

UNIVERSITY of PENNSYLVANIA *Almanac*

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Spring on the Penn campus means flowering trees and scores of prospective students and their parents on tour. Above are a few of the hundreds who visited the campus last Tuesday. This year Penn accepted the most selective class in years: Only 33 percent of high school applicants were offered places in the Class of 1999, and their average combined SAT score was 1311 (eight points higher than last year's entering class). See story, page 2.

The Compass photo by Candace diCarlo

IN BRIEF

Guggenheims for Five SAS Scholars

Five members of the University faculty—all of them in the School of Arts and Sciences—have been named Guggenheim Fellows this year. They are:

Dr. Dorothy L. Cheney, professor of biology, who in collaboration with Dr. Robert M. Seyfarth, professor of psychology, will conduct studies in *Communication and the Minds of Monkeys*.

Dr. Martha J. Farah, professor of psychology, who will study *The Neural Bases of Human Vision*.

Dr. Moshe Lewin, professor of history, whose work will be on *The Soviet Bureaucratic Phenomenon, 1928-1960*; and

Dr. E. Ann Matter, professor of religious studies, whose topic is *Strategies of Reading in the Glossa ordinaria*.

The five from Penn are among 152 Fellows chosen from a field of 2,856 candidates this year, according to Dr. Joel E. Conarroe, president of the John Simon Guggenheim Memorial Foundation. This year's awards add up to \$4,272,000, bringing the Foundation's total, in its 71-year history, to more than \$165 million.

PPSA May 9: John Fry

On Tuesday, May 9, the Penn Professional Staff Assembly (which includes all administrative, research and technical staff of the University) will host its annual election meeting from 12 noon to 1:30 p.m. in Bodek Lounge on the lobby floor of Houston Hall. A slate is in preparation and will be published prior to the meeting.

Guest speaker John Fry, the newly arrived Executive Vice President who led the Coopers and Lybrand team, will discuss Penn's restructuring efforts.

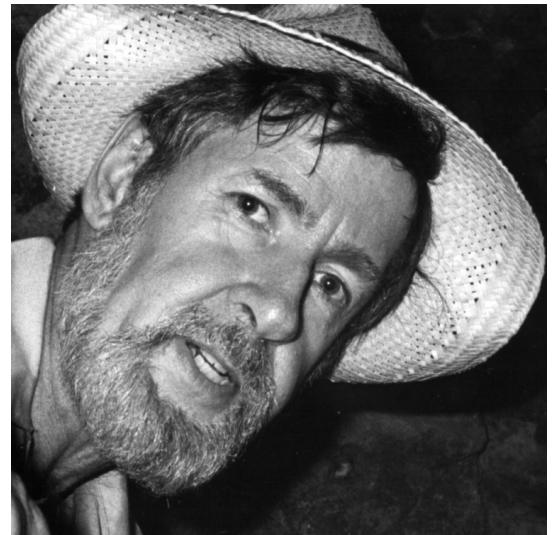
Pistol in Classroom

A Wharton Evening student was suspended Thursday, after being charged with bringing a loaded 9mm semiautomatic pistol to his marketing class Tuesday evening. Acting VPUL Valarie Cade has announced. Friday she issued the general statement on page 3.

Oops!

The April 20 Lindback Awards reception is in the *Upper Egyptian Gallery of the University Museum*, not in Rare Books at Van Pelt as mistakenly reported here last week. The rest is correct: the time is 4:30-6:30 p.m., and everyone on campus is welcome to celebrate with the winners of the eight Lindback Awards and two Provost's Awards. The error was *Alma-nac's*, and I apologize to all concerned—especially to the Provost's staff who had to field phone calls.—K.C.G.

At right, Dr. Sharer on site in Honduras, where he is co-director of the University Museum's Early Copan Acropolis Program. In his 23 years as a member of the anthropology faculty, Dr. Sharer has combined fieldwork with writing, teaching and curatorship to study complex cultures and present his findings not only to students and colleagues but to a world of serious amateurs. (About 500 people a year come to the Museum's Maya Week-ends.) The Shoemaker chair was designated for a curator because "The linkage between the School of Arts and Sciences and the Museum is one of Penn's great strengths," Trustee Alvin Shoemaker said.



In the New Shoemaker Chair, Dr. Robert Sharer of Anthropology

Dr. Robert J. Sharer, curator of the American Section of the University Museum, has been named the first Sally and Alvin V. Shoemaker Professor of Anthropology, effective July 1.

The appointment—a joint one in the School of Arts and Sciences and the University Museum—was announced by the Museum's Director, Dr. Jeremy Sabloff, on April 8 before hundreds of Maya enthusiasts and scholars attending the Museum's 13th annual Maya Weekend. "As the inaugural Shoemaker Professor, this outstanding scholar provides an illustrious start to the endowed chair," said Dr. Sabloff.

Internationally renowned for his research in

Maya archaeology, Dr. Sharer was described by Dean Rosemary Stevens of the School of Arts and Sciences as "an illustrious scholar in an outstanding department."

"His fieldwork, particularly at Chalchuapa in El Salvador, Quirigua in Guatemala and Copan in Honduras, has contributed significantly to Maya studies," the Dean continued.

A popular teacher of undergraduate as well as graduate courses, Dr. Sharer has published 13 books and monographs, including the standard text in the field, *The Ancient Maya*, now in its fifth edition (Stanford University Press). He is also co-author (with Wendy Ashmore) of the widely used *Archaeology: Discovering Our Past*, and is series editor of the Museum's *Quirigua Reports*.

Since 1989 he has directed the Early Copan Acropolis Program for the Museum, and is currently engaged in fieldwork with three Penn students at the Copan site.

Dr. Sharer is a 1961 graduate of Michigan State who took his M.A. in anthropology here in 1963 and his Ph.D. in 1968. He was a research associate at the Museum from 1969 until 1972, when he became an assistant professor of anthropology and assistant curator of the American Section. He has been a full professor since 1984, when he was also named Curator of Mesoamerican Archaeology at the Museum. Since becoming Curator of the American Section in 1987, he has had charge of the section that houses more than half the Museum's 1.5 million artifacts.

Chair for a Curator

When the Shoemakers set out to provide for the new endowed chair in recognition of "their strong commitment to the liberal arts at Penn and Mrs. Shoemaker's service as a member of the Museum's Board of Overseers," it was stipulated that the Shoemaker Professor be a Museum curator. "The linkage between the School of Arts and Sciences and the Museum is one of Penn's great strengths," said Mr. Shoemaker, the longtime Chairman of the Trustees who is a 1960 graduate of the Wharton School. Sally Shoemaker is a Rosemont alumna who served on the Museum Board from 1986 to 1992.

Getting In on EDUCOM'96

The annual conference of EDUCOM, a consortium of universities and colleges concerned with applications of information technology, will be held at the new Pennsylvania Convention Center in Center City on October 8-11, 1996.

The largest higher-education-computing conference, EDUCOM attracts over 2,500 university computing specialists, faculty, vendors, and government representatives from around the world.

As host institution, Penn will be invited to showcase innovative uses of computing and networking—in instruction, research, administration, patient care, and public service—in an exhibit area at the Convention Center, via the Internet, or by hosting campus tours. A committee will soon be formed to organize Penn's participation in EDUCOM'96.

To volunteer for the committee, or for further information about EDUCOM and the 1996 conference, contact local arrangements chair Daniel Updegrove, Associate Vice Provost for Information Systems and Computing, danu@dccs.upenn.edu, 898-2883, or 898-9348 (fax).

The Class of '99: Penn's 'Most Selective in Recent Years'

This year's group of accepted applicants to the University of Pennsylvania is the most selective in recent years, according to Dean of Admissions Willis J. Stetson.

Of a total of 15,050 applicants, 4,960, or 33 percent, received admission offers to the University, compared with 36 percent of those who applied last year. Among regular-decision applicants, the competition was even fiercer: close to 25 percent of that group were sent letters of admission on April 5.

Dean Stetson described the selection process as "the most challenging selection in my tenure of almost 18 years."

Academically, the students accepted this year continue a several-year trend of steadily stronger performance. The average combined SAT score for the group was 1311, up eight points from last year, and the average achievement test score rose seven points to 653. In addition, the average applicant placed in the top three percent of his class, compared with the top four percent last year.

Another trend that continued upward was the geographical diversity of the admitted students. A higher proportion of this year's admits (52 percent) came from beyond Penn's traditional core regions of New England and the Mid-Atlantic states, and the 463 international students

in the group represent an increase of 61 over last year. Within the U.S., at least one student from every state was admitted, including two students each from the Dakotas, the only states with no representation in the Class of 1998. The admitted Class of 1999 also includes 193 Philadelphians, two more than last year.

The percentage of women admitted also continued to climb; women account for 49 percent of the students admitted.

"President Judith Rodin has become a role model for high achieving women, and that certainly has helped the trend," Dean Stetson said.

The number of minority students admitted dropped slightly this year, but two groups registered increases: the number of Native Americans admitted doubled to 14, and 33 more Hispanic students (298 total) were offered admission this year.

Dean Stetson was particularly encouraged by the growing numbers of women accepted to the Engineering and Wharton Schools. Women make up 30 and 38 percent respectively of the students accepted in those two schools, a sizable increase from last year's figures of 26 and 32 percent. "I think it is a healthy sign that more women are applying to Wharton and Engineering," he said.

— from a News & Public Affairs Office release
by Barbara Beck

Leaving July 31: Public Safety Commissioner Kuprevich

University Public Safety Commissioner John Kuprevich announced Friday that he will leave the post July 31, and plans to seek continued professional growth in campus law enforcement elsewhere.

A search for a successor is expected to start immediately. "We are going to put the selection of John Kuprevich's replacement on the fast track," President Judith Rodin said in a statement late Friday. "This is a top priority, and we want to find the best possible successor to John."

The Commissioner said in a telephone interview that he felt that a number of issues present when he came here had been resolved in "the creation of a basis of trust" among public safety officers, campus and community members, and the Philadelphia police. Mr. Kuprevich, who came to Penn from Brown four years ago, worked with campus and neighborhood groups to introduce "community policing," and oversaw compliance with new federal and state regulations on disclosure of data on crime on campuses.

OF RECORD

Recognized Holidays for 1995-96

The following holidays will be observed by the University in the upcoming fiscal year (July 1, 1995 through June 30, 1996) on the dates listed below:

Independence Day, Tuesday, July 4, 1995
Labor Day, Monday, September 4, 1995
Thanksgiving, Thursday and Friday, November 23, 24, 1995
Christmas Day, Monday, December 25, 1995
New Year's Day, Monday, January 1, 1996
Memorial Day, Monday, May 27, 1996

In addition, staff are eligible for a floating holiday off each fiscal year (effective each July 1) which may be used for any reason, scheduled mutually with one's supervisor. Floating days are not cumulative.

The special vacation granted to faculty and staff between Christmas and New Year's Day will be December 26, 27, 28, 29, 1995. If an employee is required to be on duty to continue departmental operations for part or all of this period, the special vacation can be rescheduled for some other time.

Staff members who are absent from work either the work day before a holiday, the work day after a holiday, or both days, will receive holiday pay provided that absence is charged to pre-approved vacation or personal days, or to sick days substantiated by a written note from the employee's physician.

Vacations and holidays for Hospital employees or those employees in collective bargaining units are governed by the terms of Hospital policy or their respective collective bargaining agreements.

Note: Memorial Day, the remaining holiday of the current 1995 fiscal year, will be observed on Monday, May 29, 1995.

— Division of Human Resources

A Message to Students

We have devoted a great deal of time and attention, at our University, to celebrating the important rights of student citizenship. Many have eloquently affirmed, by word and by deed, the right of all students to have access to—and to participate in—the academic and co-curricular opportunities afforded by the University; the right to freedom of thought and expression; the right to be free from discrimination; and the right of freedom of assembly. These are important, and absolutely essential, rights. However, I need to address the concomitant importance of student responsibility.

As compassionate Penn people, all of us should expect community members to exhibit behaviors that are, minimally, civil. However, I believe that civility is not enough. I believe, with all of my heart, that our choice to be citizens of Penn assumes that we will take responsibility for a higher behavioral standard. Accordingly, my expectation of you is that you will, at all times, exhibit exemplary behavior. Our community deserves no less a commitment. Individual rights are not now, nor have they ever been, a license to exhibit behaviors that have the capacity to threaten the order, health, or safety of any individual, or group, on this campus.

A very small number of individuals, over these past days, have exhibited behaviors that will not be tolerated on this campus. I ask, with respect and profound regard, for your help in powerfully articulating the essential responsibilities of Penn community citizenship. In particular, among the most compelling responsibilities of student citizenship is the absolute and essential responsibility to respect the health and safety of others.

A number of institutional policies, as well as many existing federal, state, and local criminal codes, prohibit the possession of firearms and controlled substances. As you know, the University of Pennsylvania is absolutely determined to punish, to the full extent prescribed by law and policy, any student who is determined to have violated these statutes. But here, again, I seek an additional level of intervention. I ask you to join with me, because your voices carry the most powerful message to your peers, not only to condemn those whose behaviors are not responsible, but to go even further. I ask you to join with me in the creation of a "climate of care" in which guns have absolutely no place, in which controlled substances are not used as palliatives, and in which discriminatory and abusive behaviors do not serve in place of humane, compassionate, community-building.

You are the most essential partner in this important work, and I ask you—again, on this day—to join with me, and all of the thousands of faculty members, staff members, alumni, family members, and friends of Penn who care so deeply for you, in powerfully articulating this higher standard.

— Dr. Valarie Swain-Cade McCoullum
Associate Vice President and Acting
Vice Provost for University Life

PennMed's 1995 Awards for Distinguished Teaching

The School of Medicine gives almost a dozen prestigious teaching awards each year, three of them named for great teachers of the past.

Dr. William V. Williams, assistant professor of medicine, rheumatology division, is this year's recipient of the Leonard Berwick Award, established in 1980-81 by the Berwick family and the department of pathology in recognition of a member of the medical faculty "whose teaching effectively fuses basic science and clinical medicine." It is intended that this award recognize outstanding teachers particularly among the younger faculty. "Dr. Williams is recognized as a unique combination of teacher and scientist who can discuss and simplify the intricacies of his research by couching it in terms that others, less knowledgeable, can comprehend...whether he is discussing his research, caring for an ill person, or acting as the mentor to medical and graduate students."

The 1995 recipient of the Robert Dunning Dripps Memorial Award for Excellence in Medical Education is *Dr. Lorna A. Lynn*, assistant professor of medicine. The award, established by the department of anesthesia in 1983-84, honors the chair of the department from 1943 to 1972, who was instrumental in the training of more than 300 residents and fellows, many of whom later chaired other departments. The award recognizes excellence as an educator of residents and fellows in clinical care, research, teaching, or administration. Dr. Lynn is praised for knowing how to push and support students simultaneously to show them that they know more than they realize.

Blockley-Osler Award, created in 1987 by the Blockley Section of the Philadelphia College of Physicians, is given annually to a member of the faculty at an affiliated hospital for excellence in teaching modern clinical medicine at the bedside in the tradition of Dr. William Osler and others who taught at Philadelphia General Hospital. This year's recipient is *Dr. Catherine S. Manno*, assistant professor of pediatrics. According to a colleague, she "approaches the education of housestaff, students and patients alike with great enthusiasm and accessibility, for which she was awarded the 1993-94 Clinician Teacher of the Year Award by the CHOP housestaff."

There are three winners of the Dean's Award for Excellence in Clinical Teaching at an Affiliated Hospital:

Assistant professor of orthopaedic surgery at CHOP, *Dr. John P. Dormans*' teaching is described as: "Having an excellent grasp of principles himself, his teaching methods are conceptual and at times Socratic. The result is that those who pass through here have been helped with development of their own thinking process."

Dr. John J. Downes, professor of anesthesia at CHOP, was described by a colleague as "undeniably the father of pediatric critical care medicine in this country. A productive and active member of the HUP/CHOP faculty for over thirty years, he has served as a beacon of enlightenment in the field of pediatric anesthesia and critical care medicine. His leadership has been responsible for the advancement of the academic and clinical practice in both these areas."

Dr. Roger A. Moore, associate professor of anesthesia, Deborah Heart-Lung Center has been

an educator of the UPMC anesthesia residents since completing his training at HUP fifteen years ago. According to the department chairman, "Recently, as new Chair of Anesthesia at DHLHC, he instituted a journal club and a didactic lecture series that are highly regarded by our trainees, and he has developed a Fellowship in Cardiovascular Anesthesiology. He has received national recognition as an educator, including ...contributions to the prestigious American Society of Anesthesiology Refresher courses in anesthesiology, which are the benchmark for educational recognition in our discipline."

The Dean's Awards for Excellence in Graduate Student Training were established in 1992-93 to recognize excellence in graduate (Ph.D.) education. All biomedical graduate faculty are eligible for this award. One or more Dean's Awards are made annually. The 1995 recipients are:

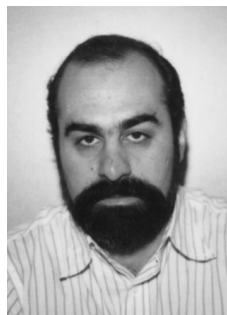
Dr. Paul F. Bates, assistant professor of microbiology. According to his students, teaching includes "...the day-to-day intellectual training of students and postdocs in scientific thought, theory and experimental method, i.e. teaching the philosophy part of the Ph.D. This is the true essence of graduate education, which must be passed from mentor to student in the same way that a master passes the craft to an apprentice. This cannot be done in a classroom only through

spontaneously generated day by day personal interactions."

Dr. James Eberwine, associate professor of pharmacology. His students wrote that "He leads students through even the most difficult of research in a way which is so clear and unthreatening that it enables students to see a logical progression of thought which they feel they could develop independently."

Dr. Randall N. Pittman, associate professor of pharmacology. The faculty members said Dr. Pittman has "an outstanding record as a mentor to graduate students in several graduate groups at Penn" and that he "has played a major role in the recruitment and advising of graduate students in pharmacology, and has been particularly active in mentoring minority students. He is undoubtedly an outstanding role model for graduate students, and has had a major impact on the quality of graduate education at Penn." From students: "The respect with which he treats the students and his concern for them as individuals and valued colleagues is perhaps the most salient facet of his training skills."

Not for the first time, *Dr. Helen C. Davies*, professor of microbiology, and *Dr. Rosalind Troupin*, professor of radiology, were voted by students to receive the Medical Student Government Awards for their teaching.



William Williams



Lorna Lynn



Catherine Manno



John Dormans



John Downes



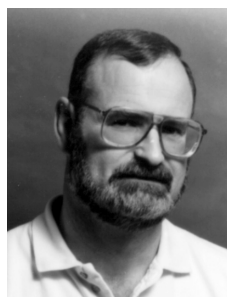
Roger Moore



Paul Bates



James Eberwine



Randall Pittman



Helen Davies



Rosalind Troupin

**The
Winners
of
PennMed
Teaching
Awards,
1995**

Speaking Out

On Ridiculing Accents

None of the letters defending SAS Dean Rosemary Stevens in *Almanac* April 4 mentioned the fact that Houston Baker's remarks about her, as quoted in *The Daily Pennsylvanian*, include a clear violation of the University's guidelines on the treatment of racial and ethnic minorities.

Houston Baker is quoted as ridiculing Dean Stevens for "her aristocratic English accent." It is true that Rosemary Stevens emigrated to the United States from the United Kingdom. Our guidelines, which appear in every University publication, specifically forbid discrimination against anyone because of his or her national origin. Ridiculing someone's foreign accent, which is what Houston Baker's quoted comments clearly do, is a form of discrimination. "Amos and Andy"-style radio programs, which crudely caricature the accents of a national or ethnic group, were once very common in the United States, but now most people regard such expressions as evidence of bigotry.

On April 6, 1995, for example, *The New York Times* actually devoted its leading editorial to a denunciation of U. S. Senator Alfonse D'Amato for his ridiculing a Japanese-American accent during a radio program and correctly branded his behavior as "bigotry." In an academic environment so diverse as Penn's, any mockery of the manner of speech of a student or colleague eminently deserves the same label.

Incidentally, a person with any real knowledge of the United Kingdom would never confuse Rosemary Stevens's educated, academic British accent, which is remarkable for its precision, with the careless enunciation and pervasive mispronunciations that characterize the speech of Britain's so-called aristocracy.

— Paul J. Korshin
Professor of English

Dr. Baker: Time for a Forum

The tenor and fury of the "Speaking Out" letters that appeared in the [April 4] issue of *Almanac* are sobering.

First, I never called the Dean of the School of Arts and Sciences, my distinguished colleague Dr. Rosemary Stevens, a "racist" (more about that later).

Now, perhaps it is true that what is called "civility" should actually be replaced at an institution like our own by the word "trust" or "community." It is quite easy to be "civil" when there is, in fact, a civil sphere in which exchanges take place. A sphere where people park their stereotypical identities and hierarchical ranks at the door. A space where everyone feels he or she is a stakeholder in a common project. Such a civil world would produce exchanges, questions, answers to

questions—communications, ideally, unmotivated by hidden transcripts, political and fundraising agendas. There would, in fact, be a common agenda called "excellence."

People might even, though it sounds difficult, give each other the benefit of a telephone call. Or, let us say, an e-mail to ask: "What's going on?" In that light, I can here report that only one signatory of the vociferous effusions that appear in "Speaking Out" bothered (in advance of signing on the line of their letters or resolutions) to communicate with me at all. Since I know every living person who signed and they all have my e-mail address or office telephone numbers, this absence of communication is puzzling. But the purpose of my response is not to solve that mystery. Here, I only wish to give an account of the circumstances that led to Mike Nadel's "Give 'em Hell" column titled "Rosemary's Time."

At a public forum on affirmative action sponsored by PACE, I tried to respond to questions by Asian American students. A number of students legitimately wished to know about our university's affirmative action efforts *vis-à-vis* Asian American students and studies. I recounted by own experiences with two members of the Asian American community at Penn who visited me at the Center for the Study of Black Literature and Culture to consult on Asian American Studies at Penn. I continued by saying that I thought our university had made a tepid response to Asian American Studies. (It was, of course, improper of me to assume the implicit role of "champion" of Asian American Studies. And I shall never cast myself in even a semblance of that role in the future.) In the course of my responses, I cited words, as I remembered them, from a casual conversation with my esteemed colleague, Dean Rosemary Stevens. My memory may well have played me false. And by the time I spoke, I believe my frustrations about so many things at Penn had gotten the better of me.

Mr. Nadel—in his role as a journalist—approached me at the close of the public forum on affirmative action and asked: "Why didn't you ever go public with that statement [the Dean's]?" I've felt some of the same frustrations as you." "I was never asked to go public," or something to effect, is how I responded.

Now, we have all been encouraged both to conduct and to participate in public forums and open discussion on all issues. I thought I had, indeed, made a wise decision to participate in a public forum on affirmative action. And I believe if we encourage such open forums, we can not then "police" the interactions that take place. (The recent BSL matter with respect to "open expression" offers a case in point, I think.)

Mr. Nadel said he would contact me in the future. "Fine," I said, "I'm on e-mail."

Mr. Nadel e-mailed me approximately two weeks later. I responded to him out of frustration, and, yes, sad to say, a burning anger I felt about a number of issues that currently seem to me unequivocally wrong with the relationship between "minority" and "mainstream" students, faculty and deans, "open expression" and civic-sphere responsibility on our university's campus.

At the moment of the e-mail exchange, I had, of course, gone solo; I was on my own. Nevertheless, I was still speaking my mind about issues implicit in discussions that took place at the earlier public forum on affirmative action.

Mr. Nadel's column appeared. Mr. Nadel is a student writer, and a journalist. In the general field of student voices, I have a question that haunts me. If journals can (in a student's voice) make horrible mockery of a whole culture and be considered well within the rights of "open expression" and "civil liberties" on our campus, from whence come the sanctimonious condemnations of Mr. Nadel? Or, by inference, of me? I do not dis-avow my communication with Mr. Nadel, though I certainly regret yielding to the frustration that produced harsh and misinterpretable comments.

Fact: I did not mean-spiritedly, or randomly, craft a letter out of the blue and dispatch it to anyone. Mr. Nadel, to his great credit, was at least in attendance at a public (dare one say "civic") forum on affirmative action.

Talk of "civility" is meaningless if no one goes to public forums or bothers to ask "What's going on?"—taking that question honestly, analytically, and seriously. Talk of "civility" is especially meaningless when the word is merely a convenience that encourages the free-fire potshots of selected students directed at selected "minority" targets.

To return to the heart of the matter: I would not now—nor would I ever—use the word "racist" as a designation for the Dean of the School of Arts and Sciences or for her office. I admire Dean Stevens's academic accomplishments and know that she has worked—sometimes aggressively against the grain—as an advocate for the School of Arts and Sciences. In the carefully prepared *Daily Pennsylvanian* story of April 3, one quickly realizes that in the story itself there are no quotations marks around that ugly word in statements attributed to me.

Ah, but there is, I suppose, actually this final "final" word—a sad note in so very many ways. I have had fuller, more frank and honest communications with members of the editorial staff and columnists of *The Daily Pennsylvanian* (an independent American journalistic source, as we were told by the previous Presidency of this University of Pennsylvania) than with most of my faculty,

Speaking Out welcomes reader contributions. Short, timely letters on University issues can be accepted Thursday noon for the following Tuesday's issue, subject to right-of-reply guidelines.
Advance notice of intention to submit is appreciated.—Ed.

trustee, and administrative colleagues.

I would like to conclude by calling for an open, public, civic-sphere forum to discuss pressing issues of the School of Arts and Sciences. I would hope that such a forum would be energetically attended by trustees, faculty, and administrators of our university. And, perhaps, it is in precisely such a public forum that we can begin to shape a twenty-first century future for arts and sciences in ways that ensure excellence, collegiality, and a genuine civic sphere for Penn in the twenty-first century.

— *Houston Baker, Albert M. Greenfield Professor of Human Relations and Director, Center for the Study of Black Literature and Culture.*

SAS: Centralize the Vision

Honest, insightful, probing analysis of educational structures and aims does go on at Penn, but it tends to take place primarily in committees. Over and over again, those of us who engage in such discussions express our concern about the efficacy of our recommendations, about the proliferation of committees, and about our awareness that some of the same recommendations are repeated (without effect) in five or ten-year cycles.

It is time that we centralize our efforts. Arts and Sciences is a critical school in several senses, and an open forum presided over by Dean Rosemary Stevens would allow faculty and administrators to address some of the most pressing (and recurring) concerns in Arts and Sciences in a direct and constructive manner. It is essential that the faculty work together with the administration to highlight and support the many excellences of this central school, and to adapt its structures and goals in a forward-looking, visionary way. An open forum could well be the first step in initiating such a productively cooperative process.

— *Vicki Mahaffey, Associate Professor of English*

Opportunity to Debate

The controversy surrounding Michael Nadel's column and Professor Baker's remarks provides us with the unique opportunity to publicly discuss and debate issues of importance to the University. It would be unfortunate for us to miss this opportunity. As citizens we ought to engage in open dialogue about the issues that both challenge and strengthen our community. It seems the time is ripe for such a dialogue about our notions of excellence and our hopes and goals for the twenty-first century.

Throughout their distinguished careers Professor Baker and Dean Stevens have demonstrated a commitment to excellence in the School of Arts and Sciences. In this respect, we might follow their example and dedicate ourselves to acting as participants in this collective undertaking.

— *Farah Griffin, Assistant Professor of English*

Selective 'Open Expression'

We, the Tri-Chairs of the African American Association, wish to express our concern about recent events on campus. Specifically, we are concerned that "open expression" is defended in a differential manner by students, administrators, faculty, and trustees according to the race of the target being criticized by the open expressionist. During the fall term of 1994, a virulent attack on Haiti appeared in a campus publication called *The Red and the Blue*. When the campus community returned from Christmas break, we found a "Welcome Back" column in *Almanac* that urged us all to tolerate the speech of the "hater," and to hold public forums to work against "haters." We were told that administrators should not intervene with respect to such "haters." During the winter term, when a law school publication demeaned a member of the law school faculty in apparent jest, but definite poor taste and bad judgement, not only did faculty and students object strongly to the publication of the article, but the editor of the paper took it upon herself to remove many of the copies of the paper from circulation after they were placed about campus? The facts of the matter were publicized but there was no outcry in defense of the writer's freedom of speech or against the editor for removing papers from circulation. Was the editor more or less justified than the African American students who removed from circulation issues of *The Daily Pennsylvanian* a year ago? In the case of the African-American students, the removal of papers in circulation was called theft by some and multiple other voices loudly defended the right of the columnists to exercise freedom of speech no matter what the content.

Most recently, in response to a column called "Rosemary's Time" by Mike Nadel, we find indignation, piety, and dissociation by administrators, trustees, and faculty (these are actually publicly expressed by these guardians of the university) that the writer would openly and unjustly criticize a faculty member in press. Moreover, the virulence is directed for the most part at an esteemed African American faculty member for what he is purported to have told Mr. Nadel. The reason why some persons have chosen to attack this faculty member in covert, but definite terms, could be the subject of another discussion. For the moment, we're more concerned with open expression. Do the responses to articles on this campus mean that only African Americans and other "minorities" can be attacked by "haters" with impunity? If so, then we are in a sad state of affairs, indeed, at what is supposed to be a great university. We welcome a public forum to discuss such matters, as well as larger structural matters, that have bearing on these issues.

We accept that there are those who sanction all speech including hate speech. For our part, although speech should not be legislated, we don't think all speech, for example hate speech, should be endorsed, sanctioned and encouraged by administrators and faculty. However, we find it deplorable that some members of the community vacillate, sanctioning free speech and open expression only

when it applies to some races and ethnic groups but not others.

— *Thomas Henry, A-1 Chair*
— *James Gray, A-3 Chair*
— *Jerry Johnson, Faculty Chair*

Awaiting 'Point-by-Point'

I am surprised and saddened by the letters written in response to the remarks of English professor Dr. Houston Baker, Jr.

Those remarks, which appeared excerpted in Michael Nadel's editorial "Rosemary's Time" (*DP*, 3/24/95), have yet to be meaningfully addressed. I have known Dr. Baker for nearly five years. He has been a teacher and mentor as well as a true intellectual colleague and friend. Our relationship has been characterized by nothing other than heights of intellectual honesty, scholarly excellence, and a deeply felt commitment to the dual tasks of teaching and advocacy. Nothing in my professional and intellectual relationship with Dr. Baker has ever suggested that he would be predisposed (1) to misrepresent, (2) to sanction any form of misrepresentation, or (3) to arbitrarily and disingenuously advocate frivolous and mean-spirited causes. Others who have known Dr. Baker throughout his more than 20 years at the University of Pennsylvania should know so as well.

As to the nature of the relationship between the English department and the office of the Dean of the School of Arts and Sciences, I cannot contribute a single word on this matter. I do know, however, that Dr. Baker's career-long struggle for minoritarian interests in the academy leaves me predisposed to believe that *there are real issues at hand here*. Postures and promises of past and future "respect and common courtesy" between all parties involved do nothing to address the validity of Dr. Baker's concerns. Three weeks have transpired since Mr. Nadel's editorial, and a point-by-point discussion of the issues raised by Dr. Baker and Mr. Nadel have yet to appear on either the pages of the *DP* or *Almanac*. All we know now is that everything is "okay." Postures of civility in advance of substantive debate do not (and cannot) substitute for true and honest "open expression" (on which note I will close).

The University of Pennsylvania's campus has become a breeding ground in the national debate on "open expression" during the past few years. Under the principle of open expression, not a discouraging word (even hate speech of the most vile sort) is *verboten*. With notable exception, defenses of Dean Stevens's "gentleperson[hood]" in the face of "troublemak[ing]" Dr. Baker's criticisms suggest that the latter's speech fails to correspond to extant protocols of genial exchange. Gentility, not surprisingly, leaves the University community wanting when it comes to true "openness." It amounts to the rhetorical equivalent of the Republicans' recently passed "line item veto." For while ostensibly remaining committed to the principle of "free speech for all," it allows particular forms of speech to be cautiously and surgically silenced.

— *Stephen Michael Best Graduate Student in English*

Council Topics for April 26

The two documents published here are on the University Council's agenda for Wednesday, April 26, along with a report from the Committee on Recreation and Athletics which is scheduled for publication next week.

The meeting runs from 4 to 6 p.m. in McClelland Lounge at the Quadrangle. Those who wish to attend as observers may call the Office of the Secretary, Ext. 7005.

The order of business, and the time limits set for each segment, are:

- Reports of the President, Provost, Chair of Steering and Chairs of GAPSA, UA, PPSA and A-3 Assembly (30 minutes)
- Report of the Committee on Safety and Security (10 minutes)
- Report of the Committee on Community Relations [right] (15 minutes)
- Recommendation on staff tuition benefit from the Personnel Benefits Committee [below] (15 minutes)
- Discussion on request by UTV to televise Council meetings (15 minutes)
- Preliminary discussion of next year's focus issues (10 minutes).

Resolutions of the Community Relations Committee

Recommendations to Council April 26, 1995

The Community Relations Committee requests that University Council pass the following resolution:

"Whereas the University of Pennsylvania recognizes its interconnectedness with its neighboring communities of West Philadelphia, and President Rodin has emphasized the centrality of Penn's work with the broader community, University Council requests that the University commit to the following principles:

1. Maximum integration and focusing of current and future University efforts—through research, teaching, and service—aimed toward identifying and addressing community-defined human needs.
2. Increased promotion of home ownership in West Philadelphia by Penn faculty and staff (with particular emphasis on access to and awareness of the University's guaranteed mortgage program for A-3 staff), and facilitation of increased owner-occupancy rates in the area as a whole.
3. Integration and implementation of specific areas of the Penn Faculty and Staff for Neighborhood Issues (PFSNI) report on safety and security in the University's overall safety and security plans.
4. Active engagement with the City of Philadelphia to bolster enforcement of building codes and other ordinances relating to the quality of life in the area.
5. Further exploration of how the University can create partnerships with other area institutions and neighborhood organizations toward strengthening economic, educational, and other vital facets of life in West Philadelphia, and;
6. Promotion of strong neighborhoods, citizenship, and civility through active support of increased, positive interaction among Penn students, faculty, and staff who live in West Philadelphia, and between these groups and their neighbors who are not affiliated with the University."

Personnel Benefits Committee Report on Tuition Benefits for Employees

Recommendation to Council April 26, 1995

Letter of Transmittal to the Steering Committee:

In cooperation with the Provost, Stanley Chodorow, and the Associate Dean SAS/Director CGS/SS, Richard Hendrix, the Personnel Benefits Committee has reviewed a request by employees for off-campus use of the Faculty/Staff Scholarship Benefit. The Committee has recommended that the University adopt the proposal below for this enhancement of tuition benefits for employees.

As the proposal indicates [see Appendix, next page], the cost for enhancing the benefit is limited and the Committee believes that the returns on this investment in Penn employees will far surpass the cost of the benefit. We advise that the University adopt this proposal effective the fall term 1995.

*— David Hackney, Chair
March 27, 1995*

Personnel Benefits Committee Proposal on Off-Campus Use of the Faculty-Staff Scholarship Benefit

March 22, 1995

Introduction

Currently, the Faculty/Staff Scholarship Benefit provides financial support for eligible employees who take credit courses at the University of Pennsylvania. Employees must apply to and be accepted by the school of their choice before they can attend classes. Employees are subject to the same admission requirements as all other applicants.

Many Penn employees meet Penn's admission requirements and take classes. Other employees are unable to meet Penn's admission requirements for a variety of reasons ranging from their course of study in high school, to an inadequate undergraduate grade point average, to the number of years they have been out of school. In some instances, the undergraduate admissions committees of schools such as CGS and Wharton believe that certain of these employees may have the academic ability to be successful at Penn. In these circumstances, the employees are advised to strengthen their backgrounds and demonstrate readiness for studies at Penn by taking

specific courses at Philadelphia Community College, or other approved, accredited community colleges. If the employees obtain grades of "B" or better in each course, they are admitted. This approach provides the employees with the opportunity to refresh their skills and demonstrate academic ability within a less competitive environment.

Many employees who are advised to take classes at Philadelphia Community College are A-3s whose salaries may fall at the lower end of the University's compensation scales. This places them in the awkward position of being unable to take advantage of free tuition at the University because they cannot afford tuition at Philadelphia Community College, and therefore cannot use the route described above for admission to Penn. Employees in this situation have expressed frustration with their situation, and have requested that the Faculty/Staff Scholarship tuition benefit pay for the tuition at Philadelphia Community College.

The Personnel Benefits Committee has carefully studied the issue. We believe that the extension of the Faculty/Staff Scholarship tuition benefit to approved, accredited community colleges for the purpose of strengthening academic background or demonstrating academic preparedness for admission to Penn is an action in direct support of President Rodin's initiative to focus resources on the academic mission of the University. As the University strives to deliver better services to students at reduced costs, greater demands will be placed on staff. The tuition benefit encourages ambition and initiative in University employees. A more educated workforce will be better prepared to meet the administrative challenges facing Penn.

Proposal from Richard Hendrix, Associate Dean of SAS, and the Personnel Benefits Committee

Employees who are eligible for the Faculty/Staff Scholarship benefit for Penn courses would be able to use it to cover tuition at another approved, accredited college under the following special conditions.

1. **Programs:** This extension (portability) of the benefit is for the purpose of helping employees to strengthen their academic preparation and credentials for admission to an undergraduate degree program at Penn.

Currently, the programs affected are the College of General Studies in SAS (A.A. and B.A. degrees), a Pre-Nursing program offered by CGS that leads to a B.S.N. in the School of Nursing and the Wharton Evening Program (B.B.A. degree).

2. Application and Admissions: Employees who complete an application to CGS or Wharton Evening may be told that they need further academic work to prepare them for success in classes at Penn. Each program will continue to make its own admissions decisions following established criteria, and each program will advise employees needing additional preparation about which courses or subjects will be acceptable. Each program's admission committee may require "B" level work in four appropriate courses. If the employee achieves grades of "B" or better in the four courses, she or he will be admitted to the degree program at Penn. At the discretion of each program's admission committee, the employee may

be admitted after completing fewer than four courses. The tuition for these four courses would be covered by the Faculty/Staff Scholarship benefit, only for these courses and only when they are taken at the direction of CGS or Wharton Evening for this purpose. Since these courses are intended to prepare and demonstrate readiness for admission to Penn, continuation of the benefit, up to 4 courses, will be contingent upon the employee achieving acceptable grades during these courses. If the employee's performance falls below the standards set by CGS or Wharton Evening, then the benefit may end at the conclusion of the course(s) in which the employee currently is enrolled, before all four courses have been attempted.

3. Courses Eligible for Tuition Benefits: The benefit will cover courses that will be accepted for credit in a degree program at the School. However, exceptions are certain courses which, although not transferable to Penn for degree credit, provide important background for college level study. Currently, the only non-credit courses which will be covered are "pre-calculus" (Algebra and Trigonometry) courses at an approved community college. Mathematics 110 and courses through Penn's English Language Programs offered for 0 credits at Penn, will now also be covered by the Faculty/Staff Scholarship benefit.

4. Benefit Level: The dollar value of this extended benefit is limited to no more than the prevailing tuition fee for county residents for four courses at the approved, accredited community colleges. The benefit for the non-credit courses at Penn is subject to the current policy guidelines for credit courses at Penn.

5. Application Process: The employee must complete the application process outlined below in order to be eligible for a Faculty/Staff Scholarship for courses at an approved, accredited community college. Tuition at an approved, accredited community college will only be paid by the Faculty/Staff Scholarship tuition benefit only under the circumstances outlined below. Tuition for Math 110 and courses through Penn's English Language Programs will be paid according to the current policy for scholarships at Penn.

Process

1. The employee applies to CGS or Wharton Evening according to the school's application procedures.
2. The application is reviewed by the school's admissions committee.
3. If the admissions committee rules that the employee must demonstrate his/her academic ability by taking courses at an approved, accredited community college, the admissions committee notifies the employee that a decision on admission has been deferred pending satisfactory completion of four recommended courses.
4. The employee obtains course information from an approved, accredited community college.
5. The employee meets with his/her academic advisor at CGS or Wharton and obtains approval from the advisor that the proposed four courses are acceptable for the purpose of demonstrating academic preparedness for Penn and, with the exceptions described above, are acceptable for credit in the degree program at Penn.
6. CGS or Wharton issues a letter to the employee: 1.) indicating that the employee is in deferred status for admission to Penn; 2.) indicating the approved, accredited community college in which the employee will enroll and the specific course(s) (no more than four) that the employee will take and 3.) confirming that a grade of "B" or better is necessary for admission to Penn. If this letter lists fewer than 4 courses, additional courses, up to a maximum of 4 total, may be taken later, provided each course and institution is specifically approved by CGS or Wharton.
7. The employee applies to the community college and enrolls in the course(s).
8. The employee submits to the Benefits Office a tuition benefit application, a copy of the letter noted in #6 and his/her tuition bill. The tuition bill must be an itemized bill which clearly states the cost of tuition separately from other fees or charges.
9. The Benefits Office processes the application according to the policies and procedures of the Faculty/Staff Scholarship program.
10. If the employee is eligible for the benefit, the Comptroller issues a check to the college on the employee's behalf.

— David Hackney, Chair, Personnel Benefits Committee
— Richard Hendrix, Associate Dean, SAS, and Director, CGS/SS

Appendix

Cost Analysis: 1994-95 In-County Tuition Costs At Accredited Community Colleges

Community College	Per Course	Four Courses
Bucks County Community College	\$216.00	\$864.00
Community College of Philadelphia	\$183.00	\$732.00
Delaware County Community College	\$153.00	\$612.00
Montgomery County Community College	\$180.00	\$720.00
Northampton Community College	\$195.00	\$780.00
Camden County College	\$147.00	\$588.00
Burlington County College	\$160.50	\$642.00
Cumberland County College	\$192.75	\$771.00
Gloucester County College	\$156.00	\$624.00
Atlantic Community College	\$177.00	\$708.00
Mercer County Community College	\$189.00	\$756.00
Salem County Community College	\$170.25	\$681.00
Delaware Technical Community College	\$150.00	\$600.00

Average Cost of Tuition at Community Colleges: \$ 701.00

Estimated Yearly Number of Students Referred to Community College by CGS and Wharton (*): 50

Average Cost for Current Academic Year (50 Students) \$35,050.00

CGS and Wharton Evening Cost of One Course Unit Tuition & General Fee 1994- 1995 Academic Year (**)

School	Tuition	General Fee	Total
CGS	\$ 708.00	\$51.00	\$ 759.00
Wharton Evening	\$1,425.00	\$51.00	\$1,476.00

Average Cost of Penn Tuition and General Fee \$1,117.50

* This estimate was provided by CGS and Wharton. It does not consider the employees who currently may not apply to CGS or Wharton Evening because they do not believe they can meet the admission requirements and do not know about the deferred admissions process or those who do not attempt courses at community colleges because they cannot afford the tuition.

Knowledge of the deferred admissions process will increase as this enhancement to the Tuition Benefit is communicated by the Benefits Office. This may cause more employees to apply to CGS and Wharton and increase the number who are recommended for deferred admission pending satisfactory completion of courses at an approved community college. There is no experience to accurately estimate the potential increase in employees who will be given consideration under the deferred admissions process. Therefore, it is possible that the cost may increase as the number of employees using this approach increases.

** The Faculty/Staff Scholarship Benefit pays for a maximum of two course units of tuition, general fees and technology fees in the fall and spring semesters. The same maximum applies to course taken over the summer sessions. Employees have the option of using the maximum payment in one summer session or dividing their maximum scholarship between the two summer sessions.

OPPORTUNITIES at PENN

Listed below are the job opportunities at the University of Pennsylvania. To apply please visit:

University of Pennsylvania Job Application Center
Funderburg Information Center, 3401 Walnut Street, Ground Floor

Application Hours: Monday, Wednesday, Thursday, Friday, 9 a.m.-1p.m., Tuesday, 5-8 p.m.
Starting May 1, 1995 Application Hours will be Monday through Friday 9:00 a.m.-1:00 p.m.

Positions are posted on a daily basis, Monday through Friday, at the following locations:

Application Center—Funderburg Center, 3401 Walnut Street (Ground level) 9 a.m.-1 p.m.

Blockley Hall—418 Guardian Drive (1st Floor and 2nd Floor)

Dental School—40th & Spruce St. (Basement-across from B-30)

Houston Hall—34th & Spruce St. (Basement-near the elevators)

Wharton—Steinberg Hall-Dietrich Hall (next to Room 303)

Job Opportunities and daily postings can also be accessed through PennInfo. A position must be posted for seven (7) calendar days before an offer can be made. *The Job Opportunities Hotline* is a 24-hour interactive telephone system. By dialing 898-J-O-B-S and following the instructions, you can hear descriptions for positions posted during the last three weeks. You must, however, have a push-button phone to use this line.

The University of Pennsylvania is an equal opportunity employer and does not discriminate on the basis of race, color, sex, sexual or affectional preference, age, religion, national or ethnic origin, disability or veteran status.

Mailing Address Only: 233 Blockley Hall, 418 Guardian Drive, Philadelphia, PA 19104-6021

WHERE THE QUALIFICATIONS FOR A POSITION ARE DESCRIBED IN TERMS OF FORMAL EDUCATION OR TRAINING, PRIOR EXPERIENCE IN THE SAME FIELD MAY BE SUBSTITUTED. POSITIONS WITH FULL DESCRIPTIONS ARE THOSE MOST RECENTLY POSTED.

ARTS & SCIENCES

Specialist: Nancy Salvatore

ADMINISTRATIVE ASSISTANT I (04015NS) Handle telephone and walk-in inquiries from international students; process applications; enter data into computerized student registration system; generate reports; compose routine correspondence and oversee the work of student workers; perform receptionist and switchboard duties as required. **QUALIFICATIONS:** High school graduate and related post high school training or equivalent; at least one year secretarial/clerical experience; excellent organizational and interpersonal skills; fluency in one or more foreign languages highly desirable; knowledge of IBM PC and WP desirable. **GRADE:** G9; **RANGE:** \$17,100-21,400 4-11-95 English Language Program

DIRECTOR II (000380NS) (*Evenings and Weekends as Needed*). (*Start Date: 7-1-95*). P5; \$28,800-37,600 10-13-94 Music

INFORMATION SYSTEMS SPECIALIST III (000426NS) (*Specific End Date: 10-31-96*) P7; \$35,000-43,700 12-22-94 Physics

LANGUAGE ANALYST (03082NS) (*Specific End Date: 10-1-95*) P2; \$21,700-28,200 3-29-95 Linguistics

LANGUAGE SPECIALIST (03035NS) P2; \$21,700-28,200 3-15-95 English Language Program

RESEARCH SPECIALIST JR (02038NS) P1; \$19,700-25,700 2-13-95 Psychology

RESEARCH SPECIALIST, JR (03067NS) P1; \$19,700-25,700 3-24-95 Biology

ADMINISTRATIVE ASSISTANT II (03093NS) G10; \$18,700-23,300 3-31-95 English Language Program

SECRETARY, SR (02068NS) G11; \$19,900-25,300 3-17-95 Romance Languages

SECRETARY, TECH/MED (37.5 HRS) (02011NS) G9; \$18,321-22,929 2-8-95 Chemistry

SECRETARY TECH/MED (37.5 HRS) (02037NS) G9; \$18,321-22,929 2-13-95 Chemistry

SECRETARY IV (04008NS) G9; \$17,100-21,400 4-7-95 Political Science

DENTAL SCHOOL

Specialist: Clyde Peterson

RESEARCH SPECIALIST I (06060CP) P2; \$21,700-28,200 6-23-94 Pathology

RESEARCH SPECIALIST III (03089CP) (*Specific End Date: 7-1-96*) P4; \$26,200-34,100 3-30-95 Oral Medicine

DENTAL ASSISTANT II (11034CP) G8; \$15,700-19,600 11-17-94 Orthodontics

DENTAL ASSISTANT III (04025CP) G10; \$18,700-23,300 4-21-94 Oral Med.

RESEARCH LAB TECHNICIAN III (11021CP) G10; \$18,700-23,300 11-10-94 Microbiology

PART-TIME (CLINICAL RECEPTIONIST) (21 HRS) (02008CP) G8; \$8,626-10,769 2-7-95 Oral Medicine

ENGINEERING & APPLIED SCIENCE

Specialist: Clyde Peterson

SYSTEMS PROGRAMMER III (04017CP) Design, extend, develop, implement, maintain and document large computer graphics software system for human figure modeling and animation; develop technical standards, review additions and modifications and supervise other members of project team; monitor system to maintain productivity and meet project requirements; act as liaison with external sponsors and resolve technical problems as required; integrate with other software, new hardware and operating systems. **QUALIFICATIONS:** BS in computer science or related field required, MS or equivalent experience desirable; at least four years experience required with Silicon Graphics work stations, UNIX and "C"; experience with large programs and 3D graphics environments essential; ability to work independently and good interpersonal and organizational skills required. (*Three Years Contingent on Funding*) **GRADE:** P8; **RANGE:** \$38,500-48,100 4-12-95 CIS

ASSISTANT TO CHAIR I (03061CP) P1; \$19,700-25,700 3-23-95 Chemical Engineering

SECRETARY IV (02043CP) G9; \$17,100-21,400 2-13-95 CIS

EXECUTIVE VICE PRESIDENT

Specialists: Nancy Salvatore/Susan Curran

ACCOUNTANT I (02062NS) P2; \$21,700-28,200 3-23-95 Comptroller's Office

COMPUTER OPERATIONS MANAGER (000443NS) P6; \$31,900-40,600 1-16-95 Physical Plant

COORDINATOR OF RESIDENTIAL LIVING SECURITY (01060NS) P5; \$28,800-37,600 1-20-95 Division of Public Safety

MIMS COORDINATOR (000444NS) P6; \$31,900-40,600 1-16-95 Physical Plant

VICE PRESIDENT, HUMAN RESOURCES (09090SC) Blank; 10-6-94 Exec. Vice President

PARKING ATTENDANT (40 HRS) (03076NS) (O3077-NS) Union; Union 3-28-95 Transportation/Parking

SUPERVISOR II (37.5 HRS) (000390NS) G11; \$21,321-23,614 3-7-95 Bookstore

PART-TIME (CLERK II) (25 HRS) (000421NS) (*Application Deadline: 4-21-95*) G5; \$6,869-8,406 4-7-95 Business Services

GRADUATE SCHOOL/EDUCATION

Specialist: Susan Curran

ASSISTANT DIRECTOR IV (07048SC) (*Specific End Date Contingent on Funding*). P5; \$28,800-37,600 7-21-94 NCAL

ASSOCIATE DIRECTOR, INTERNATIONAL LITERACY INSTITUTE (02071SC) (*Ongoing Contingent on Funding*) Blanks; 2-23-95 National Center on Adult Literacy

COORDINATOR III (09081SC) (*Ongoing Contingent on Funding*). P3; \$23,900-31,000 10-6-94 GSE/NCOFF

COORDINATOR IV (000246SC) P4; \$26,200-34,100 4-6-95 GSE/International Programs

RESEARCH SPECIALIST III (02072SC) (02073SC) (*Ongoing Contingent on Funding*) P4; \$26,200-34,100 2-23-95 National Center on Adult Literacy

ADMINISTRATIVE ASSISTANT I (02065SC) G9; \$17,100-21,400 2-22-95 Associate Dean's Office

ADMINISTRATIVE ASSISTANT I (03062SC) G9; \$17,100-21,400 3-23-95 Center/School Study Councils

ADMINISTRATIVE ASSISTANT I (04004SC) G9; \$17,100-21,400 4-5-95 Psychology in Ed Div

SECRETARY IV (08075SC) G9; \$17,100-21,400 1-11-95 LED

PART-TIME (ADMINISTRATIVE ASSISTANT III) (20 HRS) (03016SC) (*Ongoing Contingent on Funding*) G11; \$10,934-13,901 3-7-95 NCAL

MEDICAL SCHOOL

Specialists: Ronald Story/Janet Zinser

COORDINATOR II (04026JZ) Assist research investigator with management of laboratory; assist with financial activities and budget preparation; prepare monthly financial statements; assist in preparation of grant proposals; assist Program Director with administration of Program Project grant; compose general correspondence and maintain files; train new personnel in administrative procedures; prepare computer graphics; maintain scientific database. **QUALIFICATIONS:** BA/BS or equivalent required; two years of related experience required; excellent organizational and communication skills, both written and oral; ability to handle responsibility with minimal supervision; ability to handle multiple projects simultaneously; familiarity with University desirable; experience with word processing, data management, graphics software and E-mail. **GRADE:** P2; **RANGE:** \$21,700-28,200 4-13-95 PA Muscle Institute

OPPORTUNITIES at PENN

MANAGER ANIMAL LAB II (04027RS) Perform and provide functional supervision of all aspects of lab animal care for rodents and primates including sanitation, equipment operation, record keeping, supply and environmental monitoring; schedule and ensure completion of daily, weekly and monthly routines and special projects; order, inspect and receive animals and supplies; monitor protocols for proper implementation; write, maintain and update Standard Operating Procedures; ensure compliance with regulatory standards of animal welfare; interact with investigators and ULAR staff on matters of animal care. **QUALIFICATIONS:** BA/BS required; certification as AALAS Lab Animal Technologist required; five to ten years experience in laboratory animal care in a research, academic or industrial setting; primate experience desirable; ability to lift seventy-five lbs. above the shoulders and catch and restrain lab animals required; an exceptional commitment to research programs and sensitivity to the needs of the animals is required along with energy and willingness to meet tight and aggressive deadlines; excellent interpersonal and communications skills required; ability to deal with multiple internal (investigators and staff) and external constituencies at various levels. (*Rotating Shifts/Evenings/Weekends*) (*Specific End Date: 6-30-96*) **GRADE:** P5; **RANGE:** \$28,800-37,600 4-13-95 IHGT

RESEARCH SPECIALIST I (03098RS) Perform routine to complex procedures in biochemical analysis with emphasis on protein purification by column chromatography and HPLC, gel electrophoresis and Western blotting; understand long-range plan; draft protocols; keep logs and write lab reports; oversee routine computer programming and data entry; write methods section of manuscripts; demonstrate techniques to technicians and students; attend group meetings; supervise student workers; monitor expenses; evaluate and maintain equipment; order supplies. **QUALIFICATIONS:** BA/BS in scientific or related field; one to three years experience in protein biochemistry; excellent quantitative skills required. (*Ongoing contingent on grant funding*) **GRADE:** P2; **RANGE:** \$21,700-28,200 4-3-95 Pathology and Lab Medicine

RESEARCH SPECIALIST I (04009RS) Assist principal investigator in planning and performing experiments to address current questions in human skin function; maintain tissue culture facility; keep logs and plot charts/graphs; order supplies; assist in plan for protocol; research experimental design. **QUALIFICATIONS:** BS in biology or chemistry; one to three years experience; experience in one or more of the following is required: biochemistry, molecular biology, histology, tissue culture. **GRADE:** P2; **RANGE:** \$21,700-28,200 4-7-95 Dermatology

RESEARCH SPECIALIST I (04018RS) (04019RS) Develop and prepare radiopharmaceuticals for PET (Positron Emission Tomography) studies at the Cyclotron Facility; design and maintain remote and automated radiopharmaceuticals production systems; troubleshoot and maintain variety of laboratory equipment; keep logs; write reports; assist in plan for protocol. **QUALIFICATIONS:** BS in chemistry or related science; one to three years laboratory experience; working knowledge of analytical techniques including HPLC, TLC, GC; willing to handle radioisotopes; demonstrated mechanical, electronic and computer skills desired. **GRADE:** P2; **RANGE:** \$21,700-28,200 4-12-95 Radiology

RESEARCH SPECIALIST I/III (03096RS) Assist and advise the principal investigator on studies of human skin function; maintain tissue culture facility; design protocols; solve procedural problems; write lab reports; keep inventories; order supplies and equipment; monitor expenses; supervise and train student workers; perform library searches; monitor safety procedures and keep records. **QUALIFICATIONS:** BS in biology or chemistry, MS preferred; three to five years experience; experience in more than one of the following is required: biochemistry, molecular biology, histology, tissue culture. **GRADE:** P3/P4; **RANGE:** \$23,900-31,000/26,200-34,100 4-3-95 Dermatology

ADMINISTRATIVE ASSISTANT II (40 HRS) (04030JZ) Provide administrative and clerical support to Chairman, Department Manager, Coordinator and Assistant to Chair; coordinate and produce administrative and technical documents including correspondence, manuscripts, reviews, grant proposals, reports and forms; provide primary reception and telephone support for Chairman's office; provide clerical support for newsletter, special projects; organize and maintain office records and files. **QUALIFICATIONS:** High school graduate, BA/BS preferred; two years experience at AA I level or equivalent; knowledge of scientific terminology; demonstrated oral and written communication skills; knowledge of office procedures; ability to handle confidential material; strong typing proficiency with Mac system and various software. **GRADE:** G10; **RANGE:** \$21,371-26,629 4-14-95 Pharmacology

POLYSOMNOGRAPHIC TECH (40 HRS) (04016RS) Perform polysomnographic studies on patients referred for evaluation; score polysomnograms; rectify basic recording and equipment problems; maintain laboratory equipment according to schedules. **QUALIFICATIONS:** BA/BS in science; two years experience in sleep laboratory or completion of an accredited education program in sleep technology; registered polysomnographic technologist highly desirable; experience with computers and knowledge of basic electronics; valid driver's license and access to car; certified in CPR; able to work weekends and evenings. **GRADE:** G11; **RANGE:** \$22,743-28,914 4-11-95 Center for Sleep

RESEARCH LAB TECHNICIAN I (40 HRS) (03097RS) Under general supervision, perform laboratory support functions in the Human Applications Laboratory including routine duties of cleaning equipment, cleaning and preparing tissue culture rooms for use, as well as overall cleaning of laboratory and glass washing room; maintain laboratory equipment for cleanliness, proper maintenance and function; prepare simple stock solutions; maintain adequate levels of supplies and inventories; responsible for collecting, filing and recording the necessary information on incoming supplies including Material Safety Data Sheets and Certificate of Analysis; wash, autoclave and distribute glassware, reusable plastics and other hard goods; all duties are completed in accordance with the Standard Operating Procedures of the laboratory which follow FDA guidelines for "Clean Room" laboratories. **QUALIFICATIONS:** High school diploma and some science courses in related discipline required; knowledge of basic laboratory procedures required; laboratory experience and computer knowledge strongly desired. (*Specific End Date: 3-31-97*) **GRADE:** G7; **RANGE:** \$16,571-20,686 4-3-95 IHGT

SERVICE ASSISTANT (40 HRS) (04025JZ) Perform prompt and accurate handling (receipt, analysis, processing and expediting) of service requests (maintenance, housekeeping, special event requirements) including those of an emergency nature; notify users of emergency and non-emergency utility service shut downs; prepare purchase requisitions; maintain all Operations and Engineering office files; review and update status of service requests; use word processor to prepare outgoing correspondence and other documentation; perform data entry and data searches. **QUALIFICATIONS:** High school diploma or equivalent required; three years clerical/customer service experience; ability to work effectively under high levels of stress and pressure; superior verbal communication skills; ability to work with minimal supervision, exercising judgment based on established policies and practices; demonstrated computer competence (preferably Macintosh); thorough knowledge of office automation equipment; ability to type 45 wpm; relevant experience preferred; excellent interpersonal skills. **GRADE:** G9; **RANGE:** \$19,543-24,457 4-13-95 Architecture and Facilities Management

ASSISTANT DIRECTOR V (11027JZ) P6; \$31,900-40,600 11-10-94 Anesthesia

BENEFITS SPECIALIST II (02058JZ) P4; \$26,200-34,100 2-17-95 Clinical Practices Admin

BUSINESS ADMINISTRATOR IV (03014JZ) (*Specific*

End Date: 6-30-98) P5; \$28,800-37,600 3-7-95 Institute for Human Gene Therapy

CLINICAL SPECIALIST (02005RS) P6; \$31,900-40,600 3-30-95 Center for Experimental Therapeutics

DIRECTOR IV (10063JZ) P7; \$35,000-43,700 10-27-94 Geriatric Division

DIR., CLINICAL TRIALS OFFICE (07124JZ) Blank 8-4-94 Venture & Industry

DIRECTOR FINANCE AND PLANNING (01009JZ) Blank; Blank 1-9-95 Center for Clinical Epidemiology and Biostatistics

DIRECTOR VECTOR DESIGN AND PRODUCTION FACILITY (03087RS) (*Specific End Date: 6-30-98*) Blank; Blank 3-29-95 IHGT

INFORMATION MANAGEMENT SPECIALIST I (02015JZ) P4; \$26,200-34,100 2-8-95 Biomedical Graduate Studies

INFO. SYSTEMS SPEC. II (09044JZ) P5; \$28,800-37,600 9-29-94 Radiology

INFO. SYSTEMS SPEC. IV (09071JZ) (*Work Schedule: M - F 8:30 - 5:00*) P8; \$38,500-48,100 10-6-94 Radiology

MEDICAL DEPARTMENT ADMINISTRATIVE OFFICER (07053JZ) Blank; Blank 7-21-94 Rehab Medicine

RESEARCH COORDINATOR (03015RS) P3; \$23,900-31,000 3-7-95 Psychiatry

RESEARCH SPECIALIST JR/RESEARCH SPECIALIST I (12024RS) P1/P2; \$19,700-25,700/21,700-28,200 12-15-94 Genetics

RESEARCH SPECIALIST I (01046RS) P2; \$21,700-28,200 1-17-95 Pathology and Lab Medicine

RESEARCH SPECIALIST I (10001RS) (*Ongoing Contingent on Grant Funding*) P2; \$21,700-28,200 2-28-95 Psychiatry

RESEARCH SPECIALIST I (02088RS) P2; \$21,700-28,200 3-1-95 Physiology

RESEARCH SPECIALIST I (03052RS) (*Specific End Date: 5-31-96*) P2; \$21,700-28,200 3-20-95 Psychiatry

The Human Resources Office now posts its Job Opportunities daily on PennInfo. To find them, the path from the main menu is from *Faculty and Staff Facilities and Services to Human Resources, to Employment Information* and thus to *Employment Opportunities*. Or, from the main menu you can search under one of four keywords (HR, Employment, Job, or Opportunity). For those who do not otherwise have access:

PennInfo Kiosks on Campus

Benjamin Franklin Scholars Office
The Bookstore
College of General Studies Office
The College Office
Computing Resource Center*
Data Communications &
Computing Services*
SEAS Undergraduate Education Office*
Faculty Club*
Greenfield Intercultural Center Library
Houston Hall Lobby
Office of International Programs
Office of Off-Campus Living
PennCard Center
PennTrex Office
Student Employment Office
Student Financial Information Center
Student Health Lobby

* Kiosk uses point-and-click software.

OPPORTUNITIES at PENN

RESEARCH SPECIALIST II (03075RS) P3; \$23,900-31,000 3-28-95 Pathology and Lab Medicine

RESEARCH SPECIALIST III (11012RS) P4; \$26,200-34,100 11-10-94 Pharmacology

RESEARCH SPECIALIST IV (03086RS) (Rotating Schedule and Weekends Required) P6; \$31,900-40,600 3-29-95 IHGT

STAFF ASSISTANT V (02085JZ) P5; \$28,800-37,600 3-1-95 Experimental Therapeutics

PART-TIME (ASSOCIATE DIRECTOR IV) (17.5 HRS) (02089JZ) P6; \$13,100-17,050 3-1-95 Center for Clinical Epidemiology and Biostatistics

PART-TIME (NURSE II) (25 HRS) (01051RS) P4; \$18,714-24,357 3-10-95 Physiology

PART-TIME (STAFF WRITER III) (20 HRS) (02006JZ) (Two Writing Samples Must Accompany Application) (Ongoing Contingent on Grant Funding) P5; \$16,457-21,486 2-3-95 Psychiatry

ADMINISTRATIVE ASSISTANT II (40 HRS) (04005JZ) G10; \$21,371-26,629 4-6-95 Otorhinolaryngology

OFFICE ADMINISTRATIVE ASSISTANT I (40 HRS) (11064JZ) (Ongoing contingent on grant funding) G9; \$19,543-24,457 4-3-95 Psychiatry

OFFICE ADMINISTRATIVE ASSISTANT III (40 HRS) (02030JZ) (Ongoing Contingent on Grant Funding) G11; \$22,743-28,914 2-9-95 Surgery/Neurosurgery

OPHTHALMIC ASSISTANT CERT/TECH OPHTHALMIC (40 HRS) (12028RS) G10/11; \$21,371-26,629/22,743-28,914 12-22-94 Scheie Eye Institute

RECEPTIONIST CLINICAL (40 HRS) (04001JZ) G8; \$17,943-22,400 4-4-95 Ophthalmology

RESEARCH LAB TECHNICIAN II (40 HRS) (11073RS) (Ongoing Contingent on Grant Funding) G8; \$17,943-22,400 12-01-94 Psychiatry

RESEARCH LAB TECHNICIAN II (40 HRS) (03012RS) (03013RS) (Ongoing Contingent on Grant Funding) G8; \$17,943-22,400 3-6-95 Psychiatry

RESEARCH LAB TECHNICIAN III (12030RS) G10; \$18,700-23,300 12-22-94 Psychiatry

RESEARCH LAB TECHNICIAN III (40 HRS) (11010RS) (Ongoing Contingent on Grant Funding) G10; \$21,371-26,629 1-23-95 Surgery/Neurosurgery

RESEARCH LAB TECHNICIAN III (01019RS) (Ongoing Contingent on Grant Funding) G10; \$18,700-23,300 1-11-95 Pathology and Lab Medicine

RESEARCH LAB TECHNICIAN III (11054RS) (Specific End Date: 12-31-95) G10; \$18,700-23,300 3-10-95 Psychiatry

RESEARCH LAB TECHNICIAN III (03032RS) (Ongoing Contingent on Grant Funding) G10; \$18,700-23,300 3-14-95 Pathology and Lab Medicine

RESEARCH LAB TECHNICIAN III (03051RS) (Specific End Date: 5-31-97) G10; \$18,700-23,300 3-20-95 Psychiatry

SECRETARY V (40 HRS) (03004JZ) (Ongoing Contingent on Funding) G10; \$21,371-26,629 3-24-95 Center for Bioethics

NURSING

Specialist: Janet Zinser

COORDINATOR IV (03079JZ) Assist with the development of interventions; assist with preparations for intervention sessions; assist with recruitment of facilitators; train, supervise, schedule facilitators; assist with managing the financial aspects of the Black Women's Health Project; implement a protocol for data collection and data entry procedures. **QUALIFICATIONS:** BA/BS; three years project experience required, preferably with inner-city African-American women and adolescents; attention to detail and accuracy; ability to work under time pressure; flexible, resourceful, well organized; proficiency with Macintosh computers; driver's license, access to a car and ability to work on Saturdays. *(Ongoing Contingent on Funding)* **GRADE:** P4; **RANGE:** \$26,200-34,100 3-28-95 Nursing

ADVANCED PRACTICE NURSE (NURSING SCHOOL) (01094JZ) P9; \$42,300-52,900 1-31-95 Nursing

DIRECTOR VI (01037JZ) P9; \$42,300-52,900 1-12-95 Nursing

MANAGER III (02026JZ) (Specific End Date: 6-30-96) P4; \$26,200-34,100 2-9-95 Nursing

PART-TIME (ADVANCED PRACTICE NURSE) (NURSING SCHOOL) (20 HRS) (02056JZ) (02057JZ) P9; \$24,170-30,233 2-16-95 Nursing

PART-TIME (COORDINATOR II) (20 HRS) (03071JZ) (Specific End Date: 8-31-96) P2; \$12,400-16,114 3-27-95 Nursing

ADMINISTRATIVE ASSISTANT II (37.5 HRS) (02077JZ) (Hours: 10:30 AM - 7:00 PM) G10; \$20,036-24,964 2-24-95 Nursing

OUTREACH WORKER (37.5 HRS) (02048JZ) (02049JZ) (Hours: 10:30 AM - 7:00 PM) G8; \$16,821-21,000 2-15-95 Nursing

PART-TIME (BUILDING SERVICES ASSISTANT) (20 HRS) (03073JZ) (Hours: M-F 7:30 A.M. - 11:30 A.M.) (Ongoing Contingent on Funding) G8; \$8,626-10,769 3-28-95 Nursing

PART-TIME (BUILDING SERVICES ASSISTANT) (20 HRS) (03074JZ) (Applicant Must Be Able to Pass a Security Clearance) (Hours: M-F 3:30 P.M. - 7:30 P.M.) (Ongoing Contingent on Funding) G8; \$8,626-10,769 3-28-95 Nursing

PRESIDENT

Specialist: Susan Curran

OFFICE ADMINISTRATIVE ASSISTANT II (04010SC) Responsible for the on-line processing of weekly payroll (approximately 100); respond to requests concerning time balances; handle job opportunity inquiries; prepare monthly reports using Lotus 1-2-3; distribute performance evaluation forms; prepare financial forms; generate billing for Gazette advertising; distribute monthly expenditure reports; maintain office supply inventory, copier and fax equipment; handle routine

physical plant requests; create organizational charts; maintain Director's calendar and files; maintain personnel files for approximately 300 employees; compose correspondence; answer phones for seven. **QUALIFICATIONS:** Completion of high school business curriculum and related post high school training or equivalent; at least two years experience at the Office Administrative Assistant I level or comparable background; thorough knowledge of clerical accounting and office procedures; proficiency in the use of WordPerfect and Lotus 1-2-3 required and facility to learn other programs as needed; knowledge of University accounting policies and procedures preferred; excellent interpersonal and analytical skills; good grammatical skills; must be able to exercise judgment, set priorities and handle assignments from multiple staff members. **GRADE:** G10; **RANGE:** \$18,700-23,300 4-7-95 Development and Alumni Relations

RECORDS ASSISTANT I (11063SC) Receive, sort and edit incoming source documents in preparation for on-line data entry file maintenance; update, correct and delete existing data; research and resolve discrepancies; answer telephone and assist with mail; respond to inquiries and interpret data; file correspondence; research address formats and conventions; interact with other schools and centers regularly. **QUALIFICATIONS:** High school graduate or equivalent, some college helpful; data entry and editing skills essential; accuracy and attention to detail; ability to prioritize and work within established deadlines; demonstrated ability to interact effectively with others. **GRADE:** G8; **RANGE:** \$15,700-19,600 4-14-95 Development and Alumni Relations

ANNUAL GIVING OFFICER II (12022SC) P5; \$28,800-37,600 3-2-95 Medical Center

ANNUAL GIVING OFFICER II (03040SC) P5; \$28,800-37,600 3-15-95 Development and Alumni Relations

ASSISTANT DIRECTOR IV (03043SC) (Two Writing Samples Must Accompany Applications) P5; \$28,800-37,600 3-15-95 Development and Alumni Relations

ASSISTANT DIRECTOR, CITY & COMMONWEALTH RELATIONS (12011SC) P5; \$28,800-37,600 12-15-94 Commonwealth Relations

'Take Our Daughters to Work' Day

To Join in, Call by Human Resources by April 24

All faculty and staff are invited to participate in the third annual Take Our Daughters to Work Day on April 27. This national event, established by the Ms. Foundation for Women, is sponsored at Penn by the Division of Human Resources to help girls between the ages of 9 and 15 build self-esteem and learn about career possibilities. "It is an opportunity for an adult—a father or mother, an aunt or uncle, a grandparent or friend—to provide a glimpse of the "real world" for a young girl at a critical point in her life," say the planners.

According to a Harvard study, many girls lose their self-esteem during the pre-adolescent years and have less confidence in themselves and their abilities than they had when they were younger. To counteract this trend, the Ms. Foundation instituted this public education campaign to give girls high, but realistic expectations and to encourage them to take reasonable risks to succeed. During the past two years there has been increasingly greater support for this event, with over a million participants nationally last year alone. At Penn about 40 daughters took part in the organized activities sponsored by Human Resources (although there is no estimate of the number who simply came to work with the parent or sponsor).

The young girls will begin their day on campus spending time with their parent or sponsor, meeting their colleagues and seeing adults at work. The remainder of the day:

- 10 a.m. Executive presentation and self-esteem workshop for the girls, Benjamin Franklin Room, Houston Hall.
- 12:30 p.m. Lunch provided for the girls and their parent/sponsor at Penn Tower Hotel.
- 1:30 p.m. Tour and professional presentation for the girls, University Museum.
- 3:15 p.m. Parents/sponsors pick up the girls at Room 245, Houston Hall and return to work to discuss what each has learned about options.

Space is limited; call Marilyn Kraut at 898-0380 by April 24 to participate.

OPPORTUNITIES at PENN

ASSOCIATE DIRECTOR VI (02083SC) P8; \$38,500-48,100 2-27-95 Regional Programs

ASSOCIATE DIRECTOR INDIVIDUAL GIFTS (03029SC) P7; \$35,000-43,700 3-10-95 Development and Alumni Relations

ASSOCIATE DIRECTOR INDIVIDUAL GIFTS (03088SC) P7; \$35,000-43,700 3-30-95 Development and Alumni Relations

CAMPAIGN DIRECTOR (06041SC) Blank 6-16-94 Medical Center Dev.

COORDINATOR I (03002SC) (03003SC) (*Minority Candidates Are Encouraged to Apply*) (*Specific End Date: 6-30-97*) P1; \$19,700-25,700 3-3-95 Development and Alumni Relations

DEVELOPMENT OFFICER II (08136SC) P10; \$47,400-59,200 9-8-94 Dev. & Alumni Rels.

DIR. REGIONAL CAMPAIGN II (03051SC) P10; \$47,400-59,200 3-31-94 Dev. & Alumni Rels.

MANAGER, UNIVERSITY RECORDS CENTER (09065SC) P7; \$35,000-43,700 1-13-95 University Archives

STAFF WRITER II (12065SC) (*Two Writing Samples Must Accompany Applications*) P3; \$23,900-31,000 1-5-95 Policy Planning and Federal Relations

STAFF WRITER II (01001SC) (*Two Writing Samples Must Accompany Applications*) P3; \$23,900-31,000 1-9-95 IRHE

VICE DEAN, SCHOOL OF ARTS AND SCIENCES EXTERNAL AFFAIRS (01053SC) Blank; 1-19-95 Development and Alumni Relations

ADMINISTRATIVE ASSISTANT II (40 HRS) (12023SC) G10; \$21,371-26,629 3-2-95 Medical Center Development

ADMINISTRATIVE ASSISTANT II (03042SC) (*Specific End Date: 6-30-96*) G10; \$18,700-23,300 3-15-95 Development and Alumni Relations

ADMINISTRATIVE ASSISTANT II (03041SC) G10; \$18,700-23,300 3-15-95 Development and Alumni Relations

ADMINISTRATIVE ASSISTANT II (03066SC) G10; \$18,700-23,300 3-23-95 Development and Alumni Relations

SECRETARY III (03065SC) G8; \$15,700-19,600 3-23-95 Development and Alumni Relations

SECRETARY IV (03064SC) G9; \$17,100-21,400 3-23-95 Development and Alumni Relations

PROVOST

Specialist: Clyde Peterson

ASSISTANT PROVOST (04028CP) Manage the academic personnel process at the Provost's level; serve as a source of information regarding faculty policies and personnel procedures; chair the Provost's Staff Conference subcommittee which deals with such matters as faculty leaves of absence and appointments of assistant professors, lecturers, adjunct and visiting faculty; help resolve individual faculty issues including grievances; manage the faculty affirmative action program; may help develop information relating to recruitment, retention, promotion, compensation and affirmative action. **QUALIFICATIONS:** Candidates must be tenured members of the Penn faculty; must be tactful and discreet in handling confidential and sensitive information; able to work well with faculty, staff, deans and department chairs while solving often difficult problems; excellent written and oral communication skills and sound judgment are necessary. (*Part-time Position*) **GRADE:** Ungraded; **RANGE:** Blank 4-14-95 Provost Office

LIBRARIAN III/IV (000414CP) Develop and implement plans for delivery services using the resource-sharing consortia, the campus networking infrastructure and advanced desktop technology; evaluate and implement new services and technologies; work closely with the Library's Systems staff to develop and use

new technology for more cost-effective, efficient and user-initiated delivery; monitor commercial delivery services and evaluate their potential integration into the Library's information services; provide leadership for the Library's resource sharing; represent the Library at local, regional and national levels; supervise Interlibrary Loan staff of one librarian, five support staff and our student workers; manage lending and borrowing operations for faculty, staff and students; work with the Law School and the Health Sciences libraries to integrate and link services; develop and maintain user-focused policies. **QUALIFICATIONS:** MLS from ALA-accredited program or equivalent in theory and practice; understanding of issues relating to resource sharing in the academic library environment essential; familiarity with interlibrary loan subsystems desirable; demonstrated ability to understand, evaluate and introduce new hardware and software in the workplace; excellent interpersonal and communications skills required; potential to build teams and lead staff successfully through major change. **LIBRARIAN III** - three years professional library experience. **LIBRARIAN IV** - five years of professional library experience. **GRADE:** P6/P7; **RANGE:** \$31,900-40,600/35,000-43,700 4-5-95 University Libraries

PROGRAMMER ANALYST III (04006CP) Analyze and design the technical implementation of specified applications; develop programming specifications, effort estimates and schedules; develop and test program source code procedures; prepare program and operational documentation; participate with Operations staff in system installation/deployment; assist in conducting System Alpha Test; work with project team leader to support System Beta Test activities; operate and maintain systems with operating system and hardware support from NSS Operations staff; maintain a state-of-the-art knowledge of the University's technical architecture, systems development tools and new technologies. **QUALIFICATIONS:** Bachelor's degree, preferably in computer science or management information systems; four years of applications development experience in heterogeneous multi-vendor, networked and distributed computing environments; detailed knowledge of TCP/IP, UNIX, DOS/Windows and Mac/OS environments and state-of-the-art programming languages (e.g., "C" and Perl); strong verbal and writing skills and decision-making ability; strong analytical and creative problem-solving skills; experience in academic environment preferred. **GRADE:** P7; **RANGE:** \$35,000-43,700 4-7-95 DCCS

VICE PROVOST UNIVERSITY LIFE (04029CP) Responsible for all non-academic aspects of undergraduate, graduate and professional student life and for ensuring that the concerns of students and other members of the University community are addressed; the division provides leadership and supportive services that seek to improve the quality of campus life and to promote a supportive and humane campus community that nourishes the diversity of the student body, staff and faculty; play a major role in the implementation of the 21st Century Project on the Undergraduate Experience and manage the division in a period of change. **QUALIFICATIONS:** Master's degree required, doctorate preferred; five to ten years in a university setting and broad experience in student affairs; demonstrated administrative ability including supervision and budget management; excellent oral and written communication skills; ability to relate to a wide variety of individuals and groups. **GRADE:** Ungraded; **RANGE:** Blank 4-14-95 Provost Office

ADMINISTRATIVE ASSISTANT I (04022CP) Perform administrative/secretarial duties and clerical support duties which are generally well established but may vary as needed; report to the office manager but take day-to-day direction from a variety of sport program coaches. **QUALIFICATIONS:** High school diploma required; minimum two years secretarial training or experience; ability to type with speed and accuracy; experience with Word for Windows 6 on PC essential; must possess good clerical aptitude and excellent

communication and organizational skills. **GRADE:** G9; **RANGE:** \$17,100-21,400 4-12-95 DRIA

INTERN ATHLETICS (04023P) (04024CP) Write press releases; compile and edit media guides; coordinate major athletic events—game day operations for football, basketball and Penn Relays—team travel; weekly sports roundup; programs; statistics. **QUALIFICATIONS:** Bachelor's degree; experience in collegiate sports information setting; strong writing and desk top publishing skills and game day management. (*Specific End Date: 5-31-96*) **GRADE:** Blank; **RANGE:** \$7,150 4-12-95 DRIA

ASSISTANT COACH II (03095CP) P4; \$26,200-34,100 3-31-95 DRIA

ASSISTANT COACH III (03053CP) P6; \$31,900-40,600 3-20-95 DRIA

ASSISTANT COACH III (03069CP) P6; \$31,900-40,600 3-24-95 DRIA

ASSISTANT MANAGER I (03060CP) P1; \$19,700-25,700 3-22-95 Museum

ASSOCIATE DIRECTOR VI (02009CP) (*Specific End Date: 6-30-97*) P8; \$38,500-48,100 2-20-95 Museum

COORDINATOR, COMMUNITY FORESTRY (03024CP) (*Position Located in Scranton, PA Area*) (*Ongoing Contingent on Funding*) P4; \$26,200-34,100 3-10-95 Morris Arboretum

COORDINATOR, URBAN FORESTRY (03023CP) (*Ongoing Contingent on Funding*) P4; \$26,200-34,100 3-10-95 Morris Arboretum

DESIGNER PUBLICATIONS, SR (03039CP) P4; \$26,200-34,100 3-15-95 DRIA

DIRECTOR UNIVERSITY PRESS (01098CP) Blank; 2-2-95 University Press

INFORMATION SYSTEMS SPECIALIST II (000439CP) P5; \$28,800-37,600 1-5-95 Biomed Library

INFORMATION SYSTEMS SPECIALIST IV (000411CP) P8; \$38,500-48,100 12-08-94 Van Pelt Library

LIBRARIAN III/IV (000377CP) P6/P7; \$31,900-40,600/35,000-43,700 9-29-94 Library Admin.

SYSTEMS PROGRAMMER III (000409CP) P8; \$38,500-48,100 12-08-94 Van Pelt Library

TECH TRAINING SPECIALIST, SR (02078CP) P7; \$35,000-43,700 2-24-95 Technology Learning Services

ASSISTANT LAB ANIMAL TECH (40 HRS) (03046CP) (*May Include Shifts Other Than M-F; Includes Weekends/Holidays*) G7; \$16,571-20,686 3-17-95 ULAR

MUSEUM PUBLIC INFORMATION INTERN (03054CP) (*Application Deadline: 5-9-95*) (*Specific End Date: 5-31-96*) Blank; \$11,000 3-20-95 Museum

SECRETARY IV (03022CP) (*Ongoing Contingent on Funding*) G9; \$17,100-21,400 3-10-95 Morris Arboretum

TECH, ELECTRONIC III (03006CP) G11; \$19,900-25,300 3-3-95 DCCS

SCHOOL OF SOCIAL WORK

Specialist: Clyde Peterson

PART-TIME (OPERATOR, DATA ENTRY) (19 HRS) (01087CP) G8; \$8,626-10,769 1-27-95 Faculty/Staff Assistance Program

VETERINARY SCHOOL

Specialist: Nancy Salvatore

DIRECTOR VI (03072NS) P9; \$42,300-52,900 3-28-95 Dean's Office

STAFF VETERINARIAN (03008NS) (*Position Located in Kennett Sq., No Public Transit*) Blank 3-10-94 NBC

CUSTODIAL WORKER (40HRS) (03081NS) (*Hours: 4*

OPPORTUNITIES at PENN

P.M. - 12 A.M.) (Position Located in Kennett Sq., No Public Transit) G5: \$14,286-17,486 3-29-95 Large Animal Hospital

RESEARCH LAB TECH III (40 HRS) (03070NS) (Position Located in Kennett Sq., No Public Transit) G10: \$21,371-26,629 3-24-95 Pathobiology

SECRETARY, MED/TECH (40 HRS) (03049-NS) (Position Located in Kennett Sq., No Public Transit) G9: \$21,371-26,629 3-20-95 Clinical Studies/NBC

SECRETARY III (03080NS) (Position Located in Kennett Sq., No Public Transit) G8: \$15,700-19,600 3-29-95 Large Animal Hospital

TECH, VET I/II (40 HRS) (02087NS) (Position Located in Kennett Sq., No Public Transit) G8/10: \$17,943-22,400/\$21,371-26,629 3-1-95 Large Animal Hospital

TECH, VET I/II (40 HRS) (03010NS) (Rotating Shifts/Nights/Weekends) G8/G10: \$17,943-22,400/\$21,371-26,629 3-6-95 VHUP

TECH, VET ANESTH TRAINEE/I (40 HRS) (01086NS) (Hours: 7:30 AM - 4:00 PM) G8/G11: \$17,943-22,400/\$21,371-26,629 1-27-95 Anesthesia

VET ANESTH TRAINEE/TECH I (40 HRS) (02070NS) (Position Located in Kennett Sq., No Public Transit) G8/G11: \$17,943-22,400/\$21,371-26,629 2-22-95 Large Animal Hospital

PART-TIME (RESEARCH TECH II) (25 HRS) (12003NS) G8: \$8,626-10,769 12-08-94 NBC

VICE PROVOST / UNIVERSITY LIFE

Specialist: Clyde Peterson

INFORMATION SYSTEMS SPECIALIST II (12063CP) (Specific End Date: 6-28-96) P5: \$28,800-37,600 1-5-95 Student Information and Systems

PROGRAMMER ANALYST II (09011CP) P6: \$31,900-40,600 9-15-94 Student Info. & Sys.

PROGRAMMER ANALYST II (01030CP) P6: \$31,900-40,600 1-12-95 Student Information and Systems

PROGRAMMER ANALYST II (01029CP) P6: \$31,900-40,600 1-12-95 Student Information and Systems

ADMINISTRATIVE ASSISTANT III (01065CP) G11: \$19,900-25,300 1-23-95 Career Planning/Placement

WHARTON SCHOOL

Specialist: Janet Zinser

OFFICE SYSTEMS ADMINISTRATOR II (04020JZ) Provide board-based PC computing support (IBM compatibles) and administer Novell local area network operations to support standard and specialized applications; install, update and maintain programs to support departmental requirements; install departmental software; perform upgrades; troubleshoot hardware and software problems; coordinate contact with service vendors; provide training; assist in developing in-house software systems to work with large scale database. **QUALIFICATIONS:** BA/BS or equivalent; two to four years experience in related environment; comprehensive knowledge of IBM compatible hardware; broad understanding of MS DOS and Windows; broad knowledge of Microsoft Windows applications; ability to work independently; excellent interpersonal skills. (Ongoing Contingent on Funding) **GRADE:** P3; **RANGE:** \$23,900-31,000 4-12-95 Snider Entrepreneurial Center

PROGRAMMER ANALYST II (04012JZ) Provide information system support services to users including data storage, manipulation, reporting and analysis; perform program design, data conversion, coding, system diagnosis and customized applications, documentation; implement and support data interfaces with existing mainframes and microcomputer applications; maintain up-to-date knowledge of new technology; support users of query software and communication tools. **QUALIFICATIONS:** BA/BS, preferably in computer science

or MIS; two to three years progressively responsible experience in computing support; working knowledge of DOS/Windows applications including Windows, Excel and word processing; strong expertise in "C" and other programming languages such as Pascal, FORTRAN, COBOL or BASIC; working knowledge of UNIX and DOS relational database products such as Ingres, Oracle, Informix or Sybase with GUI development tools; working knowledge of UNIX or DEC's VMS operating system with knowledge of Novell a plus; knowledge of project life cycle management techniques and client/server technology a plus; strong desire to solve user problems and provide excellent customer service; effective communication skills. **GRADE:** P6; **RANGE:** \$31,900-40,600 4-10-95 WCIT

ADMINISTRATIVE ASSISTANT II (04013JZ) Perform administrative duties in support of faculty and administrator; type and proofread manuscripts and general correspondence; develop presentation-quality spreadsheets, charts and graphs; prepare and process financial documents; draft routine correspondence; record, monitor and verify budget actions; obtain information as needed from Student Record System; maintain law review database; act as liaison with vendors; organize and maintain office records and files; answer telephones professionally and respond to general inquiries that require interpretation of department and University policies and procedures; distribute and process mail; coordinate events and meetings; order and maintain supplies; supervise work-study students. **QUALIFICATIONS:** High school graduate, some college preferred; two to four years administrative experience; knowledge of and experience with WordPerfect for Windows, Excel, PowerPoint, database and presentation software; familiarity with University accounting and purchasing procedures preferred; well organized with attention to detail; ability to work with diverse personalities and to meet deadlines under pressure; ability to type 45 wpm; excellent telephone skills; ability to coordinate multiple projects and prioritize workload. **GRADE:** G10; **RANGE:** \$18,700-23,300 4-10-95 Legal Studies

RECEPTIONIST III (40 HRS) (04011JZ) Answer telephones and receive visitors to the Center; collect and distribute incoming mail; collect weekly employee hours and enter into MIS; generate reports from MIS for Director and assistant directors; assemble and mail information packages to prospective clients; register program participants; track data. **QUALIFICATIONS:** High school graduate or equivalent, some college preferred; minimum two years related experience; ability to handle multiple tasks simultaneously; ability to use

word processing and spreadsheets, Word and Excel preferred. **GRADE:** G8; **RANGE:** \$17,943-22,400 4-10-95 Snider Entrepreneurial Center

ASSISTANT DIRECTOR II (03090JZ) P3: \$23,900-31,000 3-30-95 External Affairs

ASSISTANT DIRECTOR III (04002JZ) (Ongoing Contingent on Grant Funding) P4: \$26,200-34,100 4-4-95 Snider Entrepreneurial Center

ASSISTANT DIRECTOR III/ASSOCIATE DIRECTOR III (03063JZ) P4/P5: \$26,200-34,100/28,500-37,600 3-23-95 Undergraduate Division

ASSISTANT DIRECTOR IV/ASSOCIATE DIRECTOR V (01100JZ) P5/P7: \$28,800-37,600/35,000-43,700 3-24-95 Career Development and Placement

ASSISTANT DIRECTOR IV (03083JZ) (Specific End Date: 7-1-97) P5: \$28,800-37,600 3-29-95 Executive Education

ASSOCIATE DIRECTOR IV (10092JZ) P6: \$31,900-40,600 4-7-95 Annual Fund

ASSOCIATE DIRECTOR ANNUAL GIVING (10060JZ) P7: \$35,000-43,700 10-20-94 External Affairs

DATA ANALYST (11049JZ) P5 \$28,800-\$37,600 11-17-94 WCIT

INFORMATION MANAGEMENT SPECIALIST II (03045JZ) P6: \$31,900-40,600 3-17-95 WCIT

INFORMATION SYSTEMS SPECIALIST II (07102JZ) P5: \$28,800-37,600 1-23-95 WCIT

MANAGING DIRECTOR, EMERGING ECONOMIES (01026JZ) Blanks: 1-11-95 Emerging Technologies

PROGRAMMER ANALYST III (01089JZ) P7: \$35,000-43,700 1-30-95 WCIT

SYSTEMS PROGRAMMER III (11068JZ) P8: \$38,500-48,100 11-23-94 WCIT

ADMINISTRATIVE ASSISTANT III (03091JZ) G11: \$19,900-25,300 3-30-95 Health Care Systems

OFFICE SYSTEMS COORDINATOR (40 HRS) (04003JZ) (Ongoing Contingent on Funding) G11: \$22,743-28,914 4-5-95 Snider Entrepreneurial Center

RECEPTIONIST III (40 HRS) (03059JZ) G8: \$17,943-22,400 3-22-95 Administration

PART-TIME (OFFICE ADMINISTRATIVE ASSISTANT I) (27.5 HRS) (03025JZ) G9: \$9,396-11,758 3-10-95 Classroom Support Services

PART-TIME (SECRETARY IV) (21 HRS) (03037JZ) G9: \$9,396-11,758 3-15-95 Public Policy and Management

Classifieds

FOR SALE

3-story, Victorian. Fully intact, loaded with period features and ornate chestnut woodwork, 6 bedroom, 3 bath, leaded-glass doors, formal dining room, new chef's kitchen. 51xx Hazel Ave. Within Penn mortgage-assist area \$69,000. 349-8911 or 748-7335.

Sharon Hill—Exceptional mint condition twin! 3 bedroom, 1 1/2 bath, central air, finished basement. Convenient location. Easy to see. Please call (610)449-6488.

House — great condition, location, income producing apartment. Qualifies for U. of P. mortgage assistance. Creative financing also available. \$118,000. (610)664-3849

WANTED

Summer Sublet. Mature, dependable, non-smoking couple looking for summer sublet. Safe neighborhood, near campus, no pets—ASAP. (413)534-0930.

VACATION

Pocono Chalet, 3 bedrooms, 1 bath, deck, swimming, fishing, tennis, \$350/week. (610)356-3488.

NOTE:

Classified listings are a traditional feature of *The Compass* and they continue to be accepted and compiled there. Please call 898-8721 for rates and procedures, or search under "classified" in PennInfo for the "how to" file.

1995 Reduced Hours and Compensation Practices

Effective July 1 - August 31, 1995

This policy, formerly referred to as "summer hours", has been changed to "reduced hours" in order to accommodate varying operational needs throughout the University. As a result, departments may elect to implement this policy in July 1995 or during any consecutive two month period during fiscal year 1996 (e.g. January and February). Any unit deciding to maintain the regular work week schedule throughout July and August, observe reduced hours during two other consecutive months, or not have a reduced hours policy, must discuss this decision with the Office of Staff Relations prior to May 19, 1995.

A. Effective Period

Beginning Monday, following July 1, 1995 and ending Thursday, August 31, 1995, the University will alter its regular schedule of weekly hours worked. The reduced schedule of hours worked at the University will be 1/2 hour per day totaling 2 and 1/2 hours per week (e.g. 9 a.m. to 4:30 p.m., Monday through Friday with a one-hour lunch period, resulting in a work week of 32.5 hours).

Reduced Hour Schedules:

- 35.0-hour work week is reduced to 32.5 hours;
- 37.5-hour work week is reduced to 35.0 hours;
- 40.0-hour work week is reduced to 37.5 hours.

The following should serve as a set of guidelines in the implementation of reduced hours for this year.

B. Guidelines for Implementation

In recognition of the varying operating requirements throughout the University, a particular department or school may need to adopt a flexible schedule to meet its particular needs. However, the reduced schedule of hours worked cannot exceed the reduced rate of weekly hours indicated above without additional compensation. Supervisors should advise employees as soon as possible what the reduced schedule of hours worked will be in their department or school. These same guidelines will apply if a department or school chooses to observe reduced hours in two other months.

Departments are given flexibility in the scheduling of the reduced work week. Some examples follow:

Scheduled Work Week
(Using a 35-hour work week reduced to 32.5 hours)

- I. Monday through Friday, 9 a.m. to 4:30 p.m.
- II. Staggered hours to extend daily coverage:
 - Employee 1: Monday through Friday, 8:30 a.m. to 4 p.m.
 - Employee 2: Monday through Friday, 9 a.m. to 4:30 p.m.
 - Employee 3: Monday through Thursday, 9 a.m. to 5 p.m.
Friday, 9 a.m. to 2:30 p.m.*

* Employees choosing to take the 2-1/2 hours off in any one day must work the regularly scheduled hours on the remaining four days in order to accrue the 2-1/2 hours. Paid time off, i.e. sick, vacation, personal days, etc. do not count as days worked.

C. Compensation Practices

1. All employees working the reduced schedule of hours are to be paid their regular weekly salary.
2. If a weekly-paid employee works more than the reduced schedule of hours, that employee is to receive, in addition to the regular weekly salary, extra compensation for those hours worked at straight time up to forty hours worked in the week, or if the supervisor and employee mutually agree, compensatory time may be taken equal to the additional straight-time hours worked.
3. If the employee elects to take compensatory time, it must be taken between **September 1, 1995 and February 28, 1996** and requires prior supervisory approval.
4. If a weekly-paid employee works more than forty hours in a week, that employee is to receive compensation at time and one-half (1.5) for all hours worked in excess of forty (40) hours.

D. Exclusions

Regular part-time employees, temporary employees, University employees working in clinical areas at HUP, the Dental School and the Veterinary School whose units choose not to observe the reduced hours schedule, and employees covered by collective bargaining agreements are excluded from this reduced hours procedure. Other areas may elect to be excluded after consultation with Staff Relations.

E. Questions

Any questions concerning the above should be directed to the Office of Staff Relations at extension 8-6093.

— Division of Human Resources



Brenda Spurgeon in the lab

From the A-3 Assembly

Employee of the Month: Brenda Spurgeon

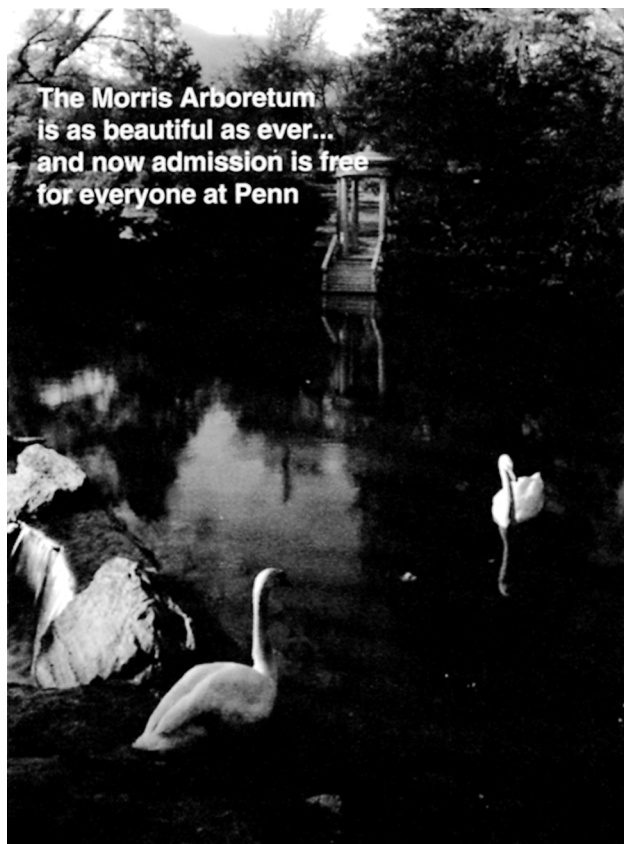
For March, the A-3 Assembly's A-3 Employee of the Month is Brenda Spurgeon, a longtime lab assistant in the Diabetes Research Center who is seen as "an asset to the Center...because of her expanding skills and knowledge" in science, according to the Center's Administrative Assistant Susan Pharaoh.

Ms. Spurgeon attended the ABI Business Institute and worked as a nurse's aide at the Park Lane Nursing Home and in the Reproductive Biology Department. Then, 13 years ago, she joined the Diabetes Research Center as a part-time glassware washer.

Today, her responsibilities at the Diabetes Research Center have expanded to include working in the Radioimmunoassay Core Facility and the Tissue Culture Facility. "Ms. Spurgeon has taken the initiative to learn the general principles of cell culture and has proposed several improvements to benefit the cell culture study," a nominator explained. She is also known as a "very enthusiastic hard worker." Supervisor Donna Berner said when Ms. Spurgeon is out of the office, "it immediately becomes clear how dependent we have become on her without recognizing all her varied contributions to the lab." "Brenda Spurgeon's eagerness, willing spirit and major contributions are mirrored by a large number of A-3 employees across the University," adds Betty Thomas, chair of the A-3 Assembly's Employee Recognition Committee. Nominations can be sent to Ms. Thomas at 212 Franklin Building/6270.

Calendar Deadlines

Almanac and *The Compass* are pooling information sent in by sponsors of campus events, but deadlines for inclusion are geared to the monthly At Penn calendar of *Almanac*, with its weekly Updates. *May at Penn* will be published April 25. To list events in *Summer at Penn* (appearing at the end of May) the deadline is May 9. Weekly Update deadlines are Mondays (of the week prior to publication). All deadlines are posted on Penn Info; to request them in a flyer, see the phone, fax and e-mail addresses in the staff box, next page.



The Morris Arboretum
is as beautiful as ever...
and now admission is free
for everyone at Penn

Going to the Arboretum

With the Arbor Day Celebration and Plant Sale coming April 29, and four new cygnets due in late May to join the older ones at the Swan Pond, Morris Arboretum's 92-acre Victorian gardens will soon be drawing more visitors than ever.

For Penn faculty, staff and students, the good news is free admission for each PennCard holder and one guest.

The Arboretum is at 100 Northwestern Avenue, between Germantown and Stenton Avenues, in the Chestnut Hill section of Philadelphia. By public transportation: Take SEPTA's R8 Regional Rail Line to Chestnut Hill West Station, then the L Bus on Germantown Avenue to Northwestern Avenue; it's a half-mile walk to the entrance.

The Arboretum is open Monday through Friday, 10 a.m.-4 p.m. and Saturday and Sunday, 10 a.m.-5 p.m. Regular admission is \$3 for adults, \$1.50 for students and seniors, and free for children under six. For more information: 247-5777.

About the University of Pennsylvania Police Department Community Crime Report

Campus and area crime statistics are normally on this page every week, covering a seven-day period that ended on the Sunday night before presstime. (For example, this space would list crimes reported from 12:01 a.m. April 10 through midnight the 16th, collated early yesterday and printed last night for today's issue). However, during the experimental merger between *Almanac* and *The Compass*, an early Monday presstime is required. The data cannot be entered and processed by the time we go to press, and it would create major dislocation to rework the system at this peak season of campus activity.

For a few weeks, then, the crime statistics will be temporarily out of phase—posted to PennInfo a week earlier than printed. At semester's end, revising our systems will have the highest priority both at *Almanac* and in the Division of Public Safety. In the meantime, we are grateful for the advice of the Council Committee on Safety and Security for refining and approving a suggested interim procedure:

- *Almanac* will post crimstats to PennInfo immediately on receipt each Monday.
- That report will appear in print in the following week's issue of *Almanac*. (E.g., April 10-16 incidents will be online April 17, and in print on Tuesday, April 25.)
- Crime alerts, safety tips, and analyses will be published in a timely way.

As with other aspects of the experimental merger, we are interested in the views of readers on the reporting of crime statistics and on safety information in general. To send a letter, fax or e-mail message, see please see the addresses in the *Almanac* staff box, lower right corner of this page. Thank you.

— Karen C. Gaines, Marguerite F. Miller and Mary L. Scholl

Alert from Public Safety: 'Pyramid' Scam by E-mail

The University of Pennsylvania Division of Public Safety has received reports that faculty, staff and students are being solicited via e-mail and NetNews to participate in "pyramid schemes." As in hard-copy "pyramid letters," you are asked to mail cash to someone at the top of a list, remove that name, add your own to the bottom, and forward it to others.

Such solicitations typically promise that "if no one breaks the chain," you will receive many times your "investment." In fact, it's likely you will receive nothing. Moreover, sending such solicitations via the Internet is a violation of the Acceptable Use Policy of PREPnet, Penn's primary Internet access provider.

The Division of Public Safety has notified Philadelphia Police Department's Major Crimes Unit of these reports, and they are referring the matter to the Federal Bureau of Investigation.

But the fastest and easiest crime prevention technique for the pyramid scheme is *just don't fall for it*. Send no money, add no names, and do not forward the e-mail to anyone except the Office of Information Security, security@isc.upenn.edu.

Remember: If it sounds too good to be true, it is! If you have any questions, please contact Victim Support/Crime Prevention Unit (3927 Walnut Street) at 898-4481/6600.

— From a Division of Public Safety notice April 7, 1995

Update

APRIL AT PENN

CONFERENCE

21 Biological Basis of Behavior Student Research Symposium; noon-3 p.m., Undergraduate Lounge, Stiteler Hall; 3-5 p.m., Rooms D-9/10, GSE; information/reservations: 573-3163 (BBB).

CHILDREN'S EVENT

23 Family Flower Box Fun; children and families make and fill a flower box with annuals; bring hammer and trowel; 1-3 p.m.; Morris Arboretum; \$17 (admission and one box), \$14.50/members, \$5/additional box; registration: 247-5777 ext. 156.

MEETINGS

19 Buddhist Meditation; 1 p.m.; Christian Association Chapel.

20 Penn Graduate Christian Fellowship; 7-8:30 p.m.; Newman Center.

MUSIC

23 Four Men and a Dog; Cherry Tree Music Co-op; 7:30 p.m.; St. Mary's Church; info: 641-0497; \$12, \$10/advance tickets: Discovery Discs, Mad's Records, UpStages (567-0670).

TALKS

19 Myers-Briggs Personality Types and Their Relationship with Prayer; Fr. Mark Hunt; noon; Newman Center (Newman).

The Role of E-Cadherin and P-Cadherin in Epidermal Morphogenesis; Pamela Jensen, dermatology; noon; Hirst Auditorium, Dulles (Reproductive Biology).

Studies on the Synthesis of Complex Natural Products: Nargenicin A, and Mycalamide A; William Roush, Indiana University; Wyeth-Ayerst Lecture; 4 p.m.; Room 102, Chemistry Building (Chemistry).

20 Politics and Process of Welfare Reform; Demetra Smith Nightingale, The Urban Institute; noon-1:15 p.m.; Room 2034, Steinberg Hall-Dietrich Hall (Public Policy and Management).

The History of John Morris' Fernery; Bob Gutowski, Center for Urban Forestry, Morris Arboretum; Klein Lecture; 3 and 8 p.m.; Widener Center, Arboretum; reservations: 247-5777 ext. 167.

Managed Care: Ethics, Conflicts and Discontent; Jerome Kassirer, *New England Journal of Medicine*; 4:30-6 p.m.; Colonial Penn Center (Leonard Davis Institute of Health Economics).

21 Management of Gastrointestinal Bleeding; Gregory Ginsberg, gastroenterology; noon; Agnew-Grice Auditorium, Dulles (Medicine).



Almanac

3601 Locust Walk Philadelphia, PA 19104-6224
(215) 898-5274 or 5275 FAX 898-9137
E-Mail ALMANAC@POBOX.UPENN.EDU

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

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ALMANAC ADVISORY BOARD: *For the Faculty Senate*, Martin Pring (Chair), Jacqueline M. Fawcett, Phoebe S. Leboy, William Kissick, Barbara J. Lowery, Ann E. Mayer, Paul F. Watson; *for the Administration*, Stephen Steinberg; *for the Staff Assemblies*, Bernice Saxon for PPSA (formerly A-1 Assembly), Diane Waters for the A-3 Assembly, David Azzolina for Librarians Assembly.

The following policy, approved by the Trustees Internal Audit Committee on March 13, 1995, has been added to the Human Resources Policy Manual as Policy Number: 002, superseding the earlier policy of that number.

Policy on Safeguarding University Assets

002.1 Introduction:

University and Health System management at all levels are responsible for safeguarding financial and physical assets and being alert to possible exposures, errors and irregularities. Management must be aware of internal control weaknesses which can lead to or permit misuse, misappropriation, or destruction of assets. The University policy regarding the safeguarding of assets and the investigating, processing, and reporting of suspected misappropriations and similar irregularities applies to all areas of the University and Health System. These include the schools, service and resource centers, central administrative departments, auxiliary enterprises, the Clinical Practices (CPUP), the Hospital (HUP), Clinical Care Associates (CCA), and any wholly-owned subsidiaries of the University.

002.2 Objectives:

- a. To ensure the protection of University and Health System assets and to ensure that such assets are not misappropriated, misused, damaged, or destroyed.
- b. To provide a policy for the investigations of known or suspected misappropriations and other irregularities.
- c. The objectives of investigating suspected misappropriations and similar irregularities are to determine whether the suspected irregularity occurred; to ascertain the source and amount of funds involved; to identify the individuals responsible for the loss; to adequately document fraudulent activities; and to provide a sound basis for any subsequent corrective action.

002.3 Responsibilities:

All supervisors and managers should be familiar with the types of irregularities involving misuses of University and Health System resources that might occur in their respective areas and be alert for symptoms that an impropriety is or was in existence in their respective areas. Any individual who detects or suspects a misappropriation shall notify his/her supervisor immediately.

The Director, Internal Audit, has the primary responsibility for the investigation of all cases of misappropriation, fraud, and other misuse of University and Health System assets. The Director is available and receptive to relevant information concerning suspected fraudulent activities on a confidential basis. All audits will be conducted in a thoroughly professional manner.

The Director, Internal Audit, shall consult with and coordinate the investigative activities with other University and/or Health System offices as appropriate. All University and Health System employees shall cooperate fully with and provide support to the Director as requested during such investigations and reviews.

The Internal Audit Department will be given free, unlimited, and unrestricted access to all books, records, files, property, and to all personnel of the University and Health System during such investigations. The Director, Internal Audit, shall have the authority, after consultation with the Executive Vice President of the University, the Executive Vice President of the University for the Health System when applicable, and with the Provost when a member of

the faculty is thought to be involved; and with other senior officials as appropriate to:

- a. Take control of and/or gain full access to all University premises, whether owned or rented; and
- b. Examine, copy, and/or remove all or any portion of the contents, physical or electronic, of all files, desks, cabinets, and other storage facilities which are located on such premises without the prior knowledge or consent of any individual who may use or have custody of such premises or contents. When an auditor removes any files or materials from desks or offices, a record will be established and maintained. The record must be as complete as practicable; and a copy will be deposited with the Executive Vice President of the University and with the person from whose office the files or materials were removed.

The powers described in a. and b. will be exercised with due regard for privacy, property, and academic freedom of the occupant of the premises, or the owner of the materials being searched. The Director, moreover, will make every reasonable effort to confine the investigation to areas, files, and papers that seem likely to yield relevant evidence.

When a member of the faculty is thought to be involved the Provost:

- a) Will inform the Chair of the Faculty Senate, if the Chair is available, prior to the search being undertaken, and seek the Chair's opinion.
- b) Will report the completion of the search and the justification for that search as soon as practicable after the event to the Chair, the Past Chair, and the Chair-elect of the Faculty Senate.

002.4 Reporting:

The results of investigations by the Internal Audit Department will be disclosed only to those who have a legitimate need to know such results in order to perform their duties.

Internal Audit shall report the results of the investigation and/or audit to the General Counsel and the Executive Vice President of the University; the Executive Vice President of the University for the Health System when applicable, and to the Provost when a member of the faculty was involved. In addition, Internal Audit shall report the results as appropriate to the Executive Vice President, Health System, and to the Associate Vice President, Legal Affairs, Health System. The Executive Vice President shall report all cases of fraud to the President. Copies of all investigation and/or audit reports shall be sent concurrently to the senior official responsible for the area.

All documented cases of fraud shall be reported to the Board of Trustees' Committee on Audit by the Director, Internal Audit.

To meet requirements of granting agencies or other external funding sources, the Director, Internal Audit shall, as appropriate, report information concerning misappropriations to granting agencies or other external funding sources.

Information concerning misappropriations may be released to the news media only as authorized by the President of the University.

Approved: Trustee Committee on Audit March 13, 1995