachuting. (In younger days he also held championships in pole vault and the javelin.)

One of his avocations led to one of the most unusual requests an administration could make of a faculty member, as Chaplain Stanley Johnson and others recall: In October 1969, during a Vietnam War protest, Vice Provost John A. Russell, Jr., called Dr. Davies late at night to ask if he would undertake to scale the flag-pole on College Green. The Administration had agreed to fly the flag at half-staff on the one-day national Moratorium, but a faction of the protestors demanded it be kept that way until the War ended. And consultation with faculty, and a petition by hundreds of staff, indicated consensus for returning it to full staff. By day officials announced this decision, but that night on patrol campus police found the halyard cut. Though he opposed the War, Dr. Davies believed in consensus; though he had never before climbed a flagpole he had a book that told how; and though he was, as he jokingly said, a Britisher who had been on the "other side" of a war some two centuries before—nevertheless in a high wind before dawn Bob Davies went up the rusting pole and restrung the halyard so that the U.S. flag could fly at sunrise. (A few years later when Penn was in a budget crisis, he did it again—to preserve funds for academic needs.)

Other friends remember that Dr. Davies helped create the legal defense fund of WEOUP



Dr. R. E. Davies in the portrait by Mary Whyte, commissioned by colleagues and friends.

(Women for Equal Opportunity at the University of Pennsylvania); served as an expert witness in grievance cases and lawsuits involving women and minorities; and, with Dr. John deCani of the Wharton School, helped develop and publish statistical measures of faculty quality through which discrimination could be challenged.

"Bob Davies has fought for the rights of students, faculty and staff; he supported critical sit-ins and worked tirelessly to advance the status of women and minorities," said his longtime colleague at the Vet School, Dr. Adelaide Delluva.

"Affirmative action had a powerful ally in Bob Davies, not only at Penn but throughout academia," added Dr. Phoebe Leboy of the Dental School, a former Senate chair who was the first head of WEOUP and is active in the Association for Women in Science. "As a teacher and scholar of the first rank, he was determined to see quality recognized in all people regardless of color or gender, and he believed in changing the system from within. Bob Davies helped revolutionize the admission of women and minorities in his school, and spent untold hours working to support individual women and people of color for appointment and promotion, both here and on other campuses. In individual cases he was University colleague to staff grievants as well as faculty; and in the meantime he spearheaded those meticulous, time-consuming studies that laid the groundwork for new policies and procedures to make the system fairer," she continued. "WEOUP and the University have lost a friend who not only spoke eloquently for equity and diversity, but who worked as hard as he talked."

Dr. Davies has survived by his wife of 32 years, Dr. Helen C. Davies, professor of microbiology and associate dean of the medical school; two sons, Daniel J. Conrad of Vancouver and Richard D. Conrad of Philadelphia; and a foster daughter, Lisa Edwards of Philadelphia.

A memorial gathering will be held for Dr. Davies on Wednesday, March 24, at 4 p.m. in the Faculty Club, open to all members of the University. In addition, the Robert E. Davies Memorial Fund has been established. Gifts may be made to it via checks to the Trustees of the University of Pennsylvania, designating this Fund.

Cost Containment and Growth of Administration: A Further Analysis

On the "Report of the Joint Faculty-Administration Committee on Cost Containment within the University," January 19, 1993 and the Cost-Containment Oversight Committee:

I read the recent article in *Almanac*, dated January 19, 1993, entitled "Report of the Joint Faculty-Administration Committee on Cost Containment within the University" and I applaud the collective efforts to bring to light yet another poignant measure of the growth of the administration. Furthermore, I am hopeful that the future activity of the recently appointed Cost-Containment Oversight Committee can have a real effect on the problems introduced by this administrative growth.

It appears that while the article identifies the administrative growth as significant, it does not, in my opinion, underscore the gravity of the problem nor the far-reaching structural pressures (both academic and budgetary) caused by this growth. If the Cost-Containment Oversight Committee is to develop effective programs for change, then it will be helpful to have a shared sense of the magnitude of the problem. This article presents my own view which I hope the Cost-Containment Oversight Committee finds helpful.

There are several aspects of the data presented in the January 19 article that require some elaboration. First and foremost is the confusion introduced

by Table 1 of that article. In that table the Total Standing Academic (Faculty) grew from 1,621 in 1981 to 1,865 in 1991. This change of 244 Standing faculty represents a change of 15.1%. However, the title of this table shows a footnote reference to the fact that this table excludes HUP and CPUP. In fact, the Total Standing Academic (Faculty) as shown includes the Clinician Educators and should have been expressed by breaking out the traditional tenure track faculty and the Clinician Educator faculty. The footnote to Table 1 gives the impression that Clinician Educators are not included in the totals when in fact they are. When this information is added one obtains the following:

Table 1	1981	1991	Total change	% growth
Total traditional				
tenure track faculty	1500	1556	56	3.70%
Total clinician Educators	121	309	188	157%
Totals	1621	1865	244	15.10%

Only the totals were published in the January 19 article. The impact of this breakdown is enormous. First, while the growth of the standing faculty over the ten-year period is indeed 15.1%, the growth of the traditional tenure track

DEATHS

Robert T. Donohue, 71, part of a three-generation tradition of Penn ticket managers, died on February 26.

For many years Mr. Donohue was with the Pennsylvania Railroad, where he eventually became manager of passenger sales at 30th Street Station, but worked part time selling tickets to Penn events.

In 1971 he took the post of ticket manager here—one that his father had held before him, and that his daughter, Peggy Kowalski, holds now. Until his retirement in 1985 Mr. Donohue coordinated printing, distribution and sales of tickets, and settled financial matters with teams that played at Penn.

He is survived by his wife, Margaret Mary Callaghan Donohue; his daughter, Peggy Kowalski; his sons, Robert T. Jr., Thomas E., Michael R. and Leo T.; a sister; and nine grandchildren.

Dr. Clyde M. Kahler, professor emeritus of insurance and former chair of the department of insurance, died January 5. He was 91.

Dr. Kahler came to Penn as an undergraduate, earning his B.S. in economics in 1922. He stayed to earn his Master's and Ph.D. degrees in insurance and finance, in 1925 and 1930 respectively.

Joining the faculty as instructor in 1922, he was promoted to assistant professor in 1930, to associate professor in 1941, and then full professor in 1951. He became emeritus professor in 1966. While at Penn Dr. Kahler held many posts at Wharton including director of the Graduate Division of Business and Governmental Administration, 1951-1953, and Vice Dean of the Faculty from 1953-1955.

He chaired the insurance department for ten years, 1955-1965.



Dr. Kahler also served as president of the American Association of University Teachers of Insurance, 1952-53.

In June of 1977, the American Institute for Property and Liability Underwriters and the Insurance Institute of America dedicated a new administrative building to Dr. Kahler in Malvern, Pennsylvania, in recognition of his many years of service to the Institute as secretary, as a member of the board of trustees, and as chairman of the Chartered Property Casualty underwriter program examination committee.

Surviving is his wife, Mildred Kulp Kahler

Dr. Nita L. Kasavan, wife of Penn's John Bandfield, died on March 10 following an automobile accident in which he was also injured. Dr. Kasavan, 39, was an alumna of the Penn Dental School, Class of 1985. Mr. Bandfield, director of planning and staff development in Student Financial Services, has been released from HUP.

Dr. Kasavan is survived by her husband, their daughter, Ann; her parents, Leo and Ida Kasavan, and a sister, Helene Hamilton. Contributions in her memory may be made to the Faculty Club, where Mr. Bandfield is president of the Board of Governors.

Courtney C. Robinson, 22, a senior history major in the College, died January 31 in an automobile accident in Nevada while on leave from the University.

Ms. Robinson came to Penn as a freshman in 1987 from Suffield Academy in Greenwich, Conn., where she had been co-captain of the soccer and lacrosse teams.

She is survived by her mother and stepfather, Susan and Robert S. Evans; her father and stepmother, George and Lois Robinson; her brother, Michael Robinson; her stepsister, Ashley Robinson; her stepbrother, Jonathan Evans; and her grandmother, Rosemary Eschenbrenner.

Donations may be made to the Defenders of Wildlife, 1244 19th Street NW, Washington, D.C. 20036.

Speaking Out

Pro CrimeStats

In response to Dr. Wolfgang's criticism of *Almanac's* publishing of the Community Crime Report, I make the following comments. Of social scientist, firm adherent to the First Amendment, analyst of society, and criminologist, I am only two, but consider my reasons for supporting continued publication of this report to be valid:

- The crime report is the primary reason I read *Almanac*. I am a transplanted New Yorker who has lived in University City for seven years. My description of the level of safety is "deceptively safe and deceptively dangerous." While it is true that there are safer neighborhoods, the Penn area is definitely habitable.

- As for the report being "unrelated to the prevention or deterrence of crime," I beg to differ. I want to know the details of every single crime which is committed in my area: who, when, where, and with what instrument. Over time, this information paints a block-by-block (particularly my block) portrait of the neighborhood, and helps to provide a deeper understanding of neighborhood crime patterns.

- I find Dr. Wolfgang's remark about fear provocation to be strange, particularly in light of his comment that the crime report "increases insensitivity to crime and its real effect on victims," to say nothing about the listing of "trivial acts" (now who is insensitive—is having your jacket taken from a gym trivial?).

- In New York and other big cities, the primary crime prevention methods are awareness, knowledge of territory, and common sense. *Almanac's* crime summary is a positive influence on the first two areas, which can only enhance the third.

— Gordon Roy Parker, Secretary, Venture & Industry Relationships, PennMed

faculty is only 3.7%. Therefore, most of the growth that makes up the 15.1% is due to an increase in the number of Clinician Educators whose continuing appointments are "subject to their generation of income to support their appointments" which income derives from "professional services" presumably from clinical practice income. Furthermore, "the University does not assume continuity of appointments from Clinician Educators by commitment of any other resources." This means that very little long-term resource commitment has been made to the Faculty since there was a growth of only 3.7% in traditional tenure track faculty over the decade of this study.

The second aspect of this article that requires elaboration is the relationship of the growth of the administration to the growth of the faculty. If one looks at the total increase in the size of the administration as presented in the January 19 article, there were 1,454 new people added to the administration during this ten year period. *That is almost equal to the entire size (93.4%) of the tenure track faculty.* The total number of administrators now stands at 5,574 (in 1991) so that there are 3.6 administrators on campus (not counting HUP/CPUP) for each tenure track faculty member. If looked at from the point of view of long-term resource commitments as represented by the tenure track faculty, then the percentage increase in the *central administration grew by a factor of about 11 times that of the tenure track faculty while the school administration grew by a factor of about 9 times the tenure track faculty.*

In addition, it is informative to explore the growth of the "Total Associated and Support Faculty" and separate out the Associated Faculty from the Support Faculty. This latter category consists of Teaching Fellows, Lecturers, Pre-Doc Trainees, Post-Doctoral Fellows, Research Fellows and Research Assistants while the Associated Faculty consists of Adjunct Faculty, Senior Investigators, Clinical Associates and Clinical Professors. In all of these categories, little or no long-term commitment of University resources is made. The breakdown of these numbers is:

Table 2	1981	1991	Total change	% change
Total Associated Faculty	1,708	2,091	383	22.4%
Total Support Faculty	2,611	4,384	1,773	67.9%

Once again these absolute and percentage increases compared to those of the traditional tenure track faculty reveal a gravity to this problem not conveyed in the January 19 article in my opinion. The numbers suggest that if one looks at the total academic community referenced in the January 19 Article, the absolute increases in University staff are:

Table 3: Total increase between 1981-1991

Tenure Track Faculty	56	
Clinician Educator Faculty		188
Associated Faculty		383
Support Faculty		1,773
Administration (not counting HUP or CPUP but including all Schools)		1,454
Total		3,666

This means that only 1.5% of the head count growth of the University's Staff is due to the traditional tenure track faculty. Had this changed the environment of this campus? Has this altered the budget structures of academic departments and thereby the very pursuit of academic endeavors of this faculty? There are serious issues and they must be raised by the new Cost-Containment Oversight Committee.

These numbers certainly represented by the January 19, 1993 article, in which the 35 percent increase in aggregate Administration was compared to 15% for the Standing Faculty, a growth ratio of only 2.3. The article also states that "...the Committee concluded that much of the growth in the administration over the past decade was in response to external factors" and that steps have been taken "to curtail the rate of growth of its (the administration's) budget beginning with the fiscal year 1990." This sounds as if the growth was something the administration had little control over and that now they will curtail the growth *rate* but not necessarily rectify the structural budgetary pressures to which this administrative growth has contributed. It was reassuring to see that President Hackney has called for a 15% decrease in administrative costs over the next four or five years rather than a curtailment of the rate of growth. Nevertheless, it is questionable whether such a (15%) reduction will be sufficient to correct the decade long change that it is revealed in Table 3.

Finally, it is of some interest to examine just a few budget numbers from the FY 1991 budget and compare them to the FY 1993 budget to explore what if any decrease in administrative costs are observable as a result of the

administrations cost cutting efforts.

Table 4 (University unrestricted budgets—all figures in millions)*

	1991	1993	changes
Total Allocated Costs to Schools	\$116.70	\$127.00	\$10.30
Admin. Service Centers (total cost)	\$141.00	\$163.00	\$22.00
Administration plus clerical salaries	\$96.00	\$106.00	\$10.00

It does not appear that changes have yet reversed some of the administrative cost elements that must be addressed.

— S.R. Pollack, Professor of Bioengineering

* Taken from Budgets proposed to the Board of Trustees on June 22, 1990 and June 19, 1992.

Response to Dr. Pollack

The Report of the Joint Faculty-Administration Committee on Cost Containment within the University has generated positive discussions in both the schools and central administration. While the Committee fully understood and recognized that real growth has occurred over the past decade both in the schools and in the central administration, our overriding objective was to provide a contextual framework for the future direction of resource allocation decisions of the University leadership. The Committee has unanimously agreed that the University should strive to maintain its affordability and accessibility while spending a significantly higher portion of its resources to enhance the quality of Penn's education and research mission. They also recognized that this can only be achieved by restructuring its approach to administration and University services.

The points raised in your letter with regard to the actual growth rate of the tenure track faculty, the clinician educator, the associated and support faculty, and the administrative staff are correct. However, I would like to point out that the growth of administrative and support staff occurred in large measure in the twelve schools, five resource centers, and ten administrative areas. Total University staff increased by 3,666 positions between fiscal year 1981 and fiscal year 1991. Out of this total, 76% of the growth or 2,956 positions were added in the schools and resource centers. The remaining 24% or 701 positions were added in the central administration. This means that the large majority of the University's expenditures for administrative growth have been under the control of Penn's academic core.

The full report prepared by the Executive Office of Resource Planning & Budget documents in detail the areas where significant resource commitments were made between fiscal year 1981 and fiscal year 1991. This report examined the personnel changes and the programmatic changes that took place at Penn during that time. It is imperative that the University community understand the nature of and reasons for the increase in the number of administrative personnel in order to calibrate realistic goals for administrative redesign that can significantly curtail growth in future years.

Beginning in 1991 the central administration took the lead in reducing the percentage of administrative cost growth through a series of process re-engineering and total quality management programs. This effort continues today throughout the administrative areas within the University with the ultimate goal of achieving greater efficiency for the University. This, coupled with the President's recent call for a reduction of the administrative cost base by 15% over five years (*Almanac*, January 12), exemplify the University's commitment to this endeavor.

The appointment of a twelve-member Oversight Committee by President Hackney and the Faculty Senate is a critical first step in the right direction. The next several years will be challenging for all of us as we struggle to optimize our resources in the most effective way. It is our hope that the Oversight Committee will lead the administrative cost containment effort in a collective manner and with commitment and ability. This kind of work will have important implications for the financial stability of the University as we move forward into the 90's.

Thank you for taking such an active interest in this issue.

— John Wells Gould,
Acting Executive Vice President and
Co-chair, Cost-Containment Oversight Committee

Pursuant to the recommendations of the University Council and the Committee on Open Expression (see Almanac 9/15/92 and 1/19/93), I am issuing the following revised Guidelines on Open Expression to take effect immediately upon their publication in Almanac (3/16/93). Only two changes have been made from the existing Guidelines (published "Of Record" in Almanac on 12/3/91 and in the current edition of Policies and Procedures). First, a footnote has been added to paragraph III.B.1.a. to define an unreasonable noise level as sound above 85 decibels as measured under certain standard conditions set out in the footnote. Second, the existing paragraph V.C.1.b., concerning the taking of photographs to be used solely to identify individuals who have violated the Guidelines by failing to identify themselves to the Vice Provost or delegate (i.e., to an Open Expression Monitor), has been replaced by the procedures recommended by the University Council. Council's recommendation has the effect of allowing the Vice Provost or delegate to call upon other members of the University community (including University police officers) to take the required photographs when members of the Open Expression Committee are unwilling or unable to do so and of requiring that the photographs be turned over promptly to the Vice Provost or delegate.

— Sheldon Hackney, President

Revised Guidelines on Open Expression

I. Principles

A. The University of Pennsylvania, as a community of scholars, affirms, supports and cherishes the concepts of freedom of thought, inquiry, speech, and lawful assembly. The freedom to experiment, to present and examine alternative data and theories; the freedom to hear, express, and debate various views; and the freedom to voice criticism of existing practices and values are fundamental rights that must be upheld and practiced by the University in a free society.

B. Recognizing that the educational processes can include meetings, demonstrations, and other forms of collective expression, the University affirms the right of members of the University community to assemble and demonstrate peaceably in University locations within the limits of these Guidelines and undertakes to ensure that such rights shall not be infringed. In keeping with the rights outlined in 1.A. above, the University affirms that the substance or the nature of the views expressed is not an appropriate basis for any restriction upon or encouragement of an assembly or a 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 University shall attempt to ensure that, at any meeting, event or demonstration likely to be attended by non-University law enforcement authorities, the rights provided by these Guidelines are not infringed.

C. The University shall be vigilant to ensure the continuing openness and effectiveness of channels of communication among members of the University community on questions of common interest. To further this purpose, a Committee on Open Expression has been established as a standing Committee of the University Council. The Committee on Open Expression has as its major tasks: participating in the resolution of conflicts that may arise from incidents or disturbances implicating these Guidelines; mediating among the parties to prevent conflicts and violations of these Guidelines; interpreting these Guidelines; advising administrative officers when appropriate; and recommending policies and procedures for the improvement of all levels of communication.

D. In case of conflict between the principles of the Guidelines on Open Expression and other University policies, the principles of the Guidelines shall take precedence.

II. Definitions

A. For the purposes of these guidelines, the "University community" shall mean the following individuals:

1. Persons who are registered as students or who are on an unexpired official leave of absence.
2. All persons who are employed by the University.
3. Trustees and associate trustees of the University and members of Boards of Overseers or other bodies advisory to the University.

B. For the purposes of these Guidelines, "meeting" and "event" designate a gathering of persons in a University location previously reserved for that purpose. Unless designated as public, meetings are considered to be private. Events are considered to be public. "Demonstration" designates the presence of one or more persons in a University location with the intent to

express a particular point of view in a manner that attracts attention, as in protest, rallies, sit-ins, vigils, or similar forms of expression. "University location" designates:

1. The campus of the University;
2. Any location owned, leased or used by the University, when used by members of the University community; and
3. Areas immediately adjacent thereto.

III. Standards

A. The University, through the President, the Provost, and the Vice Provost for University Life, shall act to encourage and facilitate free and open expression within these Guidelines.

1. The University shall publish these Guidelines at least once each academic year in a manner that brings them to the attention of members of the University community. The University shall publish the rules adopted pursuant to IV.B.1 by the Committee on Open Expression at least once each academic year in a manner that brings them to the attention of members of the University community.

2. The University shall establish standards for the scheduling of meetings and events. This shall involve:

- a. Publishing policies and procedures whereby members of the University community, upon suitable request, can reserve and use designated spaces within University buildings for public or private meetings or events;
- b. Publishing policies and procedures whereby members of the University community, upon suitable request, can reserve and use designated outdoor spaces on the University campus for public meetings or events;
- c. Publishing policies and procedures that specifically address requests involving groups composed entirely or predominantly of persons who are not members of the University community (see Section VI);
- d. Consulting with the Committee on Open Expression with regard to the substance of the policies and procedures and the manner of their publication; and, if practicable, consulting with the Committee on Open Expression before denying a request for use of a room, facility, or space by an organization recognized by the University for a reason other than prior assignment of the room, facility, or space. In any event, any such denial must be reported promptly to the Committee.

B. Each member of the University community is expected to know and follow the Guidelines on Open Expression. A person whose conduct violates the following Standards may be held accountable for that conduct, whether or not the Vice Provost or delegate has given an instruction regarding the conduct in question. Any member of the University community who is in doubt as to the propriety of planned conduct may obtain an advisory opinion from the Committee on Open Expression in advance of the event.

1. Individuals or groups violate these Guidelines if:
 - a. They interfere unreasonably with the activities of other

continued past insert

persons. The time of day, size, noise level*, and general tenor of a meeting, event or demonstration are factors that may be considered in determining whether conduct is reasonable;

b. They cause injury to persons or property or threaten to cause such injury;

c. They hold meetings, events or demonstrations under circumstances where health or safety is endangered; or

d. They knowingly interfere with unimpeded movement in a University location.

2. Individuals or groups violate these Guidelines if they hold a demonstration in the following locations:

a. Private offices, research laboratories and associated facilities, and computer centers; or

b. Offices, museums, libraries, and other facilities that normally contain valuable or sensitive materials, collections, equipment, records protected by law or by existing University policy such as educational records, student-related or personnel-related records, or financial records; or

c. Classrooms, seminar rooms, auditoriums or meeting rooms in which classes or private meetings are being held or are immediately scheduled; or

d. Hospitals, emergency facilities, communication systems, utilities, or other facilities or services vital to the continued functioning of the University.

3. a. Individuals or groups violate these Guidelines if they continue to engage in conduct after the Vice Provost for University Life or a delegate has declared that the conduct is in violation of the Guidelines and has instructed the participants to modify or terminate their behavior. Prompt compliance with the instructions shall be a mitigating factor in any disciplinary proceedings based upon the immediate conduct to which the instructions refer, unless the violators are found to have caused or intended to cause injury to person or property or to have demonstrated willfully in an impermissible location

b. If the individuals or groups refuse to comply with the Vice Provost's or delegate's order, they may challenge the appropriateness of the order to the judicial system. If the judiciary finds that the conduct was protected by the Guidelines, all charges shall be dismissed.

c. Individuals or groups complying with the Vice Provost's or delegate's order may request that the Committee on Open Expression determine if the Guidelines were properly interpreted and applied to their conduct.

IV. Committee on Open Expression

A. Composition

1. The Committee on Open Expression consists of thirteen members: five students, five faculty members, two representatives of the administration, and one A-3 representative.

2. Members of the Committee are appointed by the steering committee in the following manner:

a. Student members shall be nominated from undergraduate students, graduate students, and graduate professional students through existing mechanisms for each student body. Undergraduate and graduate and professional students shall rotate majority representation each year. Three undergraduate and two graduate and professional student members shall alternate with two undergraduate and three graduate and professional students every other year.

b. Faculty members shall be nominated by the Senate Executive Committee.

c. The administration members shall be nominated by the President.

d. The A-3 representative shall be nominated by the A-3 Assembly.

e. Each member shall be selected for a term of one year beginning the day after Labor Day each year. Any individual may not serve for more than two consecutive terms. Before Commencement, the Committee shall inform the Vice Provost and the University community which of its members will be available during the summer for mediation and advising.

f. Vacancies shall be filled for the unexpired term by the appropriate nominating body or persons.

3. The chair of the Committee shall be selected by the steering committee from among the members of the Committee on Open Expression.

B. Jurisdiction

The Committee has competence to act in issues and controversies involving open expression in accordance with these Guidelines. The Committee's responsibilities are the following:

1. Issuing rules to interpret or give more specific meaning to the Guidelines. Before adopting a rule, the Committee must hold an open hearing on the proposed rule and receive the views of individuals or groups. An affirmative vote of eight members is required for adoption, modification or rescission of a rule to be effective.

2. Recommending to the University Council proposals to amend or repeal the Guidelines. An affirmative vote of seven members is required to make such recommendations.

3. Giving advisory opinions interpreting the Guidelines at the request of a member of the University community for the purpose of advising that person or the University community. Such advice is provided to guide future action. If the Committee does not give a requested opinion, it must indicate its reasons for not doing so.

4. The Committee must respond to such requests as soon as feasible but, in any event, not later than within one month of the receipt by the Chair of the Committee. Giving advisory opinions interpreting the Guidelines at the request of administrative officials with responsibilities affecting freedom of expression and communication. Such advice is provided for the purpose of guiding future action.

5. Mediating in situations that involve possible violations of the Guidelines. Those Committee members available at the time may act on behalf of the Committee. In carrying out the mediation function, the Committee or those members present may advise the responsible administrative officials and any other person with respect to the implementation of the Guidelines. Those Committee members who have acted on behalf of the Committee must report on their activities to the full Committee.

6. Reviewing the following administrative decisions for the purpose of providing advice on future actions.

a. At the discretion of the Committee, administrative decisions involving these Guidelines made without consultation with the full Committee.

b. All instructions by the Vice Provost or delegate to modify or terminate behavior under Section III.B.3 of these Guidelines.

7. Investigating incidents involving the application of these Guidelines to aid the Committee in its functions of rulemaking, recommending changes in the Guidelines or issuing advisory opinions. Such functions provide guidance to the University community for future action. The results of Committee investigations for these purposes shall not be a part of the initiation, consideration or disposition of disciplinary proceedings, if any, arising from the incidents.

8. Adopting procedures for the functions of the Committee, varied to suit its several functions, consistent with these Guidelines. Procedures that are not wholly matters of internal Committee practice must be made public in advance of implementation. Except as otherwise provided, the Committee may determine its own voting procedures.

9. Submitting an annual report to the Council and the University on the status of the Committee's work in the University journal of record.

C. Procedures

1. Except as provided with respect to the mediation function in Section IV.B.5, seven members of the Committee constitute a quorum.

2. The Committee can authorize subcommittees, selected from its own members, to act for the Committee in any matter except the issuance of rules interpreting or implementing the Guidelines or the making of recommendations to amend or repeal the Guidelines.

3. The Committee shall respect the privacy of individuals as its general policy and shall maintain the right to declare the confidentiality of its proceedings.

a. If a person appearing before the Committee requests that his or her testimony or information be kept confidential, the Committee shall consider such a request. The Committee then shall determine whether to honor that request and shall inform that person of its decision before testimony is given.

b. Minutes of particular Committee meetings may be declared confidential by the Committee or be so declared at the discretion

*An "unreasonable noise level" is defined as sound above 85 decibels measured by a calibrated sound-level meter at an "A" weighting on "slow" response ten feet away from and directly in front of the source, amplifier or loudspeaker when the latter is within 50 feet of a building.

of the chair subject to review by the Committee.

c. All Committee documents containing confidential material, as determined by the chair, shall be clearly marked "confidential" and shall carry a warning against unauthorized disclosure.

V. Responsibilities for Enforcement

A. It is the responsibility of the Vice Provost for University Life (hereafter referred to simply as the "Vice Provost") to protect and maintain the right of open expression under these Guidelines.

B. Observation of meetings, events or demonstrations, when deemed necessary by the Vice Provost to protect and maintain open expression, shall be the responsibility of the Vice Provost, who may delegate such responsibility. This delegate shall have full authority to act in the name of the Vice Provost under these Guidelines.

1. The observer (Vice Provost or delegate) shall identify himself or herself to those responsible for the meeting or event or to the leaders of the demonstration.

2. The Vice Provost shall attempt to inform the chair of the Committee on Open Expression of meetings, events or demonstrations to which an observer will be sent. The chair may designate a member or members of the Committee to accompany and advise the observer. Such a Committee representative shall also be identified to those responsible for the meeting or event or to the leaders of the demonstration.

3. Except in emergencies, the Vice Provost's authority under these Guidelines shall not be delegated to employees of the University's Division of Public Safety. The role of public safety personnel at a meeting, event or demonstration is defined below, in Section V.C.3.

4. Any observer or Committee representative who attends a meeting, event or demonstration shall respect the privacy of those involved. If there has been no violation of these Guidelines, other University regulations, or applicable laws, an observer, committee representative, or public safety employee who attends a meeting, event or demonstration shall not report on the presence of any person at such meeting, event or demonstration.

C. The Vice Provost or delegate is responsible for enforcing Section III.B and may instruct anyone whose behavior is violating or threatens to violate these Guidelines to modify or terminate such behavior. The instruction shall include notice that failure or refusal to comply is a further violation according to Section III.B. of these Guidelines. However, an instruction or warning by the Vice Provost or delegate is not a prerequisite for a finding that a violation has occurred.

1. When the Vice Provost or delegate declares that an individual or a group has violated the Guidelines, he or she may request to examine their University identification.

a. Failure to comply with this request is in violation of the Guidelines.

b. In the event that any person(s) are deemed by the Vice Provost or delegate, in consultation with available members of the Committee on Open Expression, to have violated the Guidelines, and such person(s) refuse to show University or other identification, the Vice Provost or delegate shall if practicable inquire of other individuals present as to the identity of the claimed violator(s). Identification by two other individuals shall suffice to establish identity. Should it not be possible to establish identity in this way, the Vice Provost or delegate may direct that photographs be taken of the participant(s) in the claimed violation. The Vice Provost or delegate must warn the individual(s) that their photographs will be taken unless identification is presented. Photographs and videotapes obtained without such warning may not be used as evidence in disciplinary proceedings. It is preferred that a member of the Committee on Open Expression take any such photographs; however, if no such person is able or willing to do so, another member of the University community may be requested to do so. As soon as safely practicable, all such photographs shall be turned over to the Vice Provost or delegate. Any photographs taken (including videotapes and negatives) shall be used solely by the Judicial Inquiry Office for the purpose of investigation of alleged violations and possible identification of alleged violators of these Guidelines. If it is determined that no violation has occurred, the Vice Provost or delegate shall destroy the photographs. If a violation is found to have occurred, after identification has been made and the case has been adjudicated, the Vice Provost or delegate shall destroy the photographs. None

of the photographs shall be published. After each incident at which photographs are taken, the Committee on Open Expression shall report on the incident to the University Council, via the chair of the University Council Steering Committee, regarding what happened in the incident, which individuals saw the photographs, and the disposition of the photographs.

2. In carrying out this responsibility for safeguarding the right of open expression, the Vice Provost shall obtain the advice and recommendation of the representatives of the Committee on Open Expression whenever feasible.

3. The Vice Provost or delegate may request members of the University Police to attend meetings, events or demonstrations to help protect the open expression of those involved.

a. Any person acting as an agent of the Division of Public Safety who attends a meeting, event or demonstration in a University location shall be clearly identifiable as such and in normal duty uniform. (Arms may be carried if they are part of "normal duty uniform.")

b. Public safety personnel also may attend meetings, events or demonstrations when requested to do so by the person or group responsible for the event, when prominent public figures are involved, or when the Commissioner of Public Safety or delegate determines that there exists an imminent danger of violence at the event.

4. Terminating a meeting, event or demonstration by force is a most serious step, as this action may exacerbate existing tensions and may lead to personal injury and property damage.

a. Avoidance of injury to persons by the continuation of a meeting, event or demonstration is a key factor in determining whether it should be forcibly terminated. Property damage and significant interference with educational processes are also factors to be considered and may be of sufficient magnitude to warrant forcible termination.

b. Whenever possible, the Vice Provost or delegate should consult with the Committee on Open Expression before seeking a court injunction against those involved in a meeting, event or demonstration or calling for police action.

c. The Vice Provost or delegate shall inform those involved that he or she intends to seek an injunction or call for police intervention before he or she does so.

d. When a meeting, event or demonstration is forcibly terminated, a full statement of the circumstances leading to the incident shall be publicized by the Vice Provost within the University.

D. 1. Cases involving undergraduate students are referred to the Judicial Inquiry Officer who investigates the event and decides what disciplinary proceedings, if any, to pursue.

2. Cases involving graduate or professional students are referred to the Judicial Inquiry Officer or to the established disciplinary body of the school in which the student is enrolled.

3. Cases involving faculty are referred to the appropriate Dean or to the Provost.

4. Cases involving University staff or administrators are referred to that individual's supervisor or any other person with supervisory responsibility over that individual.

5. Cases involving trustees and associate trustees of the University and members of the Boards of Overseers or other bodies advisory to the University are referred to the Executive Committee of the Trustees.

E. The Division of Public Safety shall not collect or maintain information about members of the University community, except in connection with alleged crimes, violations of University regulations, or as specifically authorized in writing by the President. This regulation shall not affect personnel information concerning current, past or prospective employees of the Division of Public Safety.

VI. Non-University Persons

These Guidelines address themselves explicitly to forms of individual and collective expression in a University location by members of the University community. The extent to which the privileges and obligations of these Guidelines may be made applicable in particular circumstances to individuals who are not members of the University community shall be determined by the Vice Provost or delegate. Participants in meetings, events and demonstrations in a University location are required to comply with the instructions of the Vice Provost or delegate. (See III.A.2.c.)

Benefits Communications Survey Results

The Benefits Office included a Communications Survey in the Fall 1992 issue of *Benefits News*, a newsletter published by HR/Benefits. This survey was mailed to all benefits-eligible faculty and staff (approximately 8,200 regular full-time employees). The Benefits Office received 137 responses. What follow are the results of the survey.

As promised in the newsletter, a winner was randomly drawn from the survey respondents to receive a \$50 gift certificate to the University Book Store. Margaret Harkins, director of admissions for the Graduate School of Education, was the winner!

The Benefits Office is working to develop ways to address the various survey results and suggestions. Here are just a few of the things we are considering as a result of the most common survey responses:

- 1) Adding a second day for the Benefits Fair next year for Open Enrollment.
- 2) Publishing two issues per year of *Benefits News*.
- 3) Highlighting HRINFO, on-line benefits policies, in the next newsletter.
- 4) Offering more sessions of the "noon-time workshops"; i.e., offer sessions at 11 a.m. as well as noon.
- 5) Addressing many of the suggested benefits topics in upcoming issues of *Benefits News*.

— Adrienne Riley, Assistant Vice President, Human Resources

Results of the Benefits Communications Survey

Open Enrollment Communications

Most* respondents:

- had easy access
- thought information was useful
- completed enrollment smoothly

Respondents' comments:

- longer Benefits Fair
- April is busy time of year, tax season
- difficult to get questions answered via phone calls and appointments with Benefits Specialists

Suggested HR responses for *Compass* article:

- Due to popularity of the Benefits Fair, we'll explore the possibility of extended hours/two-day Fair for next year.
- Brief explanation as to why Open Enrollment is in April—Plan Year, etc.
- Re: getting Open Enrollment questions—new operational strategies to improve service, i.e. more trained staff, extended hours?

New Employee Benefits Materials

Respondents:

- 20% did not have easy access
- 10% thought information was not useful
- 15% were not able to complete enrollments smoothly

Respondents' comments:

- need more information before making a decision
- need access to info earlier, i.e. prior to start date to facilitate timely enrollment

Suggested HR responses:

- Note upcoming New Hire Packets
- How does new hire notification work now?
- How can we facilitate earlier access, if requested?

Annual Newsletter

Respondents:

- most thought info was useful and would like it to continue
- 20% would like more frequent issues

Respondents' comments:

- most comments were asking for more frequent issues

Suggested HR response:

- Should we explore possibility of second issue? When? Need driven?

Plan Brochures

Respondents:

- 30% did not know where to find them
- most thought information was useful

Respondents' comments:

- most comments re: where to find them

Suggested HR response:

- List where brochures available? 3401 Walnut, Medical School, other?

HRINFO: On-Line Policies

Respondents:

- 50% do not have easy access
- 20% thought information was not very useful
- 90% would like it to continue

Respondents' comments:

- inaccessibility: 30% not aware of service
- want more detailed information

Suggested HR responses:

- communicate results to Info Services and Staff Relations
- highlight HRINFO in next newsletter

* "most" = 95% or more of respondents

Noontime Workshops

Respondents:

- 40% do not have easy access
- most thought info was useful
- 20% thought frequency was not sufficient

Respondents' comments:

- would like sessions at NBC and Arboretum
- not enough time at lunch
- suggested topic: differences between medical/dental plans

Suggested HR responses:

- Explore different times? Double sessions (11 a.m.–1 p.m.)?
- Outreach to NBC and Arboretum: one session per fall & spring?
- Do we offer suggested topic? It's a good idea!

Benefits Letters in Almanac

Respondents:

- most thought info was useful and would like them to continue
- 15% thought frequency not sufficient

Respondents' comments:

- most were complimentary on the usefulness of info

Suggested HR response:

- Note upcoming schedule/topics of letters

Articles in Compass

Respondents:

- most thought info was useful and would like them to continue
- 15% thought frequency not sufficient

Respondents' comments:

- need more info on mortgage programs

Suggested HR response:

- Is info on Mortgage program appropriate for newsletter?

TIAA Fixed Rates On Accumulating Annuities

The new TIAA-Fixed Investment Rates are effective as of **March 1, 1993**. These rates will stay in effect until **February 28, 1994**.

Interest Rates on TIAA Accumulating Annuities From 3/1/93 Through 2/28/94

Funds Applied	RA/GRA	SRA/GSRA & Rollover IRA
1/1/93 - 6/30/93	7.25%	6.75%
1992	7.50%	7.00%
1991	8.00%	7.50%
1988 - 1990	8.00%	7.75%
Pre - 1988	7.50%	7.50%

RA = Retirement Annuity

SRA = Supplemental Retirement Annuity

GSRA = Group Supplemental Retirement Annuity

IRA = Individual Retirement Account

Funds for Italian Studies Research: March 29

The Center for Italian Studies announces a competition for the 1993 annual research grants endowed by Henry Salvatori, EE '23. Graduate students as well as standing faculty may apply for Salvatori Awards, which are stipulated for short-term research projects in any area of Italian Studies; last year the fund contributed to six different projects among as many separate disciplines.

Salvatori Awards can be used for supplemental research expenses, incidental publication costs, and travel for research or for significant conference costs not otherwise funded by the University. (As the sum available is finite, the Center encourages smaller requests.)

Requests presenting in detail the purposes for which the grant is sought should be sent to Dr. Stuart Curran, director of the Center for Italian Studies, 549 Williams Hall/6305 by *Monday March 29*. Graduate students should have a faculty supervisor independently write in support of their requests. The Center's Faculty Advisory Board reviews applications, and awards are announced in early April.

Illustration is from
Almanac May 14, 1991
 when 141 periodicals
 were found in the
 campus inventory.



Inventory of Periodicals at Penn: April 2 Deadline

Almanac is updating its occasional list of *Periodicals on the Penn Campus*, last published May 14, 1991. We would appreciate information and recent sample copies from editors of periodicals on campus whether published by a University unit, or published at the University under other auspices. Information on any one-time or as-needed manuals, directories, catalogs or guides published by or at Penn would be appreciated as well. We do not need direct mail pieces, brochures, flyers, course schedules, etc.

Please fill out the form below and send it with a sample copy of your publication to *Almanac* by April 2.

Campus Periodicals Questionnaire

(Please fill in blanks to the best of your knowledge and/or check most appropriate responses; feel free to attach additional information.)

1. Title: _____
2. Editor(s): _____
3. Address: _____ Campus Mail Code: _____ 4. Phone: _____
5. Type of publication:

<input type="checkbox"/> All-University Publication	<input type="checkbox"/> Academic News	<input type="checkbox"/> Activities/Information
<input type="checkbox"/> Handbook or Guide	<input type="checkbox"/> Scholarly Journal	<input type="checkbox"/> Student Publication
6. Date founded: _____ 7. Staff Size: _____
8. Format:

<input type="checkbox"/> Tabloid	<input type="checkbox"/> 8 1/2 x 11	<input type="checkbox"/> Broadsheet	Other: _____
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9. Frequency:

<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Biweekly	Other: _____
<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Annually	
10. Average # of pages per issue: _____ 11. Total Circulation: _____
12. Publisher/Sponsor: _____
13. How is your publication funded (advertising, allocated funds, etc.)? _____
14. Basic Content: _____
15. Primary audience: _____
16. Other distribution: _____
17. Are subscriptions available? ☐ Yes ☐ No
 18. If yes, what is the cost? _____
19. Is the publication available electronically? ☐ Yes ☐ No
 20. If yes, how? ☐ PENNinfo Other: _____

(Information below this line will be aggregated for an overview of production systems used at Penn.)

21. What means of production do you use? ☐ Desktop Publishing ☐ Traditional

If you use Desktop Publishing...
22. Which platform do you use? ☐ Mac ☐ IBM
23. What software do you use? ☐ PageMaker ☐ Quark ☐ Ventura Other: _____

If you do not use DTP, do you plan to? ☐ Yes ☐ No

Approximately when? _____
24. Do you publish on recycled paper? ☐ Yes ☐ No

Return to: *Almanac*, 3601 Locust Walk/6224 or FAX: 898-9137 by April 2.

The University of Pennsylvania Police Department Community Crime Report

This summary is prepared by the Division of Public Safety and includes all criminal incidents reported and made known to the University Police department between the dates of March 1 and March 14. The University Police actively patrol from Market Street to Baltimore Avenue, and from the Schuylkill River to 43rd Street in conjunction with the Philadelphia Police. In this effort to provide you with a thorough and accurate report on public safety concerns, we hope that your increased awareness will lessen the opportunity for crime. For any concerns or suggestions regarding this report, please call the Division of Public Safety at Ext. 8-4482.

Crimes Against Persons

34th to 38th/Market to Civic Center: Threats & harassment—5

03/01/93	2:42 PM	Morris Dorm	Complainant received threat
03/02/93	10:38 AM	Memorial Towers	Harassing calls received
03/03/93	1:10 PM	Baldwin Dorm	Complainant harassed by 3 males
03/06/93	9:29 PM	Annenberg Center	Suspect returned to area/police notified
03/08/93	2:23 PM	University Hospital	Doctor harassed via computer

38th to 41st/Market to Baltimore: Robberies(& attempts)—1, Simple assaults—2, Threats & harassment—5

03/01/93	6:08 PM	High Rise North	Harassing phone calls received
03/02/93	5:08 PM	219 S. 41st St.	Harassing calls received
03/03/93	10:40 AM	4300 Spruce St.	Complainant robbed by 2 males
03/03/93	9:42 PM	39th & Chestnut	Complainant struck by youths/ no injuries
03/04/93	2:12 AM	39th & Spruce	Drunk male struck complainant/no injury
03/05/93	1:08 AM	Harnwell House	Unwanted phone calls received
03/05/93	3:00 PM	Harnwell House	Hang up calls received
03/09/93	8:03 AM	40th & Locust	Complainant was followed by male

41st to 43rd/Market to Baltimore: Threats & harassment—1

03/01/93	6:20 PM	329 S. 42nd St.	Harassing phone calls received
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30th to 34th/Market to University: Robberies(& attempts)—1, Simple assaults—1

03/08/93	9:36 PM	Palestra	Dispute between patrons and guards
03/11/93	11:00 PM	Smith Hall	Complainant robbed knife-point/no injuries

Outside 30th to 43rd/Market to Baltimore: Threats & harassment—1

03/04/93	12:57 PM	Wynnewood, PA	Obscene calls received
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Crimes Against Property

34th to 38th/Market to Civic Center: Burglaries(& attempts)—2, Total Thefts (& Attempts)—20, Criminal mischief & vandalism—3

03/01/93	3:28 AM	Speakman Dorm	Male entered unlocked rooms/arrest
03/01/93	9:16 AM	Annenberg Center	Office window smashed by thrown rock
03/01/93	11:03 AM	McNeil Building	Property taken from unsecured room
03/01/93	11:02 PM	3400 Block Walnut	Vehicle window cracked/nothing taken
03/03/93	3:28 PM	Phi Gamma Delta	Unattended coat taken
03/03/93	3:34 PM	3744 Spruce St.	Unattended jacket taken
03/04/93	10:07 AM	Thomas Penn Dorm	U.S. Mail taken
03/04/93	3:01 PM	Morgan Dorm	Packages taken from mail
03/04/93	6:22 PM	Law School	Unattended property taken
03/05/93	4:26 PM	Law School	Wallet taken while unattended
03/05/93	4:56 PM	Nichols House	Key ring taken
03/06/93	3:51 PM	Franklin Building	Vending machine broken/money taken
03/07/93	4:06 PM	130 S. 34th St.	Juvenile arrested with merchandise
03/08/93	8:17 AM	College Hall	Attempted entrance through window
03/08/93	12:36 PM	Bookstore	Wallet taken from jacket pocket
03/08/93	2:51 PM	Houston Hall	Wallet taken from jacket pocket
03/08/93	5:24 PM	3423 Walnut St.	Male tried stealing from store
03/09/93	6:12 PM	Memorial Towers	Items removed from room
03/10/93	4:45 AM	200 Block 37th	Male took pastries/no charges filed
03/10/93	1:23 PM	Van Pelt Library	Unsecured wallet taken
03/10/93	5:05 PM	3600 Market St.	Unattended knapsack taken
03/10/93	5:42 PM	Johnson Pavilion	Contents taken from unsecured area
03/11/93	3:35 AM	201 S. 38th St.	Brick thrown through glass window
03/11/93	9:03 AM	3401 Walnut St.	Unattended jacket taken from room
03/12/93	5:00 PM	Johnson Pavilion	Unattended wallet taken from library

38th to 41st/Market to Baltimore: Burglaries(& attempts)—2, Total thefts (& attempts)—10, Thefts from autos—1, Criminal mischief & vandalism—1

03/01/93	8:12 AM	Zeta Beta Tau	Pipe taken from south side of house
03/01/93	1:22 PM	4103 Baltimore	Unattended property taken during party
03/02/93	7:42 PM	4000 Block Ludlow	Books taken from car/window smashed
03/06/93	1:44 AM	3927 Pine St.	Rear window broken to residence
03/06/93	6:05 PM	Greek Central	Male fled area with t-shirt
03/06/93	6:54 PM	3900 Block Locust	Unattended camera equipment taken
03/07/93	2:42 PM	Harnwell House	Laundry removed from washer
03/09/93	10:48 AM	4000 Block Pine	Various items removed from residence
03/10/93	10:49 AM	Veterinary Hospital	Projector taken from room
03/11/93	3:05 PM	100 Block 39th	Cassette tapes taken from vendor
03/12/93	3:38 AM	Pi Lambda Phi	Property taken from residence
03/12/93	9:59 AM	Harrison House	Pry marks found on door/no entry
03/12/93	5:45 PM	Veterinary Hospital	Unattended wallet taken from office

41st to 43rd/Market to Baltimore: Total thefts(& attempts)—1

03/04/93	4:13 PM	225 S. St. Mark	Equipment removed from area
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continued next page

Update MARCH AT PENN

EXHIBIT

17 *Reflections on Sites: Art in Science X*; Warren Angle's drawings, photos, watercolor collages, and handwritten notes. Opening reception 5-7 p.m.; Klein Art Gallery, University City Science Center. Hours are 9 a.m.-5 p.m., Monday through Friday. *Through April 22.*

FILM

24 *Riff Raff*; sneak preview of Ken Loach's newest film; free; 7:30 p.m.; International House (Neighborhood Film/Video Project).

FITNESS/LEARNING

17 *Peer Health's HealthFair*; 11 a.m.-3 p.m.; Locust Walk (Student Health Office of Health Education).

FLASH Sexual Health Workshop; 7 p.m.; Low Rise North (Kappa Alpha Psi).

18 *Loving Limits Support Group*; noon-1 p.m.; Room 305, Houston Hall (F/SAP).

Open GuideWorkshop; nutrition workshop; 7:30 p.m.; Room 310, Houston Hall (Student Health Office of Health Education).

21 *Historically Drinking: Beers Past and Present*; a two-hour beer-tasting with Michael Jackson, beer expert; 2 p.m., 4 p.m., and 6 p.m.; University Museum. Tickets: \$25, \$20 for members. Register: Ext. 8-4890 (University Museum).

24 *Caregivers Support Group*; noon-1 p.m.; Room 301, Houston Hall (F/SAP).

Sobriety I: Less than 18 Months in Recovery; Nancy Madonna, F/SAP, and Jeff Van Syckle; noon-1 p.m.; Room 301, Houston Hall (F/SAP).

MUSIC

17 *Organ Recital*; Tom Dressler, Westminster Choir College, Princeton; noon; Irvine Auditorium (Curtis Organ Restoration Society).

24 *Organ Recital*; Peter R. Conte, the Wanamaker Grand Court organist; noon; Irvine Auditorium (Curtis Organ Restoration Society).

SPORTS

Tennis matches are played either at Lott Courts or at Levy Pavilion, depending on weather.

18 *Men's Tennis vs. St. Joseph's*; 12:30 p.m.
Men's Tennis vs. Georgetown; 4 p.m.

20 *Women's Track: Penn Invitational*; 10 a.m.; Franklin Field.

Softball vs. West Chester; 1 p.m.; Warren Field.

Men's Lacrosse vs. Yale; 3 p.m.; Franklin Field.

23 *Men's Tennis vs. Temple*; 2 p.m.
Men's Tennis vs. LaSalle; 3 p.m.

Women's Lacrosse vs. Loyola; 7 p.m.; Franklin Field.

TALKS

18 *Reshaping the Russian City: The New Politics of Property in a Provincial Russian City*; Blair A. Ruble, Kennan Institute for Advanced Russian Studies; 4 p.m.; Room B-13, Meyerson

Talks continue next page

Faculty Positions in Houses

Several residential faculty positions will be available in the academic year 1993-94. Faculty apartments will be available both in College Houses and First-Year Houses.

Interested members of the faculty should direct a letter and current curriculum vitae by *April 9, 1993*, to Christopher Dennis, director of the Office of Academic Programs in Residence, Suite 112, 3901 Locust Walk (HRN)/6180.

Update continued

Hall (City and Regional Planning).

Technology and Society: The Role of Engineering and Science in the Competitive Marketplace; Erich Bloch, Council on Competitiveness, Washington, D.C.; 4 p.m.; Alumni Hall, Towne Building (SEAS).

Soluble IFN- γ Receptor As A Possible Therapeutic Agent for Autoimmune Diseases; Gianni Garotta, Hoffman-La Roche, Switzerland; 4 p.m.; Grossman Auditorium, Wistar (Wistar).

A Comparison of the ADOCBL Dependent and Dinuclear-Iron Center Tyrosyl Radical Ribonucleotide Reductases; JoAnne Stubbe, M.I.T.; 8 p.m.; Room 102, Chemistry Bldg. (Chemistry).

19 *A Class of Novel Nuclear Proteins Found in Stem-Like and Neoplastic Cells*; Gary Pasternack, pathology, Johns Hopkins; 1 p.m.; Grossman Auditorium, Wistar (Wistar).

Seven Mysteries About "Male" Sexual Anatomy (Or Why Humans Don't Come the Way We Sometimes Think We Do); John Stoltenberg, journalist and author of *Refusing to Be a Man*; 4 p.m.; Room B17, Logan Hall (STAAR, Connaissance).

22 *Sexually Dimorphic Effects of Alcohol Exposure in utero on Neuroendocrine and Immune Functions*; Eva Redei, psychiatry; noon; Mezzanine, John Morgan Bldg. (Pharmacology).

23 *Find Out What You Need to Know to Enroll in the Wharton Evening Program*; Burton Brodo, Wharton Undergraduate Division; noon-1 p.m.; Room 305, Houston Hall (African American Resource Center).

History of Dyestuffs Industry; Anthony Travis, Sidney M. Edelstein Center for History and Philosophy of Science, Hebrew University of Jerusalem; 4-5 p.m.; Reception from 5-6 p.m.; Suite 460B, 3401 Walnut. Donation: \$15, \$7 for students; RSVP: 898-4896 by March 19 (Beckman Center for History of Chemistry).

24 *Engineering Structure, Catalysis and Regulation in Metalloproteins*; David Christianson, chemistry; 4 p.m.; Grossman Auditorium, Wistar (Wistar).

Deadlines: *March 16* is the deadline for the April at Penn Calendar. The deadline for the May at Penn calendar is *April 13*. The deadline for the weekly update is a week before the week of publication.

continued from previous page

30th to 34th/Market to University: Burglaries(& attempts)—2, Total thefts(& attempts)—9, Thefts of bicycles & parts—1, Criminal mischief & vandalism—3

03/01/93	5:34 PM	Hutchinson Gym	Knapsack taken from weightroom
03/01/93	6:46 PM	Hutchinson Gym	Contents taken from knapsack
03/02/93	5:15 PM	Hutchinson Gym	Unattended backpack taken
03/03/93	9:55 AM	Rittenhouse Lab	Wallet taken/credit card used
03/03/93	2:00 PM	200 Block 33rd	Secured bike taken/lock pried off
03/04/93	11:18 PM	3300 Block Walnut	Passenger window broken to vehicle
03/07/93	2:57 AM	Rittenhouse Lab	Door broken/unknown if anything taken
03/08/93	7:58 PM	Hutchinson Gym	Unattended knapsack taken
03/09/93	8:34 AM	Rittenhouse Lab	Door vent tampered with/no entry
03/09/93	4:46 PM	Hutchinson Gym	Unattended knapsack taken
03/10/93	12:58 PM	Hill House	Card reader taken from cashiers booth
03/11/93	9:21 PM	Lot # 2	Door locks damaged to vehicle
03/12/93	7:36 AM	Hill House	Items removed from kitchen area
03/12/93	9:27 PM	Hutchinson Gym	Unattended gym bag taken

Outside 30th to 43rd/Market to Baltimore: Total thefts(& attempts)—3, Thefts of bicycles & parts—2

03/04/93	10:36 AM	4033 Spruce St.	Secured bike taken
03/04/93	1:21 PM	New Bolton Center	Unsecured slide projector taken
03/07/93	12:16 PM	3948 Pine	Secured bike taken

Crimes Against Society

34th to 38th/Market to Civic Center: Disorderly conduct—1

03/02/93	8:36 PM	3400 Block Walnut	Male acting disorderly/arrest
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38th to 41st/Market to Baltimore: Disorderly conduct—2, Alcohol & Drug offenses—1

03/05/93	7:49 PM	Harnwell House	Males with possible marijuana
03/08/93	9:15 PM	40th & Chestnut	Two males causing disturbance
03/09/93	8:45 PM	200 Block 40th	Male causing disturbance/arrest

18th District Crimes Against Persons

2/15/93 to 3/7/93

Schuylkill River to 49th Street, Market Street to Woodland Avenue
30 Incidents, 5 Arrests

Date	Time	Location	Offense	Arrest
2/15/93	12:20 AM	3900 Locust	Robbery	No
2/15/93	5:42 AM	3949 Baltimore	Aggravated Assault	No
2/16/93	9:33 AM	100 S. 36th	Robbery	No
2/16/93	6:53 PM	229 S. Buckingham	Aggravated Assault	Yes
2/17/93	6:23 PM	4600 Chestnut	Aggravated Assault	Yes
2/17/93	6:32 PM	4200 Osage	Robbery	No
2/19/93	12:42 AM	910 S. Farragut	Robbery	Yes
2/21/93	10:15 PM	4700 Cedar	Robbery	No
2/23/93	2:35 AM	3300 Smith	Robbery	No
2/23/93	7:20 PM	4336 Walnut	Aggravated Assault	No
2/23/93	7:20 PM	4336 Walnut	Aggravated Assault	No
2/23/93	10:12 PM	4730 Walnut	Robbery	No
2/25/93	8:28 PM	4000 Market	Robbery	Yes
2/25/93	8:36 PM	3940 Spruce	Theft	No
2/27/93	12:17 AM	4700 Woodland	Robbery	No
2/27/93	5:50 AM	4200 Locust	Robbery	No
2/27/93	6:28 AM	4300 Chestnut	Robbery	No
2/27/93	7:16 AM	3700 Sansom	Robbery	No
2/28/93	4:49 AM	4816 Pine St.	Rape	No
2/28/93	5:00 PM	4900 Walton	Robbery	No
3/02/93	3:13 AM	527 S. 42nd	Robbery	No
3/02/93	11:35 PM	3900 Walnut	Aggravated Assault	No
3/03/93	12:05 AM	5927 Osage	Aggravated Assault	No
3/03/93	10:45 AM	4320 Spruce	Robbery	No
3/03/93	9:05 PM	4140 Chestnut	Robbery	No
3/04/93	2:54 PM	269 S. 44th	Robbery	No
3/04/93	7:20 PM	226 S. 44th	Robbery	No
3/05/93	5:15 PM	4857 Chestnut	Robbery	No
3/06/93	3:30 PM	4700 Springfield	Robbery	No
3/07/93	12:50 AM	3801 Chestnut	Aggravated Assault	Yes

Corrections: In *March at Penn* the PEN at Penn talk listed for March 18 is actually a Dean's Forum featuring the novelist Philip Roth. The forum will be at 8 p.m. in *Harrison Auditorium in the University Museum*.

In the February 23 issue under Appointments and Promotions, Veterinary School, the headings for Dr. Wendy Freeman and Dr. Peter J. Felsburg were transposed. Dr. Freeman belonged under *Appointment* as Assistant Professor of Medicine in Clinical Studies, and Dr. Felsburg's appointment as Trustee Professor of Clinical Immunology in Clinical Studies belonged under *Chair Designation*.



Almanac

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