

The New Yorker cover of July 4, 1964 is in the show as *The American Sphinx*, 23 x 14.5. John Updike notes “a catlike sphinx labeled Vox Populi” delivering “a rebus in a talk balloon where a flag, a heart, a snake, a pair of scales, a harp, a handshake, and a cornucopia add up to a mystical distillation of Americana...”

Below is *Riverhead Duck*, 1986, 20 x 15. Dr. Marco Frascari, Penn’s chairman of architecture, has chosen the Steinberg exhibition as the setting for a lecture on “Comic Architecture” to be given on Monday, November 20 at 5 p.m in the Arthur Ross Gallery, co-sponsored by the Gallery and the Department. It is free and open to the public.



America was made to order for Steinberg.
—Harold Rosenberg, quoted in Jean Leymarie’s Appreciation in the catalog for the current show.

Like Vladimir Nabokov and Louis B. Mayer, Steinberg is a discoverer of the United States.
— John Updike in the catalog’s Introduction.

The Romanian-born Saul Steinberg embraced America, as the collectors Sivia and Jeffrey Loria told visitors at last month’s opening—its icons and slogans, its dark side and its comic spirit. Mrs. Loria pointed to the contrast between Steinberg’s free and exuberant civic visions and the one work in the show (not reproduced here) that dates from his life in Romania.



Steinberg’s most famous composition, A View of the World from Ninth Avenue, was The New Yorker cover of March 29, 1976. This is a bird’s-eye view of the city from Ninth Avenue in a straight line westward, with space becoming ever more condensed, and leading, according to American imagination, to Asia. —Jean Leymarie

The tongue-in-cheek “view of the world” that Steinberg invented has been copied by cities, states and nations throughout the world, often in post-card size. But the real thing, at 28 x19, stands head and shoulders above them all. In the show are three small sketches and two other full-size versions of the map.

UNIVERSITY of PENNSYLVANIA *Almanac*

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Taxi, 1977, 20 x 17
In one of Saul Steinberg’s many evocations of the New York taxicab, the bright yellow creatures mass themselves against the blacks and grays of art deco Manhattan. Fifty works of Steinberg, lent by collectors Jeffrey and Sivia Loria, are in the Arthur Ross Gallery at the Fisher Fine Arts Library through January 21. See the back cover for a special lecture this month, and see page 4 for a roundup of current exhibitions on campus.

Saul Steinberg

NEWS IN BRIEF

Honorary Degree: Dr. Klein, Physics

On November 10 Dr. Abraham Klein, professor emeritus of physics, will be awarded the Doctor of Natural Philosophy degree *honoris causa* at the Johann Wolfgang Goethe-Universität, Frankfurt am Main, in appreciation of his outstanding work in the field of complex nuclear reactions.

Dr. Klein is the co-inventor of the Karman-Klein method, a means of restoring the broken symmetry of mean field approximations for nuclear as well as for other many-body problems. The method later proved to have other notable applications, including yielding a practical approach to Heisenberg Matrix Mechanics and an algebraic approach to semi-classical approximations.



Dr. Klein

To the National Institute of Medicine

Three members of the faculty, in three different schools, were elected to the National Institute of Medicine this year.

In PennMed Dr. William Baxt, who came to the University from UC San Diego last year as professor and chair of emergency medicine, is a national leader in regionalized trauma systems and aeromedical emergency care who also conducts research in the use of nonlinear artificial neural networks in clinical decision-making.

Dr. Ruzena Bajcsy, professor of computer information science in SEAS, was elected for her pioneering work in the design of a computer anatomy atlas of the brain and for a matching procedure to enable researchers to relate the atlas to NMR information to quantify localized brain structures. Dr. Bajcsy is director of the GRASP (General Robotics and Active Sensory Perception) lab and a member of the Institute for Research in Cognitive Science.

Dr. Jane Mencken, professor of sociology and demography in SAS, is one of the best-known mathematical demographers in the country. Noted for her biometric studies of the processes of conception and birth as well as her studies in family demography, she has worked on fertility in developing countries, and on National Academy studies of AIDS. The former director of the Population Studies Center, she is now on leave as a Fellow of the Institute for Advanced Study in Social and Behavioral Sciences at Palo Alto.

NCURA Award to Anthony Merritt

Yesterday in Washington, D.C., the University's Executive Director of Sponsored Programs, Anthony Merritt, received the National Council of University Research Administrators' 1995 Award for Outstanding Achievement. Mr. Merritt, who has been a research administrator at Penn for 30 years and has headed the program since 1985, is a former president of NCURA but was cited for contributions beyond the organization and his own institution—among them his role in founding and developing other professional bodies such as the Association of University Technology Managers and the National Academy of Research Administration.

Awards Upcoming: Dr. Dickens, Dr. Crumb

At a dinner on November 16 Dr. Helen O. Dickens, emeritus professor of obstetrics and gynecology, will receive the Family Planning Council of Southeastern Pennsylvania Award for her lifelong contributions to women's health care both as an outstanding teacher-clinician and as a pioneer in programming to assist teen-aged mothers in the region to complete their education.

Dr. George Crumb, the Pulitzer Prize-winning composer and Annenberg Professor of Music, will be honored at the Pennsylvania Pro Musica's annual St. Cecilia Dinner on November 12, immediately after a dance opera performance honoring the 300th anniversary of Henry Purcell's death. (To attend the dinner and/or the concert, see page 15 for details.)

Dual Honors to Dr. Luborsky

Dr. Lester Luborsky, professor of psychology in psychiatry at the School of Medicine, has been singled out for prizes this year and next: the American Psychological Association's 1995 award for "Distinguished Professional Contributions to Knowledge" and the American Psychopathological Association's Hoch Award for 1996. Both are given in recognition of his research in psychotherapy and psychosomatic medicine, where he is noted especially for contributions to making operational measures of clinical concepts.

Five-Year Reviews of Deans Farrington, Gerrity and Kelley

Provost Stanley Chodorow has announced the membership of committees to review the performances of three deans who have completed their first five years in office. (In accordance with University rules, all deans are reviewed at the end of the first five years as a requirement for reappointment for seven.) The members are:

School of Engineering and Applied Science

To review the performance of Dean Gregory Farrington:

Tom Lubensky, Physics, *Chair*
Portonovo Ayyasamy, Mechanical Engineering
Pamela Beatrice, Materials Science Ph.D. program
Peter Buneman, Computer and Information Science
Alan Kelly, Dean, School of Veterinary Medicine
John Lepore, Systems
Alan Meyers, Chemical Engineering
John Mulroney, Rohm & Haas, Alumnus/Overseer
Larry Sneddon, Chemistry
Kim Vesey, Bioengineering, EAS '95
Scott Weinstein, Philosophy

School of Medicine

To review the performance of Dean William N. Kelley:

Amos Smith, Chemistry, *Chair*
Eduardo Glandt, Chemical Engineering
Seth Koss, M.D. program
Wallace T. Miller, Sr., Radiology
Joan E. Mollman, Neurology
Peter C. Nowell, Pathology and Laboratory Medicine
Yvonne Paterson, Microbiology
Harvey Rubin, Medicine
Erik Santos, M.D./Ph.D. program
Rosemary Stevens, Dean, Arts and Sciences
(Alumnus/Overseer to be named)

The Wharton School

To review the performance of Dean Thomas Gerrity

Stanley Baum, Radiology, *Chair*
Franklin Allen, Finance
Edward Bowman, Management
Kevin Hone, Wharton MBA
David Larcker, Accounting
Rebecca Maynard, Education
Satya Patel, Wharton '96
Ira Schwartz, Dean, Social Work
Yoram Wind, Marketing
Ken Wolpin, Economics
(Alumnus/Overseer to be named)

Death of Dr. Glasgow

Dr. James E. Glasgow, a senior researcher at the Hospital of the University of Pennsylvania, died of brain cancer on October 18 at the age of 55.

Dr. Glasgow was a senior research investigator in the pulmonary-critical care unit at HUP. He had been a part of the Penn community for the past eight years, where he observed how cells move in the human lungs.

Dr. Glasgow received his doctorate from Rice University, and prior to joining Penn he conducted research at Yale, Temple, CW Post Center of Long Island University, Einstein Medical Center and Graduate Hospital. Outside of his work, he was a naturalist, who enjoyed bird-watching, astronomy, photography, reading and hiking.

He is survived by his wife, Nadine Wise Glasgow; his son, Kevin J. Glasgow; a daughter, Karen E.; a sister and a brother.

To List November Events

Normally *Almanac* skips the Tuesday issue after Thanksgiving (November 28 issue this year). To ensure publication of late November events in the November 21 *Update*, and December events in the pullout *December at Penn*, copy must be received by November 13.

SENATE

The following agenda is published in accordance with the Faculty Senate Rules.

Agenda of the Senate Executive Committee

Wednesday, November 8, 1995

3-5:30 p.m.

1. Approval of the minutes of October 18, 1995
2. Chair's Report
3. Report on activities of the Academic Planning and Budget Committee and on the Capital Council
4. Runoff election for Senate Nominating Committee
5. Discussion on proposed revised Judicial Charter
6. Informal discussion with the Provost
7. Selection of five faculty members to serve on the Council Committee on Committees.
The Faculty Senate chair-elect serves as a voting ex officio member.
8. Other new business
9. Adjournment by 5:30 p.m.

Notes on Council November 1

The November 1 agenda was devoted primarily to the second annual State of the University presentation by the President and Provost, which will be reported in full next week. Other business was brief:

For Steering, Dr. William Kissick reported that the Senate Executive Committee has asked Dr. Helen C. Davies, Dr. Ira Harkavy and Dr. Will Harris to review the recently proposed Student Disciplinary Charter (*Almanac* September 19) and to report to SEC on November 8.

GAPSA's Victor Prince expressed appreciation to the Vagelos for their \$10 million gift to the first phase of the IAST and their open support of the graduate research role in it, and to the administration for success in working with the city to enforce speed laws and to seek relief from the city's decision to levy wage taxes on student stipends.

For the UA, Lance Rogers reported that the UA is seeking to reopen a tenure case in English involving Dr. Gregg Camfield, as part of an overall drive to increase student involvement in tenure decisions.

PPSA's Ira Winston gave a statement on the need for civility across faculty/staff/student lines. Karen Freeman of the A-3 Assembly advised that she and co-chair Betty Thomas are meeting with Executive Vice President John Fry on issues in restructuring, and urged members of the University to note the process for nominating A-3s for recognition: call Ms. Thomas at 898-7233 for a nomination form, or see the interactive entry on the Assembly's Web site, <http://www.sas.upenn.edu/~haldeman/rec4m.html>.

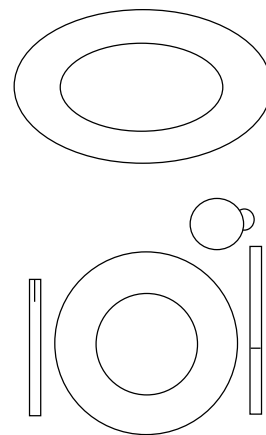
In the State of the University report, members heard from the President, Vice Presidents Carol Scheman and Barbara Stevens, and Safety and Security's Tom Seamon; and from the Provost, Deputy Provost Michael Wachter and Dean of Admissions Lee Stetson.

Holiday Hosting

As you make the seating chart for your Thanksgiving dinner, consider inviting a member of Penn's international student or scholar community to your table. For many of Penn's international students and scholars, the winter holidays can be a bit lonely, and many would welcome the opportunity to share in a traditional American holiday dinner or gathering.

While the Office of International Programs will attempt to "match" you with an international student or scholar, we would also encourage you to consider inviting a member of your own academic department or unit. If you would like OIP to identify a student or two to join you for your Thanksgiving celebration, please call Andrew Adair at 898-4661 (e-mail adair@pobox.upenn.edu). If you are interested in hosting a student for other winter holiday celebrations, please get in touch with OIP.

— Joyce M. Randolph, Director,
Office of International Programs



Speaking Out

Welcome Ms. Arnold

We write to commend the appointment of Jeanne Arnold as the new Director of the University's African American Resource Center (AARC). As a University alumna, an accomplished administrator, and a talented social worker, she is prepared to do great things at the Center and we are eager to work with her over the years ahead.

The AARC is a vital campus resource that provides a variety of cultural programs, counseling opportunities, advising and support services for African American students, faculty and staff. Under the guidance of Jeanne Arnold, we are confident that the Center will move positively ahead and realize its full potential.

We are grateful for the efforts of the search committee and all University community members that led to this critical appointment. We are also grateful for the fine work of Isabel Sampson-Mapp, who has served as acting director of the AARC for the past year, and Afi Roberson, the Center's talented administrative assistant.

We invite the entire University community to join us in sending best wishes and a warm welcome to Jeanne Arnold.

— Orneice Dorsey-Leslie,
Assistant Dean, SSW

— Valarie Swain-Cade McCoullum,
Vice Provost for University Life

— Houston A. Baker, Jr., Director, Center
for the Study of Black Literature & Culture

— Barbara A. Cassel, Assistant Vice Provost

— Rev. Lawrence Burnley, Director,
Greenfield Intercultural Center

— Dr. Helen Davies, Professor of

Microbiology/Med

— Dr. Adelaide Delluva, Emeritus

Professor of Biochemistry/Vet

— Elena Marie DiLapi, Director,
Penn Women's Center

— Gloria M. Gay, Associate Director, Penn

Women's Center
— Dr. Kenneth Shropshire, Legal Studies
— Jeanne Fritsch,
Executive Secretary, VPUL
— Anita Jenious, Director,
Affirmative Action
— Patricia Ravenell,
Executive Assistant, VPUL
— Karen Wheeler, Chair, A-3 Assembly
— Winnie Smart-Mapp, Staff Assistant
Center for Community Partnerships
— Madeleine Lopez, President,
Sigma Lambda Upsilon/
Señoritas Latinas Unidas Sorority, Inc.
— Rhonda Denise Frederick,
GSAS/English
— Rochelle Fuller, Administrative
Assistant, Library Development
— Carlos Decena, C'95
— Maria Gonzalez, C'97
— Soroya Webb, C'96
— Crystal Parker, C'97
— Sylvie Volel, C'97

An Education at Hand

On recent visits to the Arthur Ross Gallery in the Fisher Fine Arts Library I've been struck by how fortunate we Pennsylvanians are to have this opportunity to study Saul Steinberg's brilliant and witty commentary on the American scene, its collective attitudes, foibles and mores.

To any of you teachers who think you know all about our society: go to the Gallery and let Steinberg broaden your mind with his sometimes subtly gentle, sometimes broadly acerbic art. And, even better, invite your students to share the experience with you. Aren't they here to be educated?

— Maurice Burrison
Director, Faculty Club Art Gallery

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

Art Round-Up: From Sacred to Satirical



From 15th century Italian parchment to 20th century ink and colored pencil on paper, various art exhibitions on the Penn campus offer something for nearly every taste.

Sacred and secular manuscripts from the collection of Lawrence J. Schoenberg are on display in the Rosenwald Gallery on the sixth floor of the Van Pelt-Dietrich Library through January 20. From the Medieval and Renaissance periods, the collection includes illuminated manuscripts of liturgical, devotional, scientific and geographic texts, including an example of the Portolan atlas. Mr. Schoenberg, a member of the Library's Board of Overseers, has collected 11th through 18th century illustrated manuscripts for three decades.

At the other end of the spectrum, Saul Steinberg's images of contemporary life are on display at the Arthur Ross Gallery in an show titled "About America 1948-1995."

Ever since he landed in America in 1940, the Romanian-born artist has recorded the life and times of the United States. Steinberg's drawings and paintings—both playful

and profound—have appeared on the cover of the New Yorker magazine. The exhibition of 50 works on paper includes the *American Corrida* drawing, casting Uncle Sam as the matador and a giant unblinking turkey as the bull, that was published in the New Yorker in 1992.



An illustrated page from the Rosenwald Gallery exhibit.

The famous, much imitated "View of the World from 9th Avenue," together with preliminary studies, are on display in several versions. "About America," which will run through January 21, was organized by the gallery and made possible through New York collectors Jeffrey and Sivia Loria who loaned the Steinberg drawings. The Lorias have been generous supporters of the Arthur Ross Gallery for many years and also donated Alexander Archipenko's *King Solomon* sculpture to the University.

"The drawings on view go back to spidery tinted impressions of Manhattan drawn in 1948," wrote John Updike in the introduction to the full-color catalogue available from the gallery, "and include at least one example of most of Steinberg's modes—the illegible document,

the mismatched couple, the orgy of allegory, the postcard from nowhere, the verminous street-scene, the brown-paper mask, the art-deco nightmare, the head on heels, the remembered Europa, the peaceful drawing board." An appreciation written by French art historian Jean Leymarie is also included in the catalogue.

Other art exhibits currently on campus include:

- Paintings and mixed media by Sylvester Urquart, a Wharton graduate, and oils by Robert T. Smalls, who works in the Medical Center's Office of Architecture and Facilities Management, at the Faculty Club through November 28.
- Rare prints "Images of Victory: Woodblock Prints from the Sino-Japanese War (1894-95)" at the University Museum through August 31.
- Architectural Sculpture of the Maya, "Time and Rulers at Tikal," also at the University Museum through next fall.
- Photographs transformed into black and white drawings that illustrate transitions in recent Korean history, "Cho Duck Hyun," opening November 17 at the Institute of Contemporary Art and continuing through January 14. Also opening at ICA the same day is "Boris Mihailov: After the Fall," photographs capturing post-Soviet political changes in Ukraine.

Celebrating the Title IX Settlement

Carol Tracy (left), executive director of the Women's Law Project and formerly director of the Penn Women's Center, talks with lacrosse players Alex Brill-Edwards (C '96) and Jaime Schemberg (C '98) and Peshe Kuriloff, (right) co-chair of Penn People for Women's Way and director of the Writing Across the University program.

At a reception in the Steinberg Conference Center on October 24, leaders of the Penn Women's Center and Penn People for Women's Way hailed the settlement as beneficial to both women athletes and the University. They urged attendees to direct their Penn's Way donor-option contributions to Women's Way, an umbrella organization that supports agencies like the Women's Law Project.

Dr. Kuriloff noted that Women's Way

"affects us close to home," as the Title IX settlement demonstrated. Ms. Tracy, who headed the legal team that filed the suit, noted that Women's Way funding of the Women's Law Project helped bring about a settlement without protracted litigation. Director of Intercollegiate Athletics Steve Bilsky called the out-of-court settlement "a great agreement." Provost Stanley Chodorow noted, "We didn't need to hand this

over to someone else. We did it ourselves, and it's going exactly in the direction we want to go."



Photograph by Candace diCarlo

First English Alumni Career Night Launches a Network

By Kirby F. Smith

"Too often I find that people jokingly dismiss my studies as not pertinent to the real world. Then I think, no—I *know* that the ideas I work with now are *directly* pertinent to the 'real world.' I guess everyone needs to hear that sometimes," said Marcy Zipke, a senior English major.

She and 99 other English majors got that reinforcing message at a recent gathering sponsored by the English Undergraduate Advisory Board. "It may seem frivolous," Ms. Zipke added, "but just being in an atmosphere of not only acceptance, but pride and respect for what I study, is reassuring."

That atmosphere permeated Bennett Hall's Penniman Library when 50 alumni with English degrees, current undergraduates majoring in English, and faculty assembled for the first English Alumni Career Night. In a friendly, casual setting, the catered buffet dinner helped to forge a new link between alumni and students.

Planners staged the event to give students a chance to meet professionals in a variety of fields—from medicine to publishing to education and law—and make future career connections. Other goals were to provide e-mail/Internet information to alumni; give instruction to alumni on how to connect to the Internet and remain a part of the activities of the English department; and share information about a new virtual poetry course to be offered by Undergraduate Chair Al Filreis.

The event featured a live demonstration of the new and improved English World Wide Web site, as well as information about Penn and Ink and the Penn-Edison Partnership, Penn/community programs with the School District of Philadelphia.

The evening began with brief remarks from Dr. Filreis, UAB member Christy Goralnik, and two University trustees who were English majors, Elsie Sterling Howard (CW '68) and Richard L. Fisher (C '63). Alumni spoke briefly about their experiences during the formal program. The rest of the evening allowed students and alumni to talk informally over dessert and coffee.

A random anecdotal sampling of students

and alumni suggest that the evening was hailed as a success:

"It is always helpful to learn from people who have been in your shoes," noted sophomore Allison Di Cecio. "As an English major, I have no idea what I want to do for a career. The alums made me feel a lot better about this because a lot of them were in my very situation. It was nice to see what a variety of occupations they had. They didn't

that it was definitely something I'd like to try. Hearing lots of people talk about the varied things they've done was helpful and intriguing. This really showed what you do get out of English—the communication, writing and thinking skills, which can be applied to many different careers."

Susan Croll, executive director of educational administration at Penn's Medical School, commented, "I would say that the dinner established a basis for relationships among alumni and undergraduates. I know that I would be very happy to hear from Penn English majors who might want some kind of assistance from me. I will be pleased to know that they felt free to contact me based on the interest which I demonstrated by participating in the dinner.

"The students seemed more interested in how I got started in my career than in the career itself," she added. "That does not surprise me because undergraduate students probably have not given much thought to higher education administration as a career. While they are surrounded by it, the actual work may not be clear to them. My interest in higher education administration developed from the Work Study job that I had as an undergraduate in the University's financial aid office, which led to my first job."

The evening also provided an opportunity for the English Department to propose establishment of internships for English majors during their undergraduate years or upon graduation. Alumni could play instrumental roles in establishing such internships in their various professional settings.

"I think that the English Department's idea of fostering internships has much of merit, based on my understanding about how internships work," noted Ms. Croll. "I believe that this will require initiative both on the part of the students and the potential employers."

The positive response from alumni didn't seem to surprise Dr. Filreis. "They were thrilled to reconnect with Penn at the level of their major," he said. "We were pleased to have provided a forum for this very meaningful kind of contact. Many had not returned to Penn at all since graduation. Now they are quite excited."



Photograph by Mark Garvin

A Penniman perspective of students and alumni

all go on to teaching careers, as many people would have me believe."

"I thought that the alumni dinner was a success," observed Elaine Maimon, a dean and professor at Queens College. "I fielded a number of questions about graduate school, careers in academia and life-after-college in general. When I was an undergraduate I would have been grateful to meet English department alumni."

"I'm a History major with an English minor that consists mostly of creative-writing courses," noted a student, who requested that her name not be used. "My main goal in life is to be a fiction writer, with some non-fiction and a bestseller or two thrown in for good measure. I haven't yet figured out how I'm going to support myself before that bestseller, and I came to the dinner hoping to get a better idea.

"I started looking into publishing/editing a few weeks ago," she continued. "At the dinner I got to talk with someone in book publishing, Caryn Karmatz [ed.note: a '92 graduate who works for Warner Books]. I learned more about the field and decided

Innovation CORNER

This is the fourth in a series of stories highlighting the results of administrative restructuring initiatives and other related news and features.

University Trims Insurance Costs While Maintaining Quality Coverage

Anyone who owns a car or a home is all too familiar with the high cost of insurance. So any savings in premiums, without lowering the quality of coverage, is much appreciated extra change in the pocket.

When an institution the size and scale of Penn—with more than 23,000 employees, property valued at \$3 billion, and 214 owned and leased vehicles—can reduce its insurance premiums, the dollar savings can be significant indeed.

And Penn is doing just that. Since fiscal year 1988, the University has reduced its annual catastrophic property, liability and workers' compensation insurance premiums paid to outside carriers by more than 40 percent while maintaining and, in some cases, enhancing its coverage, according to Director of Risk Management Kenneth M. Hoffman.

The University self-insures much of its coverage. "On an aggregate basis, we assume about \$1 million annually in self-insured property loss, for example," Mr. Hoffman said. "But we transfer risk for catastrophic loss to commercial carriers."

Savings are achieved, he explained, by aggressive negotiation in the insurance marketplace, self-insuring expected losses, streamlining reporting processes, and implementing loss prevention programs.

"We've been in a soft insurance market for the past eight years," Mr. Hoffman said. "We've successfully negotiated pricing and coverage terms during that time. We're managing our claims well and holding down the cost of losses through prevention and control activities."

In the area of workers' compensation, for example, the University has a self-insured program but also purchases excess coverage. To hold down costs, Penn informs employees of their rights and responsibilities under the Workers' Compensation Act, while working with each department to stress job safety and streamline the reporting process as claims occur.

When a Penn employee is injured on the job, he or she has to be evaluated and treated by one of a panel of physicians who participate in Penn's workers' compensation program.

These doctors are located throughout the Delaware Valley to offer "easier access for employees" who live throughout the area, Mr. Hoffman said. "Our goal is for the employee to receive prompt, appropriate medical treatment and return to work as soon as possible."

Most frequent claims involve back-related strains and hand and arm injuries, Mr. Hoffman reported. Predictably some departments are more injury-prone than others by the nature of their work; for example, Environmental Services and Physical Plant.

But the Risk Management team, located in the Franklin Building, works with the Fire and Occupational Safety office to identify injuries that occur most often, monitor their frequency and severity, and train employees in injury-prevention measures.

In the area of property insurance, the University is saving money on insurance costs by working with various departments to reduce risks of theft, water, fire and sprinkler system damage. But many older buildings on campus are still vulnerable to water damage from pipes that may leak, break or freeze.

When those claims arise, the Risk Management team responds rapidly. "Prompt loss investigation is crucial," Mr. Hoffman explained, "so we get on it right away to assist departments in the assessment of damage."

Property insurance covers not only damage to buildings, but their contents as well. Again the old saw about the ounce of prevention proves valid. Preventing theft, for example, through a University-wide computer lock-down program can save money. All office computers and peripherals are subject to higher department deductibles if they are not locked, Mr. Hoffman reiterated.

The University insures its property to a \$1 billion limit and has "negotiated a Fiscal Year 1996 premium savings of \$400,000 on

property insurance alone by restructuring the program while maintaining the same quality of insurance coverage," Mr. Hoffman noted.

Savings have been realized in property insurance, he explained, because "we took the program to the competitive market on a group purchase basis with 10 other universities. Underwriters consider us a well-engineering facility, and therefore we aggressively negotiate to attain the most cost-effective program." Strong engineering support—in terms of quality of construction and fire protection systems in new construction as well as renovation projects—translates to loss prevention and control, and ultimately savings.

But sometimes all the preventive measures in the world are overrun by a natural disaster, such as the tornado of August 3, 1991, when the University suffered its largest property loss in recent memory: \$914,000 in damage to the Morris Arboretum.

That act of nature proved the need to carry catastrophic coverage; the large portion of the damage was borne by an outside carrier. Other large claims for occasional fire and water damage have ranged between \$250,000 and \$300,000, most of which was self-insured by the University.

"While the University has achieved cost savings under a more traditional insurance approach, the Office of Risk Management is in the process of analyzing current insurance practices and assessing future requirements in the context of our rapidly changing environment," Mr. Hoffman said.

"We are studying the feasibility of forming a single-parent captive insurance company, principally to insure the expanding medical professional liability risks of the Health System and deductibles of the University," he added. "As a part of this process, we are addressing appropriate self-insurance levels, information system support needs and methodology for equitable internal expense allocation, which will minimize the impact of risk-financing costs on University operating units.

"Our goal," he noted, "is to develop appropriate strategies and policies for managing institutional risk by identifying the most cost-effective and administratively efficient insurance models for the future."

—Martha Jablov



Edison Students Get a Firsthand Look at College Life

By Kirby F. Smith

Last Wednesday and Thursday, 18 students from the twelfth grade Advanced Placement English class at the Edison-Fareira High School in North Philadelphia visited the Penn campus to experience university life up close and personal.

While the college-bound students were here, they sat in on classes in Ancient Greek, modern art history, photography and Afro-American/Jewish literature. They toured the campus from the Fine Arts Department in the Morgan Building to the Quad dorms to the Nursing School.

In Van Pelt-Dietrich Library, they learned how to track down books and periodicals, using the computer and microfiche, and they became engrossed with old books in the special collections. They also visited the gym, ate lunch at Burger King and off food trucks. They saw a neurology lab and a psychology lab and received training and practice on using the Internet and e-mail.

At the end of a whirlwind day Wednesday, they had dinner at Chili's with their Penn tutors and then participated in a poetry rap session with the Philomathean Society, the Penn undergraduate organization that sponsors musical and theatrical performances, as well as poetry and fiction readings by students, faculty and distinguished visitors from around the world.

Into the evening, the Edison students hung out with their Penn tutors. "The rest of the visit consisted of an odd amalgamation of conversation, Internet practice, poetry reading and games like "Psychiatrist" and "Charades"—a combination, in my opinion, that sums up what inter-age, intercultural education should be about at Penn or anywhere else," reported Julie Crawford, an English graduate student who has been involved with the Penn-Edison Partnership for three years.

After overnighting in sleeping bags at Van Pelt House, the Edison-Fareira seniors arose Thursday morning to meet with Gloria

Gay, the associate director of the Penn Women's Center, and to attend Admissions Office sessions about applying to college.

Edison senior Aurel Nistor said, "After talking with my friends, I think that they really enjoyed [the visit]. Personally, I liked it. It made me think more about how my life would be at college and how it will make me feel. I think that sleeping overnight at Penn was a great idea because this experience really made me look forward to attending college."

The visit was an integral part of the Penn-

instructors of their own writing and literature courses.

The Penn-Edison Partnership has personalized and made life at a university imaginable for Edison students, as well as school counselors. Each year for the past several years, one student from Edison/Fareira has entered the University of Pennsylvania's freshman class. For many years previously, no Edison/Fareira students attended Penn. The Partnership has also fostered close relationships between faculties, stimulating an enthusiasm for teaching that has deeply enriched students' experiences.

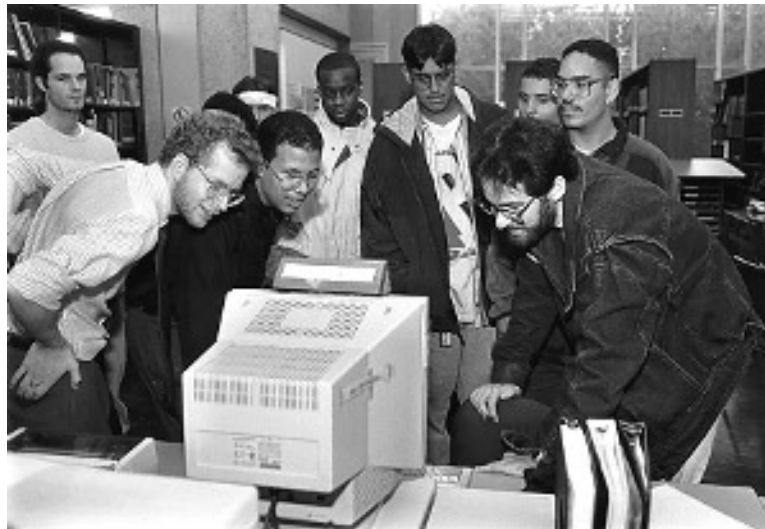
Edison High School-Fareira Skills Center is an inner-city school in North Philadelphia with a population of 2,700 students, 75 percent of whom are Latino, 15 percent African-American, nine percent white, and one percent Asian. In the school's neighborhood, which is in Philadelphia's Empowerment Zone, 92 percent of the population live below the poverty line. Rates of violence, drug dealing, teenage pregnancy and AIDS in the neighborhood are high. Many students drop out before graduation: the ninth grade has 1,000 students and the twelfth grade has 330.

Meng Weng Wong

(SEAS '96), who led the Edison-Fareira students in a two-hour computer tutorial, concluded, "The Edison students have a good deal of raw talent and an impressive intuition with computers."

Ned Mock (Wharton '96) reported, "They loved the computers. The decibel level in the computer lab was comparable to that of Chili's. They're new at the 'computer stuff' and kept getting the programs mixed up, opening Netscape when they wanted Telnet, etc. The student I worked with spent most of his time in the lab looking up urls [universal resource locators] of aliens and ghosts, apparently to contribute to his already-extensive arsenal of stories.

"What I would like to see in the future is maybe to pair them up individually with Penn students who are majors in the areas that they have an interest in," he continued. "and then have a program a little more structured where they went to classes relevant to that subject."



Photograph by Candace diCarlo

John Pollack (left: glasses), public services specialist, at Van Pelt Library helps Edison students with book search.

Edison Partnership, now in its fifth year. The partnership is rooted in two related ideas: that the University has a responsibility to serve its community and that demonstrating competence in writing and reading has been a problem for Latino students in public schools who want to go to college.

The Penn-Edison Partnership, founded by faculty in the English departments at Penn and Edison/Fareira, aims to develop reading and writing skills. The central feature of the program is regular visits by Penn students—both graduates and undergraduates—to Edison, where they join Advanced Placement English students for group discussions and one-on-one tutorials in special double-period sessions. The Penn students spend four days a month tutoring tenth and twelfth grade classes at Edison.

Other activities include the overnight student trips to Penn and an end-of-year dinner. More than half of the Penn-Edison tutors are English doctoral students and

On University Citizenship

To the University Community:

Dr. McCoullum shares with the faculty and staff a letter she has sent to all students in response to reports of an incident in Superblock last week. She notes that although this message is addressed to students, she is "keenly aware of the part that faculty and staff play in maintaining the University's commitments to diversity, and to respectful, responsible citizenship. Your continued support for these commitments, and the individual and collective work you do in support of our students and their development as community citizens, is deeply appreciated."—Ed.

Dear Penn Students:

We have devoted a great deal of time and attention to the development of a shared understanding of the essential rights of University of Pennsylvania institutional citizenship. Among the rights of all students, as individual members of our truly diverse community, are the following:

- the right to freedom of thought, inquiry, and expression;
- the right to have access to—and to participate in—the academic and co-curricular opportunities afforded by the University; and
- the right to freedom of assembly.

These are important, and absolutely essential, individual rights. However, I believe that these rights are partnered by individual responsibilities which are equally imperative.

Among the responsibilities that each of us shares is the responsibility not to exhibit behaviors that threaten the health or safety of any individual, or group, on this campus.

A very small number of individuals, over these past days, have exhibited behaviors that are absolutely not responsible. These behaviors will not be tolerated at Penn because they directly threaten the health and safety of members of our community.

I want to remind you that a number of institutional policies including campus residential contractual agreements, as well as many existing federal, state, and local criminal codes, explicitly prohibit behaviors that threaten the health and safety of citizens in our community. As you know, the University of Pennsylvania is absolutely determined to punish, to the full extent prescribed by law and policy, any student who is determined to have violated these statutes.

Because you have a powerful influence on the quality of university life on our campus, I hold you directly responsible for assuring that both rights and responsibilities inform the student behaviors exhibited on this campus, including in our residences. Just as we are delighted that you have joined us at Penn because of your extraordinary intellectual acumen, I expect you to exhibit behaviors that set an exemplary standard in all regards.

— Valarie Swain-Cade McCoullum, Vice Provost for University Life

**403(b) Performance Update Periods
Ending September 30, 1995 Total
Returns**

Nursing & The College: A Joint Minor in Nutrition

The College of Arts and Sciences and the School of Nursing have announced a joint minor in nutrition, with an interdisciplinary approach to illustrate "the pervasiveness of nutrition-related issues in such diverse disciplines as anthropology, economics, folklore, history, physiology, psychology, health care, and public policy," according to the undergraduate deans of the two schools, Dr. Mary Naylor of Nursing and Dr. Robert Rescorla of The College.

The new minor was developed by the deans with an ad hoc committee including Drs. Mary Ann Lafferty and Emma Weigley and The College's Drs. Jere Behrman, Rebecca Huss-Ashmore and David Ludden.

Dr. Weigley and Dr. Zoriana Malseed of Nursing, and Dr. Huss-Ashmore of The College, make up an Oversight Committee which would review and approve on an individual basis all course selections to fulfill the minor, and arrange for each student selecting the minor to have appropriate advising. The Oversight Committee will also periodically arrange for evaluation of the program.

The minor will require a minimum of six courses—three "core" courses and three "selectives"—with options in both categories. The three core courses and their options are:

- A. Basic Nutrition: NURS 54 (Concepts of Nutrition in Family Health) *or* NURS 112 (Nutrition and Human Energy).
- B. Scientific Basis of Nutrition: NURS 40,41 (Principles of General Chemistry, Introduction to Organic Chemistry and Biochemistry) *or* BIOL 101 (Introduction to Biology)
- C. Advanced Nutrition: NURS 512 (Nutrition and Health Maintenance)

Options for selectives, which run from D through I, include topics in International Nutrition and Hunger, Nutrition and Behavior, Life Cycle Nutrition, Nutrition and Culture, and Nutrition and Evolution. One option is Nursing's Case Analysis Course in Clinical Nutrition Therapy.

Under consideration as additional selectives are a new anthropology course on Physical Growth and Development, and a "capstone course" designed to integration nutrition with some other field(s) of study. Generally take as the last course in the minor, capstone courses would ideally be team taught, the planners proposed.

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. At right (past insert) is a table which shows the performance of the various funds for the period ending 9/30/95.

The first column shows an abbreviation for the investment philosophy of the fund. (All abbreviations used in the table are described below.)

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 8-7281.

—Albert Johnson
Acting Manager of Benefits

PHILOSOPHY KEY

Domestic:	
D	Diversified Common Stock Fund
DI	Diversified Common Stock Fund With Somewhat Higher Income
SC	Speciality 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.
- (1) CREF Equity Index Account was introduced on April 29, 1994.
- (2) CREF Growth Account was introduced on April 29, 1994.

403(b) Performance Update Periods Ending September 30, 1995 Total Returns*

								Best & Worst Year For the Last Five Years	
	Philosophy	Size \$mm	Latest Quarter	1-Year Avg. Annual	3-Year Avg. Annual	5-Year Avg. Annual	10-Year Avg. Annual	Best	Worst
Calvert Funds:									
Social Responsibility Fund									
Social Investment Bond Portfolio	FII	63	1.8	12.6	6.1	9.2	NA	15.9	-5.2
Social Investment Equity Portfolio	D	91	6.1	12.4	5.1	8.7	NA	21.9	-4.3
Social Investment Managed Growth	B	561	5.0	18.2	8.1	10.4	11.1	18.2	-2.9
Social Investment Money Market	MM	153	1.3	5.1	3.6	4.2	5.6	6.3	2.6
CREF Funds									
CREF Bond Market	FII	727	1.8	13.2	6.5	9.5	NA	15.1	-4.4
CREF Equity Index Account (1)	D	247	8.9	28.6	NA	NA	NA	NA	NA
CREF Global Equities	GCS	2,989	5.7	14.0	16.6	NA	NA	NA	NA
CREF Growth Account (2)	D	907	7.9	28.5	NA	NA	NA	NA	NA
CREF Money Market Account	MM	3,143	1.4	5.5	4.1	4.7	NA	6.9	3.1
CREF Social Choice Account	D	1,046	5.2	22.5	11.5	14.7	NA	26.0	-1.4
CREF Stock Account	D	66,314	8.1	23.0	14.5	16.4	15.4	31.7	5.2
Vanguard Funds:									
Asset Allocation Fund	AA60:35:5	1,591	6.7	28.6	13.3	15.7	NA	28.6	-2.1
Balanced Index Fund	B	529	6.1	22.4	NA	NA	NA	NA	NA
Bond Index Total Bond Mkt Portfolio	FII	2,396	1.9	13.8	6.6	9.4	NA	15.7	-3.4
Convertible Securities Fund	DI	174	5.4	12.7	9.9	16.0	NA	33.4	0.5
Equity Income Fund	DI	967	8.5	24.8	13.3	15.6	NA	26.5	-2.2
Explorer Fund	SC	1,529	10.1	22.6	18.4	22.8	11.4	54.2	6.0
Fixed Income Securities:									
GNMA Portfolio	FIM	6,535	2.1	13.8	6.1	9.2	9.5	16.7	-1.0
High-Yield Corporate Portfolio	FIJ	2,671	3.3	15.3	10.3	14.8	10.6	24.8	1.2
Intermediate-Term U.S. Treasury	FIIG	1,123	1.6	14.8	6.8	NA	NA	NA	NA
Long Term Corporate Portfolio	FIL	3,132	2.7	19.9	8.9	12.7	11.0	20.6	-7.1
Long-Term U.S. Treasury Portfolio	FILG	846	2.5	22.5	9.7	12.4	NA	22.5	-10.1
Short-Term Corporate Portfolio	FIS	3,498	1.7	9.4	5.3	7.9	8.4	12.1	0.7
Short-Term Federal Portfolio	FISG	1,480	1.5	9.0	4.8	7.4	NA	11.6	-0.4
Short-Term U.S. Treasury Portfolio	FISG	869	1.5	9.1	4.9	NA	NA	NA	NA
Index Trust									
500 Portfolio	DI	15,078	7.9	29.6	14.8	17.0	15.7	30.8	3.6
Extended Market Portfolio	D	1,407	11.5	27.6	17.9	20.3	NA	39.9	2.0
Growth Portfolio	D	203	7.9	31.4	NA	NA	NA	NA	NA
Total Stock Market Portfolio	D	1,369	8.9	28.6	15.4	NA	NA	NA	NA
Value Portfolio	D	418	8.0	27.7	NA	NA	NA	NA	NA
International Equity Index Funds:									
European Portfolio	ICS	939	4.1	19.3	14.0	12.9	NA	19.3	4.5
Pacific Portfolio	ICS	762	4.1	-4.3	13.5	9.0	NA	40.5	-15.4
Intern'l Growth Portfolio	ICS	3,463	5.6	9.6	16.7	11.5	16.0	24.7	-4.0
Money Market Reserves:									
Federal Portfolio	MM	2,549	1.4	5.6	4.0	4.6	6.0	6.6	3.0
Prime Portfolio	MM	18,176	1.4	5.7	4.1	4.7	6.2	6.8	3.0
U.S. Treasury Portfolio	MM	2,472	1.3	5.3	3.8	4.4	5.8	6.4	2.9
Morgan Growth Fund	D	1,407	10.3	32.3	15.1	17.3	14.7	33.6	0.9
PRIMECAP Fund	D	3,158	8.5	39.0	26.1	24.3	17.4	41.5	4.5
Quantitative Portfolios	D	820	8.9	29.9	16.3	17.7	NA	31.5	1.2
Small Cap Stock Fund	SC	905	10.0	23.7	19.3	22.0	12.0	45.9	4.3
STAR Fund	B	4,601	6.7	22.8	12.3	15.0	12.5	26.9	0.9
Vanguard Funds:									
Trustees' Equity Fund:									
International Portfolio	ICS	996	2.9	3.7	12.3	8.8	14.4	21.6	-4.0
U.S. Portfolio	DI	135	9.9	26.4	16.5	16.4	13.3	29.7	-3.6
U.S. Growth Portfolio	DI	3,175	7.5	32.0	11.6	17.0	14.1	40.3	-0.2
Wellesley Income Fund	B	6,726	4.2	20.7	10.4	13.4	12.5	21.8	-4.9
Wellington Fund	B	11,655	6.6	23.8	13.3	15.3	13.5	25.9	2.9
Windsor Fund	DI	13,534	7.9	26.3	19.1	20.2	14.9	35.6	3.8
Windsor II	DI	10,363	10.2	28.3	15.0	18.3	15.4	32.8	1.1
Sector Funds:									
Energy	S	483	1.7	7.6	11.3	7.1	12.4	34.3	-4.5
Gold & Precious Metals	S	600	5.1	-14.2	17.3	7.0	10.0	42.0	-14.2
Health Care	S	1,216	11.6	31.6	19.5	22.2	20.7	53.0	4.3
Utilities Income	S	681	7.9	22.6	10.4	NA	NA	NA	NA
Indexes To Compare Performance Against									
S&P 500			7.9	29.7	15.0	17.2	16.0	31.2	3.7
Lipper Capital Appreciation Funds Average			9.7	25.2	16.0	17.6	13.7	34.4	0.0
Lipper Growth Funds Average			8.6	25.8	14.6	16.8	13.6	34.4	1.3
Lipper Growth & Income Funds Average			7.1	23.0	13.3	15.5	13.3	28.9	2.8
Salomon Bros. High-Grade Index			2.7	20.7	8.8	12.1	11.9	20.7	-7.6
Lehman Brothers Gov't/Corporate Bond Index			1.9	14.3	6.9	9.9	10.0	15.9	-4.1
Morgan Stanley Capital International-EAFE Index			4.2	5.8	13.7	10.7	14.9	26.4	-7.1
Morgan Stanley Capital International-EMF Index			1.1	-19.2	16.6	19.3	NA	41.7	-19.2
91-Day Treasury Bills			1.4	5.8	4.3	4.6	5.8	6.4	3.1

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.

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.

ANNENBERG SCHOOL

Spec.: Clyde Peterson

COORD. V (10471CP) P5; \$28,800-37,600 10-23-95 Annenberg School

PART-TIME (BUSINESS ADMIN. III) (20 HRS)(10438CP) (*Work schedule: M-F 4 hrs. daily*) P4; \$14,976-19,490 10-10-95 Annenberg School

ARTS AND SCIENCES

Spec.: Nancy Salvatore

BUSINESS ADMIN. III/IV (10513NS) Responsible for personnel/payroll for department; assist in preparation of res. proposals; prepare budg.s, monthly reports and close-outs of res. grants; budg. and monitor serv. center activity. **Qualifications:** BA/BS, preferably in accounting, business or equivalent; knowledge and experience with computerized accounting and managerial admin. software packages; thorough knowledge of area/department and University policies and procedures (e.g. University accounting system and Human Resource policies and procedures) preferred; **BA III** requires 3 years experience in accounting, business administration or equivalent; **BA IV** requires 4 years experience in accounting, business administration or equivalent and supervisory experience preferred. **Grade:** P4/P5; **Range:** \$26,200-34,100/\$28,800-37,600 10-31-95 Chemistry

LAB ASST. II (10514NS) Receive, disburse and shelve chemicals, materials and equipment; handle and maintain attendant records and requisitions; take periodic inventory of stockroom contents; perform necessary housekeeping to insure order and cleanliness in stockroom area. **Qualifications:** HS grad or equivalent; high school chemistry course desirable; some experience with distribution sys.; able to lift up to 50 lbs; ability to learn to handle and identify chemicals and related chemical materials. **Grade:** G8; **Range:** \$15,700-19,600 10-31-95 Chemistry

ASST. DEAN ACAD. ADVISING I (08214NS) (*Minority candidates encouraged to apply*) P5; \$28,800-37,600 8-15-95 CGS

COORD. II (10465NS) (*Minority candidate are especially encouraged to apply*) P2; \$21,700-28,200 10-12-95 CGS

COORD. III (09384NS) P3; \$23,900-31,000 9-26-95 Linguistics/LDC

FINANCIAL ADMIN. III (10503NS) P5; \$28,800-

37,600 10-27-95 Administrative & Financial Services-Dean's Office

PROG. ANALYST II (09318NS) P6; \$31,900-40,600 9-12-95 IRIS

PROG. ANALYST III (10469NS) P7; \$35,000-43,700 10-13-95 Linguistics /LDC

RESEARCH SPECIALIST, JR. (10468NS) P1; \$19,700-25,700 10-13-95 Chemistry

RESEARCH SPECIALIST, JR. (09374NS) P1; \$19,700-25,700 10-25-95 Biology

RESEARCH SPECIALIST II (09339NS) P3; \$23,900-31,000 9-14-95 Chemistry

ADMINISTRATIVE ASSISTANT II (06117NS) G10; \$18,700-23,300 6-27-95 Psychology

ADMINISTRATIVE ASSISTANT II (10433NS) G10; \$18,700-23,300 10-5-95 College

ADMINISTRATIVE ASSISTANT III (09386NS) G11; \$19,900-25,300 9-26-95 Linguistics/LDC

OFFICE ADMINISTRATIVE ASSISTANT III (37.5 HRS) (10437NS) G11; \$21,321-27,107 10-5-95 Chemistry

TECH. A-V I (10436NS) (*End date: 6/30/96*) G9; \$17,100-21,400 10-5-95 SAS Computing

PART-TIME (TECH. ASST. LAB ANIMAL) (08241NS) (20 HRS) **Grade:** G7; **Range:** \$7,967-9,945 8-22-95 Psychology.

DENTAL SCHOOL

Spec.: Clyde Peterson

DIRECTOR III (07095CP) P6; \$31,900-40,600 7-25-95 FISOPS

RES. COORD. (10472CP) P3; \$23,900-31,000 10-16-95 Oral Surgery/Pharmacy

DENTAL ASST. I (40 HRS) (07098CP) G7; \$16,571-20,686 7-24-95 Dental Medicine

DENTAL ASST. I (40 HRS) (10429CP) G7; \$16,571-20,686 10-5-95 Dental Care Center

SCIENTIFIC EQUIPMENT STERILIZATION ATTENDANT (10459CP) G5; \$14,286-17,486 10-11-95 IMS

ENGINEERING/APPLIED SCIENCE

Spec.: Clyde Peterson

TECH ELECTRONIC II/III (10519CP) Maintain, expand and upgrade hardware for SEAS; PC, MAC and

X-term laboratory hardware and software maint., installation & planning; maintain and expand public access a-v computer equipment; install and help train faculty and staff on networking software (as well as a-v equipment); obtain new hardware for networking, computer maint. and expansion. **Qualifications:** High school graduate, preferably post-high school training; initiative, attention to detail; willingness to learn & develop new skills; ability to deal with a wide range of tech. assignments; significant experience with MAC, PC's Ethernet and Novell. **TECH II:** two-three yrs. related experience. **TECH III:** four-five yrs. related experience. **Grade:** G10/G11; **Range:** \$18,700-23,300/\$19,900-25,300 11-1-95 CETS/SEAS

RESEARCH SPECIALIST IV (09403CP) (*End date: duration of funding*) P6; \$31,900-40,600 10-2-95 Bioengineering

SYSTEM PROG. II (08055CP) (*Ongoing Contingent on Funding*) P7; \$35,000- 43,700 5-17-95 CIS/IRCS

PART-TIME (EDITOR ASST. II) (20 HRS) (09414CP) P3; \$13,655-17,711 10-3-95 Sys. Engineering

ADMINISTRATIVE ASSISTANT II (09330CP) G10; \$18,700-23,300 9-18-95 MSE

ADMINISTRATIVE ASSISTANT III (10439CP) G11; \$19,900-25,300 10-9-95 CIS

EXECUTIVE VICE PRESIDENT

Spec.: Nancy Salvatore/Susan Curran

CLERK IV (06045NS) File, copy and type confidential reports; answer phones. **Qualifications:** High school graduate; experience with computers; must type 35-40 wpm; customer serv. oriented; attention to detail. **Grade:** G7; **Range:** \$14,500-18,100 11-1-95 Div. of Pub. Safety

ACCOUNTANT II (10476NS) P4; \$26,200-34,100 10-17-95 Comptroller

ACCOUNTANT/FINANCIAL ANALYST I (08163NS) P6; \$31,900-40,600 8-30-95 Student Financial Serv.

ASST. MANAGER COMPENSATION (09324SC) P8; \$38,500-48,100 9-11-95 Human Resource Serv.

AUDIT SPEC. (10502NS) P9; \$42,300-52,900 10-27-95 Internal Audit

CONTRACTS ADMIN. II (09343NS) P5; \$28,800-37,600 9-15-95 Res. Administration

DIR., CENTER TECHNOLOGY TRANSFER (06043NS) Blank; 6-13-95 Ctr. for Tech. Transfer

DIRECTOR, FACULTY CLUB (08237NS) P9; \$42,300-52,900 8-21-95 Faculty Club

DIR. INTERNAL AUDIT (08180NS) P12; \$63,700-77,700 8-9-95 EVP

GRAPHIC DESIGNER II (10479NS) P4; \$26,200-34,100 10-19-95 Publications

SR. COMPENSATION SPEC. (09323SC) (*Application deadline date: 9/27/95*) P6; \$31,900-40,600 9-11-95 Human Resource Serv.

ADMINISTRATIVE ASSISTANT I (37.5 HRS) (09413NS) G9; \$18,321-22,929 10-5-95 The Book Store

CUSTOMER SERV. ASST. II (37.5 HRS) (10491NS) G9; \$18,321-22,929 10-25-95 Book Store

GRAD SCHOOL OF EDUCATION

Spec.: Clyde Peterson

ASSOC. DIR. NCAL (08267CP) Blank 8-30-95 National Center on Adult Literacy

COORD. III (09396CP) (*On-going contingent upon funding*) P3; \$23,900-31,000 9-28-95 NCAL

INFO. MANAGEMENT SPEC. I (10490CP) P4; \$26,200-34,100 10-20-95 GSE/Computing Resources

PROJECT COORD. (08266CP) (*On-going contingent upon grant funding*) P4; \$26,200-34,100 10-2-95 Center on Adult Literacy

ADMINISTRATIVE ASSISTANT I (09364CP) (*End date: contingent on funding*) G9; \$17,100-21,400 9-21-95 ALPIP/PhilWP

TECH. PSYCH I (09394CP) (*On-going cont. upon funding*) G10; \$18,700-23,300 9-28-95 Changes/Ped

GRAD SCHOOL OF FINE ARTS

Spec.: Clyde Peterson

LTD. SERV. (MACH., JR.) (09410CP)(End date: 6/30/96) G9; \$16,279-20,373 10-3-95 Office of Dean

LAW SCHOOL

Spec.: Clyde Peterson

ASST. DIR. V (10484CP) P6; \$31,900-40,600 10-23-95 Career Planning

DIR. IV (06035CP) P7; \$35,00-43,700 6-12-95 Law Devel. & Alumni Rels.

SECR. IV (09408CP) G9; \$17,100-21,400 10-2-95 Law School

PART-TIME (ADMINISTRATIVE ASSISTANT II) (28 HRS) (05003CP) (Ongoing contingent on funding) G10; \$10,275-12,802 6-8-95 Institute for Law & Economics

MEDICAL SCHOOL

Spec.: Ronald Story/Janet Zinser

ADMIN. COORD. (10462JZ) Manage the interface between offices for student and resident education and the offices; providing primary care clinical education experiences; organize and staff meetings; oversee processes of securing the involvement of faculty and identification of off-campus teaching sites; coordinate student schedules in several courses and programs involving primary care experiences; coordinate residents' primary care electives; develop related operating procedures; oversee sys. for monitoring and evaluating the educational experiences; prepare and distribute info. about educational programs and teaching opportunities. **Qualifications:** BA/BS degree; three yrs. professional admin. experience; excellent organizational abilities and interpersonal skills; excellent ability to deal effectively with diverse constituencies; excellent oral, written and interpersonal communication skills; excellent computer skills, including ability to work with communications, spreadsheet, database and word-processing software; familiarity with an acad. med. env. preferred. **Grade:** P4; **Range:** \$26,200-34,100 10-13-95 Acad. Programs/Network and Prim. Care Educ.

CLINICAL SPEC. (10511RS) Collect data related to ultrasound study; organize and enter data into computer for analysis; review ultrasound schedule; conduct literature searches; maintain records. **Qualifications:** Bachelor's degree in science or arts; four yrs. experience; knowledge and experience in the performance of ultrasound studies; America registry of diagnostic med. sonographers certification; micro computer experience desirable. (End date: 8/31/96) **Grade:** P6; **Range:** \$31,900-40,600 11-1-95 Radiology

INFO. SYS. SPEC. I/II (10512JZ) Serve as institute, department and division computer support person; analyze, design, implement and maintain local networking system; act as liaison with system consultants, other departments and network units; project planning, tech. testing, implementation, evaluation and on-going tech. problem support; work with teams to develop new workstations technologies, replace and upgrade hardware and software, write software programs as needed; prepare documentation and users aids for staff; implement special projects; perform regular network sys. back-up and maint.; set-up and maintain computer graphics and printer requirements; work with laboratory staff on required laboratory equipment/computer connections; assist with specialized data entry set up, training, and input. **Qualifications:** BA/BS in computer sciences or equivalent in theory and practice; experience in providing tech. support for Macintosh environments; demonstrated ability to support hardware and software peripherals and operating sys. and software; ability to work independently and collaboratively in a rapidly changing and demanding environment; effective organizational and interpersonal communication skills. **INFO. SYS. SPEC. I:** Minimum two yrs. experience in Macintosh networking and software experience. **INFO. SYS. SPEC. II:** Minimum four yrs. experience in Macintosh networking and software experience. (End date: 6/30/98) **Grade:** P3/P5; **Range:** \$23,900-31,000/\$28,800-37,600 10-30-95 IHGT

RESEARCH SPECIALIST II (10516RS) Assist in designing, performing and analyzing various experi-

ments using virological, immunological and molecular biological techniques, including the use of radioactivity; assist in the design, performance and analysis of various animal models. **Qualifications:** BA/BS; MS preferred, with three-five yrs. of experience in immunological, virological or molecular techniques; must be willing and able to work with small animals (rats & mice) (Ongoing contingent upon grant funding) **Grade:** P3; **Range:** \$23,900-31,000 10-30-95 Surgery

RESEARCH SPECIALIST IV (10496RS) Conduct experiments using DNA and RNA viruses including data analysis; search & translate Japanese scientific papers/contact Japanese industry; manage overall operations; of the lab; supervise students & tech.s; computer maint. & purchasing; write papers and grant applications. **Qualifications:** BA/BS in pharmaceutical sciences; five plus yrs. of virus res. experience (five yrs. DNA virus/RNA virus); fluency in Japanese; strong computer skills; must be able to use various operating sys. & software. **Grade:** P6; **Range:** \$31,900-40,600 10-25-95 Microbiology

RESEARCH SPECIALIST IV (10509RS) Coord. daily ops. and management of Immunology Core; provide tech. expertise and training to scientific collaborators; conduct advanced res. projects related to in vitro assays of immune function in support of gene therapy res.; develop and refine protocols for maximum efficiency and consistency of results; advise scientific collaborators in the devel. of individual project plans involving immune function assays; supervise activities of all core users; ensure compliance with policies and procedures of the Institute and institutional safety and environmental health guidelines. **Qualifications:** MS or PhD in bio. sciences and at least four-six yrs. experience in immunology required; ability to work independently and coord. several projects and activities concurrently; demonstrated written, oral communication and interpersonal skills; a high degree of organization and motivation required; demonstrated knowledge of expanding tech. assoc'd with gene therapy. (End date: 6/30/98) **Grade:** P6; **Range:** \$31,900-40,600 10-30-95 IHGT

PART-TIME (RESEARCH SPECIALIST, JR.) (10506RS) DNA extraction; run PCR; make sequence gels and test for microsatellite polymorphisms; maintain accurate lab records and ability to solve minor tech. problems; order supplies and maintain radiation safety records. **Qualifications:** Bachelor's degree in biology, chemistry or a related field; must have laboratory exp. (End date: 8/31/96) **Grade:** P1; **Range:** \$9,850-12,850 10-30-95 Gen.

RESEARCH LAB TECHNICIAN I (40 HRS) (09368RS) Keep all supplies stocked, tagged and readily available for investigator use; routine cleaning, maint. and monitoring of equipment performance; prepare reagents according to established protocols; routine data entry. **Qualifications:** High school diploma or equivalent with proven job record of dependability; previous work in lab environment and some Macintosh computer experience helpful; demonstrated organizational skills a must. (End date: 8/30/97) **Grade:** G7; **Range:** \$16,571-20,686 10-30-95 IHGT

RESEARCH LAB TECHNICIAN III (10505RS) Provide biochemistry and molecular biology support using techniques that include protein expression and purification, DNA purification (HPLC) and subcloning; train in protein crystallization techniques; perform general lab maint.; order supplies; demonstrate methods to students and perform computer literature searches. **Qualifications:** BA/BS in biology or chemistry; exposure to lab work; demonstrated organizational and record keeping skills. (Ongoing contingent on funding) **Grade:** G10; **Range:** \$18,700-23,300 10-30-95 Biochemistry & Biophysics

RESEARCH LAB TECHNICIAN III (10517RS) Under general supervision, perform molecular, genetic and embryological manipulations of developing zebrafish embryos; isolate and manipulate DNA; maintain fish stocks; order, organize and maintain lab supplies; perform general lab duties. **Qualifications:** BA/BS in biology, biochemistry or genetics; some laboratory experience preferred. **Grade:** G10; **Range:** \$18,700-23,300 10-30-95 CDB

RESEARCH LAB TECHNICIAN III (03032RS) Follow established protocols; perform cell culture, PCR, southern blots, cloning techniques; take part in lab meetings; input computer data; keep logs and write lab

reports; perform library searches; maintain lab equipment and order supplies; assign tasks to students. **Qualifications:** BA/BS in chemistry, biochemistry or biology; exposure to lab work. (On-going contingent on funding) **Grade:** G10; **Range:** \$18,700-23,300 10-31-95 Pathology & Lab Med

TECH, LAB ANIMAL (40 HRS) (10523RS) Provide all aspects of care to laboratory animals including husbandry (i.e. feeding, cage cleaning, record maint.) and enrichment of various species; maintain rodent breeding colonies and inventory; provide tech. assistance to investigators who use the Animal Serv. Unit, including venipuncture; work with Biosafety level 2 (BSL2) agents; maintain knowledge of and compliance with USDA, AAALAC regulations and FDA's Good Laboratory Practices. **Qualifications:** High school diploma; AALAS certification at the Tech. (LAT) level highly desirable; one -two years experience working with laboratory animals, including non-human primates, necessary; knowledge of and experience with BSL2 agents; experience with related tech. procedures; ability to lift 75 lbs, catch and restrain lab animals; willingness to meet tight and aggressive deadlines; demonstrated interpersonal skills and communication skills. **Grade:** G9; **Range:** \$19,543-24,457 10-31-95 IHGT

TECH, PSYCH I (40 HRS) (10515RS) Responsible for scheduling and coordinating participation of subjects in PET studies, accompanying subjects to procedures and administration of neurobehavioral imaging procedures; collection of imaging data and image processing, data entry and processing. **Qualifications:** BA/BS with a strong background and interest in biomed. res.; computer skills are essential and experience with data bases and statistical programs is preferred; experience and interest in studies of humans particularly psychiatric res. are required. (End date: 6/30/97) **Grade:** G10; **Range:** \$21,371-26,629 10-30-95 Psychiatry

PART-TIME (SCIENTIFIC EQUIPMENT STERILIZATION ATTENDANT) (28 HRS) (10474RS) Operate high pressure autoclave, high temperature automatic washing machines, deionizer machines and drying ovens; prepare contaminated glassware for automatic washing; clean machines periodically and report and/or correct operating malfunctions; load and unload glassware in drying ovens; maintain the sterilization; pick up and deliver glassware to laboratories. **Qualifications:** High school diploma or equivalent; ability to push or pull up to 50 lbs. and able to lift up to 25 lbs.; ability to exert 20 lbs. of pressure on autoclave. **Grade:** G5; **Range:** \$6,868-8,407 10-16-95 Pathology and Lab Medicine

ASST. MANAGER II (05057JZ) P2; \$21,700-28,200 5-18-95 Ophthalmology

FINANCIAL ADMIN. II (09406JZ) P4; \$26,200-34,100 10-3-95 CCEB

FISCAL COORD. II (10435JZ) P2; \$21,700-28,200 10-10-95 Cancer Center

INFO. SYSTEM SPEC. II (10492JZ) P5; \$28,800-37,600 10-23-95 CCEB

MED. DEPARTMENT ADMIN. OFFICER (07053JZ) Blank 7-21-94 Rehab Medicine

NURSE II (09423RS) (On-going pending funding) P4; \$26,200-34,100 10-6-95 Infectious Diseases

PROG. ANALYST II (09357JZ) P6; \$31,900-40,600 9-20-95 Psychiatry

PROJECT MANAGER II (10445RS) P7; \$35,000-43,700 10-10-95 Cancer Center

REIMBURSEMENT ANALYST I (05104JZ) P6; \$31,900-40,600 9-8-95 Medicine/Billing

RES. COORD. (10442RS) P3; \$23,900-31,000 10-10-95 Cancer Center

RES. COORD., JR. (07038RS) (Week-ends may be required, hours vary between 6:00 AM-9:00 PM) (End date: 9/30/96) P2; \$21,700-28,200 10-5-95 Anesthesia

RESEARCH SPECIALIST, JR. (07138RS). (On-going contingent on funding) P1; \$19,700-25,700 8-3-95 Surgery/HDSR

RESEARCH SPECIALIST, JR. (09397RS) (End date: 9/30/97) P1; \$19,700-25,700 10-2-95 IHGT

RESEARCH SPECIALIST, JR. (10428RS) (End date: 10/31/97) P1; \$19,700-25,700 10-6-95 IHGT

RESEARCH SPECIALIST, JR. (09405RS) P1; \$19,700-25,700 10-13-95 Genetics

RESEARCH SPECIALIST, JR. (10488RS) P1; \$19,700-25,700 10-20-95 Genetics

RESEARCH SPECIALIST, JR./I (09426RS) (End

date: 6/30/98) P1/P2; \$19,700-25,700/\$21,700-28,200 10-6-95 Molecular and Cellular Engineering
RESEARCH SPECIALIST JR./I (10481RS) P1/P2; \$19,700-25,700/\$21,700-28,200 10-19-95 IHGT
RESEARCH SPECIALIST I (09312RS) (On-going contingent upon grant funding) P2; \$21,700-28,200 9-11-95 Pathology & Lab Medicine
RESEARCH SPECIALIST I (08206RS) P2; \$21,700-28,200 9-26-95 Medicine/Renal
RESEARCH SPECIALIST I (08172RS) P2; \$21,700-28,200 10-10-95 Genetics
RESEARCH SPECIALIST II (08239RS) P3; \$23,900-31,000 9-7-95 Radiology
RESEARCH SPECIALIST II (04098RS) P3; \$23,900-31,000 10-2-95 Hematology
RESEARCH SPECIALIST II (09418RS) (End date: 2yrs. limit, then contingent on funding) P3; \$23,900-31,000 10-6-95 Physiology
RESEARCH SPECIALIST II (10457RS) P3; \$23,900-31,000 10-12-95 Otorhinolaryngology
RESEARCH SPECIALIST II (10493RS) P3; \$23,900-31,000 10-23-95 Dermatology
RESEARCH SPECIALIST II (09312RS) (On-going contingent upon grant funding) P3; \$23,900-31,000 10-25-95 Pathology & Lab Medicine
RESEARCH SPECIALIST II (10500RS) (Ongoing cont. upon funding) P3; \$23,900-31,000 10-26-95 Path. & Lab Med.
RESEARCH SPECIALIST II/III (06106RS) P3/P4; \$23,900-31,000/\$26,200-34,100 6-26-95 Hematology/Oncology
RESEARCH SPECIALIST III (08240RS) P4; \$26,200-34,100 9-7-95 Radiology
RESEARCH SPECIALIST III (09421RS) (End date: two yrs. limit, then contingent on funding) P4; \$26,200-34,100 10-6-95 Physiology
RESEARCH SPECIALIST IV (09372RS) P6; \$31,900-40,600 9-22-95 Medicine/Rheumatology
STAFF ASST. III (10458JZ) P3; \$23,900-31,000 10-19-95 Psychiatry
SUPERVISOR (EXEMPT) (09350RS) (Off-site location on Girard Avenue at AIDS/drug treatment center) (On-going contingent on grant funding) P2; \$21,700-28,200 9-25-95 Psychiatry
SYS. ANALYST II (05026JZ) P7; \$35,000-43,700 5-10-95 Ophthalmology
PART-TIME (ASSOC. DIR. IV) (17.5 HRS) (02089JZ) P6; \$13,100-17,050 3-1-95 CCEB
PART-TIME (RESEARCH SPECIALIST I) (20 HRS) (09379JZ) (End date: 8/31/96) P2; \$12,400-16,114 10-2-95 Geriatric Medicine
ADMINISTRATIVE ASSISTANT II (40 HRS) (08260JZ) G10 \$21,371-26,629 9-22-95 Venture & Industry
ADMINISTRATIVE ASSISTANT II (10446JZ) G10; \$18,700-23,300 10-10-95 General Internal Medicine
ADMINISTRATIVE ASSISTANT III (08279JZ) (40 HRS) G11; \$22,743-28,914 8-31-95 Pulmonary
ADMINISTRATIVE ASSISTANT III (40 HRS) (09358JZ) (On-going pending funding) G11; \$22,743-28,914 9-20-95 Center for Experimental Therapeutics
ADMINISTRATIVE ASSISTANT III (40 HRS) (09371JZ) G11; \$22,743-28,914 9-25-95 Medicine/Rheumatology
CLERK II (40 HRS) (09322JZ) G5; \$14,286-17,486 9-12-95 Dermatology
CLERK III (40 HRS) (10498JZ) G6; \$15,543-19,086 10-25-95 Psychiatry
FINANCIAL SERV. ASST. III (40 HRS) (08290JZ) G11; \$22,743-28,914 9-12-95 Rehab. Medicine
OFFICE ADMINISTRATIVE ASSISTANT III (40 HRS) (02030JZ) (Ongoing Contingent on Grant Funding) G11; \$22,743-28,914 2-9-95 Surgery/Neurosurgery
OFFICE SYS. COORD. (10467JZ) G11; \$19,900-25,300 10-13-95 CCEB
OPER., COMP COMP II (09353JZ) G10; \$18,700-23,300 9-19-95 CCEB
RESEARCH LAB TECHNICIAN III (03032RS) (On-going Contingent on Grant Funding) G10; \$18,700-23,300 3-14-95 Pathology and Lab Medicine
RESEARCH LAB TECH. III (40 HRS) (06019RS) (Ongoing contingent upon grant funding) G10; \$21,371-26,629 6-7-95 Surgery/Neurosurgery
RESEARCH LAB TECHNICIAN III (40 HRS) (08174RS) G10; \$21,371-26,629 8-8-95 Anesthesia
RESEARCH LAB TECHNICIAN III (08281RS) G10; \$18,700-23,300 8-31-95 Cell & Dev Biology

RESEARCH LAB TECHNICIAN III (09311RS) G10; \$18,700-23,300 9-11-95 Psychiatry
RESEARCH LAB TECHNICIAN III (09310RS) (On-going contingent upon grant funding) G10; \$18,700-23,300 9-11-95 Pathology & Lab Medicine
RESEARCH LAB TECHNICIAN III (09319RS) G10; \$18,700-23,300 9-12-95 PA Muscle Institute
RESEARCH LAB TECHNICIAN III (06129RS) G10; \$18,700-23,300 9-20-95 Orthopaedic Surgery
RESEARCH LAB TECHNICIAN III (10475RS) (On-going contingent upon grant funding) G10; \$18,700-23,300 10-16-95 Pathology & Lab Medicine
RESEARCH LAB TECHNICIAN III (40 HRS) (06019RS) (Ongoing contingent upon funding) G10; \$21,371-26,629 10-26-95 Surgery/Neurosurgery
SECR. IV (40 HRS) (07127JZ) G9; \$19,543-24,457 9-7-95 IHGT
SECR. V (40 HRS) (07140JZ) G10; \$21,371-26,629 10-2-95 Psychiatry
SECR., SR. (05083JZ) G11; \$19,900-25,300 10-26-95 Vice Dean for Education
SERVICE ASSISTANT II (40 HRS) (10480JZ) G10; \$21,371-26,629 10-19-95 Architecture & Facilities Management
TECH PSYCHOLOGY I (08157RS) G10; \$18,700-23,300 8-7-95 Psychiatry
TECH, PSYCH I (09398RS) G10; \$18,700-23,300 10-5-95 Psychiatry
TECH PSYCHOLOGY I (10486RS) G10; \$18,700-23,300 10-20-95 Psychiatry
PART-TIME (COLLECTION ASST.) (08276JZ) G10; \$10,275-12,802 8-31-95 Ophthalmology
PART-TIME (CONTROL CENTER OPER.) (24 HRS) (08284JZ) (08285JZ) Work schedule: (S-S, 7:00 AM-7:00 PM & S-S, 7:00 PM-7:00 AM) G9; \$9,396-11,758 9-8-95 Architecture & Facilities Management
PART-TIME (RESEARCH LAB TECHNICIAN III) (20-25 HRS) (10443RS) G10; \$10,274-12,802 10-10-95 Clinical Res. Center
PART TIME (SECURITY OFFICER) (22 HRS) (05073JZ) (Considered essential employee & as such is required to make it to work regardless of weather or other factors) (Saturday & Sunday, 9:00 am - 9:00 pm) G8; \$8,626-10,769 9-28-95 Arch. & Fac. Management

NURSING

Spec.: Ronald Story

MANAGER, PROJECT II (09420RS) P7; \$35,000-43,700 10-5-95 Nursing
ADMINISTRATIVE ASSISTANT II (37.5 HRS) (1049RS) (Work schedule: Mon-Fri, 10:30 AM-7:00 PM) G10; \$20,036-24,964 10-24-95 Nursing
PART-TIME (ADMINISTRATIVE ASSISTANT I) (20 HRS) (08209RS) G9; \$9,396-11,758 10-2-95 Nursing
PART-TIME (SECR. IV) (21 HRS) (08211RS) G9; \$9,396-11,758 8-17-95 Nursing

PRESIDENT

Spec.: Susan Curran/Janet Zinser

ASST. DIR., CORPORATE & FOUNDATION RELATIONS (06055JZ) Assist in planning, implementation and management of all institutional corporate and foundation gift appeals in behalf of the Med. Center; provide support in formulating and recommending annual fundraising plans; work directly with key basic 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; plan site visits and prepare info. al materials; assist in preparation of monthly and annual written reports. **Qualifications:** BA/BS; 3-5 years experience in devel. with emphasis on major gifts from corporations and foundations; strong oral and written communications skills; demonstrated res. and supervisory experience; must be able to effectively communicate and interact with senior corporate officers, faculty, administration, staff and donors; valid driver's license; local and national travel required. (Application deadline: 11-6-95) **Grade:** P5; **Range:** \$28,800-37,600 10-31-95 Med Center Dev.
ADMINISTRATIVE ASSISTANT I (10527JZ) Prepare direct mail solicitation and stewardship correspondence for 55th, 60th and 65th reunions, memorial programs; maintain gift records; respond to inquiries

about reunion arrangements; coordinate preparation and mailing of condolence letters; assist in planning, organizing and implementing the remembrance program; arrange and monitor memorial funds; maintain data base. **Qualifications:** High school graduate; at least two yrs. clerical and secretarial experience or equivalent; excellent interpersonal and clerical skills; experience with office automation equipment and word processing packages; WordPerfect preferred; strong organizational and communication skills. **Grade:** G9; **Range:** \$17,100-21,400 11-3-95 Dev. & Alum. Rels.

ASST. DIR. II (09367JZ) P3; \$23,900-31,000 9-21-95 Dev. & Alumni Relations
ASSOC. DIR. V (08265JZ) P7 \$35,000-43,700 8-29-95 Dev. & Alumni Relations
ASSOC. DIR. INDIV. GIFTS (09366JZ) P7; \$35,000-43,700 9-21-95 Dev. & Alumni Relations
ASSOC. EXEC. VP MED. CENTER DEV. (05044JZ) Ungraded; Blank 5-15-95 Med. Center Dev.
DEV. OFFICER II (07082JZ) P10; \$47,400-59,200 7-19-95 Dev. & Alumni Relations
DIR. ALUMNI RELATIONS (09309JZ) P11; \$54,500-68,200 9-7-95 Dev. & Alumni Relations
DIR., UNIVERSITY COMMUNICATIONS (10473SC) Blank 10-18-95 University Relations
EXEC. DIR. RESOURCE, PLANNING & BUDG. (09344SC) Ungraded; Blank 9-14-95 Office of the President
MAJOR GIFTS OFFICER II (06054JZ) P8; \$38,500-48,100 6-14-95 Med. Center Dev.
PROG. ANALYST I (08194JZ) P4; \$26,200-34,100 8-11-95 Dev. & Alumni Relations
PUBLICATIONS DESIGN SPEC. (10449JZ) P5; \$28,800-37,600 10-10-95 Devel. & Alumni Relations
STAFF WRITER II (04062JZ) (Two Writing Samples Must Accompany Application) P3; \$23,900-31,000 4-24-95 Dev. & Alumni Relations
STAFF WRITER III (08199SC) Two writing samples must accompany application. P5; \$28,800-37,600 8-14-95 Office of the President
ADMIN. ASST. II (08225JZ) (37.5 HRS) G10; \$20,036-24,964 8-17-95 Med. Center Dev.
ADMINISTRATIVE ASSISTANT II (03041JZ) G10; \$18,700-23,300 10-10-95 Dev. & Alumni Rels.

PROVOST

Spec.: Clyde Peterson

LTD. SERV. (THEATER TECH) (10521CP) Responsible for assisting in various tech and support functions related to the presentation of theatrical presentations at the Annenberg Center; maintain theatrical equipment; assist student and professional groups with preparing their presentations; perform routine maint. of theatrical and assoc. d shop equipment; oversee rehearsals. **Qualifications:** BA/BS or equivalent experience in theater or teaching theater preferred; two yrs. of experience working in tech aspects of theater; experience with industrial shop and tech. equipment is required. (Work schedule: some evenings & weekends) **Grade:** G8; **Range:** \$13,078-16,327 11-1-95 Annenberg Center
LIBRARY, CLERK (10520CP) Process books received, check for accuracy; notify patron when book arrives; process and check photocopied articles; mail articles to patrons; maintain UPS logbook; maintain mailroom; order supplies; open, sort and maintain statistics on incoming mail; answer patron questions; oversee fax transmission. **Qualifications:** High school graduate; college preferred; previous library experience preferred; must have strong interpersonal skills; demonstrated ability to handle stressful situations effectively. **Grade/Range:** Union 11-1-95 Interlibrary Loan
PART-TIME (ADMINISTRATIVE ASSISTANT I) (20 HRS) (07135CP) Maintain the South Asia Reference Collection and the reserve books for the South Asia department courses; display newspaper and periodicals; reshelve books and relocate materials; arrange back issues of newspaper and discard them on receipt of microfilm; perform binding for periodicals; supervise processing of India Cooperative Acquisitions Program and Pakistan Cooperative Acquisitions Program materials; maintain South Asia Art Archive; perform general reference. **Qualifications:** High school graduate required; BA/BS preferred; acad. background in South Asia studies preferred; famili-

OPPORTUNITIES at PENN

ity with library operations, both tech. and public serv. practices and operations; good interpersonal skills and mature judgement are essential. **Grade:** G9; **Range:** \$9,396-11,758 11-1-95 South Asia Reading Room

ASST. COACH I (07132CP) P3; \$23,900-31,000 7-28-95 DRIA

CHAPL. (08247CP) Ungraded 8-23-95 Prov. Office

EDITORIAL ASST. I (10461CP) G10; \$18,700-23,300 10-16-95 University Press

HELP DESK ANALYST (10477CP) P4; \$26,200-34,100 10-18-95 Info. Sys. and Computing

HELP DESK ANALYST, SR. (06143CP) P6; \$31,900-40,600 8-18-95 Info. Sys. & Computing

INFO. SYS. SPEC. I/II (09334CP) P3/P5; \$23,900-31,000/\$28,800-37,600 9-14-95 University Libraries

INFO. SYS. SPEC. I/II (09335CP) P3/P5; \$23,900-31,000/\$28,800-37,600 9-14-95 University Libraries

INFO. MANAGEMENT SPEC. II (08191CP) P6; \$31,900-40,600 CRC

INFO. MANAGEMENT SPEC. II (08192CP) P6; \$31,900-40,600 8-14-95 CRC

INFO. SYS. SPEC. II (000439CP) P5; \$28,800-37,600 6-16-95 Biomed Library

INTERN ATHLETICS (07110CP) (End date: eleven months from start date) Blank; \$10,000 7-27-95 DRIA

PROG. ANALYST II (09365CP) P6; \$31,900-40,600 9-21-95 IRHE

RESEARCH SPECIALIST IV (08303CP) P6; \$31,900-40,600 9-7-95 LRSM

SYS. PROG. IV (01040CP) P9; \$42,300-52,900 5-1-95 DCCS

TECHNOLOGY TRAINING SPEC. (06085CP) P5; \$28,800-37,600 6-21-95 Tech. Learning Serv.

VICE PROVOST FOR RES. (08248CP) Ungraded 8-25-95 Provost's Office

AIDE LAB ANIMAL (40 HRS) (07016CP) (07017CP) (May include shifts other than M-F, overtime, weekends and holiday work) G5; \$14,286-17,486 7-10-95 ULAR

OFFICE ADMIN. ASSISTANT I (08228CP) G9; \$17,100-21,400 8-18-95 Annenberg Center

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

TECH. VET TRAINEE (40 HRS) (09361CP) (May include overtime, holiday work & weekends) G7; \$16,571-20,686 9-20-95 ULAR

LTD. SERV. (SALES CLERK) (09307CP) (Worksched. hours: 12:00-6:00 PM, evenings & weekends required) \$10,413-\$12,745 9-11-95 Annenberg Center

PART-TIME (ADMINISTRATIVE ASSISTANT I) (20 HRS) (10507CP) G9; \$9,396-11,758 10-27-95 Spec. Collections-Univ. Libraries

VETERINARY SCHOOL

Spec.: Nancy Salvatore

RESEARCH LAB TECHNICIAN III (10524NS) Assist in organizing gene therapy experiments in animals and analyze results by performing assays for enzyme activity and biochemical & electrophoresis assays for glycosaminoglycans & oligosaccharides; perform sterile tissue culture for infection with retroviral vectors; embed & section tissue for light microscopy and electron microscopy and frozen sections for histochemistry; perform morphometric & statistical analyses of results. **Qualifications:** BA/BS with res. experience in biochemistry, tissue culture and pathology. **Grade:** G10; **Range:** \$18,700-23,300 11-1-95 Pathobiology

TECH. LAB ANIMAL (40 HRS) (10508NS) Responsible for a wide variety of lab and large animal species used for teaching & res., which includes feeding, watering, bedding, sanitation & facility cleaning, adhering to federal, state and local regulations, guidelines & policies; assist in accepting & processing donation animals from initial phone contact through follow-up written confirmations; operate & maintain washing equipment; maintain accurate records; assist with animal handling, restraint, transportation & rotation; observe animals & their environment & report abnormal conditions. **Qualifications:** High school graduate; AALAS certification as Lab Animal Tech.; three-four yrs. experience in animal care field with

desire to earn certification; experience with large animals required; computer literate; valid driver's license; familiarity with farm equipment helpful; ability to work weekends and occasional overtime required (Position located in Kennett Square, PA-No public transportation). **Grade:** G9; **Range:** \$19,543-24,457 10-30-95 New Bolton Center

RESEARCH SPECIALIST I (08190NS) P2; \$21,700-28,200 8-11-95 Pathobiology

RESEARCH SPECIALIST III/IV (07136NS) (Position located in Kennett Square, PA. There is no public transportation) P4/P6; \$26,200-34,100/\$31,900-40,600 10-13-95 Clinical Studies-NBC

STAFF VETERINARIAN (07101NS) (Position located in Kennett Square, PA. There is no public transportation) Blank 7-25-95 Clinical Studies-NBC

ADMINISTRATIVE ASSISTANT I (07102NS) (Ongoing contingent on funding) (Position located in Kennett Square, PA. There is no public transportation) G9; \$17,100-21,400 7-25-95 Clinical Studies-NBC

LAB ASST. II (09327NS) G8; \$17,943-22,400 9-13-95 VHUP-CLM

RESEARCH LAB TECHNICIAN III (40 HRS) (06040NS) (Position located in Kennett Square, No Public Transportation) G10; \$21,371-26,629 6-12-95 Clinical Studies-NBC

RESEARCH LAB TECHNICIAN III (40 HRS) (07025NS) (End date: one year, continuation contingent on funding) (Position Located in Kennett Sq., PA; No Public Transit) G10; \$21,371-26,629 Clinical Studies-NBC 7-11-95

RESEARCH LAB TECHNICIAN III (40 HRS) (07100NS) (Position located in Kennett Square, PA. There is no public transportation) G10; \$21,371-26,629 7-25-95 Clinical Studies-NBC

RESEARCH LAB TECHNICIAN III (09377NS) G10; \$18,700-23,300 9-22-95 Clinical Studies

TECH. VET. I/II (40 HRS) (09326NS) (09328NS) (09329NS) (Work schedule: rotating/ nights/ weekends) G8/G10; \$17,943-22,400/\$21,371-26,629 9-13-95 VHUP

TECH. VET. I/II (40 HRS) (09411NS) G8/G10; \$17,943-22,400/\$21,371-26,629 10-4-95 Large Anim. Hosp.

PART-TIME (PHARM. ASST. I) (27 HRS) (07050NS) (Work Schedule: M-F 4:00-8:00 PM, Sun 8:00-3:00 PM) G8; \$8,626-10,769 7-14-95 VHUP-Pharmacy

PART-TIME TECH. V. I/II (26 HRS) (09325NS) (Work schedule: Wed., 8:00 AM -8:00 PM, Thurs., 8:00 AM-4:00 PM & Fri., 12:00-6:00 PM) G8/G10; \$8,626-10,769/\$10,275-12,802 9-13-95 VHUP

VICE PROVOST/UNIVERSITY LIFE

Spec.: Clyde Peterson

ASST. DIR. RESID. MAINT. (07043CP) (End date: 6/30/97) P6; \$31,900-40,600 7-13-95 Resid. Maint.

COORD., TUTORING SERV. (09363CP) P3; \$23,900-31,000 9-21-95 Acad. Support Serv.

ADMINISTRATIVE ASSISTANT II (08250CP) G10; \$18,700-23,300 8-25-95 Acad. Support Programs

SEC. IV (08202CP) G9; \$17,100-21,400 8-14-95 Acad. Support

WHARTON SCHOOL

Spec.: Janet Zinser

ADMINISTRATIVE ASSISTANT III (37.5 HRS) (10504JZ) Type, edit and distribute correspondence; open and screen mail; respond to general inquiries; answer telephone; screen and prioritize calls; take messages; organize and maintain complex computer & paper filing system; perform back-up duties for Admin. Asst. to Exec. Dir.; maintain Assoc. Dir.'s calendar and is cognizant of Exec. Dir.'s calendar; handle logistics for meetings, seminars and other special events; prepare bimonthly staff meeting minutes; perform appropriate duties as Asst. to Asst. Dir. of PhD program; develop, modify and implement office procedures; supervise student workers. **Qualifications:** Completion of high school business cur-

riculum and related post high school training or equivalent; two yrs. experience at the AAIL level or comparable background; thorough knowledge of office procedures, practices and methods; proficient in Mac computer programs and applications; including Microsoft Word, Excel, FileMaker Pro, System 7 preferred; excellent oral and written communication skills; ability to work independently, use judgement and creativity in organizing activities and deal with public in a professional manner; type 55wpm. (Ongoing contingent upon grant funding) **Grade:** G11; **Range:** \$21,321-27,107 10-30-95 Leonard Davis Inst. **OPER., DUPLICATING MACHINE IV** (10529JZ) Perform all routine functions of the Xerox Network Publishing System including image merge, cut and paste, crop, rotate and mask images for reproduction and release network orders using the Novell and Xerox servers; perform all routine and advanced functions on the Xerox 5775 Network Color Laser Printer; Kodak 2110 Duplicator and other bindery equipment contained within Wharton Reprographics; perform routine maint. of the DocuTech Publishing Sys. **Qualifications:** High school graduate or equivalent; two-four yrs. experience operating high speed copiers/duplicators or equivalent, Xerox 5390 and Kodak 2110 preferred; six months experience with Xerox DocuTech Publishing System and successful completion of the DocuTech training program; highly proficient in Math and English; computer experience with MS Windows 3.1 including DOS commands, file manager and program manager; knowledge of desk top publishing, preferably Aldus PageMaker, Adobe PhotoShop or Adobe Illustrator; ability to lift up to fifty pounds (No vacation will be approved during August, September, December and January) (Overtime is a requirement of this position) (Work schedule: 5:00 PM-1:00 AM) **Grade:** G10; **Range:** \$18,700-23,300 11-3-95 Wharton Reprographics

SECR., SR. (40 HRS) (10522JZ) Provide admin. support to assoc. dean; schedule appointments; type confidential letters and memos; create itineraries for visitors; arrange complex domestic and international travel and appointments; interact with non-US senior exec.s, faculty, staff and students on a daily basis; act as liaison between the school's international offices and faculty, staff and students; initiate communication with International Advisory Board members; create presentations using PowerPoint, based on personal res. **Qualifications:** H. S. diploma required; six yrs. progressively responsible secretarial experience; knowledge of computer sys. preferred; Microsoft Word, Excel, PowerPoint essential; ability to conduct res. using the Internet; demonstrated ability to interact with senior exec.s from other countries; appreciation of diverse cultures necessary; demonstrated ability to work independently. (Application deadline date: 11/7/95) **Grade:** G11; **Range:** \$22,743-28,914 11-1-95 International Relations

DIR. EUROPEAN REGION (07001JZ) (Position is located in Paris, France) P11; \$54,500-68,200 7-6-95 International Relations

DIR., WHARTON DEV. SERV. (08170JZ) P10; \$47,400-59,200 8-18-95 External Affairs

INFO. SYS. SPEC. I (08253JZ) P3; \$23,900-31,000 8-24-95 WCIT

INFO. SYS. SPEC. II (08161JZ) P5; \$28,800-37,600 8-7-95 WCIT

PROG. ANALYST I (09308JZ) P4; \$26,200-34,100 9-19-95 WCIT

PROG. ANALYST I/II (09354JZ) P4/P6; \$26,200-34,100/\$31,900-40,600 9-19-95 WCIT

PROG. ANALYST II (04012JZ) P6; \$31,900-40,600 4-10-95 WCIT

PROG. ANALYST II (09387JZ) P6; \$31,900-40,600 9-28-95 Statistics

RESEARCH SPECIALIST I (09370RS) (End date: 8/31/96) P2; \$21,700-28,200 10-19-95 General Internal Medicine

SYS. PROG. I/II (07021JZ) P6/P7; \$31,900-40,600/\$35,000-43,700 8-9-95 WCIT

SYS. PROG. I/II (09315JZ) P6/P7; \$31,900-40,600/\$35,000-43,700 9-11-95 WCIT

TECH. WRITER (09417JZ) (Final candidates may be asked to submit a writing sample) P6; \$31,900-40,600 10-4-95 External Affairs

TECH. WRITER/EDITOR (09419JZ) (Final candidates may be asked to submit writing sample) P8; \$38,500-48,100 10-4-95 Deputy Dean

Blood Drive: November 13

University faculty, administration, and staff are sponsoring an American Red Cross bloodmobile on Monday, November 13, 1995. The blood drive will be open 8:30 a.m.-3:30 p.m. in Alumni Hall, on the second floor of the Faculty Club.

Penn and the American Red Cross hope that 110 pints of blood will be collected. HUP is one of nearly 100 hospitals in the Philadelphia area relying upon American Red Cross volunteer blood donors.

This special pre-holiday Penn/Red Cross bloodmobile is open to all University faculty, administration, staff, and students.

French Travelling Fellowships

The French Institute for Culture and Technology announces the creation of three \$1,500 Société Generale Travelling Fellowships.

The fellowships, open to Penn graduate and post-doctoral students with a functional command of French, will be applicable to defray expenses for the participation in the conference organized in France for 1996, by a scientific and scholarly entity identified by the student.

Résumé, cover letter explaining the pertinence of the conference subject to the candidate's research, and two letters of recommendation from Penn professors must be sent to the following address by February 29, 1996:

Société Generale Travelling Fellowships
French Institute for Culture & Technology
401 Lauder-Fischer Hall/6330

Confirmation will be sent by the end of March 1996. For more information, contact Françoise Gramet at 573-3551.

First Encore in 'Dance'

For the first time in the New Dance Series of Dance Celebration, a company is being brought back by popular demand: the Doug Elkins Dance Company, whose blend of break dancing and hip hop with ballet, postmodern and flamenco (to the music of James Brown, Handel and others) prompted a *New York Post* reviewer to say "Nothing is left unnoticed, little is left unused."

The single performance is Monday, November 13, at 8 p.m. in the Zellerbach Theatre. For information or tickets (\$24, \$12/ students), call the Box Office at 898-6791.



At right: Jane Weiner and Doug Elkins in a photograph by Lois Greenfield.

Angels at Annenberg: Lectures about Tony Kushner's Play

The Annenberg Center's Director of Education, Ms. Thea Diamond, has organized panel discussions in conjunction with the two-part drama *Angels in America*. This theatrical production highlights a range of critical contemporary issues—life, death, love, loss, guilt, forgiveness, homosexuality, religion, AIDS, drugs and socialism. For information or to order tickets to the performances, November 7-12, call the Annenberg Box Office, 898-6791. For information about the lectures and Annenberg Center Education Programs, call Thea Diamond at 898-9080. The panel discussions are free and open to the public. Both lectures are held between performances of *Part 1: Millennium Approaches* and *Part 2: Perestroika*.

11 *Angles on Angels: Literary and Historical Perspectives*; Alan Filreis, English and Thomas J. Sugrue, history; 6:30-7:15 p.m.; Room 511, Annenberg Center.

12 *Where Angels Doesn't Fear Tread: AIDS, Sexuality, and Racism in Contemporary America*; Larry Gross, Annenberg School of Communication and Philadelphia Gay and Lesbian Task Force; Howard Stevenson, Graduate School of Education and psychologist; and Ian Frank, Infectious Diseases, HUP and medicine; 6:30-7:15 p.m.; Harold Prince Theatre, Annenberg Center.

Crime Alert: Death in Center City

On Thursday, November 2, at 7:42 a.m., the beaten body of a non-University affiliated woman was found in the vicinity of 21st and Pine Streets inside a building entrance door alcove. Philadelphia Police Department, Homicide Unit, is currently investigating this murder and presently, they have no leads. Therefore, anyone having any information about this incident, should contact P.P.D. Homicide Unit: 592-5859 / 5860.

Safety Tips:

As always, we encourage you to continue to utilize safety precautions, to be aware of your environment and to promptly report any suspicious activity.

- When walking on the street, always be aware of your surroundings and trust your instincts.
- Use the "buddy" system. Walk routes that are well-lit and populated.
- Avoid shortcuts through parks, vacant lots and other deserted areas.
- Do not stop and give directions or other information to strangers.
- Use Penn Transit System. Dial 898-RIDE or 898-WALK for a vehicular or walking escort.
- As always, when there is a problem, use the Blue Light Emergency.

For immediate contact with the Penn Police Department, call 511 (on campus) or 573-3333 or one of the numbers listed at right.

— Lt. Susan M. Holmes

Crime Alert: Flim-Flam Artists at Work

On Friday, October 27, 1995 at 7:45 p.m., a University student was approached by three persons who attempted to commit a theft commonly known as a "flim-flam."

In this incident, a lone actor first approached the student and requested help in regard to a predicament. The actor displayed a large roll of cash which he described as "\$ 5,000.00." Two additional actors came upon the scene and offered their advice regarding the predicament. The student was asked to "HOLD" the roll of bills during the course of the incident, and at that point, broke away from the actors. If the incident had continued, at some point the student would have been asked to put up some of his own cash as security against a portion of the so-called "\$ 5,000.00."

Actors were described as:

Black Male; Light Complexion; 30 years old; Tall and Slender; Short, dark brown hair; Light mustache; Last seen wearing: a black baseball cap, black and brown hip-length jacket; Displayed the "\$ 5,000.00";

Black Female; Light Complexion; 20 years old; Short and Slender; Last seen wearing: a black head scarf;

Black Male; Dark Complexion; 30 years old; Short and Heavy; Last seen wearing: a Garfield cap and a down type waist-length jacket.

Safety Tips:

- When walking on the street, always be aware of your surroundings.
- Do not stop and give directions or other information to strangers.
- If a proposal sounds too good to be true, it usually is!
- Call the police to report location and circumstances of persons claiming to be in trouble.
- As always, when there is a problem, use the Blue Light Emergency Phones for immediate contact with the Penn Police Department.

If you have any information about this incident, contact the University of Pennsylvania Police at the below-listed telephone numbers:

Penn Police 898-7297
Penn Detectives 898-4485
Victim Support 898-4481/6600

— Officer A. Haines

Composers in the Limelight

On Sunday, November 12, the Pennsylvania Pro Musica stages two events on campus marking the 300th anniversary of Henry Purcell's death.

One is a performance of Purcell's miniature opera, *Dido and Aeneas*, at 6 p.m. in Bodek Lounge at Houston Hall. The Pennsylvania Pro Musica, under the direction of Emeritus Professor Franklin Zimmerman, is joined by the Convergence Dancers & Musicians, choreographed by Janaea Rose Lyn. (The opera originated as a danced presentation at the Chelsea Girls' School in England in 1689). For tickets, at \$12, \$17 or \$22, call Upstages (893-1145) or write to the Pennsylvania Pro Musica, 225 South 42nd Street, Philadelphia, 19104.

Composer George Crumb, the longtime Annenberg Professor of Music here, will be honored at the second event, the Pro Musica's annual St. Cecilia Banquet starting at 7:30 p.m. at the Palladium Restaurant, 36th and Locust. A 17th-Century dinner has been adapted by the Palladium from Robert May's 1685, *The Accomplished Cook or the Art and Mystery of Cookery*. For reservations, at \$100 (\$70 of it tax deductible), call Dr. Zimmerman at 386-3214.



Update

NOVEMBER AT PENN

FILMS

Latin American Film Fest

All films: 7:30 p.m.; Rm. 327, Museum (Anthropology; Latin American Cultures Program).

9 *Portrait of Theresa*

16 *La Boca del Lobo*; winner of Grand Prize at 1989 San Sebastian Film Festival.

30 *Todos Santos*

Dec. 7 *Denial*

TALKS

8 *The Impact of the Congressionally Mandated Resident Assessment Instrument on Nursing Home Quality*; Vincent Mor, Brown; noon; Rm. 1020, SHDH (LDI; Institute on Aging).

Signaling Pathways Leading to the Formation of the Central Nervous System and Other Dorsal Structures in Early Xenopus Embryos; Christoph Wylie, Minnesota; noon-2 p.m.; Rm. D9-D10, GSE (GSE, Educational Leadership).

A Hypertext System for Conceptualizing and Managing Multimedia Data; Ralph Ginsberg, regional science; noon-2 p.m.; Rm. D9-D10, GSE (GSE, Educational Leadership).

13 *Time of History, Time of Gods: Problems of Secularizing the History of Work*; Dipesh Chakrabarty, South Asia Regional Studies; 4:30 p.m.; Lounge (329A), 3401 Walnut (History).

The University of Pennsylvania Police Department Community Crime Report

About the Crime Report: Below are all Crimes Against Persons and Society in the campus report for **October 23 to 29, 1995**. Also reported were Crimes Against Property including 68 thefts (2 burglaries, 2 of autos, 21 from autos, 23 of bikes and parts); 17 incidents of criminal mischief and vandalism; 2 incidents of trespassing and loitering. Full reports are in this issue of *Almanac* on the Web (<http://www.upenn.edu/almanac/v42/n11/crimes.html>).—Ed.

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 **October 23 and 29, 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.

Crimes Against Persons

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

10/23/95	11:28 AM	Lot # 13	Complainant robbed by unknown male
10/25/95	11:18 AM	Lot # 17	Complainant robbed by unknown male with gun
10/26/95	10:05 AM	Unit Blk. 36th	Money bag taken from employee/recovered/actor fled

38th to 41st/Market to Baltimore: Sexual assaults—1, Robberies (& attempts)—4,

Simple assaults—1, Threats & harassment—7

10/23/95	2:52 PM	208 S. 40th St.	Complainant assaulted by unknown persons
10/23/95	7:10 PM	Delta Delta Delta	Unwanted phone calls received
10/23/95	8:25 PM	Superblock	Unknown male grabbed complainant's buttocks
10/23/95	8:54 PM	3900 Blk. Walnut	Unwanted advances made
10/23/95	9:36 PM	Superblock	Unwanted advances received
10/24/95	3:56 PM	200 Blk. Fels Walk	Unwanted advances received
10/24/95	3:56 PM	3900 Blk. Locust	Unwanted advances made
10/24/95	6:26 PM	3800 Blk. Locust	Unwanted advances made
10/26/95	12:12 AM	3927 Walnut St.	Confidential report.
10/26/95	1:30 AM	3800 Blk. Sansom	Robbery by unknown male/fled in auto
10/26/95	10:33 AM	4000 Blk. Locust	3 males took bag from complainant/fled
10/26/95	4:42 PM	40th & Spruce	Property taken from complainant/males fled
10/28/95	10:41 PM	40th & Locust	Male pushed complainant off bike/stole bike

41st to 43rd/Market to Baltimore: Robberies (& attempts)—2

10/27/95	10:00 PM	224 S. 43 3 fl.	Property taken from complainant by unknown male
10/28/95	11:23 PM	300 Blk. 42nd	2 complainants robbed by 2 unknown suspects

Outside 30th to 43rd/Market to Baltimore: Robberies (& attempts)—1, Threats & harassment—2

10/23/95	9:12 PM	4300 Blk. Pine	Males with gun robbed complainant
10/25/95	9:11 AM	405 S. 40th St.	Suspect kicked in door to complainant's room
10/26/95	3:34 PM	14 Univ. Mews	Complainant harassed

Crimes Against Society

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

10/24/95	1:55 AM	38th & Spruce	Male cited for disorderly conduct
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14 *Umayyad Caliphal Legitimacy in al-Andalus*; Nina Safran, Penn State; 4:30 p.m.; Room 421, Williams Hall (Middle East Center).

Islam Awareness Week

13 *The Unraveling of the Muslim Fundamentalists*; Robert Crane, The Center for Civilization and Renewal; 7 p.m.; Rm. B6, Stiteler Hall (Muslim Student Association; Middle East Ctr.; Connaissance).

15 *TBA*; Aminah Wadid Muhsin, Virginia Commonwealth University; 7 p.m.; Smith Penniman Room, Houston Hall (Muslim Student Association; Middle East Center).

17 *Moses and Jesus in Islam*; Anwar Muhaimin, Quha Institute of Arabic and Islamic Studies; 7 p.m.; Rm. 350, Steinberg Hall-Dietrich Hall (Muslim Student Association).

W.E.B. DuBois College House

All events at DuBois House, 3900 Walnut St.

14 Discussion on *Romeo & Juliet*; Patrick Miller, British actor; 7:30-8:30 p.m. (Dubois).

15 *It Takes a Village*; Farah Griffin, English; 6-8:30 p.m.; Multi-Purpose Room (Dubois).

16 *Mosaic of Black Writing Series Lecture*; Octavia Butler, writer; 7:30-9 p.m. (Afro-American Studies).

18 *Workshop for UCHS students*; Patrick Miller, British actor; 2-3:30 p.m.; (Dubois).

Almanac

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FROM THE PRESIDENT

On Implementation of the Sexual Harassment Policy

In light of the positive comments received from the University community, I have accepted the major recommendations of the Working Group on Implementation of the Sexual Harassment Policy (which was published For Comment in *Almanac* on November 15, 1994), i.e.:

- The development of a new policy on consensual sexual relations between faculty and students;
- The designation of a senior University officer to oversee implementation of the University's Sexual Harassment Policy;
- The designation of a permanent oversight committee to provide coordination of the University's implementation of the Sexual Harassment Policy and continued attention to the remaining recommendations of the Working Group regarding education, training, and information dissemination.

The new Policy on Consensual Sexual Relations Between Faculty and Students was drafted and endorsed by the Faculty Senate and has been promulgated by the Provost (see below). In conformity with this new policy, I have modified the current University Sexual Harassment Policy by the deletion of the last three paragraphs in Section II.B. (The amended Sexual Harassment Policy is reprinted Of Record on pages S-2 and S-3 of this Supplement.)

I have designated the Provost as the senior University officer responsible for implementation of the Sexual Harassment Policy and—instead of appointing a new committee for this purpose—charged the existing Affirmative Action Council (see page S-4) with responsibility for oversight and implementation as recommended by the Working Group, including follow through on its specific recommendations.

— Judith Rodin, President

OF RECORD

Following is the text of the new Policy on Consensual Sexual Relations Between Faculty and Students, which has been distributed to the deans and faculty as Provost's Memorandum No. 4-95. This new policy was drafted and endorsed by the Faculty Senate. In conformity with this new policy, the President has modified the current University Sexual Harassment Policy by the deletion of the last three paragraphs in Section II.B. (The amended Sexual Harassment Policy is reprinted Of Record on pages S-2 and S-3 of this Supplement.)

— Stanley Chodorow, Provost

Policy on Consensual Sexual Relations Between Faculty and Students

The relationship between teacher and student is central to the academic mission of the University. No non-academic or personal ties should be allowed to interfere with the integrity of the teacher-student relationship. Consensual sexual relations between teacher and student can adversely affect the academic enterprise, distorting judgments or appearing to do so in the minds of others, and providing incentives or disincentives for student-faculty contact that are equally inappropriate.

For these reasons, any sexual relations between a teacher and a student during the period of the teacher/student relationship are prohibited. The prohibition extends to sexual relations between a graduate or professional student and an undergraduate when the graduate or professional student has some supervisory academic responsibility for the undergraduate, to sexual relations between department chairs and students in that department, and to sexual relations between graduate group chairs and students in that graduate group. In addition, it includes sexual relations between academic advisors, program directors, and all others who have supervisory academic responsibility for a student, and that student. Teachers and academic supervisors who are sexually involved with students must decline to participate in any evaluative or supervisory academic activity with respect to those students.

The Provost, Deans, Department Chairs and other administrators should respond to reports of prohibited sexual relations that are brought to them by inquiring further and, if such reports appear to be accurate, initiating appropriate disciplinary action or remedial measures against the teacher or supervisor involved.

This policy supplements the University's policy on Sexual Harassment. In addition, although this policy prohibits consensual sexual relations only between a teacher/supervisor and that individual's student, the University strongly discourages any sexual relations between members of the faculty (or administration) and undergraduates.

Following is the text of the University's policy on Sexual Harassment, initially adopted in December 1988, and now revised (by the deletion of three paragraphs formerly at the end of Section II.B.) in conjunction with the adoption of the policy on Consensual Sexual Relations Relations Between Faculty and Students (Provost's Memorandum No.4-95, page S-1 of this issue). This document supersedes those found in the Handbook for Faculty and Academic Administrators at pp. 94-101, in the Human Resources Manual as HR No. 703, and in the PennBook (Policies and Procedures Manual) at pp. 53-55.

Sexual Harassment Policy

I. Conduct

Our community depends on trust and civility. A willingness to recognize the dignity and worth of each person at the University is essential to our mission.

It is the responsibility of each person on campus to respect the personal dignity of others. We expect members of our University community to demonstrate a basic generosity of spirit that precludes expressions of bigotry.

Penn properly celebrates the diversity of its community. We come to Penn from many different backgrounds and include different races, religions, sexual orientations, and ethnic ancestries. Learning to understand the differences among us, as well as the similarities, is an important dimension of education, one that continues for a lifetime. Tolerance alone, however, is not enough. Respect and understanding also are needed. We should delight in our differences, and should seek to appreciate the richness and personal growth which our diversity provides to us as members of this community.

The University is committed to freedom of thought, discourse and speech, and the attainment of the highest quality of academic and educational pursuits and daily work. Policies and regulations implementing this commitment include the Statement on Academic Freedom and Responsibility, the Guidelines on Open Expression, and the Code of Academic Integrity.

The University also has established policies on behaviors that interfere with these freedoms. Foremost among these policies is the University's Statement on Non-Discrimination, which prohibits discrimination on the basis of race, color, sex, sexual preference, religion, national or ethnic origin, handicap or disability.

The University also has adopted the following policy concerning sexual harassment. The terms "harassment" and "sexual harassment" as used throughout, are defined as a matter of University policy, and are not necessarily identical or limited to the uses of that term in external sources, including governmental guidelines or regulations.

II. Purposes and Definitions

A. Purpose

For many years the University has stressed that sexual harassment is not tolerated at Penn. As an employer and as an educational institution, the University is committed to eradicating sexual harassment.

Sexual harassment in any context is reprehensible and is a matter of particular concern to an academic community in which students, faculty, and staff must rely on strong bonds of intellectual trust and dependence.

B. Definition

For the purposes of University policy, the term "sexual harassment" refers to any unwanted sexual attention that:

1. Involves a stated or implicit threat to the victim's academic or employment status;
2. Has the purpose or effect of interfering with an individual's academic or work performance; and/or,
3. Creates an intimidating or offensive academic, living, or work environment.

The University regards such behavior, whether verbal or physical, as a violation of the standards of conduct required of all persons associated with the institution. Accordingly, those inflicting such behavior on others are subject to the full range of internal institutional disciplinary actions, including separation from the University. Likewise, acts of retaliation will be subject to the same range of disciplinary actions.

As noted in the *Handbook for Faculty and Academic Administrators*, *Policies and Procedures*, the *Academic Bulletin*, and other University publications, persons engaged in such harassment within the University setting are subject to the full range of internal institutional disciplinary actions, including separation from the institution.

Not every act that might be offensive to an individual or a group necessarily will be considered as harassment and/or a violation of the University's standard of conduct. In determining whether an act constitutes harassment, the totality of the circumstances that pertain to any given incident in its context must be carefully reviewed and due consideration must be given to the protection of individual rights, freedom of speech, academic freedom and advocacy.

III. Resources

School and administrative units should make known to all of their members the available resources and the informal and formal procedures for resolving complaints of sexual harassment within the unit or at the University Level.

These resources include the following:

A. Information, Counseling, and Support

The following University resources are available to members of the University community who seek information and counseling about University policies on sexual harassment, standards of behavior, informal and formal mechanisms for resolving complaints and resources for complainants and respondents.

Deans and directors may also make referrals to these resource offices:

- Office of Affirmative Action
- African American Resource Center
- Faculty/Staff Assistance Program
- Lesbian Gay Bisexual Center
- Office of Labor Relations
- Office of the Ombudsman
- Office of Staff Relations
- Victim Support Services
- Penn Women's Center
- Student Health Services
- Counseling and Psychological Services
- Office of the Vice Provost for University Life

B. Informal Mechanisms for Mediation and Resolution

The Ombudsman, the Office of Affirmative Action, the Penn Women's Center, all other offices named as resource offices in this policy, the Judicial Inquiry Officer, the Office of Residential Living, department chairs, deans and administrative directors, the provost, and the senior vice president are available to assist in the informal resolution of complaints.

C. Formal Mechanisms for Resolution and Adjudication

When informal resolution is not chosen or is unsatisfactory, complainants are urged to use appropriate formal mechanisms described below:

1. Complaints of sexual harassment against a faculty member, instructor, or teaching assistant may be brought by a student, staff, or faculty member to the department chair or dean of the faculty member. The department chair or dean who receives a complaint is then charged with pursuing the matter. While the process depends on the particulars of the complaint, normally the department chair or dean interviews the faculty member. If the matter is not resolved informally, the department chair or dean either conducts an investigation or requests that the Ombudsman, the Office of Affirmative Action, the Office of Staff Relations, or the Office of Labor Relations do so. If the results of the investigation persuade the

dean or department chair that sanctions are warranted, he/she consults with faculty members—without disclosing the identity of the individuals involved—to aid in determining an appropriate sanction, including whether there is substantial reason to believe that just cause exists for suspension or termination. If it is determined that action should be taken to suspend or terminate, the dean should refer the matter to the Committee on Academic Freedom and Responsibility of the school in accordance with the procedures set out in section II. E.10 of the *Handbook for Faculty and Academic Administrators* (1989).

2. Complaints of sexual harassment against a staff member may be brought by a student, staff member or faculty member to the supervisor of the person complained against. The supervisor who receives the complaint is then charged with pursuing the matter. While the process will depend on the particulars of the complaint, normally the supervisor interviews the staff member. If the matter is not resolved informally, the supervisor either conducts an investigation or requests that the Ombudsman, the Office of Affirmative Action, the Office of Staff Relations, or the Office of Labor Relations do so. If the result of the investigation persuades the supervisor that sanctions are warranted, he or she consults with his or her colleagues or supervisor—without disclosing the identity of the individual(s) involved to aid in determining an appropriate sanction. A staff member who believes that his or her rights have been violated directly by another staff member or administrator may file a grievance by contacting the Office of Staff Relations within the Office of Human Resources under the University of Pennsylvania Staff Grievance Procedure.

3. Complaints by students of sexual harassment may be made to the Office of the Vice Provost for University Life. Grievances associated with sexual harassment in student employment may also fall within the purview of the Vice Provost for University Life.

4. A complaint of sexual harassment may be brought against a student by filing a complaint under the Charter of the University Student Judicial System, or, if the respondent is a graduate or professional student enrolled in a school which has established a hearing board or other decision-making body, with that body.

5. A tenured or untenured faculty member, whether full or part time, who believes she or he has been subjected to sexual harassment by a faculty member or by an academic administrator may file a grievance under the Faculty Grievance Procedure, *Handbook for Faculty and Academic Administrators* (1989), part II E. 15, provided the complaint constitutes a grievance as defined in Section I of the Procedure. This procedure is administered by the Faculty Grievance Commission. The panel makes its recommendations to the provost. In cases that involve reappointment, promotion or tenure, and in which the provost has declined or failed to implement the recommendations of the panel to the satisfaction of the grievant, the grievant may obtain a hearing before the Senate Committee on Academic Freedom and Responsibility on the actions of the provost.

6. If the matter has not previously been referred to a different panel or committee, a student or staff member who believes that she or he has been subjected to sexual harassment by a faculty member, and whose complaint has not been resolved through the mechanisms listed above, may bring the matter to the Faculty Senate Committee on Conduct. This committee is a standing committee of the Faculty Senate. At meetings with the Committee, the student or staff member may be accompanied by an advisor who is a member of the University community (student, faculty, or staff). The findings and recommendations of the Committee shall be advisory and shall be submitted to the provost for her or his decision and implementation.

D. Central Reporting of Sexual Harassment

1. A decentralized system of resources encourages the reporting and resolution of complaints of sexual harassment. To that end, and with the consent of the complainant, those offices described in Sections III.A and III.B of this policy that have handled through mediation or counseling a complaint that was not submitted to a formal hearing board should forward to the Ombudsman a report of the matter as soon as it is received. Such reports should not include the names of the persons involved. They should

include, however, a description of the complaint, the schools or administrative units with which the complainant and respondent are affiliated, and the disposition of the complaint. In the case of a large department in a large school, the department also should be identified. Reports from decentralized areas will enable the Ombudsman to identify patterns in a particular location and the frequency of such incidents in a given area. Such information can then be transmitted to the appropriate dean or administrative supervisor. The reports will also enable the Ombudsman to act on behalf of the community and to conduct whatever investigation he or she deems necessary to determine whether University regulations are being violated.

2. Summary reports of formal charges of sexual harassment that have been adjudicated and records of their disposition should be forwarded to the Ombudsman's Office as a matter of information by the resource offices named in this policy.

3. Based on the information forwarded to her or him during the previous year, the Ombudsman shall submit to the president on an annual basis a summary report of the number and type of formal and informal charges of sexual harassment and their resolution by September 15 of the academic year. This report will be shared with the University community early in the semester.

E. Education and Prevention

The prevention of sexual harassment and the establishment of effective procedures with due concern for all parties require a thoughtful educational program.

1. University resource offices will provide to the community information on: a. available mediation and resolution resources; and b. sources of support and information for victims and respondents.

2. Deans and heads of major administrative units are encouraged to discuss this policy and issues of sexual harassment at meetings of faculty and staff.

3. Training programs for residential advisors, senior administrative fellows, those who meet students in crisis situations and others serving in an advisory capacity to students will include training about referrals, resources, and methods for handling instances of sexual harassment.

4. An overall educational program for students that addresses issues of peer sexual harassment and also provides information, definition, support, and the identification of sexual harassment resources has been developed by the Office of the Vice Provost for University Life, the Office of Affirmative Action, and the Penn Women's Center in conjunction with the Office of Residential Living, the Council of College House Masters, and the Council of Senior Faculty Residents involved with the Freshman Year Program. Such an educational program is directed toward new undergraduate and graduate and professional students.

5. The University will publish annually the operative portions of this policy statement, including information about the resources available to advise, counsel, and assist in the mediation of sexual harassment allegations. Information will explain how and where to contact University-wide and school-specific resources and will be posted in conspicuous locations. All members of the University should feel a responsibility to try to prevent sexual harassment whenever they observe it. Community members should report sexual harassment to appropriate University resources promptly for appropriate action.

F. Exit Interviews

Deans and administrative directors will periodically survey departing students, faculty and staff to measure the existence and frequency of reports of sexual harassment. Based on the data yielded by these surveys and the annual reports of the Ombudsman, the University administration will determine, in consultation with the University Council, whether there is a need for further efforts to be taken on the issue of sexual harassment.

G. Implementation

Deans and administrative directors will be responsible for the implementation of this policy. The provost and senior vice president will oversee the performance of deans and directors in the implementation of this policy.

The charge of the Affirmative Action Council and its 1995-96 membership are on the next page.

FROM THE PRESIDENT

Charge and Membership of the Affirmative Action Council 1995-96

As the national debate over affirmative action policies continues and as Penn develops its institutional policies on sexual harassment, consensual sexual relations between faculty and students, and student conduct, it is important that faculty, staff and students play an active role in shaping our future course and implementing our policies. The University's Affirmative Action Council has ably carried out this responsibility for many years. I have taken this opportunity to review and update the charge and membership of the Council to ensure that it will be well equipped to handle its responsibilities during the coming year. In particular, I have added to the Council several faculty members who serve as Faculty Affirmative Action Officers in Penn's schools. The Council's charge and membership for 1995-96 appear below.

— Judith Rodin, President

Charge:

The Affirmative Action Council is an advisory committee appointed by the President to review the University Affirmative Action Program, to recommend changes when necessary, to develop policy proposals, and to monitor performance and progress relating to affirmative action throughout the University.

In addition, the Council is charged by the President with oversight and coordination of the University's implementation of the Sexual Harassment Policy, the Guidelines for Addressing Academic Issues of Students with Disabilities, and the Non-discrimination Policy.

Members of the Council are appointed by the President for one-year terms, and include faculty, staff, and students. The Director of Affirmative Action, administrators from the Provost's Office, Human Resources, and other University offices serve as ex-officio members on the Council. The Chairperson of the Council is a tenured faculty member appointed by the President for a two-year term.

Affirmative Action Council Membership for 1995-96

Dean Raymond Fonseca, *Chair*
School of Dental Medicine

Mr. Alvin Alvarez
Counseling and Psychological Services

Professor Howard Arnold
School of Social Work

Ms. Jeanne Arnold
African American Resource Center

Professor Regina Austin
Law School

Mr. Lawrence A. Burnley
Greenfield Intercultural Center

Ms. Joan C. Carey
Development Office

Professor Jean Crockett
Wharton School

Mr. Clint Davidson, *ex-officio*
Human Resources

Professor David DeLaura, *ex-officio*
Ombudsman

Professor Adelaide Delluva
School of Veterinary Medicine

Ms. Elena DiLapi, *ex-officio*
Penn Women's Center

Dr. Elizabeth Droz
Counseling and Psychological Services

Ms. Debra Fickler, *ex-officio*
Office of the General Counsel

Professor Oscar Gandy
Annenberg School

Mr. Art Gravina
Facilities Management

Mr. Jamal Harris
Undergraduate Assembly

Mr. Michael A. Hindery
Medical School/Center

Professor Lynn Hunt
School of Arts and Sciences

Ms. Anita Jenious, *ex-officio*
Affirmative Action Office

Dr. Barbara Lowery, *ex-officio*
Office of the Provost

Dr. Valarie Swain Cade McCollum, *ex-officio*
Vice Provost for University Life

Ms. Onyx Finney
United Minorities Council

Mr. David Morse, *ex-officio*
Policy Planning

Professor Daniel Perlmutter
School of Engineering and Applied Science

Mr. Stephen Schutt, *ex-officio*
Office of the President

Mr. Barry Stupine
School of Veterinary Medicine