

UNIVERSITY of PENNSYLVANIA *Almanac*

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Summerfest: First in a Series of Houston Hall Happenings

More than 600 Penn students, faculty and staff enjoyed the sun, fun and food at the College of General Studies and Division of University Life's first Summerfest behind Houston Hall on June 8 at lunchtime.

The next Summerfest, scheduled for this Thursday, June 22, again features food from Burger King, Skolnik's, Auntie Anne's Pretzels, Wawa hoagies and free Jack and Jill ice cream.

Other summer activities sponsored by the University include *The City on Screen: Free Films* at the Annenberg School. The exploration of urban life starts off with a showing of *Blade Runner* on July 6 at 6:30 p.m. See the full schedule on page 15.

Photos by Candace DiCarlo

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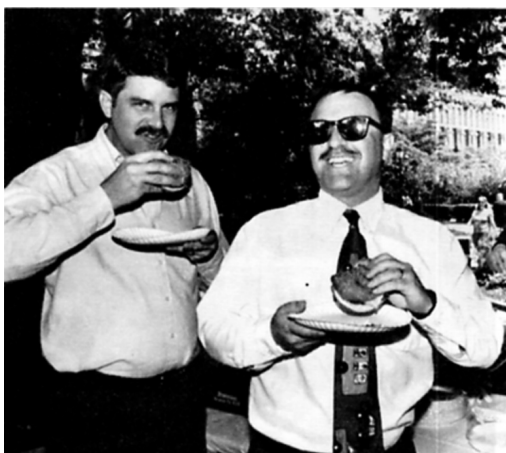
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Left column: The master of ceremonies at the burger grill was Tim Green.

Center column: Undergrads Hing Lung Wong and Anna Lui (both M&T) and Marky Hsu (Wh.); CGS's Publications Coordinator Sue Smith and Associate Director David Fox; Student Life Assistant Director Scott Reikofski and Director of Medical Center Parking and Transportation Larry Cohen.

Above, with Provost Pepper in the background: CGS Administrative Assistants Shirley Hale and Angela Cato.

Review of Procurement Practices in University, Health System

Over the next few months, an in-depth analysis of the University's procurement practices will be conducted to determine the quality and effectiveness of overall purchasing operations. All of the major purchasing organizations on campus, including HUP, will be included in the analysis.

Because the existing procurement organizations operate autonomously and are physically separated, there is a need to determine if the University is effectively leveraging its total buying power, negotiating the best available prices from its suppliers, utilizing its resources optimally and benefiting from appropriate strategic relationships with other organizations. There is also a need for a complete review of existing policies, procedures and organizational structures.

As we grow closer to implementation of the Oracle system's procurement, disbursement and general ledger applications, we must also develop an understanding of how we can best utilize Oracle to facilitate meeting those needs.

In order to help complete this work, the firm of Coopers and Lybrand has been retained to provide consultative expertise. Ongoing project oversight will be provided by a team consisting of School business administrators, faculty and representatives from purchasing organizations and the Health System.

The goal is to complete the analysis and develop an implementation plan by October 1.

This project will be an important part of the President's administrative restructuring program and will help us realize the service upgrades and cost effectiveness that can be gained through improved business practices.

— Steve Golding, Vice President for Finance
— John Wynne, Treasurer and Chief Financial Officer, Penn Health System

— OPEN EXPRESSION —

On the Electronic Environment

The Committee on Open Expression was asked by a member of the University community, Professor Gerald Porter, to consider the question of whether deletions of messages posted by other people, or forging another person's name on an e-mail posting would constitute violations of the Guidelines on Open Expression.

The Committee considered the issue at a meeting on May 4, and agreed that the electronic environment provided by the University is covered by the Guidelines on Open Expression. As stated in the Guidelines, "The University shall be vigilant to ensure the continuing openness and effectiveness of channels of communication among members of the University community on questions of common interest" (I:C). In this spirit the Committee considers acts such as deletions of another person's postings, or forging another person's name on postings to be violations of Open Expression. The Committee further requested that the Guidelines on Open Expression be referenced in the Policy on Ethical Behavior with Respect to the Electronic Information Environment (in the *PennBook*).

—Larry Gross, Chair,
Committee on Open Expression

Green Light for IASTat Smith Hall Site

The U.S. Air Force has given its final approval to a University plan to build the Institute for Advanced Science and Technology on the site currently occupied by Smith Hall. The Record of Decision, signed by the Air Force on May 31, completes a nearly three-year-long environmental review of the project that examined how the new construction might affect everything from traffic patterns to the architectural integrity of Penn's historic science district. The review also included public commentary gathered at two public meetings and from written materials submitted to the Air Force.

"We are very pleased to have reached this point. The IAST will become the foundation for Penn's leadership in multi-disciplinary science well into the next century," said Vice Provost for Research Barry Cooperman. He noted that the environmental review process — while a long one — has ultimately benefited the University and the surrounding community.

The Record of Decision allows the Department of Defense to begin releasing \$23.75 million allocated for the project's construction to the University. Federal funding for the project comes through a competitive review that awarded the IAST to Penn in 1991.

No date has been set for the demolition of Smith Hall. Planners expect to complete permit review process and other construction requirements during the summer.

The IAST will be a state-of-the-art research facility that, when completed, will add about 160,000 square feet of badly needed new and renovated laboratory space to Penn's science district, according to Dr. Cooperman. The new facility is expected to give scientists improved opportunities for collaborative research that cut across disciplines. The project is expected to cost \$75 million, with no more than half coming from Federal sources. The University is actively engaged in raising necessary funds to complete the project.

A major milestone in the project's environmental review process was reached in February when a Memorandum of Agreement was signed by the Air Force, the Pennsylvania Historical and Museum Commission and the Advisory Council on Historic Preservation with the concurrence of the Philadelphia Historic Commission and the University.

"The Memorandum balances the University's

need to build new research facilities with Penn's commitment to preserving the rich historic resources of its campus," Dr. Cooperman noted. The result of months of work with historic preservation experts and officials at every level of government, the Memorandum reflects a series of compromises which will serve all parties well into the future, he said.

The agreement requires the University to develop a plan for recording, preserving and interpreting historically important buildings and other features of the campus. Penn will also develop new procedures for integrating the use of the historic buildings with the mission and programs of the University.

With regard to the IAST, the Memorandum provides for a design review process to assure the compatibility of later phases of construction with the surrounding historic district.

The Memorandum was included in the Final Environmental Impact Statement, an Air Force report detailing the environmental study which has been distributed to interested parties.

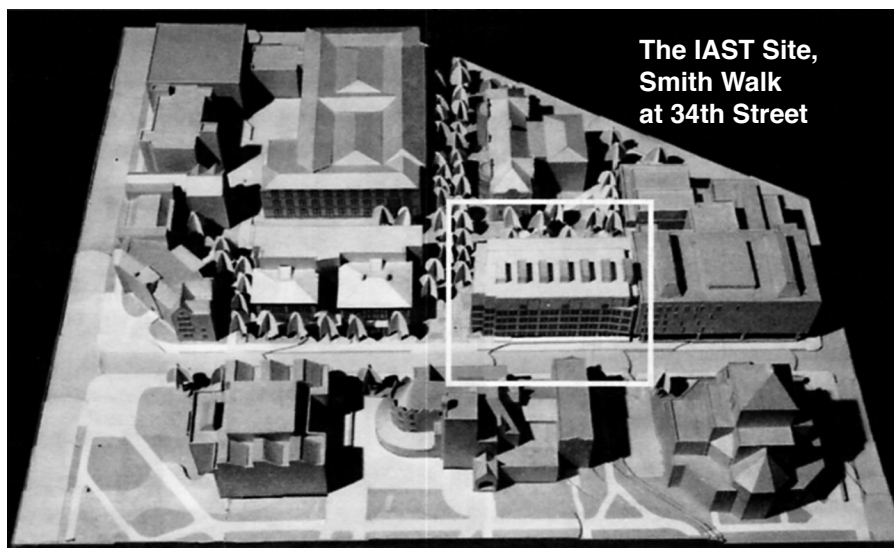
According to researchers who will inhabit the new facility, the IAST will be the capstone of the University's science and engineering district between Walnut and Spruce streets. In many ways, the Institute will catapult Penn into the heart of a national effort to retain leadership in technology transfer.

Combining the practical with the visionary, the IAST will serve as a model for laboratories of the future, according to Dr. Cooperman. IAST will encompass five distinct but interacting centers:

- Center for Excellence in Computer, Information and Cognitive Science;
- Center for Excellence in Chemistry;
- Center for Excellence in Bioengineering;
- Center for Scientific and Technological Information Resources;
- Center for Technology Transfer.

Among the many projects envisioned for this state-of-the-art facility are studies of the molecular basis of life, bioengineering approaches to human injury and aging, innovative research and approaches in cognitive science, imaging and graphics.

For Dr. Cooperman the Institute is linked directly to the future of the University's science mission: "The work of present and future researchers at Penn will be greatly enhanced by this important new facility." — Carl Maugeri



The IAST Site,
Smith Walk
at 34th Street

A recent model of the project, for which the architects are Payette & Associates and Venturi, Scott Brown & Associates

Stepping Down: Barry Cooperman

Dr. Barry Cooperman has announced that he will step down at the end of August as Vice Provost for Research, a position he has held since 1982.

Provost Stanley Chodorow is expected to name an Acting Vice Provost shortly and will establish a search committee early this fall to advise on the selection of a successor.

Dr. Cooperman, will return full-time to the Chemistry Department, where he is full professor. He will continue to direct the French Institute for Culture and Technology, which he has headed for the past year, and to chair the Scientific Advisory Committee for the Wistar Institute, where he serves on the Board of Managers.

"Barry Cooperman has done a superb job," Dr. Chodorow said. "As Vice Provost he has been responsible for the development and implementation of policies and procedures that have promoted excellence in research across the University."

Dr. Cooperman established the Office of Technology Transfer that facilitates work between the University and Industry and advises on matters pertaining to the commercial development of University research; oversaw the development of the proposed Institute for Advanced Science and Technology; and sponsored the development and implementation of PENNexpertise, an electronic data base of faculty research interests.

He handled two major internal funds that support research—the Research Foundation, which seeds faculty projects in fields that are traditionally underfunded, and the Research Facilities Development Fund which helps schools upgrade facilities and purchase major equipment.

In recent years, much of Dr. Cooperman's attention has focused on bringing together key school administrators and leading principal investigators to develop large-scale research enterprises that draw on the strengths of two or more schools. As part of that effort, he facilitated research in such interdisciplinary programs as structural and molecular biology and environmental studies, played a major role in the development of the Plant Science Institute, and chaired the Provost's Council on Research.

Dr. Cooperman also worked closely with faculty in formulating University-wide policy on such issues as conflict of interest, misconduct in research, and intellectual property rights.

Among the offices reporting to the Vice Provost are the Office of Research Administration, Environmental Health and Safety, Radiation Safety, and the University Laboratory for Animal Resource. The office also oversees the Laboratory for Research on the Structure of Matter, one of the premier materials science programs in the country.

Dr. Cooperman has been a member of the Penn faculty since 1968. A recipient of both the Sloan Foundation Award and a Merck Faculty Award, he has worked extensively on the structure and function of enzymes, on protein recognition, and on the internal structure of large biological macromolecules, in particular the ribosome. He also was pivotal in developing and implementing the undergraduate biochemistry major and the graduate biochemistry program in the School of Arts and Sciences.

1994-95 SSW Teaching Award: Jane Lowe



Dr. Jane Lowe

Dr. Jane Isaacs Lowe, assistant professor at the School of Social Work, has received the School's Excellence in Teaching Award for the second time since joining the faculty in 1989. She first received the award, based on students' votes, in 1991-92.

A graduate of Columbia and Rutgers who joined the faculty in 1989, Dr. Lowe came to Penn from Mt. Sinai Hospital in New York City. Here, she teaches health policy and macro practice (administration, planning, and community organization) to master's level students, and works with doctoral students on independent studies and dissertations.

She is also a senior fellow at the Leonard Davis Institute for Health Economics and a faculty preceptor for the Bridging the Gaps program, and is noted for her collaborations with key community agencies and public schools on health promotion and disease prevention projects in West Philadelphia. With colleagues in the School of Nursing, Dr. Lowe recently received a three-year, \$300,000 grant from the NIH's National Cancer Institute to develop an urban intergenerational outreach education program to enable community residents to learn about cancer prevention and detection.

Dr. Lowe heads the team appointed by President Judith Rodin to study the role of chaplaincy at Penn today, and served on the University-wide search committee that selected the new dean of the School of Social Work. In the School she has also served on the Personnel, Student Affairs and Five-Year Strategic Planning Committees.

DEATHS

Dr. J. Presper Eckert, whose co-invention of ENIAC 50 years ago at Penn launched a revolution that is still in progress, died on June 3 at the age of 76.

At a dinner 18 months ago, Dr. Eckert was "as full of imagination and vision for the future of the information age which he and John Mauchly did so much to start 49 years before," Dean Gregory Farington said on learning of Dr. Eckert's death.

Dr. Eckert, a Philadelphian who had taken his bachelor's and master's degrees in engineering at Penn, was a young instructor in the Moore School when Penn received in 1943 the \$150,000 federal grant that was to launch the development of the world's first electronic digital calculator. (ENIAC stands for Electronic Numerical Integrator and Calculator).

The grant was from the U.S. Army and what the Army sought—at what would turn out to be near the midpoint of World War II—was a way to speed up calculations for aiming anti-aircraft guns. But the idea of creating an electronic calculator grew out of theoretical discussions between the engineer Eckert and the young physicist Mauchly, who had come to Penn from Ursinus especially because of the University's mechanical differential analyzer—and because he was interested in speeding up weather calculations.

Dr. Eckert was chief engineer and Mr. Mauchly consulting engineer on the project, which culminated in the ceremonial switching-on of the "electronic brain" in the Moore School on February 14, 1946. With its 18,000 vacuum tubes, 70,000 resistors and 10,000 capacitors, the pre-transistor instrument weighed 30 tons—but the principle of the digital electronic calculator had been solved.

Dr. Eckert and Mr. Mauchly went on to form a partnership and still later the Eckert-Mauchly Computer Corp., which created BINAC, the first computer to use the binary number system, and then UNIVAC. Remington Rand bought their corporation and Dr. Eckert became vice president,

a position he held until he retired in 1989.

Dr. Eckert's numerous honors included the National Medal of Science, presented by President Johnson in 1979; the Philadelphia Award of 1973, the Howard N. Botts Medal of the Franklin Institute, and Penn's Distinguished Alumni Award.

He is survived by his wife, Judith ReWalt Eckert; a daughter, Laura E. Phinney; three sons, John P. 3rd., Christopher C. and Gregory A.; and three grandchildren.

Donations may be made to the Leukemia American Cancer Society, Philadelphia Division, 1422 Chestnut Street, Philadelphia.

Katherine O'Kane Jones, an alumna who twice served as dean of women at the University, died on April 25 at the age of 87.

Mrs. Jones was women's senior class president when she graduated from Penn in 1930, prior to the establishment of the College for Women but at a time when women could enroll in the School of Pedagogy but pursue liberal arts studies. From 1931 to 1941 Mrs. Jones served her first term as dean of women (a post that was merged in the late 'sixties with the position of dean of men, to become dean of students). During that time she also took her master's degree in English (1935).

Later, after teaching at the Agnes Irwin School, she returned to the deanship from 1954-1960. Beginning in 1952 she was also executive director of the Children's Beach House in Delaware, a post she continued until 1974.

Mrs. Jones served on the editorial board of the *Pennsylvania Gazette* and was active in numerous other activities including the AAUW, Phi Beta Kappa and Delta Delta Delta. She was a founding member of the Coordinating Council for Children with Disabilities and a member of the Delaware State Board of Examiners for Speech Pathology and Audiology.

(continued next page)

She is survived by her daughter, Carol J. Kelley; three grandchildren; and a sister, Eleanor O'Kane.

Deaths of Students

Emily Rachel Sachs, a premed student who had been an accomplished dancer, singer and actress since childhood, died on May 23 of asthma at the age of 19.

Throughout her youth Ms. Sachs won prizes, awards, and roles in her wide-ranging fields of accomplishment. Many were in the arts — acting in summer theatre and television commercials; singing in the summer program of the Westminster Choir College in Princeton, chosen for the Pennsylvania Governor's School for the Arts in both voice and dance; named Miss Teen Dance in New York City, Miss Dance Pennsylvania, Miss Dance New York City. But other honors came to her in chemistry, physics, and creativity.

A member of Chi Omega and of the Arts House Dance Company here, she also worked in genetic research at Children's Hospital, and was a volunteer entertaining at nursing homes in her home community of Yardley. Ms. Sachs is survived by her parents, James and Jo-Ann Sachs; a brother, Andrew H.; and grandparents Irving and Marion Sachs and Mervin and Betty Krentzman.

Memorial contributions may be made to the Emily R. Sachs Memorial Fund, 194 S. Broad St., Trenton, N.J., 08608.

John D. Marshall, a Ph.D. candidate in bioengineering, died on May 26 at the age of 30. He had been on medical leave since December and is survived by his wife, Lisa.

Joseph J. Walters, Jr., a part-time student in the Computer and Information Science master's program, died May 22 at the age of 41. He was a graduate of Lancaster Bible College and is survived by his wife, Nicki.

To the University Community:

Coordinating Penn's Home Pages on the Web

In a very short time, the Internet has changed the way Penn communicates with the world, and the world with Penn. Students, faculty, staff, alumni, prospective students, and others throughout the world come to us through the Internet and the World Wide Web in increasing numbers.

Many here already recognize the potential of "the Web" as a communications tool. All of our Schools and many administrative units have created, or are developing, home pages, while hundreds of Penn departments, faculty, students and staff have created such pages of their own. Penn's original campus-wide information system — PennInfo — is itself beginning a transition to the Web.

Since the Web has become an important "front door" to Penn, we feel that the time has come to create a distinctive Penn identity on the Web. We also feel that the Web's interactive capabilities make it a valuable tool for a host of University academic and business functions, and its multimedia capabilities make it an ideal place to "publish" information about Penn, Penn people, and Penn events.

In order to develop a coherent Penn presence on the Web, we are launching a two-pronged effort this summer. The first part involves creating a style guide for designing effective Web pages which blend individual designs in a flexible but consistent manner and making improvements to the structure and the "look and feel" of Penn's main welcome page. The second part focuses on creating an on-line calendar of Penn events at all levels — student, departmental, school- and University-wide — that would be updated immediately as new events are announced.

We have asked a group, composed of Professor James O'Donnell, and Ira Winston, co-chairs of the University Council's Committee on Communication, Vice Provost Janice Madden, Daniel Updegrave and Michael Eleey from Information Systems and Computing, and Vice President and Secretary Barbara Stevens, to lead these efforts. We have also asked the Deans of the various schools and the heads of administrative units involved in creating Web material to select representatives who will work with this group and a small team of technical and design specialists drawn from across campus to produce the style guide, the new home page, and the central calendar. We anticipate that these projects will be completed by the end of the summer, and that electronic visitors to Penn will see a new and improved "gateway to the campus" early this fall.

We are excited about the Web and its uses, and believe that these projects will ultimately enable all of us to make better use of this new information and communications resource.

— Stanley Chodorow, Provost
— John Fry, Executive Vice President

Speaking Out

Just Cause? Vote "NO"...

...on the Sanctions Proposal Mail Ballot:

1. The "just cause" part, Section V, does not solve the problem it was invented for: that once a plagiarist escaped serious penalty by a combination of administrative bungling and (a few) faculty shielding.

2. The proposal REMOVES all present appeals to your School's faculty, something there has never been trouble with. In fact, there is no impartial appeal on substance provided at all, and no personal appeals hearing.

3. The proposal removes all reporting to the FACULTY as is now required; and it locates the President and Senate Chairs in judicial roles, whereas, presently administrators are prosecutors, not any sort of judges.

4. Your not voting at all still counts as your being "consulted" on changes, as is required by University Statutes. So vote!

This is your last chance to oppose a proposal whose backers have blocked every attempt to offer simple amendments to present procedures that would preserve all your present rights, yet solve the initial problem.

— James F. Ross, *Philosophy*

... Vote 'YES'

Jim Ross's "Vote No" letter is seriously misleading. First, a careful reading of the report will disclose that the proposed procedure does avoid administrative bungling. Second, insofar as it fails to totally solve "faculty shielding," it is only because Jim managed to persuade enough faculty members to resist sending all major infractions to a University Tribunal where faculty shielding is significantly less likely. Insofar as the new procedures provides that the respondent can elect to be heard by a University Tribunal, that faculty member is protected against faculty vindictiveness. Finally, it solves a serious problem that had developed in that it provides for speedy disposition of cases.

While the proposed procedures remove all present appeals, they do not eliminate all appeals. The respondent can appeal to the President on substance and the respondent can ultimately appeal to SCAFR on procedural grounds.

Professor Ross seems to be suggesting that the role of the school faculty is completely eliminated. Even a casual reading of section II(D) of the report will show that this is simply not so.

Finally, Professor Ross is again misleading when he says that the backers blocked every attempt to offer simple amendments. Most amendments he proposed were considered and rejected either by the Senate Committee on the Faculty or the Senate Executive Committee [SEC]. The only blockage Ross encountered was when he asked the Faculty Senate to approve an amendment that he would subsequently articulate.

A lot of careful work has gone into the preparation of these procedures and it was given a lot of careful consideration by the SEC before it was approved by that body. I hope that you will vote YES!

— Morris Mendelson,
Professor Emeritus of Finance

Upcoming: An additional letter by Dr. Mendelson, on the topic of affirmative action (urging the implementation of monitoring procedures proposed by the Faculty Senate), has been held for response from the Provost. It will be published in the next issue of *Almanac*, which is scheduled for July 11.

The deadline for that issue is June 30. Please see page 14 for addresses. — Ed.

The following text is proposed to supersede the present Policy No. 628, which is available in the Human Resources Manual and on PennInfo. Comment is invited by the Office of Human Resources by June 30. Please see page 6 for details of responding and page 7 for further information on the policy.

Proposed Policy on Position Discontinuation and Staff Transition

To maintain its integrity as a steward of public and private resources, the University of Pennsylvania must ensure that its administrative functions and academic programs are fiscally sound and maximally efficient. Increasingly in the competitive, resource-constrained environment of higher education, the University must make difficult choices. Thus, from time to time, in order to respond readily to changing demands, new opportunities for improvements, and increased need to enhance the quality and efficiency of its programs, some staff positions must be discontinued or transformed. This policy is designed to provide for the orderly redeployment, when practical, of staff whose positions are affected by such decisions to other available University positions for which they are qualified, and for fair and consistent treatment of those for whom replacement positions within the University cannot be found.

This policy allows for the discontinuation of staff positions resulting from a management decision that a reduction in the work force is necessary or that work functions should be eliminated or changed. Discontinuation under this policy does not include situations of voluntary separation, including resignation, quit without notice, medical necessity, and retirement. This policy should not be used solely to address issues of unacceptable performance or misconduct. These issues are covered under policies of the Division of Human Resources regarding performance, conduct, and attendance.

This policy does not apply to staff members who are still in their introductory period. It does not apply to staff members in collective bargaining units for whom terms of employment are governed by collective bargaining agreements, to staff designated Temporary Extra Person under Human Resources Policy No. 114, or to staff members on term appointments or appointments made subject to continuation of funding from external sources.

Nothing contained in this policy is intended to alter the at-will employment relationship between the University and its staff employees or to create legally enforceable rights.

I. Responsibilities of Releasing Unit

The “releasing unit” is the organizational entity which makes a decision under this policy to reduce the size of the staff work force. The “releasing unit” includes not only the individual unit which is discontinuing one or more staff positions, but also includes other areas reporting to the same dean, vice president, or vice provost.

A. Transition Activities

Before a decision is made to eliminate a position, the releasing unit should carefully assess its work and staffing needs and, in consultation with the Division of Human Resources, should develop a schedule of activities aimed at providing a smooth transition both for staff members whose positions are discontinued and for those in the unit whose jobs are affected by that change.

B. Selection of Positions for Discontinuation

Determination of positions to be discontinued will be made by management of the releasing unit. When skills, abilities, performance, and competence of staff members necessary to meet the current and prospective operations requirements are deemed by the management to be substantially equal, then length of continuous employment of staff members with the University and the University’s commitment to diversity among its work force will be considered among the factors in selecting positions for discontinuation.

C. Notice

Written notice will be provided to the staff member whose position is to be discontinued at least 30 calendar days prior to the expected separation date. In consultation with the Division of Human Resources, management of the releasing unit should prepare a notice letter, enclosing a copy of this policy and the agreement described in Section IV.B. The supervisor or another member of management of the releasing unit should meet with the staff member whose position is to be discontinued to advise him/her of the decision and to respond to questions and concerns.

The period of notice will be no less than 30 calendar days, such period beginning with the date of delivery of the written notice to the staff member and ending with the staff member’s last day of work.

D. Initiatives for Redeployment

The releasing unit, the Division of Human Resources and the staff member whose position is being discontinued should try to identify current and/or expected openings within the releasing unit. Under the following circumstances, an open position *within the releasing unit* may be made available as a transfer job opportunity without a competing process: (1) the staff member whose position has been discontinued is substantially qualified for the new position as determined by the hiring officer and the Division of Human Resources; (2) in the judgment of the hiring officer and the Division of Human Resources the new position warrants a salary offer that is within 5% above or below the staff member’s salary at the time of notice; (3) the new position and discontinued position are in the same exempt or non-exempt category as defined by the Fair Labor Standards Act; and (4) the Affirmative Action Office approves the offer.

The releasing unit should cooperate with the staff member in providing reasonable released time to compete for position openings in other units of the University.

If a transferred employee’s performance does not meet departmental standards during the first 90 calendar days in the new position, the staff member may be placed on probation in accord with the final remedial step of Human Resources Policy No. 621 (Performance Improvement/Discipline Policy).

The releasing unit should provide to the staff member access to outplacement services consistent with guidelines established by the Division of Human Resources.

E. Financial Responsibilities of Releasing Unit

The releasing unit is responsible for payments to the staff member through the periods of notice and pay continuation. Payments shall include the following: (1) salary at the normal rate throughout the period of notice, (2) compensation for unused and accrued vacation credit, (3) pay continuation (where appropriate).

In those cases where the staff member receives and accepts a job offer from an area outside the releasing unit, the releasing unit will continue to be responsible for payments during the normal period of pay continuation; however, during any part of the normal period of pay continuation when the staff member is on the payroll of the receiving unit, the releasing unit will pay any unpaid pay continuation, in accordance with Section IV.B., to the receiving unit instead of to the staff member.

The releasing unit will pay the cost of outplacement services, if any are provided.

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II. Responsibilities of Receiving Unit

The "receiving unit" is an organizational entity reporting to a dean, vice president, or vice provost, different from that of the releasing unit, which accepts into a position a staff member whose previous position has been discontinued.

The receiving unit should work with the releasing unit and the Division of Human Resources to provide a smooth transition for the redeployed staff member. In some cases, the receiving unit will receive into its own budget from the releasing unit some or all of the pay continuation payments that would have been paid to the staff member (see Section I.E). These payments may be used to offset salary and/or training expense.

III. Responsibilities of Division of Human Resources

The Division of Human Resources is available for consultation with the releasing unit during planning for transition and preparation for notifying individuals of the discontinuation of their positions. Human Resources will respond to inquiries regarding these procedures. In addition, Human Resources will provide inplacement assistance, designed to facilitate the smooth transition of staff whose positions are being discontinued to other positions within the University for which they are qualified, and will coordinate the University's relationship with external providers of outplacement services for transition of displaced staff to positions outside the University.

IV. Benefits of Staff Members Whose Positions Are Discontinued

A staff member whose position is being discontinued may receive the following benefits under this policy:

A. Access to Inplacement Assistance

Inplacement assistance is intended to facilitate the transition of staff members to other positions within the University for which they may be qualified. It is available to a staff member prior to the separation date provided that he/she meets all the following requirements: (1) the staff member has completed the introductory period as described in Human Resources Policy No. 618; (2) the staff member has a performance rating of "meets established requirements" or above, as recorded in the last performance evaluation; if no performance evaluation has been submitted during the twelve-month period prior to notice, it will be presumed that the staff employee meets this requirement except in cases where performance problems have otherwise been documented; (3) the staff member has not refused the offer of a transfer job opportunity, as defined in Section I.D., since notification of discontinuation. A staff member who is eligible for inplacement assistance and who chooses to participate, may receive such services from the date he/she receives notice of the discontinuation of his/her position through the last date of work.

B. Pay Continuation

After a staff member whose position is to be discontinued executes an agreement in a form satisfactory to the University releasing the University, its officers, and employees for all claims arising from the separation from his/her employment, the University will provide pay continuation payments according to the following schedule:

| <i>Length of Service</i> | <i>Pay Continuation</i> |
|----------------------------|--|
| During Introductory Period | None |
| End of Introductory Period | |
| Up to Two Years | 4 weeks' pay |
| Over Two Years | Non-exempt (A-3) staff in grades G4 - G13 and exempt (A-1) staff in grades P1 - P8 are eligible for 4 weeks' pay plus 1 week pay for each full year of full-time service or equivalent in excess of two years, except that total pay continuation will be no more than 52 weeks. |
| | Exempt (A-1) staff in grades P9, P10, P11, P12, blank, and ungraded are eligible for 4 weeks' pay plus 2 weeks pay for each full year of full-time service or equivalent in excess of two years, except that total pay continuation will be no more than 52 weeks. |

Pay continuation will begin on the date of a valid release or the date of the last day of work, whichever is later.

C. Benefits Continuation

Consistent with rules of eligibility and laws governing the University's benefits programs, staff members are subject to the following rules regarding benefits continuation:

A staff member who is notified of a discontinuation will receive full benefits until the date of separation.

By executing the appropriate release, a former staff member who has been separated under this policy without a transfer job opportunity and is receiving pay continuation payments is eligible for benefits continuation during the period of pay continuation, as described in Section IV.B., for the following benefits: medical, dental, and tuition assistance* with continuation by the University of its normal share of the cost. All other benefits, including disability, life insurance, and retirement, will be discontinued on the date of separation.

Upon separation and within prescribed time periods afterwards, the former staff member may be allowed to continue benefits at his/her expense under federal regulations implementing the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). Such coverage may be available for eligible dependents, as well.

D. Outplacement Assistance

An eligible staff member who has received notice of discontinuation should be offered outplacement services consistent with guidelines established by the Division of Human Resources during the period of notice and pay continuation. Outplacement is not available for one who has rejected a transfer job opportunity or has chosen not to receive inplacement assistance.

V. Rehire of Former Staff Member

A staff member who has not found employment at the University by the date of separation will be considered in the future for new employment opportunities at the University in the same manner as any other external applicant. A former staff member who is rehired must complete a new introductory period for the new position.

If a former staff member is rehired, the rehire date will be the first day of reemployment. (Bridging of service periods may occur in accord with Human Resources Policy No. 410.) Any pay continuation to the staff member will cease as of the first day worked in the new position.

VI. Grievability of Provisions of This Policy

Administration of this policy, including a decision by the releasing unit to reduce the size of the work force, selection of particular positions for discontinuation, and the designation of individuals for separation from the unit or redeployment, are not matters subject to a grievance.

* Tuition assistance is available only to a staff member who is participating in the tuition scholarship or direct grant program at the time of notice of discontinuation. Such assistance terminates as of the end of the semester following notice of separation.

To Comment on the Proposed Policy on Position Discontinuation and Staff Transition

Written comment on this policy proposal is invited from all members of the University, and must be received by *June 30, 1995*. Comment may be sent by mail or by e-mail to the following addresses:

Office of Human Resources
c/o Dr. Phyllis Lewis
527A 3401 Walnut/6228

E-mail: LEWISP@A1@BENHUR

FAX: (215) 573-2216

403(b) Performance Update Periods Ending March 31, 1995 Total Returns

| | | | | | | | | Best & Worst Year | |
|---|------------|--------|--------|--------|--------|--------|---------|-------------------|-------|
| | | | | 1-Year | 3-Year | 5-Year | 10-Year | For the last | |
| | Philosophy | Size | Latest | Avg. | Avg. | Avg. | Avg. | Five Years | |
| Calvert Funds: | | | | | | | | | |
| Social Responsibility Fund | | | | | | | | | |
| Social Investment Bond Portfolio | FII | 60 | 4.8 | 2.9 | 6.7 | 8.4 | NA | 15.0 | 2.6 |
| Social Investment Equity Portfolio | D | 85 | 2.4 | -6.6 | 0.4 | 3.8 | NA | 11.4 | -6.6 |
| Social Investment Managed Growth | B | 510 | 6.8 | 5.3 | 5.9 | 7.5 | 10.3 | 12.7 | 0.1 |
| Social Investment Money Market | MM | 144 | 1.3 | 4.3 | 3.2 | 4.4 | 5.8 | 7.4 | 2.6 |
| CREF Funds | | | | | | | | | |
| CREF Bond Market | FII | 733 | 4.5 | 3.8 | 6.9 | 8.6 | NA | 14.8 | 2.4 |
| CREF Equity Index Account (1) | D | 89 | 8.9 | NA | NA | NA | NA | NA | NA |
| CREF Global Equities | GCS | 2,728 | 3.2 | 7.0 | 12.6 | NA | NA | NA | NA |
| CREF Growth Account (2) | D | 462 | 9.5 | NA | NA | NA | NA | NA | NA |
| CREF Money Market | MM | 3,166 | 1.5 | 4.9 | 3.8 | 5.0 | NA | 8.0 | 3.0 |
| CREF Social Choice | D | 890 | 7.6 | 10.3 | 9.9 | 10.8 | NA | 20.1 | 0.2 |
| CREF Stock Account | D | 58,674 | 7.0 | 10.1 | 9.9 | 10.6 | 14.1 | 13.9 | 5.8 |
| Vanguard Funds: | | | | | | | | | |
| Asset Allocation Fund | AA60:35:5 | 1,220 | 8.1 | 10.6 | 9.9 | 11.1 | NA | 17.2 | 2.5 |
| Balanced Index Fund | B | 423 | 7.3 | 9.4 | NA | NA | NA | NA | NA |
| Bond Index Total Bond Mkt Portfolio | FII | 1,892 | 4.8 | 4.9 | 6.7 | 8.7 | NA | 13.0 | 2.4 |
| Convertible Securities Fund | DI | 169 | 4.3 | 1.8 | 8.4 | 10.4 | NA | 22.2 | 1.8 |
| Equity Income Fund | DI | 921 | 9.6 | 15.4 | 10.9 | 9.2 | NA | 18.7 | -0.4 |
| Explorer Fund | SC | 1,230 | 5.5 | 9.4 | 10.6 | 14.9 | 9.1 | 25.1 | 9.4 |
| Fixed Income Securities: | | | | | | | | | |
| GNMA Portfolio | FIM | 6,043 | 5.0 | 6.4 | 6.1 | 8.7 | 9.8 | 13.6 | 0.8 |
| High-Yield Corporate Portfolio | FIJ | 2,325 | 5.3 | 6.9 | 10.0 | 11.7 | 10.6 | 23.2 | 5.8 |
| Intermediate-Term U.S. Treasury | FIIG | 953 | 5.2 | 4.4 | 7.4 | NA | NA | NA | NA |
| Long Term Corporate Portfolio | FIL | 2,733 | 6.3 | 4.9 | 8.7 | 10.7 | 10.9 | 18.5 | 3.4 |
| Long-Term U.S. Treasury Portfolio | FILG | 701 | 6.2 | 4.6 | 8.7 | 9.9 | NA | 18.6 | 3.7 |
| Short-Term Corporate Portfolio | FIS | 3,082 | 3.9 | 4.9 | 6.1 | 7.9 | 8.7 | 11.0 | 2.9 |
| Short-Term Federal Portfolio | FISG | 1,497 | 3.8 | 3.9 | 5.5 | 7.3 | NA | 10.7 | 2.7 |
| Short-Term U.S. Treasury Portfolio | FISG | 806 | 3.7 | 4.4 | 5.6 | NA | NA | NA | NA |
| Index Trust | | | | | | | | | |
| 500 Portfolio | DI | 10,654 | 9.7 | 15.4 | 10.4 | 11.2 | 14.1 | 15.4 | 1.3 |
| Extended Market Portfolio | D | 1,051 | 7.4 | 8.9 | 10.2 | 11.7 | NA | 19.4 | 6.6 |
| Growth Portfolio | D | 119 | 9.7 | 18.1 | NA | NA | NA | NA | NA |
| Total Stock Market Portfolio | D | 940 | 9.2 | 13.2 | 9.9 | NA | NA | NA | NA |
| Value Portfolio | D | 309 | 9.6 | 12.6 | NA | NA | NA | NA | NA |
| International Equity Index Funds: | | | | | | | | | |
| European Portfolio | ICS | 751 | 5.4 | 9.6 | 11.4 | NA | NA | NA | NA |
| Pacific Portfolio | ICS | 699 | -2.4 | 2.4 | 14.7 | NA | NA | NA | NA |
| Intern't'l Growth Portfolio | ICS | 2,856 | -0.7 | 1.8 | 12.9 | 6.5 | 16.3 | 31.9 | -5.3 |
| Money Market Reserves: | | | | | | | | | |
| Federal Portfolio | MM | 2,336 | 1.4 | 4.7 | 3.7 | 4.8 | 6.1 | 7.7 | 3.0 |
| Prime Portfolio | MM | 16,456 | 1.4 | 4.8 | 3.7 | 4.9 | 6.3 | 8.0 | 3.0 |
| U.S. Treasury Portfolio | MM | 2,229 | 1.3 | 4.5 | 3.5 | 4.6 | 5.9 | 7.6 | 2.8 |
| Morgan Growth Fund | D | 1,137 | 8.2 | 10.9 | 8.1 | 10.1 | 12.7 | 16.6 | 0.8 |
| PRIMECAP Fund | D | 2,184 | 10.0 | 22.9 | 16.7 | 15.1 | 15.6 | 22.9 | 7.2 |
| Quantitative Portfolios | D | 661 | 9.2 | 13.2 | 10.7 | 11.5 | NA | 16.6 | 2.8 |
| Small Cap Stock Fund | SC | 647 | 4.8 | 6.4 | 10.7 | 12.2 | 9.4 | 21.3 | 6.4 |
| STAR Fund | B | 4,008 | 7.4 | 10.5 | 9.4 | 10.0 | 11.5 | 15.3 | 2.7 |
| Vanguard Funds: | | | | | | | | | |
| Trustees' Equity Fund: | | | | | | | | | |
| International Portfolio | ICS | 1,021 | 0.1 | 2.5 | 9.9 | 5.0 | 16.4 | 22.0 | -4.1 |
| U.S. Portfolio | DI | 117 | 8.4 | 5.3 | 10.1 | 9.4 | 11.2 | 17.1 | 5.3 |
| U.S. Growth Portfolio | DI | 2,462 | 9.3 | 16.8 | 6.5 | 11.9 | 12.6 | 25.1 | -1.3 |
| Wellesley Income Fund | B | 6,049 | 7.2 | 7.2 | 9.7 | 10.5 | 12.1 | 20.2 | 2.5 |
| Wellington Fund | B | 9,586 | 8.4 | 12.2 | 10.3 | 10.5 | 12.6 | 15.4 | 3.8 |
| Windsor Fund | DI | 11,287 | 8.5 | 10.3 | 13.0 | 11.0 | 13.4 | 21.6 | 2.9 |
| Windsor II | DI | 8,635 | 9.9 | 13.7 | 11.3 | 10.9 | NA | 19.3 | 1.8 |
| Sector Funds: | | | | | | | | | |
| Energy | S | 491 | 7.9 | 9.0 | 14.4 | 6.9 | 11.6 | 35.2 | -9.2 |
| Gold & Precious Metals | S | 582 | -8.6 | -7.0 | 12.0 | 4.0 | 7.8 | 42.9 | -15.2 |
| Health Care | S | 884 | 10.4 | 27.7 | 12.7 | 18.0 | 19.2 | 39.8 | -2.3 |
| Utilities Income | S | 607 | 6.6 | 4.8 | 7.9 | NA | NA | NA | NA |
| Indexes To Compare | | | | | | | | | |
| Performance Against | | | | | | | | | |
| S&P 500 | | | 9.7 | 15.6 | 10.6 | 11.4 | 14.4 | 15.6 | 1.5 |
| Lipper Capital Appreciation Funds Average | | | 6.5 | 6.2 | 8.4 | 10.7 | 11.6 | 16.7 | 6.2 |
| Lipper Growth Funds Average | | | 7.4 | 8.7 | 8.2 | 10.5 | 11.9 | 14.2 | 4.4 |
| Lipper Growth & Income Funds Average | | | 7.9 | 10.3 | 8.9 | 10.2 | 12.0 | 13.6 | 3.2 |
| Salomon Bros. High-Grade Index | | | 6.5 | 5.3 | 8.1 | 10.2 | 12.2 | 17.1 | 2.4 |
| Lehman Brothers Gov't/Corporate Bond Index | | | 5.0 | 4.6 | 7.1 | 9.0 | 10.1 | 14.3 | 2.8 |
| Morgan Stanley Capital International-EAFE Index | | | 1.9 | 6.1 | 13.2 | 6.5 | 16.7 | 22.5 | -8.0 |
| Morgan Stanley Capital International-EMF Index | | | -12.7 | -12.1 | 7.4 | 16.8 | NA | 47.7 | -12.1 |
| 91-Day Treasury Bills | | | 1.5 | 5.1 | 3.9 | 4.9 | 5.8 | 7.5 | 3.2 |

Relative Investment Performance on Tax-Deferred Annuities

The Benefits Office regularly receives inquiries on the relative performance of investment funds offered under the University's tax deferred annuity program. Below is a table which shows the performance of the various funds for the period ending 03/31/95. The first column shows an abbreviation for the investment philosophy of the fund. (Abbreviations are described below the performance table). The second column shows the overall asset size of the fund in millions of dollars. Columns three through seven show the performance of the funds over various time horizons. Columns eight and nine show the best and worst year for the last five years.

The Benefits Office will periodically publish this information in Almanac to assist faculty and staff in monitoring the performance of their tax deferred annuity investments. Any faculty or staff member who would like additional information on these benefit programs may call the Benefits Office at 898-7281.

—Albert Johnson
Acting Manager of Benefits

PHILOSOPHY KEY

Domestic:

| | |
|-------------|---|
| D | Diversified Common Stock Fund |
| DI | Diversified Common Stock Fund With Somewhat Higher Income |
| SC | Specialty Fund With Small Company Common Stock Orientation |
| B | Balanced Fund |
| FIS | Fixed Income Fund (Short-Term Maturity) |
| FII | Fixed Income Fund (Intermediate-Term Maturity) |
| FIL | Fixed Income Fund (Long-Term Maturity) |
| FISG | Fixed Income Fund (Short-Term Maturity — Government Obligations) |
| FIIG | Fixed Income Fund (Intermediate-Term Maturity — Government Obligations) |
| FILG | Fixed Income Fund (Long-Term Maturity — Government Obligations) |
| FIM | Fixed Income Fund (Mortgage-Related Securities) |
| FIJ | Fixed Income Fund (Low-Rated Bonds) |
| MM | Money Market Fund |
| AA 30:40:30 | Asset Allocation 30% Stocks: 40% Bonds:30% Cash Benchmark Fund |
| AA 60:35:5 | Asset Allocation 60% Stocks: 35% Bonds: 5% Cash Benchmark Fund |

International:

| | |
|-----|---------------------------------|
| ICS | International Common Stock Fund |
|-----|---------------------------------|

Global:

| | |
|-----|--------------------------|
| GCS | Global Common Stock Fund |
|-----|--------------------------|

Source: Lipper Analytical Services and fund families.

* Total Return: Dividend or interest plus capital appreciation or depreciation.

Notes to Table at Right:

(1) CREF Equity Index Account was introduced on April 29, 1994.

(2) CREF Growth Account was introduced on April 29, 1994.

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
Phone: 215-898-7285

Application Hours: Monday through Friday, 9 a.m.-1 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.

DENTAL SCHOOL

Specialist: Clyde Peterson

PART-TIME PROFESSIONAL (RESEARCH SPECIALIST JR./I) (20 HRS) (06080CP) Perform routine cloning experiments, transposon mutagenesis, protein purification and bacterial culture; keep & write lab reports; perform spectrophotometric, electrophoretic and immunochemical assays for protein, glycoproteins and polysaccharides and nucleic acids; perform adhesion assays using radiolabeled bacteria; maintain equipment and order supplies; assist in writing research publication; assist in designing new assays. **Qualifications:** BA/BS required; expertise in bacterial culture techniques and culture maintenance. **RES. SPEC. I** - one-three yrs. Experience in related field. **Grade:** P1/P2; **Range:** \$11,257-14,685/\$12,400-16,114 6-16-95 Microbiology

ENGINEERING/APPLIED SCIENCE

Specialist: Clyde Peterson

ADMINISTRATIVE ASSISTANT II (06058CP) Perform administrative clerical duties; maintain complex records and reports; serve as a representative of program; prioritize and coordinate work-flow; type and proofread materials; maintain database for present students and alumni; compile information and provide reports; make arrangements for and/or provide needed materials for courses; assist in updating, editing and publishing materials; monitor office and recruitment supplies; make arrangements for events and meetings. **Qualifications:** Completion of high school business curriculum and/or related post high school training or equivalent; at least two years experience at the AAI level or comparable background; thorough knowledge of office procedures, practices and methods; ability to type 45wpm; experience with MacIntosh and word processing software. **Grade:** G10; **Range:** \$18,700-23,300 6-15-95 ExMSE Program

EXECUTIVE VICE PRESIDENT

Specialist: Nancy Salvatore/Susan Curran

DIRECTOR, CENTER TECHNOLOGY TRANSFER (06043NS) Manage intellectual property assets; develop and review overall commercialization strategies; manage assigned technology transfer cases; evaluate commercial potential of the technology; work with outside patent counsel whether to file patent application, market the technology to potential licensees, negotiate licenses, oversee contractual obligations in the license; review/negotiate all biological material transfer agreements; keep accurate files. **Qualifications:** Ph.D. req.; advanced degree in science and MBA or equivalent work

experience pref.; extensive experience in new business development and new product development; expertise in contract negotiations; excellent oral & written communication skills; independent self-starter. **Grade:** Blank; **Range:** Blank; 6-13-95 Ctr. for Tech. Transfer

SECRETARY, SR. (06044NS) Perform primarily secretarial and some administrative duties for managing director; type/proofread standard and complex confidential material; arrange calendar; handle inquiries for interpretation of policies and procedures; collect and organize information for meetings; liaison with executive offices. **Qualifications:** High school graduate; completion of related post high school secretarial training; six yrs. related experience including experience in highly responsible secretarial position; ability to type 60 wpm; word processing experience, WordPerfect preferred. **Grade:** G11; **Range:** \$19,900-25,300 6-12-95 Center for Technology Transfer

PART-TIME (CLERK IV) (21-25 HRS) (06045NS) File, copy and type confidential reports; answer phones. **Qualifications:** High school graduate; experience with computers; type 35-40 wpm; customer service oriented; detailed worker; attention to detail required. **Grade:** G7; **Range:** \$7,967-9,945 6-12-95 Division of Public Safety

LAW SCHOOL

Specialist: Clyde Peterson

DIRECTOR IV (06035CP) Responsible for external communications, public and media relations in support of the Law School's development and alumni relations; enhance public recognition for the Law School and its role as a leader in America's legal education; promote the school's faculty/programs and develop/implement strategic plan which positions Penn Law as a recognized national leader in the area of legal scholarship, research, teaching and expertise; serve as counsel to other Law School departments in connection with their publication and communication needs; design, create, implement, administer and manage a publications and communications program that provides information, news and items of professional and personal interest to Law School alumni, other Law School constituencies and the general public in support of law school programs and priorities; design and execute strategies and initiatives that are consistent with University of Pennsylvania's policies and procedures and which advance the goals and mission of the Law School. **Qualifications:** BA/BS required; graduate degree preferred; five yrs. experience in public or media relations, marketing and communications; knowledge of publications design and production; outstanding writing, editorial and oral communication skills; superior

OPPORTUNITIES at PENN

interpersonal skills; demonstrated success in program and budget management; demonstrated success in creating and directing comprehensive communication programs with significant external responsibilities are highly desirable. **Grade:** P7; **Range:** \$35,00-43,700 6-12-95 Law Development & Alumni Rels.

INFORMATION SYSTEMS SPECIALIST II (06070CP) Distribute training materials for supported hardware and software; develop classes; evaluate competence of audience making recommendation for further training; prepare and maintain written materials were necessary; run Computer Services help desk, including writing procedures and policies of the help desk; supervise student workers. **Qualifications:** BA/BS in computer science or English or equivalent; at least two yrs. experience microcomputer support; communications skills required; demonstrated ability to teach classes to audiences of various levels; familiarity with PC computer hardware, DOS, Windows and Microsoft applications (Word and Excel) and the Internet. **Grade:** P5; **Range:** \$28,800-37,600 6-15-95 Computer Services

ADMINISTRATIVE ASSISTANT I (06036CP) Assist LLM students with problems/questions; process applications for financial aid; collect documents and enter information into database; process application for public interest scholarship and prepare and mail decision letters; schedule appointments for associate director; assist applicants and students with financial aid questions/problems regarding forms, programs and policy procedures. **Qualifications:** High school graduate required; two years clerical and secretarial experience or equivalent; knowledge of word processing packages, i.e. WordPerfect, desirable. **Grade:** G9; **Range:** \$17,100- 21,400 6-12-95 Admissions

MEDICAL SCHOOL

Specialist: Ronald Story/Janet Zinser

PROJECT MANAGER (06068RS) Conduct major NIH funded investigation of risk factors for ovarian cancer; responsibilities include recruiting/communicating with participating hospitals, training/supervising project staff, overseeing the identification/recruitment of community controls and conduct of home interviews and working closely with study investigators, pathologists, ob/gyn's and the data management team. **Qualifications:** BA/BS required; Master's degree in epidemiology, behavioral sciences or clinical degree preferred; five yrs. experience in research required; good administrative and communications skills essential. (End Date: 6/30/97) **Grade:** P7; **Range:** \$35,000-43,700 6-15-95 Center for Clinical Epidemiology

RESEARCH SPECIALIST, JR. (06061RS) Perform assessment of brain-damaged patients with clinical and experimental paper-and-pencil tasks; participate in design development and production at new tasks; perform data analysis with statistical programs data entry into a computerized data base library & graphic searches; assist in writing method sections of paper; attend group meetings; maintain lab equipment, inventories and order supplies. **Qualifications:** BA in psychology/BS in biology or equivalent; care with impaired or handicapped population helpful; exposure to lab work; computer background desirable. **Grade:** P1; **Range:** \$19,700-25,700 6-15-95 Neurology

RESEARCH SPECIALIST, JR. (06073RS) Grow cultured cells and perform immunological assays for detection of monoclonal antibodies; keep logs; write lab reports; assist in plan for protocol and perform routine to complex procedures; input computer data; perform library bibliographic searches; assist in writing procedural section and general laboratory maintenance. **Qualifications:** BA/BS in biology or chemistry required; computers and molecular genetic techniques preferred; exposure to lab work. **Grade:** P1; **Range:** \$19,700-25,700 6-16-95 Genetics

RESEARCH SPECIALIST, JR. (06076RS) Routine molecular biological techniques (DNA/RNA isolation, Southern/Northern blotting, PCR, gel electrophoresis); careful record keeping and computer analysis of data; assist in plan for protocol; test new procedures. **Qualifications:** BA/BS in science or related field required;

experience with molecular biological techniques preferred. **Grade:** P1; **Range:** \$19,700-25,700 6-16-95 Genetics

RESEARCH SPECIALIST I (06065RS) Research primarily involving evaluation of the upper airway with magnetic resonance imaging (MRI) in patients with sleep disorders; responsibilities include coordinating MR imaging studies, analysis of data and participation in research presentations and publications; assist in plan for protocol. **Qualifications:** BA/BS required; degree in engineering preferred; one-three yrs. engineering and medical experience required; image processing skills required; must be computer literate. **Grade:** P2; **Range:** \$21,700-28,200 6-15-95 Center for Sleep

RESEARCH SPECIALIST I (06069RS) Maintain mouse colony and breeding experiments to examine mice for eye anomalies; perform fixation, embedding and sectioning of mouse eyes; perform routine staining of sections for analysis under the microscope; perform cryostat sectioning of mouse eyes for examination under the fluorescence microscope; keeps logs; writes lab reports; assist in plan for protocol; research experimental design. **Qualifications:** BA/BS in scientific or related field required; one-three yrs. experience in histological techniques required; two yrs. experience in handling mice is also preferred; must be able to work independently with limited supervision. **Grade:** P2; **Range:** \$21,700-28,200 6-15-95 Genetics

RESEARCH SPECIALIST II (06060RS) Collect data; perform quality control of data; help in data analysis; design surveys & questionnaires; conduct interviews; draft papers; prepare and edit statistical tables; create and manage large projects data files and documentation; conduct informational searches; participate in preparation & submission of contact & grant applications, renewal and progress reports; coordinate production of progress reports; handle routine project correspondence, telephone calls and proof papers; primary source experimental design. **Qualifications:** BA/BS or equivalent required; Master's degree, preferably in economics; three-five yrs. experience in similar project required; knowledge of statistical packages and management of very large databases; aptitude for quantitative work; possess strong written/oral communication skills; possess strong organizational ability; knowledge of word processing & spreadsheet software. (End Date: 8/31/96) **Grade:** P3; **Range:** \$23,900-31,000 6-15-95 General Internal Medicine

RESEARCH SPECIALIST II/III (06067RS) Perform proliferation assays, ELISA, chromium release; sterile techniques to maintain cell lines and culture T lymphocytes; perform limited flow cytometry; supervise lab; assist with data management and manuscript preparation; writes reports; keeps logs; primary source research experimental design; test new procedures. **Qualifications:** BA/BS in scientific field required; Master's degree desirable; three-five yrs. experience in similar project required; skills in tissue culture, immunology, flow cytometry; must be flexible. (Contingent upon grant funding) **Grade:** P3/P4; **Range:** \$23,900-31,000/26,200-34,100 6-15-95 Surgery

ADMINISTRATIVE ASSISTANT III (40 HRS) (06074JZ) Coordinate all work of the Associate Executive Vice President, including quarterly reports, projects, correspondence, calendar, filing and mailing; establish standard protocols for office systems; coordinate with other members of the department projects to be completed for the associate vice president; work with directors to prioritize projects to maintain effective and efficient work flow; work with administrative support staff to effectively and efficiently manage the work flow within the department; coordinate coverage for Venture and Industry to ensure appropriate coverage and work completion; coordinate all time off requests for the department as well as conference attendance by the administrative support staff. **Qualifications:** High school graduate required; two yrs. college preferred; six yrs. of progressive executive/administrative assistant experience; supervisory experience preferred; ability to work independently and under pressure; handle multiple projects simultaneously; experience working with high level executives; strong computer, typing and proof-

reading skills; excellent organizational, interpersonal and time management skills. (Work Schedule: M-F, 8:00 AM-5:00 PM) **Grade:** G11; **Range:** \$22,743-28,914 6-16-95 Venture and Industry

MEDICAL OFFICE ASSISTANT (06072JZ) Provide clinical and research support services; handle walk-in patients and inquiries about health problems; determine eligibility for services based on established standards; initiate files for new patients; assist with patient examination; assist with routine tests; take patient's vital signs, draw blood & prepare specimens for analysis; assist with setting up exam room/re-route care in event of staff absences, cancellations and emergencies; maintain computer patient files and statistics. **Qualifications:** High school graduate or equivalent required and related post high school training; college preferred; two yrs. administrative experience or equivalent required, preferably in a clinical setting. **Grade:** G9; **Range:** \$17,100-21,400 6-16-95 Orthopaedic Surgery

OFFICE ADMINISTRATIVE ASSISTANT III (40 HRS) (06071JZ) Perform administrative and financial duties, including preparation of weekly-paid staff time cards, maintenance of paid-leave balances for all department staff, processing all purchasing and accounts payable forms; serve as back-up to service assistant and/or administrative assistants. **Qualifications:** High school graduate, plus some post high school education or equivalent required; four yrs. experience as an administrative assistant or related position, with exposure to financial or accounting type activities; excellent organizational and filing abilities; superb oral and written communication skills; thorough knowledge of computer (preferably Mac) word processing, spreadsheet, database, calendaring and e-mail software; working knowledge of University forms, policies and procedures preferred; ability to work with minimum of supervision, exercising sound judgment. **Grades:** G11; **Range:** \$22,743-28,914 6-16-95 Architecture and Facilities Management

RESEARCH LAB TECHNICIAN III (06046RS) Preparation and microinjection of frog oocytes; electrophysiological recordings; data analysis and graphing; maintain frog colony; process orders; file; autoclave glassware and pipettes. **Qualifications:** Bachelor's degree in science required, preferably in chemistry, biochemistry, physiology, neuroscience or similar scientific field; some lab experience preferred. (End date: 9-30-95/contingent of funding) **Grade:** G10; **Range:** \$18,700-23,300; 6-13-95 Pharmacology

RESEARCH LAB TECHNICIAN III (40 HRS) (06066RS) Carry out experimental protocols in tissue culture, molecular biology and biochemistry; under limited supervision order and maintain lab stocks and solutions. **Qualifications:** BA/BS or equivalent, preferably in biology or chemistry required; exposure to lab work required. **Grade:** G10; **Range:** \$21,371-26,629 6-15-95 Microbiology

SECRETARY V (40 HRS) (06063JZ) Daily office management, type and proofread; compose standard correspondence, forms, manuscripts and grants; schedule meetings; answer and direct telephone calls; develop and maintain record and filing system; open/screen mail; interact with hospital departments; use judgement, creativity and analysis in designing, interpreting and implementing procedures. **Qualifications:** High school graduate or equivalent required; college degree preferred; four yrs. secretarial experience required; type 55wpm; medical terminology; MacIntosh computer experience; knowledge of office equipment including dictation equipment; excellent oral and written communication skills. (Work Schedule: M-F, 8:00 AM-5:00 PM) **Grade:** G10; **Range:** \$21,371-26,629 6-15-95 Rehabilitation Medicine

TECH PSYCHOLOGY I (06059RS) Assist with psychotherapy research on a variety of treatment studies; administer and score battery of psychological tests to patients; compile and analyze data; assign tasks to undergraduate students; perform duties as required by the PI including administrative tasks relating to grant; assist in the preparation of research reports. **Qualifications:** BA/BS in psychology or related field required; one yr. In conducting research (e.g. undergraduate research project) required; must have good organizational skills and ability to work independently; familiarity with DOS-based computer systems, Windows software and/or MacIntosh software applications

OPPORTUNITIES at PENN

extremely helpful. **Grade:** G10; **Range:** \$18,700-23,300 6-15-95 Psychiatry

TECH PSYCHOLOGY I (06075RS) Conduct and assist experiments with human subjects or animals; collect, code and analyze data; coordinate and implement research studies; provide general assistance to professional, research and clinical staff; may be responsible for the recruitment of human subjects and for the care and observation of experimental animals. **Qualifications:** BA/BS in psychology or related field or equivalent experience required; office and research experience in psychology preferred. **Grade:** G10; **Range:** \$18,700-23,300 6-16-95 Psychiatry

NURSING

Specialist: Janet Zinser

FINANCIAL ADMINISTRATOR I (04066JZ) Client account posting reconciliation of cash control; coordinate billing; maintain accounts receivable and inventory control; assist in annual program budget; provide monthly budget analysis and variance reporting; assist in preparation of monthly financial statement, annual cost report and grant applications; interfaces with School of Nursing business office; attend meetings; develop written materials. **Qualifications:** BA/BS required; training in basic accounting skills; at least three yrs. experience in a health care setting or related field; knowledge of Lotus 1-2-3; written/verbal communication skills; flexibility; Wordperfect and billing skills required. (On-going contingent upon practice) **Grade:** P3; **Range:** \$23,900-31,000 6-15-95 Nursing

PRESIDENT

Specialist: Susan Curran

ASSISTANT DIRECTOR I (06055SC) Assist in planning, implementation and management of all institutional corporate and foundation gift appeals on behalf of the Medical Center; provide support in formulating and recommending annual fundraising plans; work directly with key basic science faculty to identify, cultivate and solicit corporate and foundation prospects; prepare gift and grant requests for institutional prospects, gift acknowledgments and stewardship reports; coordinate/track stewardship activities; assist with planning site visits and prepare informational materials; assist in the preparation of monthly and annual written reports. **Qualifications:** BA/BS required; three yrs. experience in development with emphasis on major gifts from corporations and foundations; strong oral and written communications skills; demonstrated research and supervisory experience; must be able to effectively communicate and interact with senior corporate officers, faculty administration, staff and donors; local and national travel and valid driver's license required. **Grade:** P3; **Range:** \$23,900-31,000 6-14-95 Medical Center Development

ASSOC. DIR. INDIVIDUAL GIFTS (03029SC) Identify, cultivate and solicit major gifts for assigned geographic areas on behalf of School of Arts & Sciences; recruit, train and staff volunteers; plan outreach and cultivation events; work closely with SAS development team to develop overall fundraising strategy and operating plan for campaign; prepare major gift proposals; work in partnership with central development units to ensure coordination of fundraising efforts. **Qualifications:** BA/BS, graduate degree preferred; 5 years experience in development with emphasis on major gift solicitations; excellent organizational, interpersonal and management skills; strong oral and written communications skills, ability to work in goal-oriented, team environment; willingness to travel, work some evenings/weekends; valid driver's license. **Grade:** P7; **Range:** \$35,000- \$43,700; 6-13-95 Development & Alumni Relations

MAJOR GIFTS OFFICER II (06054SC) Plan, implement and manage major individual gift appeals for clinical departments of Medical Center; manage all fundraising programs for assigned areas, including individual prospects, planned giving and top-level/ volunteer programs; perform needs analysis with department heads to establish development objectives; formulate annual fundraising strategies; coordinate participation

of faculty, administration and others; identify, cultivate and solicit individual prospects; identify and develop volunteer leadership; prepare major proposals and informational materials; plan and direct visits and events for donors; provide stewardship reports to donors for dean, department chairs and other senior management.

Qualifications: BA/BS required; advanced degree desirable; at least five-seven yrs. progressively responsible experience in institutional development with emphasis on major gifts from individuals and organizations, preferably in an academic medical center or health care/research institution; experience in planned giving required; solid administrative skills in establishing objectives and setting performance standards; strong oral and written communications skills; local and national travel and valid driver's license required. **Grade:** P8; **Range:** \$38,500-48,100 6-14-95 Medical Center Development

ADMINISTRATIVE ASSISTANT I (40 HRS)(06052SC) Provide secretarial and administrative support to director of Alumni Development for Medical Center; coordinate workflow; provide information to others; word process manuscripts and grant proposals; organize and maintain confidential files; use conventional spreadsheet and database programs; prepare reports; perform data entry and basic research functions; compose/sign routine correspondence; maintain calendar, arrange meetings and travel accommodations; track expenditures; open/screen mail; transcribe from dictaphone. **Qualifications:** High school graduate and training in secretarial science; two yrs. of secretarial experience required, with one yr. in development preferred; knowledge of word processing, spreadsheet and computer data base programs preferred; sensitivity to confidential materials; ability to prioritize workflow, exercise judgment and communicate effectively with others. **Grade:** G9; **Range:** \$19,543-24,547 6-14-95 Medical Center Development

ADMINISTRATIVE ASSISTANT I (40 HRS)(06053SC) Provide secretarial and administrative support to corporate and foundation relations staff in Medical Center Development; coordinate workflow; provide information to others; word process manuscripts and grant proposals; organize and maintain confidential files; use conventional spreadsheet and database programs; prepare reports; perform data entry and basic research functions; compose/sign routine correspondence; maintain calendars, arrange meetings and travel accommodations; track expenditures; open/screen mail; transcribe from dictaphone. **Qualifications:** High school graduate and training in secretarial science; two yrs. of secretarial experience required, with one yr. in development setting preferred; knowledge word processing, spreadsheet and computer data base programs preferred; sensitivity to confidential materials; ability to prioritize workflow, exercise judgment and communicate effectively with others. **Grade:** G9; **Range:** \$19, 543-24,457 6-14-95 Medical Center Development

PROVOST

Specialist: Clyde Peterson

ASSISTANT REGISTRAR, UNIVERSITY MUSEUM (06047CP) Oversee insurance and loan records & packing/shipping of museum traveling exhibitions; courier exhibits as needed; supervise handling of museum objects; develop and schedule itinerary for each exhibit; assist with various responsibilities related to overall program; assist with marketing program and working with museum curators and departments; maintain working knowledge of registrar's office functions. **Qualifications:** BA/BS in anthropology, archaeology or related field; graduate work preferred; two yrs. museum experience, preferably in the field of registration; demonstrated object handling and managerial skills; excellent written, verbal and interpersonal skills. **Grade:** P2; **Range:** \$21,700-28,200 6-14-95 Museum

INFORMATION SYSTEMS SPECIALIST II (000439CP) Provide computer systems support for the biomedical, dental and veterinary libraries in areas of project planning, technical testing, implementation, evaluation and ongoing technical problem solving; oversee performance of diagnostics and maintenance; participate in collection development decisions on end-user

software; responsible for data communication and telecommunications; oversee installation of software and hardware and instruct staff; prepare user aids; train, supervise and evaluate systems intern; provide scripts for both staff and end-user automated work stations; troubleshoot; participate in constructing webs, gophers, kiosks and document-delivery systems. **Qualifications:** BS in computing or information science or equivalent; four yrs experience providing technical support in both MacIntosh and DOS/Windows environments; demonstrated ability to support hardware and peripherals, operating systems and software including word processors, spreadsheets, databases, communications and security; networking experience required; supported protocols include TCP/IP, Appletalk and Novell; UNIX experience helpful; excellent interpersonal and communication skills with a strong customer service orientation essential. **Grade:** P5; **Range:** \$28,800-37,600 6-16-95 Biomed Library

MUSEUM INTERN (06048CP) Organize museum collections in storage; assist curatorial staff with management of storage renovations; help plan number and type of storage units required; order supplies needed for improving storage; enter inventory data into computer system; catalogue and number objects; update files. **Qualifications:** BA/BS in archaeology, anthropology or field related to museum's collections required; advanced degree preferred; knowledge of Syro-Palestinian culture preferred; interest in museum work as a career; strong supervisory and organizational skills; computer knowledge required. (End Date: 5/31/96) **Grade/Range:** Blank 6-14-95 Museum

PART-TIME(CLERK V)(20 HRS)(06037CP) Process document delivery requests; prepare table of contents packets; record and process material received through NYSE listing application service; process, file and document delivery materials; prepare books, reports and periodicals for the bindery; open mail; print articles from database. **Qualifications:** High school graduate required; college preferred; previous library experience preferred; basic knowledge of computer software applications; ability to type required. **Grade:** G8; **Range:** \$8,626-10,769 6-12-95 Lippincott Library

VETERINARY SCHOOL

Specialist: Nancy Salvatore

CUSTODIAL WORKER(40 HRS)(06038NS) Maintain all areas of large animal hospital with particular care to the Isolation and Neonatal and Intensive care units at New Bolton Center; clean and disinfect all floors, equipment, operating rooms, recovery stalls and related areas in accordance with NIH standards; report any observation of abnormal working equipment. **Qualifications:** High school graduate or equivalent; familiarity with cleaning equipment; experience in a hospital environment; ability to perform strenuous work (lift over 50lbs.); flexibility in hours; ability to work with minimal supervision; tolerance of post-surgical clean-up required. (Position located in Kennett Square, No Public Transportation) **Grade:** G5; **Range:** \$14,286-17,486 6-12-95 Large Animal Hospital

LARGE ANIMAL ATTENDANT VII (40 HRS)(06039NS) Provide daily maintenance of stall facilities; perform general housekeeping and groundskeeping tasks; assist in moving large animal patients to and from surgery area and/or recovery room; feed animals and monitor general health condition; may report unusual behavior or appearance; position patients in operating room; assist with the removal of down or dead animals; operate variety of motorized equipment. **Qualifications:** High school graduate or equivalent required; mechanical aptitude; flexibility in hours as overtime may be required; valid driver's license required; ability to perform strenuous work (lift over 80lbs.). **LARGE ANIMAL ATTENDANT I** -one-three yrs. experience working with large animals. **LARGE ANIMAL ATTENDANT II** -three-five yrs. experience working with large animals. (Position located in Kennett Square, No Public Transportation) **Grade:** G5/G7; **Range:** \$14,286-17,486/\$16,571-20,686 6-12-95 Large Animal Hospital

RESEARCH LAB TECHNICIAN III (40 HRS)(06040NS) Aid in coordination of field investigation of farm survey; data collection; data entry; evaluate feeding and cropping programs; work on optimization strategies for cattle grouping; develop optimization of ration balance program. **Qualifications:** BA/BS with a math background

OPPORTUNITIES at PENN

required; computer literate (DOS, Windows, Lotus 1-2-3 or equivalent); experience with farm procedures; good communication skills; ability to work independently; highly self-motivated. (Position located in Kennett Square, No Public Transportation) **Grade:** G10; **Range:** \$21,371-26,629 6-12-95 Clinical Studies/NBC

VICE PROVOST/UNIVERSITY LIFE

Specialist: Clyde Peterson

PLACEMENT COUNSELOR, SR. (06051CP) Counsel Wharton undergraduates on all facets of career planning and placement; organize and lead workshops and seminars; coordinate employer-sponsored presentations; participate in job development through contacts with employers; develop career resources; gather and maintain data on employment trends of Penn graduates; serve as liaison with student groups, faculty and administration; extensive computer use to support above efforts, including database, PennNet and Internet. **Qualifications:** BA/BS or equivalent required; Master's degree in counseling or related field preferred; strong counseling skills; excellent interpersonal skills with ability to understand diverse students' needs and concerns; ability to interact with wide range of professionals; experience using the Internet & managing data a plus. **Grade:** P5; **Range:** \$28,800-37,600 6-14-95 CPPS

ADMINISTRATIVE ASSISTANT III (06050CP) Provide administrative support to membership department and director, with special attention to database management, customer service & direct mail fundraising; supervise data entry; select/output data for reminders, thank-you and labels; maintain inventory of premiums & direct mail supplies; generate receipts for management; maintain computer & network systems; supervise customer service for 15,000+ contributors; assist with fund raising & administrative tasks. **Qualifications:** High school graduate or equivalent required; two yrs. experience at AAll level or equivalent; extensive computer database experience required; experience in Novell Network environment preferred; familiarity with Windows, including word processing & spreadsheet software; supervise support staff & work study students; attention to detail & ability to meet deadlines required; punctuality & excellent customer service skills essential. **Grade:** G11; **Range:** \$19,900-25,300 6-14-95 WXP

ADMINISTRATIVE ASSISTANT III (01065CP) Provide administrative assistance to the Graduate & Professional School Advising unit; explain services to students and refer them to appropriate counselors; extensive phone and walk-in contact with student, graduate school representatives, employers, faculty and staff; organize a graduate school on campus recruiting schedule; manage computer database; compile statistical records; set up appointments; supervise work-study students; organize publicity and registration for workshops. **Qualifications:** High school graduate required; BA/BS strongly preferred; at least two yrs. office experience at the AAll level; excellent interpersonal, organizational and communication skills; Word processing and database skills strongly preferred; ability to work well with a wide variety of people; ability to prioritize work; knowledge of graduate schools a plus. **Grade:** G11; **Range:** \$19,900-25,300 Career Planning/Placement

WHARTON SCHOOL

Specialist: Janet Zinser

ADMINISTRATIVE ASSISTANT II (40 HRS)(06078JZ) Provide administrative clerical support to professor and/or office; extensive transcription of tapes, heavy telephone interaction; maintain files/papers; able to handle large mailings; scheduling meetings, seminars series, workshops; act as liaison between professors, students and clients; able to follow through on projects, meetings and coordination. **Qualifications:** High school graduate and post high school training or equivalent; two yrs. related experience; knowledge of word processing and office automation equipment; Word and/or WordPerfect, Windows preferred; ability use transcription machine; ability to work with frequent telephone and face-to-face interruptions; able to function independently and coordinate multiple activities; excellent oral/written communication skills. (End Date: Contingent on funding) **Grade:** G10; **Range:** \$21,371-26,629 Risk Management

ADMINISTRATIVE ASSISTANT III (40 HRS)(06079JZ) Maintain/update center holdings including career-related information and company files; maintain/update database; act as liaison with Lippincott Library; organize center orientations; edit weekly newsletter; manage work-flow for clerk; answer/direct phone calls; arrange events/meetings, type/proofread materials; compose correspondence, reports and forms; compile/summarize data; assist with projects; respond to student and corporate requests; schedule counseling appointments and mock interviews; provide general and resource center information; direct clients to appropriate sources. **Qualifications:** High school graduate; two yrs. AAll experience or equivalent; knowledge of University procedures/policies preferred; typing, computer and word processing skills; excellent interpersonal, organizational and communication skills essential; ability to learn, interpret and explain procedures; must be "people oriented" and flexible; ability to exercise judgement, initiative, discretion and independence in dealing with client base. (Work Schedule: M-F, 9:00 AM-6:00 PM) **Grade:** G11; **Range:** \$22,743-28,914 6-16-95 Career Development & Placement/Grad

ADMINISTRATIVE ASSISTANT III (37.5 HRS)(06049JZ) Compose, edit, type, and proofread correspondence; organize and maintain files; schedule daily appointments and arrange travel schedule; coordinate Executive Education program scheduling and production of multimedia needs, meetings and conferences; support director with management and operation of research center; manage day-to-day operation of center; serve as primary resource and center contact; coordinate arrangements for seminars, conferences and meetings. **Qualifications:** BA/BS or equivalent experience required; three-four yrs. progressively responsible administrative assistance experience; excellent organizational, communication and interpersonal skills; ability to coordinate numerous tasks, work independently, use judgement and interact effectively with constituencies; independent decision making capability; ability to take dictations a plus. (Work Schedule M-F 8:30 AM -5:30 PM) **Grade:** G11; **Range:** \$21,321-27,107 6-14-95 Marketing

Blood Drive: June 22

The University Faculty and Administration seeks donors for its June 22 Blood Drive in the Club Room of the Faculty Club. Appointments are available from 8:30 a.m. to 3:30 p.m. and may be scheduled by calling 898-3565 or by contacting your department recruiter.

—Sandy Sims, American Red Cross Blood Services, Penn-Jersey Region

Dental Study

The department of periodontology is conducting a research study on the effects of locally applied antibiotics (doxycycline hyclate) on gum disease. The study will include people with moderate bone loss and four or more periodontal pockets. Participants will have complete periodontal examinations and regular, very careful monitoring of oral and periodontal health. There is no cost to participate and volunteers will be paid. Information, Dr. Anne Polson, 573-9149.

Diabetes Study

PennMed Center seeks people with Type II diabetes to participate in a research study testing new pills to lower blood sugar. Participants can be on a controlled diet or taking oral agents. Participants will be compensated and will receive free medical exams related to the study. Information: Catherine Kennedy, 662-7601.

Osteoporosis Study

PennMed Center seeks people who have recently started taking Prednisone to participate in a research study to prevent osteoporosis. Participants will receive free medication and bone density evaluations and will be reimbursed for travel expenses. Information: Louise Loh, 898-5664.

PCUE Correction

Two names were erroneously left off the lists of members of the Provost's Council on Undergraduate Education subcommittees which appeared in *Almanac*, May 25, 1995. Herman Beavers (SAS) should be listed under the subcommittee on Access to Faculty in the Graduate and Professional Schools, and Samuel Z. Klausner (SAS) should appear under the subcommittee on Intercultural Experiences.

—Kim M. Morrisson, Vice Provost



Almanac

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The COMPASS

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CLASSIFIED ADVERTISING

Classifieds

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Highland Park - Two affordable homes in good condition. One a large twin with private yard and golf course view. One a lovely maintenance-free brick townhouse. Both conveniently located and easy to see. Please call (610)449-6488.

VACATION RENTAL

Cape May, adorable house three blocks from best beaches. Sleeps 4 - 5. \$550/week. Call (215)362-7909.

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.

Update

SUMMER AT PENN

CONFERENCE

6/23 *Swimming Against the Tide*; Bertha Capen Reynolds Society National Conference on social welfare; workshops, roundtables and field reports, 9 a.m.-5:30 p.m.; dinner, 6:15 p.m.; plenary session, 7:30 p.m.; School of Social Work; \$140, \$125/BCRS members, \$85/low income; registration/information: 898-5002. *Continues through June 25.*

CORRECTIONS

Pennsylvania Women's Basketball Team Youth Camp will be held *July 30-August 2*; not July 17-24 as listed in Summer at Penn; info: 898-6089.

The phone number for Jazzercise was incorrect in Summer at Penn; the correct number is 662-3293.

EXHIBIT

7/11 *Underwater Photography*; prize-winning pictures of the Solomon Islands, Red Sea and other coral reefs by Steve Coren (C '66); reception, 4-6:30 p.m.; Burrison Gallery, Faculty Club (Development and Alumni Relations). *Through July 28.*

The University of Pennsylvania Police Department Community Crime Report

This summary is prepared by the Division of Public Safety and includes all criminal incidents reported and made known to the University Police Department between May 15 and June 4, 1995. The University Police actively patrol from Market Street to Baltimore Avenue, and from the Schuylkill River to 43rd Street in conjunction with the Philadelphia Police. In this effort to provide you with a thorough and accurate report on public safety concerns, we hope that your increased awareness will lessen the opportunity for crime. For any concerns or suggestions regarding this report, please call the Division of Public Safety at 898-4482.

About the Crime Report: Below are all Crimes Against Persons and Society listed in the campus report for the period **May 15 and June 4, 1995**. Also reported were Crimes Against Property, including 92 thefts (including 23 burglaries, 6 of autos, 24 from autos, 17 of bikes and parts); 12 incidents of criminal mischief and vandalism; 5 of trespassing and loitering; 1 of forgery and fraud. Full reports are in *Almanac* on PennInfo.—Ed.

Crimes Against Persons

34th to 38th/Market to Civic Center: Robberies (& attempts)—3,

Aggravated assaults—1, Simple assaults—2, Threats & harassment—4

| | | | |
|----------|----------|-------------------|---|
| 05/16/95 | 10:33 AM | 3440 Market St. | Assault by known person |
| 05/17/95 | 1:07 PM | 130 S. 34th St. | Unwanted phone calls received |
| 05/17/95 | 3:28 PM | 130 S. 34th St. | Harassment/arrest |
| 05/18/95 | 5:09 PM | Faculty Club | Unknown male grabbed complainant |
| 05/19/95 | 6:25 PM | Botanical Garden | Complainant hit in face/suspect arrested |
| 05/24/95 | 1:30 PM | 3600 Blk. Market | Phone threats received |
| 05/29/95 | 10:01 PM | 3400 Blk. Market | Robbery of cash/suspects fled |
| 06/02/95 | 2:11 PM | 3407 Walnut St. | Ex-employee threatened manager |
| 06/03/95 | 12:24 AM | 3604 Chestnut St. | Undetermined amount of cash from register |
| 06/03/95 | 4:51 PM | 200 Blk. 38th | Robbery of currency |

38th to 41st/Market to Baltimore: Sexual assaults—1, Robberies (& attempts)—5,

Aggravated assaults—1, Simple assaults—2, Threats & harassment—2

| | | | |
|----------|----------|--------------------|--|
| 05/15/95 | 2:20 PM | 222 S. 40th St. | Male w/dog in store |
| 05/16/95 | 7:36 PM | 41St. & Baltimore | Domestic disturbance/no charges pressed |
| 05/21/95 | 2:04 AM | 4000 Blk. Sansom | Complainant pushed down/robbed of wallet |
| 05/22/95 | 9:22 PM | Mayer Hall | Unwanted phone calls received |
| 05/23/95 | 11:55 AM | HRE | Assault & disorderly conduct/male arrested |
| 05/23/95 | 5:11 PM | 40th & Spruce | Complainant stabbed in back & arm |
| 05/28/95 | 7:48 PM | 4000 Blk. Chestnut | Money taken/recovered |
| 05/29/95 | 9:01 PM | 4000 Blk. Walnut | Attempted robbery/5 suspects fled |
| 05/29/95 | 9:50 PM | 4000 Blk. Walnut | Robbery of phone battery/2 suspects fled |
| 05/30/95 | 5:38 PM | 220 S. 40th St. | Robbery of currency/no charges pressed |
| 05/31/95 | 9:20 PM | 40th & Spruce | Unknown male grabbed complainant/fled |

41st to 43rd/Market to Baltimore: Robberies (& attempts)—5, Simple assaults—1

| | | | |
|----------|----------|-------------------|--------------------------------------|
| 05/15/95 | 9:51 PM | 4200 Spruce St. | Domestic assault |
| 05/17/95 | 9:26 PM | 4100 Chester | Robbery by 2 actors/2 apprehended |
| 05/20/95 | 12:09 AM | 200 Blk. 42nd | Robbery at gunpoint/property taken |
| 05/26/95 | 12:20 PM | 200 Blk. St. Mark | Unknown suspect took wallet/contents |
| 05/27/95 | 12:37 AM | 4200 Blk. Sansom | Robbery of jewelry & currency |
| 06/04/95 | 10:35 PM | 200 Blk. 43rd | Robbery w/simulated weapon |

30th to 34th/Market to University: Robberies (& attempts)—1, Simple assaults—1

| | | | |
|----------|---------|----------------|------------------------------------|
| 05/30/95 | 2:22 PM | Chem. Bldg. | Juveniles threw rocks |
| 05/30/95 | 4:26 PM | Unit Blk. 34th | Attempted robbery of bag/male fled |

Outside 30th to 43rd/Market to Baltimore: Robberies (& attempts)—1,

| | | | |
|------------------------|----------|-----------------|---------------------------------------|
| Threats & harassment—1 | | | |
| 05/21/95 | 12:20 PM | 4209 Chester | Unwanted phone calls received |
| 05/25/95 | 5:49 PM | 4724 Warrington | Robbery of wallet & purse at gunpoint |

Crimes Against Society

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

| | | | |
|----------|---------|-----------------|------------------------------|
| 05/15/95 | 2:46 PM | 201 S. 38th St. | Male acting disorderly/cited |
|----------|---------|-----------------|------------------------------|

38th to 41st/Market to Baltimore: Disorderly conduct—3

| | | | |
|----------|---------|------------------|--|
| 05/21/95 | 8:17 PM | 3900 Blk. Walnut | Actor cited for aggressively panhandling |
| 05/30/95 | 7:38 PM | 220 S. 40th St. | Male acting disorderly/arrest |
| 06/04/95 | 8:54 PM | 3900 Blk. Sansom | Male refused to leave area/arrest |



A photo exhibit by Steve Coren, including Red Sea Anemone, above, begins July 11 at the Faculty Club. At the reception, Mr. Coren will talk at 5 p.m. about the scuba diving technique used to capture the colorful images on film for which he is known.

FILMS

The City on Screen: Free Films

Exploration of urban life; Annenberg School; 6:30 p.m.; free admission; for additional information: 573-9054; dates and films subject to change (Penn).

| | |
|------|---------------------------|
| 7/6 | <i>Blade Runner</i> |
| 7/13 | <i>Manhattan</i> |
| 7/20 | <i>The Blues Brothers</i> |
| 7/27 | <i>Chinatown</i> |
| 8/3 | <i>Brazil</i> |
| 8/10 | <i>Philadelphia</i> |

SPECIAL EVENTS

Summerfest 1995

6/22 Lunch-time parties for students, staff and faculty; Houston Hall Plaza; food sold by Burger King, Skolnik's, Wawa and others and free Jack and Jill ice cream and music; rain location: Bodek Lounge, Houston Hall (Summer Sessions/College of General Studies and Division of University Life). *Events also on July 20 and August 3.*

TALKS

6/26 *Distinct Biological Effects of Different WT1 Splicing Variants in Transformed Rat Kidney Cells*; Aart Jochemsen, Medical Genetics Centre South-West Netherlands; noon; Grossman Auditorium, Wistar Institute (Wistar Institute).

6/27 *The Biology of RNA Splicing*; Phillip Sharp, Massachusetts Institute of Technology; Khoury Memorial Lecture; 4 p.m.; Grossman Auditorium, Wistar Institute (Wistar Institute).

Deadlines: For the July 11 issue, the deadline is June 30. For the September 5 issue, which goes to press early for individual campus mailing, the deadline is August 18. For the September at Penn Calendar, the deadline is August 15.

Dear Penn Colleague:

Please take a few minutes to read the material below on Blue Cross/PENN Care prescription drug benefits carefully.

Effective July 1, 1995 prescription drug benefits will no longer be provided through Blue Cross for employees and their covered family members currently enrolled in an active Blue Cross plan or in the new PENN Care plan.

The University is pleased to announce that PCS Health Systems, Inc. will provide the benefits through its *Client-Based Network* that includes all the pharmacy chains in the Philadelphia area.

The Benefits Office wants you to know about the advantages of choosing a new provider and how to access the benefits. Hence the explanation below, will be reprinted in a September issue. A Blue Cross notification about the termination of prescription benefits will also be sent in July once Blue Cross has completed the Open Enrollment process.

Moving to PCS is part of the University's continuing effort to control costs while maintaining the quality and level of benefits provided to employees. This change will lower administrative costs by eliminating Blue Cross as a third-party administrator and lower prescription costs for both the University and participating employees by taking advantage of PCS's preferred price agreements with a nationwide network of chain and independent pharmacies. Unlike the current Blue Cross PAID prescription plan, you will not need to pay the full amount and then wait for reimbursement.

You will save because you no longer have to meet a deductible when purchasing covered prescription drugs from the PCS *Client-Based Network*. Under the new arrangement, you will continue to have a choice of generic versus brand-name prescriptions. Because generic drugs generally cost less than brand-name drugs, you save money when you purchase generic drugs. You should inquire about and use generic drugs if your physician and/or pharmacist believe that they are medically correct for your illness or condition.

Effective July 1, 1995 there will be additional out-of-pocket expenses if you do not use your PCS ID card and purchase covered prescription drugs from a PCS Client-Based Network pharmacy.

If you have any questions or if you do not receive your PCS ID card by June 30, 1995, please contact the Benefits Office at (215) 898-7282 immediately.

— John Wells Gould, Acting Vice President of Human Resources

Prescription Drug Benefits for Blue Cross & PENN Care subscribers

Effective July 1, 1995 prescription drug benefits—including those associated with the drugs dispensed and billed separately during a doctor's visit—will no longer be provided through Blue Cross.

Prescription drug coverage for employees and their covered family members currently enrolled in a Blue Cross plan (or in the new PENN Care plan)* will be provided by PCS Health System, Inc. through its *Client-Based Network (CBN)*. This network includes all the pharmacy chains in the Philadelphia area.

Highlights:

PCS has four national pre-contracted networks of chain and independent pharmacies. The University has selected the *Client-Based Network*, currently the most cost-effective PCS network, as the preferred network. The *Client-Based Network* is comprised of more than 47,000 nationwide pharmacies including all the major pharmacy chains: CVS, Drug Emporium, Eckerd Drug, Kmart, Pathmark, Rite-Aid, Thrift Drug, and Wal-Mart. Call PCS at 1-800-838-5346 to find out if your pharmacy is a participant of the *Client-Based Network*. (For your convenience, this 800 number will also be printed on your ID card.)

Pharmacies that are affiliated with PCS generally display a light-blue PCS decal. For the independent pharmacies, the decal is not an automatic indication that the pharmacy is part of the University's *Client-Based Network*. Be sure to ask the pharmacy if it is in the *Client-Based Network* or call the 800 number.

By June 30, 1995 you will receive your PCS ID card and a *CBN* directory. An additional card will be generated if you have family coverage. The ID card will reflect a single or family coverage code. Data on all eligible dependents will be maintained by PCS and accessed on-line by their participating pharmacies.

When you use your PCS ID Card and purchase covered prescription drugs from a PCS *Client-Based Network* pharmacy, your \$200 single/\$400 family Blue Cross/PENN Care deductible will be waived. You pay the pharmacist only your 20% coinsurance; for prescriptions related to mental health the coinsurance remains 50%.

- If you do not use a *Client-Based Network* pharmacy, in addition to your applicable Blue Cross deductible you will now incur a separate prescription deductible of \$25 for single/\$50 aggregate for family and you will be reimbursed only 75% of the charge.

Expenses incurred out of the country:

You will NOT be subject to the separate prescription deductible and the lower reimbursement rate if you incur eligible prescription expenses out of the country. In those cases, you will need to file a claim with PCS. PCS will waive the \$25/\$50 deductible and reimburse you at 80%.

* The plans are: the Comprehensive Plan (75893 & 76284), Plan 100 (53324 & 76284), PENN Care (76946) and Plan B (50668).

Claim Filing/Reimbursement:

Unlike Blue Cross's Paid Prescription program, you will not need to pay the full amount and then wait for reimbursement. At PCS participating pharmacies, you will only be required to pay your share of the coinsurance.

At all PCS participating pharmacies, you will have to pay only your share of the cost. At PCS *Client-Based Network* pharmacies, your cost will be the 20% coinsurance unless the prescriptions are prescribed for mental health. At all other PCS participating pharmacies, you will have to pay any portion of the separate \$25 prescription deductible that remains unsatisfied and 25% of the remaining expense.

Claim filing will be required only if you do not use a PCS pharmacy. These forms and filing instructions can be obtained from the Benefits Office at (215) 898-7282.

Be sure to file a Major Medical Blue Cross claim form for any prescription expenses incurred before July 1, 1995. Remember that you need to file only for those expenses that will not automatically be reimbursed because you did not present your Blue Cross ID card to your pharmacist.

The Hospital of the University of Pennsylvania (HUP) Pharmacy:

(The pharmacy is located on the Ground floor of the Ravdin Building)

Under a special arrangement, the HUP pharmacy has been added to the PCS's *Client-Based Network*. If you use the HUP pharmacy for prescriptions written either by HUP doctors or non-HUP doctors, your deductible is waived and you pay only 20% for covered non-mental health prescription drugs.

HUP pharmacy also provides special services to Penn employees including calling in refills and faxing in refills or new prescriptions. TEL: (215) 662-2920; FAX: (215) 349-8340.

Coordinating Benefits with Blue Cross & Health Care

Pre-tax Expense Account:

Employees who during the plan year meet the applicable out-of-pocket Blue Cross/PENN Care maximums for medical expenses other than prescription costs will need to notify the Benefits Office for the waiver of any applicable PCS coinsurance cost. The Benefits Office will be working with Blue Cross on the coordination and reviewing possible plan design alternatives for next year.

- You may lower your 1995-96 Health Care Pre-tax Expense account by up to \$400 if you submit a written request before July 15, 1995.

Retiree Benefits:

For now, retirees age 65 or over and their dependents age 65 or over who are enrolled in the Blue Cross 65-Special contract will continue to receive the prescription coverage through Blue Cross.

Retirees under age 65 and dependents under age 65 of retirees who are enrolled in a Blue Cross non-65 Special contract are affected by the change.

— Benefits Office/Human Resources