

Eyewitness Poetry

Imagine a poetry reading attended by over 4,000 people.

A couple of weeks ago, that’s exactly what students, poets, and other writers at Penn had an opportunity to experience with a Saturday night reading at the Kelly Writers House that was broadcast live on WXPN. The program was the first of a planned monthly series of broadcasts which will take place while classes are in session.

The idea came from a conversation with Dr. Al Filreis, the Penn English professor who is faculty director of Kelly Writers House. Shortly after he joined the WXPN Policy Board, Al was describing to me the Saturday night scene at Writers House, which had become a campus-wide gathering place for poets and other writers to share their work. It was common, he said, for a couple of dozen people to show up for one of these readings.

We both started wondering out loud, “Would it be possible to capture the spirit of these gatherings in a live broadcast?”

On February 15 over a dozen poets were willing to step up to the mike and try it—students, faculty, staff, alumni, and community members. For posterity, I’d like to record that the poets on scene for this historic “first” included:

Al Filreis	Bob Perelman	Shawn Walker
Leah Sheppard	Clare Bayard	Jeff Wachs
Nijmie Dzurinko	Patrick Kelly	Josh Schuster
Nate Chinen	Kristen Gallagher	Dave Deifer
Jennifer Connolly	Linh Dinh	Lisa Coffman

Sarah Giuliani from the Writers House and Joe Taylor from WXPN acted as producers and Jeff Wachs, an English major who graduated from Penn in December, was the host.

Plus, a couple of dozen people attended the reading, which was on the air live for an hour starting at midnight.

Al Filreis says that being involved in the production was an outstanding educational experience for everyone involved, including the students. “This is the ultimate practicum for a student of the humanities. Even if ‘Live’ had been a flop, the educational exercise involved in students bringing their art collaboratively to this exciting medium was well worth the effort. They learned in detail about the reception of art and about the various practical contexts we can provide it.”

I believe this program, and this *kind* of programming, fits WXPN’s image as the region’s “cutting edge” station, caring not just about music, but about contemporary art of all kinds. And it’s an interesting project for producers, because there isn’t much known about how to do this kind of thing on the radio. They have to invent it as they go along, so the program will probably change from month to month as we try different approaches. It’s fun for the producers to work on for that reason.

It’s also interesting for listeners because of the surprise of finding poetry on the radio. That’s really not done very much any more. There are some spoken word programs on public radio—WHYY has “Joe Frank, Work in Progress” each week, for example—but these programs are the exception, and a surprise to listeners when they find them.

We scheduled the broadcast for midnight on Saturday night partly for that surprise value. It’s an interesting time for something like this. Imagine what people who bump into the program are likely to be doing: Driving home from dinner and a movie? Cruising along the Pennsylvania Turnpike after spending the day with relatives?

Arbitron audience data indicate that 3,900 people normally listen to WXPN at this time of night in the Philadelphia area alone. There are hundreds more in Allentown and Harrisburg, and (through the station in Maryland that rebroadcasts our signal) still more listeners on the Eastern Shore and in Baltimore. The wide geographic distribution of listeners probably adds another interesting element to the program. Poets can usually see their audience when they read; and it’s not that hard to imagine a listener in a nearby neighborhood. But our poets’ work is being heard across three states, in several major cities. That’s tough to visualize!

We’ve speculated that while some listeners who hear the program will be poetry fans, most will be people who rarely read or hear poetry. So this is not only a great opportunity for poets to reach a new audience, larger than any live audience is likely to be for just about any poet; it’s a powerful chance to attract new readers, and to interest writers in a form they might not have considered.

Two more editions of “Live from the Kelly Writers House” are scheduled for the remainder of this year, on March 22 and April 12. The program starts at midnight. Some seats may be available at the broadcast; for information about that call 573-WRIT (9748).

— Vinnie Curren, General Manager, WXPN-FM



The Wizard of Oz, one of four films in the Classic Academy Awards series at I-House, will be shown March 15.

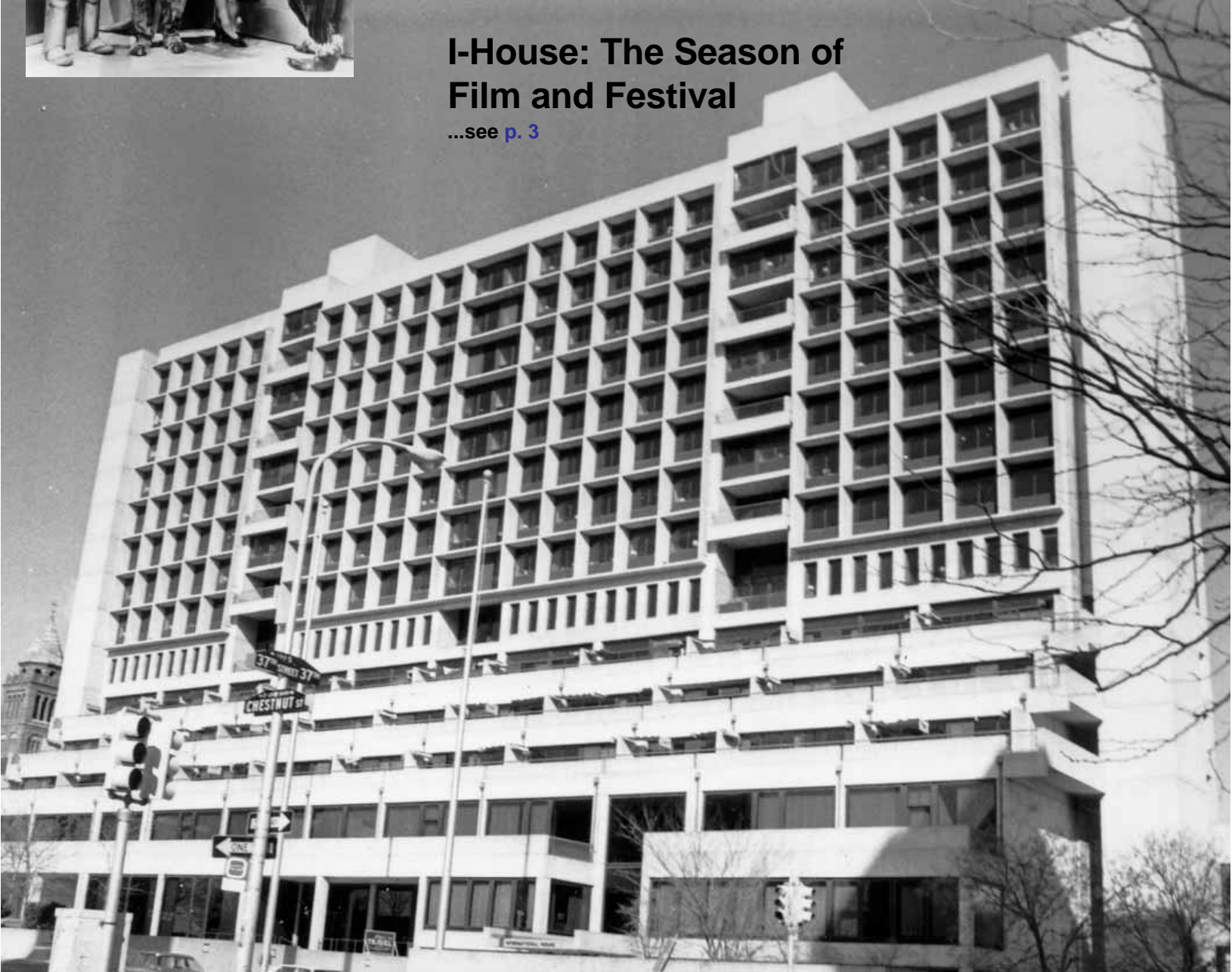


**SEC at Presstime:
Call for Moratorium on Benefits Changes**

The Senate Executive Committee has released a statement which “strongly and unanimously objects to the proposed benefits redesign” and calls for a moratorium on changes until faculty can discuss them fully. The resolution, taken at a special meeting Friday, February 28, is on [page 2](#) of this issue, along with a response from the co-chairs of the Benefits Advisory Committee, Associate Provost Dr. Barbara Lowery and HR Vice President Clint Davidson.

I-House: The Season of Film and Festival

...see [p. 3](#)



UNIVERSITY of PENNSYLVANIA

Almanac

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South Philly teenager Lisa (below) is one of the Girls Like Us filmed by Jane C. Wagner and Tina DiFelicianantonio; it is screened March 6-7 at I-House.



Unanimous Objection to Benefits Redesign

The Senate Executive Committee held a special meeting on February 28. The main agenda item was to hear members' comments on the Benefits Redesign Report (*Almanac* February 11, 1997) and discuss their views with the Faculty Senate ad hoc committee to review that report. After a lively discussion that filled the entire time allocated for the meeting, the following resolution was adopted:

The Senate Executive Committee strongly and unanimously objects to the proposed benefits redesign. We object on grounds both of process and of substance. We have been given too little time in which to respond and too little information on which to base a reasoned assessment of the proposal. In terms of substance, we have grave concerns about the revocation of a benefit—the graduate tuition benefit—upon which *some* present members of the faculty and staff have relied in making life choices. We are concerned both about the effect of this revocation on those faculty and staff members and about the precedent this would set for future reductions in tuition benefits and other aspects of faculty compensation. With regard to health benefits, we are particularly concerned that the increase in faculty and staff contributions entails an overall reduction in compensation. More generally, we are troubled by the absence of clearly articulated long-term principles on which faculty and staff members could rely in making decisions about benefits. We urge the administration to impose a moratorium on these changes until the faculty has had the opportunity to discuss them fully. We charge the Chair to explain our concerns in detail to the President and the Provost.

— From the Senate Office

COUNCIL

Last Call for Volunteers for Council Committees

Almanac of January 28 carried a call for volunteers to serve on standing committees of University Council in 1997-98. To assure broader representation, the deadline for nominations has been extended to Friday, March 14. Serving on a Council committee is a great way to get involved in issues of importance to you and the University community. Please take a moment right now to consider whether you could make a meaningful contribution through one of the committees listed below.

The standing committees of Council are described on the back cover of *Almanac* for January 28. You can access that issue via the Web at <http://www.upenn.edu/almanac/issues/vol43.html>.

Please fill in the Nomination Form below and mail it as indicated. Faculty should address nominations and questions to Carolyn P. Burdon, using the addresses and numbers in the note below.

Note: Faculty who wish to serve on the Research Committee or Committee on Open Expression should not use the form below, but forward names to Carolyn P. Burdon, Faculty Senate Office, Box 12 College Hall/6303, telephone 898-6943; fax 898-0974; e-mail burdon@pobox.upenn.edu. Thank you.

— Arnold J. Rosoff

Chair, University Council Committee on Committees

Committees and Their Work:

Admissions and Financial Aid	International Programs
Bookstore	Personnel Benefits
Communications	Pluralism
Community Relations	Recreation and Intercollegiate Athletics
Disability Board	Safety and Security
Facilities	Student Affairs
Honorary Degrees	

For **Faculty** volunteers, mail to:
Carolyn P. Burdon, Faculty Senate Office, Box 12 College Hall/6303

Committee(s) of interest: _____

Candidate: _____

Title or Position: _____

Campus Phone: _____ E-mail Address: _____

Campus Address: _____

Please specify if you think that you are especially qualified for a particular committee.

In response to the SEC resolution at left, the following comments are made by the co-chairs of the Benefits Advisory Committee whose Review and Recommendations were published in Almanac February 11.

Response to SEC Resolution

We were disappointed to read the Senate Executive Committee's statement of objection to the recommended changes in the University's benefits plan. The Benefits Redesign Committee, which we co-chair, includes faculty and staff among its members, and the Committee spent the better part of a year in the preparation of its recommendations. We spent weeks, in addition, reviewing the recommendations before they were published with the University's Academic Planning & Budget Committee, and benefited greatly from that Committee's advice and counsel.

It is imperative that broad consultation proceed over the recommended benefits redesign, so that all views may be adequately aired and understood. With this in mind, we intend to proceed with the briefings now underway in the Schools and administrative units across the University. We look forward, in particular, to further conversations with the Senate leadership. Meetings of the Senate leadership with the President, the Provost and the Executive Vice President are already scheduled this week, and we expect those meetings will yield a full and fair exchange of views.

— Barbara J. Lowery, Associate Provost

— Clint Davidson, Vice President for Human Resources

Next re Benefits: Council March 5

Discussions of the proposed new benefits package for Penn faculty and staff continued last week with the Faculty Senate Executive Committee's special meeting (see resolution, above left) and a membership meeting of the A-3 Assembly. The A-3 staff's Q&A, similar in format to the one published last week following the briefing of the Penn Professional Staff Assembly, is being compiled for publication next week.

The Personnel Benefits Committee is scheduled to respond to the proposed package tomorrow at the University Council, which meets from 4 to 6 p.m. in McClelland Lounge of the Quad. The meeting begins with housekeeping (approval of minutes, reports from leadership and Q&A on the reports) and proceeds to the report of the Council Committee on Benefits. Scheduled to follow it are (a) a progress report from Committee on Recreation and Intercollegiate Athletics, and (b) *for discussion only*, a proposed bylaws change to add to Council's membership one representative of the United Minorities Council.

All members of the University community — faculty, staff and students—are eligible to attend as observers but must call 898-7005 to so indicate.

(Condensed from the Council Agenda)

Provost's Conference March 21

All faculty are invited to participate in the third annual Provost's Conference on International Education and Research, which has as its topic this year *The Urban Agenda: The Effects of Globalization of Major Cities*. The conference will be held *Friday, March 21*, 8:45 a.m.-1 p.m., followed by lunch at the Faculty Club, with three guest speakers and nine Penn discussants. Details will be published next week.

HONORS

Academy of Engineering: Dr. Bajcsy

Dr. Ruzena Bajcsy, professor of computing and information science in SEAS, is one of 85 scientists in the nation elected this year to the National Academy of Engineering, which honors important contributions to theory and practice. Dr. Bajcsy, who directs the GRASP (General Robotics Active Sensory Perception) Laboratory in CIS, is cited for "her development of 'active perception' methods and for leadership in the community"



Dr. Bajcsy, above;
Dr. Scherer at left

A Sloan for Dr. Scherer

After publishing on Sloan Awards to Penn members last month, *Almanac* learned of a third: Dr. Norbert Scherer, assistant professor of chemistry, also received the prestigious award this year, joining Dr. Steven Meyers and Dr. Jordi Miralda-Escudé of physics and astronomy. Dr. Scherer is an experimental chemist who has also won Packard and National Young Investigator Awards for his work in chemical reactions in solution.

Honors in Publishing

Dr. Peter Conn, professor of English, will know March 18 whether he or one of the other three other candidates has won the National Book Critics Circle award for biography. Dr. Conn is nominated for *Pearl S. Buck: A Cultural Biography* (Cambridge). Reappraising the author who won the 1932 Pulitzer Prize and the Nobel Prize in 1938 for *The Good Earth*—but had fallen to virtual obscurity by the time of her death, Dr. Conn has startled the literary community by concluding, "Her erasure from history was a mistake."

Two members of the history and sociology of science have received awards for their recent published work. Dr. M. Susan Lindee, associate professor in H&SS, won a Burroughs Wellcome Fund Fortieth Anniversary Award, one of twenty-one given nationally by BWF for research in the history of medicine or science. Dr. Margaret C. Jacob, professor of H&SS, is the co-recipient of the Watson-Davis Prize, given by the History of Science Society for the best book on science to reach a general audience: *Newton and the Culture of Newtonianism* (Humanities Press 1995).

Research Facilities Development Fund Awards

The Research Facilities Development Fund supports the improvement, renovation, and construction of research facilities at the University, as well as the acquisition of major items of equipment. For fiscal year 1998, Provost Stanley Chodorow and Vice Provost for Research Ralph D. Amado announce the following awards:

School/Center	FY'98
Arts and Sciences	Renovation of Facilities in David Rittenhouse Laboratory for Elementary Particle Physics and Astrophysics \$ 94,879
	NMR Equipment for Structural Biology \$200,000
	Infrastructure for Department of Biology \$200,000
Dental	Research Facilities Development in the Department of Periodontology \$100,000
Education	Relocation of the Mt. Hope Family Center and the Recruitment of the Director \$200,000
Engineering and Applied Science	Research Equipment and Laboratory Renovations for Preparations and Processing of Advanced Inorganic Materials \$250,000
Engineering and Applied Science/Medicine	The Renovation of Cell Engineering Laboratories \$200,000
LRSM	Center for Advanced Imaging and Micromanipulation \$250,000
Law	Renovation and Equipping of Facility for Constitutional Law Journal \$100,000
Medicine	Development of Research Space in Blockley Hall for the Biostatistics Unit of the Center for Clinical Epidemiology and Biostatistics, and the Division of Biostatistics of the Department of Biostatistics and Epidemiology \$300,000
Nursing	Renovation in the Nursing Education Building to Create Research Space \$125,000
Veterinary	Laboratory Renovation for Animal Biology \$165,000



Photograph by Judy Sherman Moloney

As the International House's Annual Celtic/Appalachian Celebration stages its 10th anniversary March 16, three of the performers are Seamus Egan, Mick Maloney and Eugene O'Donnell. Maloney, who lived at I-House during his Penn student days, founded the House's Folklife Center 20 years ago.

On the Cover

Describing itself as an "independent though cordial neighbor of the University" (below), International House is also an exceptionally lively one, and one source of West Philadelphia's growing reputation as a center for film and performance—said to reach some 51,000 annually. (One of the recent ones is reviewed by Compass on page 9.)

This week a highlight is *Girls Like Us*, winner of the Grand Jury Prize for documentary at the 1997 Sundance Film Festival; it runs March 6 and 7, with co-directors Jane C. Wagner and Philadelphian Tina DiFelicianantonio attending the March 6 performance.

Also springing into action this month: The hardy perennials *Suspicion*, *Casablanca*, *The Wizard of Oz* and *Citizen Kane*, in the Classic Academy Awards Weekend March 14-17; and the Folklife Center's musical celebration (above).

Next in sight: The Philadelphia Festival of World Cinema (PFWC) is a 12-day festival that will run April 30-May 11 and screen about 60 feature length films and 70 shorts. This is the sixth annual festival which also includes panel discussions, receptions, seminars, workshops, tributes and other festivities. For more information call 895-6542.

International House: A Short History

In the summer of 1908, Edward Cope Wood and the Reverend A. Waldo Stevenson came upon a group of Chinese students on the University of Pennsylvania campus. Striking up a conversation with the students, they learned that they were the first people to befriend the visitors since their arrival in the United States. Touched by the students' evident loneliness, Dr. Stevenson invited them to his home, where he learned more of their unhappy situation, including racial prejudice, inadequate housing and isolation from their professors and classmates. From these roots, International House was created—the oldest institution of its kind in the United States, an independent though cordial neighbor of the University of Pennsylvania.

By 1959, International House had outgrown two different buildings and in 1970, we built our permanent home in an award-winning structure at 37th and Chestnut Streets. In the late 1970s, International House developed two arts centers, the Folklife Center and the Neighborhood Film/Video Project, as part of our commitment to serve the broader community. In 1992, the House launched our most ambitious arts program: the Philadelphia Festival of World Cinema. The combined efforts of our residential and arts centers make us a unique resource for Philadelphia and the region.

—International House of Philadelphia

DEATHS

Dr. John W. Duckett, World Leader in Pediatric Urology

John W. Duckett, a world renowned urologist and professor in the medical school, died on February 24 at the age of 60, from a sudden onset of acute respiratory failure.

Dr. Duckett was also director of urology at CHOP and a contributor and editor of numerous pediatric and urologic texts.

A native of Dallas, Dr. Duckett received his B.A. from the University of Texas in 1958; four years later he earned his M.D. from Johns Hopkins. He also earned an M.A. at Penn in 1971 and attended the Wharton School's Advanced Management Program in 1988.

Dr. Duckett began his postgraduate training in 1962 with a surgical internship at Boston's Brigham Hospital, where he returned for a residency in 1965, following service as captain in the U.S. Army's Surgical Research Unit at the San Antonio Burn Unit from 1963 to 1965. In 1966-67, he held pediatric surgery residencies at Boston Children's Hospital.

He returned to Dallas for a urology residency at Parkland Hospital in 1967-69 and a pediatric urology residency at the Children's Hospital of Dallas in 1968. He was senior registrar at the Hospital for Sick Children in London in 1969 and was named chief resident in urology at Parkland Hospital in 1970.

Dr. Duckett came to Penn medical school in 1970 as assistant professor of urology. That

year he was also named assistant surgeon in urology both at HUP and CHOP. Dr. C. Everett Koop, former surgeon-in-chief at CHOP and former surgeon general of the United States, as well as the man who recruited Dr. Duckett to CHOP, described him as "... a most caring physician and beloved by his patients. His innovations in pediatric urologic surgical techniques brought children to him from as far away as Australia, Alaska, Germany, Panama and Saudi Arabia. Dozens of urologists from around the world came to observe his work."

In 1972, CHOP named him senior surgeon and the director of its urology division. In 1974, he became associate professor of urology at the medical school, and, in 1981, he was made professor of urology. During his tenure at the University, Dr. Duckett also held urological consulting positions at the Children's Seashore House, the U.S. Naval and Pennsylvania Hospitals, Presbyterian-Penn Medical Center and the Alfred I. duPont Institute.

Dr. Duckett was a member of several professional and scientific societies including the American Surgical Association; American Board of Urology; American Urological Association; Society of Pediatric Urology, where he was president 1989-90; American Academy of Pediatrics, where he was chair of the urology section, 1979-82; John Morgan Society; and the Phila-



Dr. John W. Duckett

delphia Urological Society, where he was president 1985-86. In 1992, he was peer selected in the Woodward/White "The Best Doctors in America."

"At the time of his death," wrote Dr. James O'Neill, Jr., surgeon-in-chief at CHOP, "he was at the height of his career, recognized as the leading children's urologist of our generation without any question. A man of superior intellect, he also had creative and conceptual talents that he shared unselfishly with others from all over the world. He took pleasure in seeing his complicated patients get well and his trainees succeed."

With his great enthusiasm and love for his work, Dr. Duckett built the pediatric urology service and training at CHOP to one of the most respected in the world. He also aided in the planning of their ambulatory care center. "He brought a flare for the imaginative combined with an inclination for the pragmatic to the process," said Edmond F. Notebaert, President and CEO of CHOP. "His contributions to the well being of The Children's Hospital of Philadelphia complimented his extraordinary surgical and teaching skills."

Dr. Duckett is survived by his wife, Margaret (Peggy), two sons, Jon Warner and Christopher Pace, his sister and father-in-law. A memorial service is scheduled to be held at CHOP on March 31 at noontime.

Maestro Lajos Csiszar, a retired fencing coach, died of heart failure on February 20, at the age of 93. Known as "Maestro" and regarded as one of the all-time great fencing coaches, he coached men's and women's fencing at Penn from 1948 to 1974.

In 1928, Maestro Csiszar studied with one of the world's greatest fencing coaches, Italo Santelli, and became a teacher at his school in Budapest. During this time, Maestro Csiszar attended the University of Budapest, earning his degree in 1932. When Mr. Santelli died in 1945, Maestro Csiszar took over the development of Hungary's championship teams.

In 1947, Maestro Csiszar came to Penn as an assistant professor of physical education. As head coach, he guided the fencing team to two NCAA team championships (1953 and 1969) and coached nine NCAA individual champions as well as 17 All-Americans. The 1953 NCAA title was the first national championship won by any Penn varsity team. Maestro Csiszar was twice named NCAA Coach of the Year (1967 and 1973).

He also founded and coached the Salle Csiszar Club in order to heighten fencing interest in the Philadelphia area. The Maestro was an Olympic coach in 1956, coach of the U.S. team in the 1970 world championships, a Pan-Am coach in 1971 and an advisor to the U.S. team in Munich.

Last April, Maestro Csiszar was honored for his remarkable career with his inclusion into the inaugural class of Penn's Athletic Hall of Fame. More recently, the U.S. Fencing Association bestowed him an honorary life membership.

Maestro Csiszar is survived by his wife Margit, their daughters Dora Beothy and Agnes Bakken and grandchildren. The University will hold a memorial service during the NCAA regional fencing championships.

Alzie Jackson, 69, a noted Philadelphia milliner who was also houseman, chef, and brother of the Tau Epsilon Phi fraternity, died on February 15 due to an apparent heart attack.

Mr. Jackson arrived at Penn in 1957 and became an integral part of the Tau Epsilon Phi house, befriending and mentoring the members of the fraternity, recalls Bob Holtz, C'71. In 1992, during a celebration of his 35th anniversary with the house, he was formally inducted into the fraternity.

Mr. Jackson was born in Camden in 1927. Family financial circumstances forced him to leave school at 16 and he went to New York City. Living in Harlem, he observed that women in the neighborhood seemed to love hats—so he taught himself to make them, and supported himself by selling them himself. He continued his hat-making throughout his lifetime, selling at first from his home workshop and later from a shop in West Philadelphia.

His creativity caught the eye of the fashion community, winning high acclaim and numerous fashion awards for his designs.

His creations appeared in a millinery exhibit at the Philadelphia Museum of Art in 1993. Following the exhibition, the Moore College of Art invited him to teach a millinery course, which he had been doing ever since. He also conducted numerous hat-making workshops for various organizations, and was particularly delighted in teaching his skills to junior high school students who would visit his home workshop for class trips.

Mr. Jackson, predeceased by his close friend and former wife, Millie, is survived by his children, Leslie Johnson, David Jackson, and Tina Sorrell; two sisters and several grandchildren. One grandson, Ari Johnson, a Haverford Prep senior, was admitted early decision to Penn's class of 2001.

Memorial for Dr. Kleinzeller: March 18

The Physiology Department of the Medical School has planned a ceremony to honor the life of Dr. Arnost Kleinzeller. Dr. Kleinzeller, an internationally known scientist who was professor emeritus of physiology, died on February 1 at the age of 82 (*Almanac* February 11).

A *Celebration of the Life of Arnost Kleinzeller: 60 years in Science* will be held from 4-6 p.m. on Tuesday, March 18, in the Robert Austrian Auditorium of the Clinical Research Building. A reception is also planned; please call 898-9125 to R.S.V.P.

CHAMPS*:

A Call for Volunteers to Host Foreign Students

Each year the University of Pennsylvania welcomes more than 700 new students from over 100 countries around the world. For many, this is their first trip to Philadelphia, and their initial adjustment to life in the U.S. can be difficult and stressful. That's why the Office of International Programs (OIP) created CHAMP, the Campus Hosting and Mentoring Program for incoming international students.

- *Who can be a CHAMP host?*

Current Penn students, faculty, and staff who are interested in welcoming new international students.

- *How does the program work?*

The campus host is matched with an incoming international student over the spring and summer. We match people with similar background or interests. If you are interested in a specific culture or area of the world, we will try our best to match you with your preference.

- *What does a CHAMP host do?*

A CHAMP host is a volunteer who can be a campus contact for the new student as well as give the student practical tips on how to get around the University and local communities.

You are expected to:

- write to the student over the summer and arrange for a meeting upon his/her arrival on campus;
- come to the CHAMP Welcome Reception during the fall orientation.

You are *not* required to:

- provide housing for the student;
- pick the student up at the airport;
- drive the student around;
- invite the student home for Thanksgiving, Christmas, or any other holidays.

However, we encourage students and hosts to stay in informal contact during the academic year. OIP offers numerous opportunities for hosts and students to get together at receptions, parties, and various other social events.

- *How do I sign up?*

CHAMP is now recruiting campus hosts for fall 1997. You can contact Li-Chen Chin, advisor to International Students and Scholars, at OIP, 898-4661 or send an e-mail message to lcchin@pobox.upenn.edu. A modest commitment of your time to CHAMP can make a big difference for a new international student.

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

* *Ed. Note:* Not to be confused with the Physical Plant computerized workflow program of the same acronym; it stands for Computerized History and Maintenance Planning System.

OF RECORD

Office of Student Conduct

Annual Report: September, 1995 - August, 1996

As of September 10, 1996

To the University Community:

Below you will find a report of disciplinary matters handled by the Office of Student Conduct (formerly the Student Dispute Resolution Center) in the academic year 1995-96. Please note that the report only covers the status of cases as of September 10, 1996. Many matters have been resolved since that time, and, of course, many new ones have arisen. It is the intention of the Office of Student Conduct to update the report and provide 1996-97 statistics at the close of this academic year.

The information in this report is provided to apprise the University community about the character and extent of some of the work of the Disciplinary System. Our goal is to be as informative as possible while protecting the confidentiality of individual students.

I will be pleased to answer questions from the University community concerning this report. I can be reached at 898-5651 or by e-mail at goldfarm@pobox.upenn.edu.

— Michele A. Goldfarb, Esq., Director, Office of Student Conduct

I. 1995-96 New Cases

Incidents from September 1, 1995 to August 31, 1996

	Academic Integrity	Conduct	Total
Incidents (Cases)	28	90	118
Total Respondents	29	117	146
Undergraduate	26	110	136
Graduate	3	7	10

Charge Type

Guidelines on Open Expression

Code of Academic Integrity

Cheating	11
Fabrication	9
Misrepresentation of Academic Records	1
Multiple Submission	1
Plagiarism	9

Code of Student Conduct

Drug Violations	8
Alcohol Violations	32
Theft and Related Violations	20
Property Violations	12
Personal Safety Violations (e.g. Assault, Threats, Harassment)	48
Security Violations (e.g. PennCard Misuse)	7
Computer Violations	6
Disorderly Conduct	43
Miscellaneous	4

Resolution of Case

	Academic Integrity	Conduct	Total
Signed Agreement; Sanctions Unfulfilled	2	20	22
Signed Agreement; Sanctions Fulfilled	1	22	23
Hearing	3	1*	4
Faculty Grading Option	15	-	15
No Further Action beyond Investigation	4	36	40
Referred to OFSA/ Residential Living	0	5	5
Informal Mediation; no Further Action	0	2	2
Active Investigation	3	31	34

* Note: Two similar cases for one respondent were resolved by one Hearing.

II. 1994-95 Open Cases

Incidents from September 1, 1994 to August 31, 1995, not resolved by September 1, 1995, and therefore still active in the 1995-1996 academic year. Status as of September 10, 1996.

	Academic Integrity	Conduct	Total
Respondents	5	28	33
Signed Agreement	3	11	14
Hearing	1	1	2
No Further Action beyond Investigation	0	11	11
Active Investigation	1	5	6

III. Sanctions Information

Incidents from September 1, 1994 to August 31, 1996 (two academic years), not resolved by September 1, 1995, and therefore still active in the 1995-1996 academic year. Respondents may have more than one sanction, so only the most severe sanction is included.

Sanction	Academic Integrity	Conduct	Total
Probation	4	11	15
Suspension	5	1	6
Expulsion	1	1	2
Other	15	45	60

Awards to Faculty in the Fall Cycle 1996

Following are the 57 research projects chosen for support by the University's internally-funded Research Foundation in the competition held in Fall 1996. For application procedures and deadlines for the next cycle, see the page opposite.

Rita Balice-Gordon, Neuroscience, Medicine; *Image Analysis Workstation for Neuroscience and Neurology.*

Rita Barnard, English, SAS; *Apartheid, Literature, and the Politics of Place.*

Jose Antonio Cheibub, Political Science, SAS; *The Electoral Connection: Accountability in Democratic and Non-Democratic Regimes.*

Douglas Cowen, Physics, SAS; *The Hunt for Ultra High Energy Cosmic Neutrinos and a New Triggering System for the AMANDA-II Array Developed with Undergraduate Participation.*

Mirjam Cvetič, Physics, SAS; *5th International Conference on Supersymmetries in Physics (SUSY'97).*

Andrew Dancis, Medicine, Medicine; *Intracellular Iron Metabolism.*

F. Diebold, Economics, SAS; *Simulation Techniques in Dynamic Econometrics.*

Claire Fagin, Nursing; *Pilot Study of Patients' Experiences with Care in Hospitals.*

Julie Fairman, Adult Health & Illness, School of Nursing; *Silent and Hidden: Gender, Power and the History of Nurse-Physician Relationships.*

H.T. Fortune, Physics, SAS; *Gamow-Teller Strengths in Mid-Mass Nuclei; Pion Production in Light Nuclei.*

J. Kevin Foskett, Physiology, Medicine; *Function of Inositol Trisphosphate Receptor in *Opisthotonus* Mouse.*

Kenneth Foster, Bioengineering, SEAS; *Computation of Induced Fields and Absorbed Power in the Human Body from MRI Imaging.*

Jonathan Fox, Medicine, Medicine; *Arterial Gene Transfer for Peripheral Artery Restenosis.*

Denise Gay, Pathology & Lab Medicine, Medicine; *Novel Surface Molecules on Oligodendrocyte Precursors.*

Michael Granato, Cell and Developmental Biology, Medicine; *The Role of the Zebrafish Unplugged Gene in Axonal Pathfinding.*

Gregory Guild, Biology, SAS; *Probing Cytoskeleton Formation Using a Gain-of-Function Transgenic Approach.*

Daniel Hammer and Scott Diamond, Chemical Engineering, SEAS; *Spectrofluorometer for Molecular Bioengineering.*

Joan Hendricks, Clinical Studies, Veterinary Medicine; *Request for Equipment and Supplies to Measure Blood Pressure in an Animal Model of Sleep Apnea.*

Fredrik Hiebert, Anthropology, SAS; *University of Pennsylvania Central Asia Archaeology Project.*

Thomas Hummel, Otorhinolaryngology, Medicine; *Gustatory Event-Related Potentials: A New Tool for the Investigation of the Sense of Taste.*

Karen Jehn, Wharton; *Conflict and Contexts: Antecedents and Effects of Group Conflict in Different Task Environments.*

Nicholas A. Kefalides, Medicine, Medicine; *Expression of Laminin Subunits in Metastatic*

and Non-Metastatic Cancer Cells.

Elizabeth Kelly, Biddle Law Library, Law; *Expansion of Capability of Linked Digital Image and Text Laboratory Including Delivery of Text Over the WWW and Provision of Environment to Support Research in Information Retrieval.*

Lesley King, Clinical Studies, Veterinary Medicine; *The Canine Survival Prediction Index: Evaluation of Incremental Predictive Calculations for Improved Prediction of Survival in Individual Dogs.*

John Lambris, Pathology & Lab Medicine, Medicine; *Proposal to Fund an HPLC System.*

Mark Lemmon, Biochemistry & Biophysics, Medicine; *Direct Analysis of Homo- and Hetero-Oligomeric Complex Formation in Growth Factor-Receptor Signaling Using Laser Light-Scattering Methods.*

Zhe Lu, Physiology, Medicine; *The Molecular Mechanism of Polyamine Inhibition of Inward-Rectifier K⁺ Channels.*

David Ludden, History, SAS; *Defining Bangladesh: Agricultural Expansion and the Formation of Territory in the Borderlands of South Asia, 1700 to the Present.*

Laura Mitchell, Pediatrics, Medicine; *Analysis of the Palatal Phenotype in the Velocardiofacial Syndrome.*

Emile Mohler, Medicine, Medicine; *Non-invasive Ultrasound Imaging of Endothelial Function and Correlation with Lipid Peroxidation Byproducts and Coronary Calcification: A Sibling Study.*

S. Philip Morgan, Sociology, SAS; *Fertility and Marriage in New Zealand, Australia and the United States.*

Mary Mullins, Cell and Developmental Biology, Medicine; *Dorsal-Ventral Pattern Formation in the Zebrafish.*

Scott Nettles, Computer & Information Science, SEAS; *A Storage Management Test-Bed.*

Rebecca Oakey, Pediatrics, Medicine; *Cloning Developmentally Regulated Imprinted Genes from Mouse Chromosome 18.*

Stanley Opella, Chemistry, SAS; *International Workshop on Biomolecular Structure Determination by Solid-State NMR Spectroscopy.*

James Ostrowski and Pedro Ponte Castaneda, Mechanical Engineering, SEAS; *The Mechanics and Control of Smart Structures: Theory and Applications.*

Howard Pack, Public Policy and Management, Wharton; *Education, Technology, and the Performance of African Manufacturing Firms.*

Thomas Parsons, Clinical Studies, Veterinary Medicine; *Regulation of Stimulus Secretion Coupling in the Immune System: Cellular and Molecular Mechanisms of Focal Exocytosis.*

Hermann Pfefferkorn, Geology, SAS; *Paleoecology of Mid-Carboniferous Floras from the Subtropical Belt of Gondwana: Paleoclimatic and Biogeographic Implications.*

Edward Pugh, Psychology, SAS; *Matching Funds for Inverted Microscope to Examine Prediction of an Hypothesis about the Fundamental Difference Between Rod and Cone Photoreceptors.*

Philip Rea, Biology, SAS; *A Yeast Gene Product Responsible for the Vacuolar Sequestration and Detoxification of Organic Xenobiotics and Heavy Metals.*

Rafael Rob, Economics, SAS; *The Dynamics of Technological Adoption in Hardware/Software Systems: The Chicken and Egg Problem.*

Lawrence Rome, Biology, SAS; *What Sets Relaxation Rate in the Fastest Vertebrate Muscle?*

Bruce Routledge, Anthropology, SAS; *Household Production and Social Power at an Iron Age Village: Khirbat Mudaynat 'Aliya, Jordan.*

Jacqui Sadashige, Classical Studies, SAS; *Roman Things: The Material Subject in Republican Roman Poetry.*

Joseph Sanger, Department of Cell and Developmental Biology, Medicine; *Matching Funds for National Science Foundation Grant for Purchase of Laser Tweezer/Scissors.*

Susan Silverton, Oral Medicine, Dental Medicine; *Nitric Oxide Mediation of Life Span in Human Osteoclast-Like Cells.*

Gary Smith, of Clinical Studies, Veterinary Medicine; *Culture of the Protozoan Parasite, *Ichthyophthirius Multifiliis* in the Black Mollie, *Poecilia Latipinna*.*

Margaret Spencer, Education; *Investigating and Evaluating Diverse Expressions of Resiliency Among Urban Adolescents.*

Kathleen Sullivan, Pediatrics, Medicine; *The Role of Four DNA-Binding Proteins in the Tissue-Specific Expression of Early Complement Components.*

Norton Taichman, Pathology, Dental Medicine; *The Biology of Vascular Endothelial Growth Factor (VEGF) in Human Saliva.*

Henry Teune, Political Science, SAS; *Democracy and Local Government: An International Research Base.*

Peter Ubel, Medicine, Medicine; *A Randomized Controlled Trial of Patient Education to Increase Vaccination Rates.*

T. Kyle Vanderlick, Chemical Engineering, SEAS; *An Experiment Station to Manipulate and Investigate Insoluble Monolayers Formed at Fluid Interfaces.*

Mariusz Wasik, Pathology & Lab Medicine, Medicine; *Role of the Cytokine Signal Transduction Pathway in the Pathogenesis of T-Cell Lymphomas.*

Saul Winegrad, Physiology, Medicine; *A New Signaling Peptide (Protein) Between Cardiac Myocytes and Vascular Endothelial Cells.*

David Yousem, Radiology, Medicine; *Odor Stimulated Functional Magnetic Resonance Imaging.*

Research Foundation Guidelines: Spring Deadline March 15

Statement of Purpose

The Research Foundation encourages the exploration of new fields across a broad spectrum of disciplines. In doing so, the Foundation expands opportunities for faculty to attract support and resources from external sources while encouraging work in fields that are traditionally underfunded. *The Research Foundation is principally for faculty.*

The Foundation supports two levels of grants. The first level, Type A grants, provide support in the range of \$500 to \$5,000. The second level, Type B grants, provide support in the range of \$5,001 to \$50,000. The standard application for a Type A grant is briefer than that for a Type B grant, reflecting respective funding levels. However, the review criteria for Type A and Type B grants are similar, and several general factors are

considered in evaluating an application for either type of grant. They are:

- Its contribution to the development of the applicant's research potential and progress.
- The quality, importance and impact of the proposed research project.
- Its potential value for enhancing the stature of the University.
- Its budget appropriateness in terms of the project proposed, including consideration of need and availability of external support.

The Application Process

The Research Foundation Board will review both Type A and Type B applications in the fall and spring of each academic year. Applications for the fall cycle are due on or before *November 1* of each year, while spring cycle applications are due on or before *March*

15 of each year. All research projects involving human subjects or animals must receive Institutional Board approval prior to funding. Questions concerning human/animal research should be directed to Mrs. Ruth Clark at 898-2614. All research projects involving the use of hazardous or biohazardous materials must receive approval from the Office of Environmental Health and Safety (OEHS) prior to funding. Questions about this approval process should be directed to Ms. Harriet Izenberg at 898-4453. The use of radioactive materials must be reported to Dr. Mark Selikson in the Office of Radiation Safety at 898-7187.

*An original and ten copies of the proposal with the cover sheet** should be submitted to the Office of the Vice Provost for Research, 212 College Hall/6381.

Cover Sheet*

Research Foundation Proposal

Principal Investigator: _____

Phone: _____ E-mail: _____

Department: _____

School: _____

Campus address: _____

Mail code: _____

Business Administrator (name, phone #, and e-mail) _____

Title of proposal: _____

Amount requested: _____

Does the project involve the use of any of the following:

Human subjects or animals? _____

Radioactive material/radiation-producing equipment? _____

Investigational new drugs or new devices? _____

Potentially infectious agents, including human blood or tissue? _____

In vitro formation of carcinogens? _____

Recombinant DNA? _____

Please indicate below which Committee you would prefer to review your proposal:

_____ Biomedical

_____ Humanities

_____ Social Science & Management

_____ Natural Science & Engineering

Signatures:

Dean: _____

Department Chair: _____

Principal Investigator: _____

Type A Proposals are limited in length to ten single spaced pages and should contain a brief description of the research and the specific needs which the grant will cover. The proposal should include:

1. *The Research Foundation Proposal Cover Sheet. Failure to fully complete the Cover Sheet will risk disqualification from the competition.*
2. 100-word abstract of significance of the project for the educated non-specialist.
3. Amount of current research support (including start-up packages).
4. Other pending proposals for the same project.
5. List of research support received during the past three years. Include funds from University sources such as school, department, or Research Foundation. If you were funded by the Research Foundation in the last three years, please submit a brief progress report with publications and grants proposed or received (no more than one page).
6. A one-page biographical sketch of the investigator(s) listing educational background, academic positions held, and five recent publications.
7. A back-up of the 100-word abstract in the form of a three or four page mini-proposal.
8. A budget that justifies the specific items requested and assigns a priority to each item.

Research Foundation support for Type A proposals will focus on:

- Seed money for the initiation of new research.
- Limited equipment requests directly related to research needs.
- Travel expenses for research only.
- Publication preparation costs.
- Summer Stipends, with preference for applications from Assistant Professors.

Type B Proposals are limited in length to fifteen single spaced pages. The following format is suggested for Type B proposals:

1. *The Research Foundation Proposal Cover Sheet. Failure to fully complete the Cover Sheet will risk disqualification from the competition.*
2. 100-word abstract of significance of the project for the educated non-specialist.
3. Amount of current research support (including start-up packages).
4. Other pending proposals for the same project.
5. List of research support, including titles, amounts, and grant periods, received during the past three years. Include funds from University sources such as school, department, or Research Foundation.
6. A brief curriculum vitae including publications for the principal investigator.
7. Statement of the objectives and scholarly or scientific significance of the proposed work (two to three pages).
8. Description of the research plan and methodologies to be employed (three to four pages).
9. Description of the significance and impact of the project.
10. Description of how a Research Foundation grant will facilitate acquisition of future research funds.
11. Budget (one page). Budget items should be listed in order of priority.

Research Foundation support for Type B proposals focus on several areas of need. These are:

- Matching funds, vis-a-vis external grant sources.
- Seed money for exploratory research programs.
- Support for interdisciplinary research initiatives.
- Faculty released time.

Requests for student tuition and dissertation fees will not be considered by the Foundation.

* This "cover sheet" is for information only. For a usable form on the PennWeb: <http://www.upenn.edu:80/VPR/RF.html>. — Ed.

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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 on the Human Resources web page

(www.upenn.edu/hr/). A position must be posted for seven (7) calendar days before an offer can be made. Full descriptions of jobs posted prior to this week can also be found on the H.R. web page.

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

Specialist: Clyde Peterson

ADMINISTRATIVE ASSISTANT I (121508CP) G9;

\$17,614-21,991 Annenberg School

ADMINISTRATIVE ASSISTANT I (02185CP) G9;

\$17,614-21,991 2-14-97 Annenberg School

OFFICE SYSTEMS TECH (02153CP) (End date: 7/99) G10; \$19,261-23,999 2-10-97 ASC

ARTS AND SCIENCES

Specialist: Sue Hess

COORDINATOR IV (01105SH) P4; \$26,998-35,123 1-28-97 SAS Computing

EXECUTIVE ASSISTANT II (121504SH) P8;

\$39,655-52,015 12-6-96 Office of the Dean

INFO MANAGEMENT SPECIALIST I (0168SH) P4;

\$26,986-35,123 1-28-97 Penn Language Center

INFO SYS. SPEC. I/II (01104SH) P3/P5; \$24,617-

31,982/\$29,664-38,677 1-29-97 SAS Computing

INFO SPECIALIST II (96121605SH) P5; \$29,664-

38,677 2-7-97 Sociology

INFO SYSTEMS SPECIALIST II (01132SH) P5;

\$29,664-38,677 2-10-97 SAS Computing

PROG. ANALYST I (02165SH) (On-going contin-

gent on grant funding) P4; \$26,986-35,123 2-10-97

Linguistics

PROGRAMMER ANALYST II (01103SH) P6;

\$32,857-42,591 1-30-97 SAS Computing

RESEARCH SPEC. JR./I (111410SH) P1/P2;

\$20,291-26,368/\$22,351-29,098 1-29-97 Biology

ADMINISTRATIVE ASSISTANT II (01102SH) G10;

\$19,261-23,999 1-30-97 SAS-External Affairs

OFFICE ADMIN. ASS'T I/II/III (0166SH); G10/

G11; \$19,261-23,999/\$20,497-26,008 1-28-97 CGS

RESEARCH LAB TECH III (0121SH) G10; \$19,261-

23,999 1-13-97 Psychology

TECH, COMPUTER ELECTRONICS (02212SH))

G12; \$20,497-26,008 2-21-97 Physics and As-

tronomy

REG. P-T (ASS'T LAB ANIMAL TECH) (0120SH)

(Schedule: Wed.-Sun., 9 a.m.-1 p.m.) G7; \$8,206-

10,215 1-13-96 Psychology

DENTAL SCHOOL

Specialist: Clyde Peterson

RESEARCH SPECIALIST, JR. (02241CP) Do molecular, genetic and biochemical experiments, grow bacteria, keep research records and write lab reports. Perform spectrophotometric, electrophoretic and immunochemical assays for proteins and nucleic acids. Do adhesion assays using radiolabeled bacteria. Maintain equipment, order supplies, maintain computerized databases, assist in writing experi-

mental protocols and research publications and direct student research projects. **Qualifications:** BA/BS, experience with basic molecular biology and biochem techniques. Growth and handling of bacteria. Minimum 1 year prior exp. in a biological research lab. Basic familiarity with common lab equipment and computers. **Grade: P1 Range:** \$20,291-32,445 2-24-97 Microbiology.

DIRECTOR II (01118CP) P5; \$29,664-38,677 2-4-97 Fiscal Operations

DENTAL ASSISTANT I (022002CP) G8; \$16,171-

20,240 2-18-97 Endodontics

OFFICE ADMIN. ASSISTANT II (0117CP) G10;

\$19,261-23,999 2-3-97 Fiscal Operations

ENGINEERING/APPLIED SCIENCE

Specialist: Clyde Peterson

DIRECTOR VI (02158CP) P9; \$43,569-57,217 2-11-97 Dean's Office

FISCAL COORDINATOR I/II (0112CP) P1/P2;

\$20,291-26,368/22,351-29,098 1-14-97 Moore Business Office

RESEARCH SPECIALIST IV (0146CP) P6; \$32,857-

42,591 1-17-97 MSE

SYSTEMS ANALYST III (0145CP) P8; \$39,655-

52,015 1-21-97 CIS

EXECUTIVE VICE PRESIDENT

Specialist: Sue Hess

ACCOUNTANT I (9702154SH) P2; \$22,351-29,098 2-7-97 Comptroller

BENEFITS SPECIALIST II (902159SH) P4; \$26,986-

35,123 2-7-97 Benefits Office

FACILITIES PLANNER I (0108SH) P5; \$29,664-

38,677 1-14-97 Facilities Planning

GRAPHIC DESIGNER II (02142SH) P4; \$26,986-

35,123 2-10-97 Publications

MANAGER II (0171SH) P4; \$26,986-35,123 1-29-97

Dining Services

SENIOR TRAINING & DEVELOPMENT CONSULT-

ANT (02160SH) P10; (to be commensurate w/expe-

rience) 2-7-97 Training and Development

OFFICE SYSTEMS COORDINATOR (02210SH)

G11; \$21,961-27,866 2-18-97 Penntrex

PARKING ATTENDANT (0141SH) Union 1-17-97

Transportation Parking

PUBLIC SAFETY DISPATCHER (40 HRS)

(02176SH) (02178SH) G11; \$23,425-29,723 2-10-

97 Division of Public Safety

UNIT LEADER I (02157SH) Union 2-10-97 Dining

Service

P-T (PUBLIC SAFETY DISPATCHER) (20 HRS)

(02177SH) (02179SH) G11; \$11,262/hr-14,290/hr

2-10-97 Division of Public Safety

GRAD SCHOOL OF EDUCATION

Specialist: Clyde Peterson

STAFF ASSISTANT IV (02155CP) Serve as senior staff assistance to the Dean; write and edit reports; provide analytical & decision support; participate in strategic & administrative planning for the School; serve as staff assistance to the Executive Committee for school initiatives and programs & on confidential projects; use substantial judgement, initiative & independence in performing duties; oversee operations of Dean's Office including supervision of the Executive Secretary; schedule meetings, conferences, & special events for the Dean, Faculty, Committees, & GSE community; prepare supporting materials such as agendas & minutes; compose correspondence & type routine & confidential material; collect data; serve as liaison between School & Employment Office for new & replacement staff positions; serve as non-faculty Affirmative Action Compliance Officer for School; coordinate Records Management Task Force for School; troubleshoot problems with computer programs for Dean. **Qualifications:** BA/BS; Master's degree preferred; three-five yrs. in a highly responsible administrative position, preferably at a University; knowledge of educational issues preferred; demonstrated excellent verbal & written communication, interpersonal & organizational skills; attention to detail; high level of responsiveness & ability to prioritize & complete tasks in a timely manner; must be able to function under pressure; ability to effectively interact with a diverse community & regularly handle & resolve complex problems and issues; demonstrated ability to handle confidential & sensitive materials; proficiency in WordPerfect, Microsoft Word & communication programs such as e-mail & electronic scheduling; familiarity with PowerPoint a plus; ability to negotiate on a variety of computer platforms including PC. **Grade:** P4; **Range:** \$26,986-35,123 2-11-97 Dean's Office

COORDINATOR III (02156CP) (One year contingent upon funding) P3; \$24,617-31,982 2-10-97 NCOFF

ADMINISTRATIVE ASSISTANT III (0136CP) G11;

\$20,497-26,008 1-23-97 IRHE

ADMINISTRATIVE ASSISTANT III (0155CP) G11;

\$20,497-26,008 1-23-97 IRHE

REG. P-T ADMIN. ASS'T III (121564CP) G9/G10;

\$10,568-13,195/\$11,557-14,399 1-3-97 Philadelphia Writing Project

GRAD SCHOOL OF FINE ARTS

Specialist: Clyde Peterson

COORDINATOR II (02203CP) P2; \$22,351-29,098 2-17-97 Fels Center of Government

LAW SCHOOL

Specialist: Clyde Peterson

COORDINATOR III (02156CP) (One year contingent upon funding) P3; \$24,617-31,982 2-10-97 NCOFF

DIRECTOR IV (02187CP) P7; \$36,050-46,814 2-12-

97 Law Development & Alumni Relations

INFORMATION SPECIALIST II (0105CP) P5;

\$29,664-38,677 1-9-97 Computer Services

INFORMATION SPECIALIST II (0106CP) P5;

\$29,664-38,677 1-9-97 Computer Services

MEDICAL SCHOOL

Specialist: Ronald Story/Janet Zinser

ELECTRONIC ENGINEER III (02243JZ) Design, construct and test equipment to be used in adjunct to magnetic resonance experiments. Design, test and facilitate the building of radiofrequency antennas for magnetic resonance applications. Supervise and assist other researchers, students and coworkers in

OPPORTUNITIES at PENN

building components for use with magnetic resonance machines. Present work at scientific meetings and prepare work for publication. Present plans for instrumentation to possible funding sources. Represent the CAMRIS RF Lab as the facility manager by serving on the CAMRIS steering committee. **Qualifications:** Masters in Electrical Engineering or equivalent and at least 5-10 years experience designing and building electronics equipment for biological applications. Previous work with MR equipment required and a working knowledge of MR theory required. Knowledge of computer systems and interfacing, electronics equipment and tools required. CPR certification. Excellent oral and written communication and interpersonal skills required. **Grade:** P8 **Range:** \$39,655-52,015 2-24-97 Radiology

FINANCIAL ADMINISTRATOR II (02237JZ) Prepare weekly and monthly payroll totaling \$6.7 million dollars annually for 48 faculty and 60 staff. Oversee the human resources process. Prepare grant and contract budgets. Oversee the grant proposal submission process for 65 grant proposals per year. Prepare grant budget revisions, carryforward requests and closeouts according to sponsors. Review and approve grant expenditures up to \$5,000. Prepare and process monthly financial reports for all accounts. Prepare quarterly reports on admissions, patient visits, incentive plan and patient satisfaction data for clinical faculty at HUP, Presbyterian, Radnor and Overbrook campuses. **Qualifications:** Bachelor's degree in business, accounting, finance or equivalent. 3-5 years experience in business administration, preferably in an academic or clinical setting. Thorough knowledge of accounting and office standards and practices. Excellent computer skills, including advanced spreadsheet, word processing and database proficiency, preferably in a Windows environment. Ability to meet internal and external deadlines with minimum supervision. Excellent written and oral communication skills. **Grade:** P4 **Range:** \$26,986-35,123 2-24-97 General Med.

NURSE SUPERVISOR (02223RS) Supervise & coordinate activities of specially trained personnel including nurses, technicians & data coordinators; direct activities of clinically & research oriented professional; manage pathology (tissue) research laboratory; facilitate patient care; ensure patient care standards & policies; maintain, establish, design & implement database. **Qualifications:** Master's in nursing or health related field is required; BSN & PA registered RN with in-patient & out patient care experience; three yrs. experience with melanocytic lesion patients; HTL/HT (ASCP) with five or more yrs. experience; four or more yrs. experience in conducting protein/genomic in-situ studies in the area of melanocytic lesion research. **Grade:** P7; **Range:** \$36,050-46,814 2-27-97 Pathology & Lab Medicine

RESEARCH SPECIALIST JR. (02236RS) Perform lab experiments to assess gene regulation. Conduct recombinant DNA work. Design experiments and develop new lab techniques. Maintain organized lab data and notebooks. Order supplies. Assist P.I. in writing papers; data entry, word processing and analysis. Maintain lab equipment and evaluate future purchases. **Qualifications:** BA/BS with science major. Must be able to perform word processing on computer; enter and analyze data on spread sheet. **Grade:** P1 **Range:** \$20,291-26,368 2-24-97 Hematology.

RESEARCH SPECIALIST JR. (01108RS) Perform routine molecular biological techniques such as DNA isolation, southern blotting, PCR, preparation of radioactive probes, isolation of plasmid DNA, gel electrophoresis. Prepare solutions, order supplies, maintain lab equipment, record data and other duties needed for proper lab function. **Qualifications:** BS/BA in biological service with 1-3 years relevant lab experience is preferred. **Grade:** P1 **Range:** \$20,291-26,368 2-27-97 Genetics

RESEARCH SPECIALIST JR. (02247RS) Construct and restrict analysis of plasmid vectors; isolate nucleic acids from cell cultures, solid tissue and purified virus; perform Northern, Southern and Western blotting; perform DNA sequencing and polymerase chain reaction (PCR); maintain and expand cultures of mammalian cells; produce recombinant viruses, cell lines and perform functional analysis of expression vectors; maintain, expand and characterize newly developed cell lines; produce and purify recombinant viruses; prepare, maintain and operate low pressure chromatography and FPLC systems; maintain materials, inventory and stocks; catalog cryostocks of cell lines, cloned DNA fragments/plasmids and recombinant viruses; maintain accurate and complete logs; perform data analysis, DNA sequence analysis, construction of plasmid maps and literature searches; organize data for presentation before members of the lab. **Qualifications:** BA/BS in molecular biology, cell biology, virology, biochem or other life science-related field; lab training in molecular biology and mammalian cell culture required; some experience in virology and biochemistry desirable; demonstrated organizational skills, ability to work semi-independently and knowledge of computers are expected. (End date: 2/28/98) **Grade:** P1 **Range:** \$20,291-26,368 2-27-97 Institute for Human Gene Therapy

RESEARCH LAB TECHNICIAN III (02238RS) Carry out experiments under direction of laboratory head. Studies will be related to the functions of two phospholipases secreted by *Listeria monocytogenes*. Make broth and solid bacteria media and the prepare mixtures of pre-made media for tissue culture. Pass tissue culture cells and prepare cell culture for experiments. The isolation and propagation of primary cells such as mouse macrophages will also be required from time to time. Every other day contaminated glassware will be autoclaved and once a week, glassware will be loaded into an automatic dishwasher and processed and restored to shelves and cabinets. Maintain and sterilize stocks of disposable plasticware. **Qualifications:** BA/BS in scientific area. Experience with tissue cultures desired. **Grade:** G10 **Range:** \$19,261-23,999 2-24-97 Microbiology

RESEARCH LAB TECH III (0223RS) Perform routine experiments for several researchers in large receptor biology lab; techniques will include molecular biology, protein chemistry and tissue cultures; record data and write reports; maintain lab and order supplies; attend weekly lab meetings. **Qualifications:** BA/BS in scientific field; lab experience; familiarity with computers; ability to work with diverse group. **Grade:** G10 **Range:** \$19,261-23,999 2-27-97 Pathology & Lab Medicine

SECRETARY V (40 HRS) (02252JZ) Plan daily agendas. Schedule research studies. Type and proofread correspondence, grants and manuscripts; coordinate travel arrangements; compose forms and schedules. Interact with Hospital and University departments; answer phones; maintain filing system; retrieve articles from the Library; organize and maintain office records and files; create new filing system; **Qualifications:** High school business curriculum and related post-highschool or equivalent; 4 years progressive secretary experience, college degree preferred, 55 wpm, medical terminology and Macintosh computer experience; knowledge of office equipment including dictaphone equipment, excellent oral and written communications skills. **Grade:** G10 **Range:** \$22,013-27,427 2-27-97 Rehabilitation Medicine

ASSISTANT TO CHAIRMAN II (121603JZ) P2 ; \$22,351-29,098 1-6-97 Neuroscience

ASSISTANT DIRECTOR V (0176JZ) (End date: 1/31/99) P6; \$32,857-42,591 1-29-97 IHGT

BUSINESS MANAGER IV (0129JZ) P7; \$36,050-46,814 1-15-97 Radiation Oncology

CLINICAL DEPARTMENT ADMINISTRATOR I (01131JZ) P6; \$32,857-42,591 2-5-97 Institute for Environmental Medicine

CLINICAL SPEC. (40HRS) (121598RS) P6; \$32,857-42,591 1-6-97 Ctr. for Experimental Therapeutics
COORD. II (02151RS) P2; \$22,351-29,098 2-7-97 IOA

COORDINATOR III (0187JZ) P3; \$24,617-31,982 1-29-97 Psychiatry

COORDINATOR IV (0134JZ) P4; \$29,986-35,123 1-15-97 Faculty Affairs

DATABASE TECHNICIAN II (091139JZ) P7; \$36,050-46,814 1-13-97 CCEB

DIRECTOR VII (02214JZ) P10; \$48,822-64,066 2-20-97 Radiation Oncology

FISCAL COORDINATOR I (0177JZ) (On-going contingent upon grant funding) P1; \$20,291-26,368 1-24-97 Center for Experimental Therapeutics

FISCAL COORDINATOR I (0107JZ) P1; \$20,291-26,368 2-20-97 CDB

FISCAL COORDINATOR I/II (0177JZ) P1/P2; \$20,291-26,368/\$22,351-29,098 2-12-97 CET

HEALTH SYSTEMS PHYSICIAN (01139RS) (End date: 5/1/98) Blank 2-4-97 General Medicine

HEALTH SYSTEMS PHYSICIAN (02183RS) Blank 2-12-97 Medicine-Geriatrics

INFO SYS. SPECIALIST II (02213JZ) (End date: 3/31/98) P5; \$29,664-38,677 2-19-97 Institute on Aging

OFFICE SYSTEMS ADMINISTRATOR I (0197JZ) P2; \$22,351-29,098 1-29-97 IHGT

PROGRAMMER ANALYST (121591JZ) P6; \$32,857-42,591 1-6-97 Psychiatry

PROGRAMMER ANALYST II (01135JZ) P6; \$32,857-42,591 2-6-97 Medicine

PROGRAMMER ANALYST IV (111472JZ) P8; \$39,655-52,015 Genetics

PROGRAMMER ANALYST IV (0117JZ) P8; \$39,655-52,015 General Medicine

PROGRAMMER ANALYST IV (01106JZ) P8; \$39,655-52,015 1-31-97 Genetics

RESEARCH COORDINATOR (02191RS) P3; \$24,617-31,982 2-13-97 Ophthalmology

RESEARCH SPECIALIST, JR. (121589RS) P1; \$20,291-26,368 1-3-97 Pathology

RESEARCH SPECIALIST, JR. (0170RS) P1; \$20,291-26,368 1-23-97 Psychiatry

RESEARCH SPECIALIST JR (01116RS) P1; \$20,291-26,368 1-31-97 Radiation Oncology

RESEARCH SPECIALIST, JR. (01127RS) (On-going contingent upon grant funding); P1; \$20,291-26,368 2-4-97 Psychiatry

RESEARCH SPECIALIST, JR. (01136RS) P1; \$20,291-26,368 2-4-97 Medicine Pulmonary

RESEARCH SPECIALIST JR (021263RS) P1; \$20,291-26,368 2-7-97 Pathology

RESEARCH SPECIALIST, JR./I: (0164RS) P1/P2; \$20,291-26,368/\$22,351-29,098 1-28-97 Genetics

RESEARCH SPECIALIST, JR./I: (0189RS) P1/P2; \$20,291-26,368/\$22,351-29,098 1-28-97 Genetics

RESEARCH SPECIALIST I (01108RS) P2; \$22,351-29,098 1-30-97 Genetics

RESEARCH SPECIALIST I (01137RS) (On-going contingent upon grant funding) P2; \$22,351-29,098 2-4-97 Medicine/Gastroenterology

RESEARCH SPECIALIST I (02162RS) P2; \$22,351-29,098 2-7-97 Pathology

RESEARCH SPECIALIST I (02145RS) P2; \$22,351-29,098 2-7-97 Environmental Medicine

RESEARCH SPECIALIST I (02198RS) P2; \$22,351-29,098 2-13-97 Medicine

RESEARCH SPECIALIST II (111479RS) P3; \$24,617-31,982 1-21-97 Ophthalmology

RESEARCH SPECIALIST II (0188RS) P3; \$24,617-31,982 1-28-97 Neurology

RESEARCH SPECIALIST II (0195RS) (End date: 1/31/99) P3; \$24,617-31,982 1-28-97 IHGT

RESEARCH SPECIALIST II (01110RS); P3; \$24,617-31,982 1-31-97 Ophthalmology

RESEARCH SPECIALIST II (01126RS) P3; \$24,617-31,982 2-4-97 Neurology

RESEARCH SPECIALIST II (01128RS) P3; \$24,617-31,982 2-4-97 Radiology

OPPORTUNITIES at PENN

RESEARCH SPECIALIST II (01129RS) (End date: 4/30/99) P3 \$24,617-31,982 2-4-97 IHGT

RESEARCH SPECIALIST II (02169RS) P3; \$24,617-31,982 2-7-97 Genetics

RESEARCH SPECIALIST II (012150RS) P3; \$24,617-31,982 2-7-97 Gastroenterology

RESEARCH SPECIALIST II (111479RS) P3; \$24,617-31,982 2-19-97 Ophthalmology

RESEARCH SPECIALIST II (01110RS) P3; \$24,617-31,982 2-19-97 Ophthalmology

RESEARCH SPEC. II/III (01115RS) P3/P4; \$24,617-31,982/\$26,986-35,123 1-31-97 Dermatology

RESEARCH SPECIALIST III (02181RS) P4; \$26,986-35,123 Pathology & Lab Medicine

RESEARCH SPECIALIST III (02182RS) (End date: 2/28/99) P4; \$26,986-35,123 2-12-97 IHGT

RESEARCH SPECIALIST IV (091095RS) P6; \$32,857-42,591 1-17-97 Radiology

RESEARCH SPECIALIST IV (01107RS) P6; \$32,857-42,591 1-30-97 Genetics

RESEARCH SPECIALIST IV (02197RS) (End date: 2/28/99) P6; \$32,857-42,591 2-13-97 Molecular Cellular Engineering

RESEARCH SPECIALIST IV (121572RS) (End date: 12/31/98) P6; \$32,857-42,591 2-20-97 Institute for Human Gene Therapy

PART-TIME CLINICAL SPECIALIST (20 HRS) (101325) P6; \$18,775-24,338 1-21-97 Medicine

ADMINISTRATIVE ASSISTANT I (40 HRS) (121571JZ) G9; \$20,130-25,133 IHGT

ADMIN. ASSISTANT II (40 HRS) (121597JZ) G10; \$22,013-27,427 1-3-97 Endocrinology

ADMIN. ASSISTANT II (40 HRS) (0165JZ) G10; \$22,013-27,427 1-22-96 Medicine/Hematology/Oncology

ADMINISTRATIVE ASSISTANT II (121547JZ) G10; \$19,261-23,999 2-10-97 Neuroscience

CLERK IV (01114JZ) G7; \$16,002-19,919 1-31-97 Institute on Aging

CLINICAL TEST TECH (40 HRS) (01138RS) G11; \$23,425-29,723 2-5-97 Dermatology

LAB ANIMAL TECH (40 HRS) (0111RS) (End date: 12/31/98) G9; \$20,130-25,133 1-9-97 IHGT

OFFICE ADMINISTRATIVE ASSISTANT II (0109JZ) G10; \$19,261-23,999 1-8-97 CDB

OFFICE ADMINISTRATIVE ASSISTANT III (37.5 HRS) (0131JZ) G11; \$20,497-26,008 1-15-97 Biochemistry & Biophysics

RESEARCH LAB TECH II (40HRS) (121596RS) G8; \$18,481-23,132 1-6-97 Neuroscience

RESEARCH LAB TECHNICIAN III (091169RS) G10; \$19,261-23,999 9-27-96 Radiology

RESEARCH LAB TECH III (40 HRS) (02146RS) G10; \$22,013-27,427 2-7-97 Psychiatry

RESEARCH LAB TECH III (40 HRS) (02147RS) G10; \$22,013-27,427 2-7-97 Psychiatry

RESEARCH LAB TECH III (40HRS) (02148RS) G10; \$22,013-27,427 2-7-97 Psychiatry

RESEARCH LAB TECH III (40 HRS) (02149RS) G10; \$22,013-27,427 2-7-97 Psychiatry

RESEARCH LAB TECHNICIAN III (02193RS) G10; \$19,261-23,999 2-12-97 Pathology & Lab Medicine

RESEARCH LAB TECHNICIAN III (02192RS) G10; \$19,261-23,999 2-21-97 Pathology & Lab Medicine

RESEARCH LAB TECHNICIAN III (02224RS) G10; \$19,261-23,999 2-20-97 Cell & Dev. Biology

SECRETARY IV (02161JZ) (End date: 1/31/98) G9; \$20,130-25,133 2-10-97 Anesthesia

SECRETARY V (01119JZ) (End date: 2/28/99) G10; \$22,013-27,427 131-97 IHGT

SECRETARY V (37.5) (02168JZ) G10; \$20,637-25,713 2-7-97 Psychiatry

NURSING

Specialist: Ronald Story

ADMINISTRATIVE ASSISTANT II (40 HRS) (02255SH) Coordinate administrative clerical support requiring initiative & sound judgement for the

BSN/MSN Program; respond to wide range of wide range of inquiries from undergraduate through PhD program; schedule interviews; facilitate application process; interface with program directors & other office; prepare mass mailings for registration & orientation; collect student related data; compile statistic & prepare reports; participates & assist in on-campus recruiting events. **Qualifications:** Completion of high school business curriculum & related training; three or more yrs. administrative assistant experience preferably in fast paced environment; strong organizational & interpersonal skills; excellent telephone skills; strong PC related skills including word processing experience at the intermediate level or above; WordPerfect for Windows 6.1 preferred; ability to type at least 50 wpm; familiarity with database programs preferred; knowledge of e-mail & SRS or related tracking systems. **Grade:** G10; **Range:** \$22,013-27,427 2-26-97 Nursing

ASSOCIATE DIRECTOR (0126RS) P7; \$36,050-46,814 1-14-97 Nursing

ADMINISTRATIVE ASSISTANT III (40 HRS) (0157RS) G11; \$23,425-29,723 1-20-97 Nursing

PRESIDENT

Specialist: Sue Hess/Janet Zinser

DIRECTOR V (02244JZ) Design and execute cultivation, solicitation and stewardship events. Interact with key officials, prospects and donors. Oversee Homecoming and Alumni Weekend activities with special emphasis on 25th and 50th reunions including all class publications. Schedule and administer development exchanges. Track major gift volunteers and handle mailings. Organize prospect screening programs to increase major prospect pool. Manage staff of five and budgets for all events. **Qualifications:** BA/BS with 5 years experience in development/fundraising setting or related field, including alumni relations and public relations activities, with 3 years experience in event design, planning and execution, including staff and volunteer management supervisory experience. Capacity to work as a team member in a goal-oriented environment and keep events within budget. Valid driver's license required, willingness to travel and evening and weekend work required. **Grade:** P8 **Range:** \$39,655-52,015 2-25-97 Programs and Special Events

ADMINISTRATIVE ASSISTANT II (02242JZ) Support Development Gifts Administrator. Review, edit and research donor receipts and acknowledgments. Ensure gift information is correct for tax purposes and in compliance with IRS guidelines for tax deductibility. Act as liaison with schools and centers to obtain information on corporate and foundation gifts. Oversee work of administrative assistant in handling of returned receipts, research and proofreading. Maintain Excel spread sheet tracking system. Coordinate annual parking sticker mailing. Order and maintain inventory of forms and stationary. Assist with special projects. **Qualifications:** High school diploma and related post-high school training or equivalent. Two years at AA I level or equivalent. Proficient in Microsoft Word, Excel and FileMaker Pro. Familiarity with office databases. Detail oriented; excellent proofreading skills; demonstrated ability in handling high volume of correspondence preferred. **Grade:** G10 **Range:** \$19,261-23,999 2-25-97 Development Services.

ALUMNI DIRECTOR (MED. DEV.) (02219JZ) P10; \$48,822-64,066 2-20-97 Dev. & Alumni Relations

ALUMNI OFFICER I (0115JZ) P3; \$24,617-31,982 1-9-97 Development & Alumni Relations

ASSOCIATE DIRECTOR III (0142JZ) P5; \$29,664-38,677 1-15-97 Development & Alumni Relations

ASSOCIATE GENERAL COUNSEL (0178SH) P11; \$56,135-70,246 1-28-97 General Counsel

COORDINATOR III (0160JZ) P3; \$24,617-31,982 1-21-97 School/Center Programs

DIRECTOR, PLANNED GIVING (0114JZ) P10; \$48,822-64,099 1-9-97 Dev. & Alumni Relations

EXECUTIVE ASSISTANT I (05508JZ) P6; \$32,857-42,591 11-20-96 Development & Alumni Relations

EXEC. DIR., AFFIRMATIVE ACTION (02164SH) P11; \$56,135-70,246 2-10-97 Affirmative Action

FINANCIAL ADMINISTRATOR I (0150SH) P3; \$24,617-31,982 1-17-97 Office of the Secretary

MANAGER, ALUMNI RECORDS (121545JZ) P6; \$32,857-42,591 1-8-97 Dev. & Alumni Relations

ADMINISTRATIVE ASSISTANT I (40 HRS) (02200JZ) G9; \$20,130-25,133 2-13-97 Development & Alumni Relations

ADMINISTRATIVE ASSISTANT I (02200JZ) G9; \$20,130-25,133 2-20-97 Development & Alumni Relations

ADMINISTRATIVE ASSISTANT II (02199JZ) G10; \$19,261-23,999 2-13-97 Development & Alumni Relations

ADMINISTRATIVE ASSISTANT III (40 HRS) (101260SH) (Some nights & weekends required) G11; \$23,425-29,723 10-14-96 Office of the President

ADMINISTRATIVE ASSISTANT III (40 HRS) (0185SH) G11; \$23,425-29,723 1-28-97 Office of the President

CLERK V (01109JZ) G8; \$16,171-20,240 2-6-97 Development & Alumni Relations

PROVOST

Specialist: Clyde Peterson

BIBLIOGRAPHIC SPECIALIST (02230CP) Catalog printed materials for Special Collections & master's these & doctoral dissertations; search for cataloging copy for Special Collections material; perform shared cataloging & create an on-line bibliographic record; search reference sources when needed; train & supervise student workers to process & catalog Penn these & dissertations & assist if necessary. **Qualifications:** BA/BS in related discipline; advanced degree preferred; knowledge of at least one modern Western European language; familiarity with Latin desirable; extensive skills in bibliographic control developed through experience & training needed; knowledge of USMARC format & work on an automated library system; ability to work independently, accurately & rapidly essential. **Grade/Range:** Union 2-26-97 University Libraries

PART-TIME (ASSISTANT COACH I/ FOOTBALL) (28 HRS) (02227CP) Assist in preparation & organization of practices & games; assist in hosting prospects on campus; evaluation of films of HS prospects; attend football clinics & camps as assigned; off-season film breakdown of opponent's film; hire & schedule Fitness Center student employees; monitor free weight room staff; develop programs in fitness & wellness; develop marketing schemes to promote membership sales in Center. **Qualifications:** BA/BS; two or more yrs. coaching at college level; possess working knowledge of NCAA rules & regulations; possess ability to counsel & advise players, motivate recruits & players; extensive travel. (Work schedule may require varied hours & weekends). **Grade:** P3; **Range:** \$19,694-25,856 2-26-97 DRIA

ASSISTANT LAB ANIMAL TECH (02239CP) Provide lab animal care in safe humane manner adhering to all regulation for University; feed, water & change cages for variety of animals; receive & handle feed, bedding & supplies; handle, restrain & give routine treatments; operate & maintain equipment, rackwasher & other facility equipment; observe & report health & environmental conditions of the lab animals; may be required drive department van. **Qualifications:** H.S. grad or equivalent; AALAS certificate as ALAT or 18 months of lab animal care exp.; able to lift at least 50 lbs. & properly handle restrain common lab animal species. (Schedule: 7 a.m.-3

OPPORTUNITIES at PENN

p.m.) (Willing to accept overtime assignments & shifts other than Mon.-Fri.) **Grade:** G7; **Range:** \$17,068-21,247 2-26-97 ULAR

P-T (ADMIN. ASS'T III) (02232CP) Provide secretarial & administrative support to the Director; use variety of software necessary for efficient management of office & gallery; draft routine correspondence; answer phones professionally & respond to general inquiries; schedule meetings; organize & maintain filing system & databases; list management; maintain office supplies & office equipment; type & proofread correspondence & other materials. **Qualifications:** High school grad or equivalent; at least two yrs. at AA II level or comparable background; proficient with Macintosh computer systems & software (Microsoft Word, Excel, Filemaker Pro). **Grade:** G11; **Range:** \$11,262-14,290 2-26-97 Arthur Ross Gallery

ASSISTANT COACH III (0147CP) P6; \$32,857-42,591 1-21-97 Football

ASSISTANT JUDICIAL INQUIRY OFFICER (0143CP) (Work schedule may require some evenings & weekend hours) P5; \$29,664-38,677 1-17-97 Office Student Conduct

ASSOC. DIRECTOR VIII (02190CP) P10; \$48,822-64,066 2-17-97 Institute for Research & Analysis

BUSINESS MANAGER II (01113CP) P5; \$29,664-38,677 2-3-97 Annenberg Center

COORDINATOR I (02186CP) (On-going contingent upon grant funding) P1; \$20,291-26,368 2-17-97 Museum

COORDINATOR I (02201CP) (On-going contingent upon grant funding) P1; \$20,291-26,368 2-17-97 Museum

COORDINATOR III (070148CP) P3; \$24,617-31,982 1-21-97 Football

DATA ANALYST II (0132CP) P6; \$32,857-42,591 1-21-97 Data Administration

HEAD COACH B (02206CP) P6; \$32,857-42,591 2-18-97 DRI

HEAD COACH B (02207CP) P6; \$32,857-42,591 2-18-97 DRIA

INFORMATION MANAGEMENT SPECIALIST II (0175CP) P6; \$32,857-42,591 2-10-97 ISC

INTERN ATHLETICS (02208CP) \$10,000/yr. 2-18-97 DRIA

MANAGER PROJECTS & PLANNING (0198CP) P10; \$48,822-64,066 1-29-97 ISC

PROGRAMMER ANALYST I (081027CP) P4; \$26,986-35,123 9-6-96 University Libraries

PROGRAMMER ANALYST II (02204CP) P6; \$32,857-42,591 2-17-97 Networking

SYSTEM ANALYST, SR. (0133CP) P8; \$39,655-52,015 1-17-97 ISC/Application Development

ADMINISTRATIVE ASSISTANT I (0138CP) G9; \$17,614-21,991 1-17-97 ULAR

CLERK, SENIOR LIBRARY (121593CP) (May need to work some eves & wknds) Union 1-3-97 University Library

OFFICE ADMINISTRATIVE ASSISTANT I (01120CP) G9; \$17,614-21,991 2-3-97 University Museum

OFFICE ADMINISTRATIVE ASSISTANT II (0199CP) G10; \$19,261-23,999 1-29-97 University Libraries

SECRETARY IV (0144CP) G9; \$17,614-21,991 1-17-97 Office of Student Conduct

TECH, ELECTRONIC III (01101CP) G11; \$20,497-26,008 2-4-97 ISC/ACS

LIMITED SERVICE (SALES CLERK) (02194CP) (Work schedule: 12-6 p.m., some evenings & weekends required) G5; \$7,074-8,687 2-17-97 Annenberg Center

LIMITED SERVICE (THEATRE TECHNICIAN) (0218CP) G8; \$8,885-11,121 1-15-97 Annenberg Center

LIMITED SERVICE (THEATRE TECHNICIAN) (0127CP) G11; \$11,626-14,290 1-29-97 Annenberg Center

LIMITED SERVICE (THEATRE TECHNICIAN) (02195CP) G8; \$8,885-11,121 2-20-97 Annenberg Center

VETERINARY SCHOOL

Specialist: Ronald Story

SECRETARY TECH/MED SR. (02246SH) Type standard & specialized technical materials; compose routine correspondence; open & screen mail; handle student course & grades; type complex & confidential material; handle inquiries requiring interpretation of procedures pertaining to this specialized unit; **Qualifications:** H.S. grad with at least 3 yrs. secretarial exp. incl. 2 yrs. of technical exp.; working knowledge of med. terminology; excellent oral & written communication skills; organizational skills & attention to detail req.; proficient with Microsoft Word, Excel, Harvard Graphics, WP6.2, 7.1. **Grade:** G10 **Range:** \$19,261-23,999 2-27-97 Small Animal Hospital

ASSISTANT DIRECTOR, FACILITIES/PLANNING & CONSTRUCTION (111442RS) (Position in Kennett Square, PA; no public transportation available) P5; \$29,664-38,677 2-13-97 NBC/Administrative Services

DAIRY MANAGER (0124RS) (Position in Kennett Square, PA; no public transportation) P3; \$24,617-31,982 2-13-97 New Bolton Center

CUSTODIAL WORKER (0226RS) G5; \$14,714-18,069 2-20-97 Large Animal Hospital

HISTOTECHNOLOGIST III (01112RS) (Position in Kennett Square, PA; no public transportation) G11; \$20,497-26,008 1-31-97 Pathobiology

LARGE ANIMAL ATTENDANT I (02209RS) G5; \$14,714-18,069 2-18-97 Large Animal Hospital-New Bolton Center

MAINT. MECHANIC/MAINT. MECHANIC, SR. (40 HRS) (06581NS) (Position in Kennett Square, PA; no public transportation available) G12/G13; \$25,371-32,686/\$27,886-35,886 2-13-97 Administrative Services/NBC

NURSE VET ASSISTANT/NURSE VET ASSISTANT II (40 HRS) (0154RS) (Work schedule may require some occasional overtime) G5/G7; \$14,714-18,069/\$17,068-21,247 2-13-97 Large Animal Hospital-NBC

RESEARCH LAB TECH II/III (01111RS) (Position in Kennett Square, PA; no public transportation) G8/G10; \$18,481-23,132/\$22,013-27,427 1-31-97 Clinical Studies -NBC

RESEARCH LAB TECH III (02172RS) G10; \$19,261-23,999 2-7-97 Pathobiology

RESEARCH LAB TECH III (02167RS) G10; \$19,261-23,999 2-7-97 Pathobiology

TECH, VET I (40 HRS) (02173RS) (Position in Kennett Square; no public transportation) G8; \$16,171-20,240 2-7-97 Large Animal Hospital

VET TECH/VET TECH II (40 HRS) (0169RS) (Work schedule may require rotating nights/weekends) G8/G10; \$18,481-23,132/\$22,013-27,427 1-23-97 VHUP Wards

(Continues on page 18)

Classifieds

For Sale

- Must see this perfect, maintenance free, 3 bedroom, 1.5 bath twin in Sharon Hill (\$79,900). Also, three fabulous twins (\$79,900-89,900) and an ideal duplex (\$69,900) in Highland Park, Upper Darby. Last but not least, a great 4 bedroom, 1.5 bath cape in Wallingford (\$174,900). All easy to show and well worth the trip! Call Barbara at (610) 449-6488.

- '90 Mitsubishi Mirage, 4 door, good condition, only 58,000 miles, a/c, am-fm cassette. Call Jan (215) 923-4453.

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 is a table which shows the performance of the various funds for the period ending 12/31/96. The first column shows an abbreviation for the investment philosophy of the fund. (Abbreviations 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 898-7281.

— Albert Johnson

Acting Manager of Benefits

PHILOSOPHY KEY

Domestic:

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

B Balanced Fund

D Diversified Common Stock Fund

DI Diversified Common Stock Fund With Somewhat Higher Income

FII Fixed Income Fund (Intermediate-Term Maturity)

FIIG Fixed Income Fund (Intermediate-Term Maturity —Government Obligations)

FIJ Fixed Income Fund (Low-Rated Bonds)

FIJL Fixed Income Fund (Long-Term Maturity)

FILG Fixed Income Fund (Long-Term Maturity — Government Obligations)

FIM Fixed Income Fund (Mortgage-Related Securities)

FIS Fixed Income Fund (Short-Term Maturity)

FISG Fixed Income Fund (Short-Term Maturity — Government Obligations)

MM Money Market Fund

S Specialty Stock Fund

SC Specialty Fund With Small Company Common Stock Orientation

International:

EM Emerging Markets Fund

ICS International Common Stock Fund

Global:

GAA Global Asset Allocation 60%

Stocks:30%Bonds:10% Cash

Benchmark Fund

GCS Global Common Stock Fund

Source: Lipper Analytical Services and fund families.

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

CREF Notes:

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

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

Vanguard Notes:

(1) Vanguard Intermediate-Term, Long-Term, and Short-Term Bond Portfolios were introduced on March 1, 1994.

(2) Vanguard Intermediate-Term Corporate Portfolio was introduced on November 1, 1993.

(3) Vanguard Horizon Funds were introduced on August 14, 1995.

(4) Vanguard International Equity Index Fund Emerging Markets Portfolio was introduced on May 4, 1994.

403(b) Performance Update Periods Ending December 31, 1996 Total Returns*

								Best & Worst Year	
								For the last Five Years	
		Size	Latest	1-Year	3-Year	5-Year	10-Year	Best	Worst
	Philosophy	\$mm	Quarter	Average Annual	Average Annual	Average Annual	Average Annual		
Calvert Funds:									
First Government Money Market Fund	MM	239	1.2	4.7	4.5	3.9	5.4	5.2	2.7
Income Fund	FIL	44	3.6	3.6	4.8	6.8	8.3	18.6	-7.0
Social Responsibility Funds									
Calvert Funds:									
Social Investment Bond Portfolio	FII	63	3.0	2.9	4.6	6.4	NA	17.4	-5.3
Social Investment Equity Portfolio	D	109	6.1	21.7	8.9	7.4	NA	24.4	-12.1
Social Investment Managed Growth	B	603	3.6	9.0	9.3	8.3	9.4	25.9	-4.7
Social Investment Money Market	MM	166	1.2	4.8	4.5	3.9	5.4	5.2	2.5
CREF Funds									
CREF Bond Market Account	FII	1,000	3.0	3.1	5.3	6.8	NA	17.8	-4.4
CREF Equity Index Account (1)	D	922	7.5	21.6	NA	NA	NA	NA	NA
CREF Global Equities Account	GCS	4,193	5.1	18.0	12.1	NA	NA	NA	NA
CREF Growth Account (2)	D	2,421	6.6	25.5	NA	NA	NA	NA	NA
CREF Money Market Account	MM	3,730	1.3	5.3	5.1	4.4	NA	5.9	3.0
CREF Social Choice Account	D	1,576	6.3	15.5	13.9	12.4	NA	29.5	-1.4
CREF Stock Account	D	81,346	6.6	19.4	16.0	13.6	13.9	30.9	-0.1
Vanguard Funds:									
Asset Allocation Fund	AA60:35:5	2,564	6.8	15.7	15.3	13.3	NA	35.4	-2.3
Balanced Index Fund	B	825	5.5	13.9	13.0	NA	NA	NA	NA
Bond Index Fund:									
Intermediate-Term Bond Portfolio (1)	FII	457	3.2	2.6	NA	NA	NA	NA	NA
Short Term Bond Portfolio (1)	FIS	327	2.1	4.5	NA	NA	NA	NA	NA
Long Term Bond Portfolio (1)	FIL	44	4.7	0.3	NA	NA	NA	NA	NA
Total Bond Mkt Portfolio	FII	3,963	3.1	3.6	6.0	7.0	8.0	18.2	-3.4
Convertible Securities Fund	DI	166	0.5	15.4	8.3	11.4	9.8	19.4	-5.7
Equity Income Fund	DI	1,427	8.1	17.4	16.6	14.7	NA	37.3	-2.2
Explorer Fund	SC	2,264	0.5	14.1	13.2	13.6	12.9	27.7	0.5
Fixed Income Securities Fund:									
GNMA Portfolio	FIM	7,399	3.2	5.2	6.8	6.7	8.5	17.0	-1.2
High-Yield Corporate Portfolio	FIJ	3,563	4.0	9.5	8.7	11.6	9.6	19.2	-1.7
Intermediate-Term Corporate (2)	FII	617	3.2	2.6	NA	NA	NA	NA	NA
Intermediate-Term U.S. Treasury	FIIG	1,270	3.1	1.9	5.5	NA	NA	NA	NA
Long Term Corporate Portfolio	FIL	3,412	4.3	1.1	6.6	8.8	9.5	26.4	-7.1
Long-Term U.S. Treasury Portfolio	FILG	918	4.7	-1.3	6.1	8.4	8.8	30.1	-10.1
Short-Term Corporate Portfolio	FIS	4,587	2.1	4.8	5.7	6.3	7.6	12.7	-0.1
Short-Term Federal Portfolio	FISG	1,339	2.1	4.8	5.2	5.8	NA	12.3	-0.9
Short-Term U.S. Treasury Portfolio	FISG	966	2.1	4.4	5.2	NA	NA	NA	NA
Horizon Fund: (3)									
Aggressive Growth Portfolio	D	153	9.9	25.0	NA	NA	NA	NA	NA
Capital Opportunity Portfolio	D	117	-2.0	13.4	NA	NA	NA	NA	NA
Global Asset Allocation Portfolio	GA.60:30:10	77	3.6	10.0	NA	NA	NA	NA	NA
Global Equity Portfolio	GCS	106	5.1	15.6	NA	NA	NA	NA	NA
Index Trust:									
500 Portfolio	DI	29,961	8.4	22.9	19.6	15.1	15.0	37.5	1.2
Extended Market Portfolio	D	2,100	3.8	17.6	15.6	14.8	NA	33.8	-1.8
Growth Portfolio	D	785	7.3	23.8	20.7	NA	NA	NA	NA
Small Cap Stock Fund	SC	1,712	5.3	18.1	14.8	16.2	12.5	31.6	-0.5
Total Stock Market Portfolio	D	3,478	7.0	21.0	17.9	NA	NA	NA	NA
Value Portfolio	D	1,015	9.5	21.9	18.3	NA	NA	NA	NA
International Equity Index Fund:									
Emerging Markets Portfolio (4)	EM	635	2.6	15.8	NA	NA	NA	NA	NA
European Portfolio	ICS	1,586	9.2	21.3	14.7	13.5	NA	29.1	-3.3
Pacific Portfolio	ICS	972	-7.0	-7.8	2.3	3.5	NA	45.6	-18.
Intern't'l Growth Portfolio	ICS	5,565	4.2	14.7	9.9	12.6	10.1	44.8	-5.7
Money Market Reserves:									
Federal Portfolio	MM	3,121	1.3	5.2	5.0	4.3	5.8	5.8	3.0
Prime Portfolio	MM	23,559	1.3	5.3	5.1	4.4	6.0	5.8	3.0
U.S. Treasury Portfolio	MM	3,206	1.3	5.1	4.8	4.1	5.6	5.5	2.8
Morgan Growth Fund	D	2,054	4.7	23.3	18.1	14.1	14.6	36.0	-2.7
PRIMECAP Fund	D	4,218	7.2	18.3	21.3	18.1	15.0	39.0	9.0
Quantitative Portfolios	D	1,285	9.2	23.1	18.5	15.2	15.2	35.9	-0.6
STAR Fund	B	5,868	6.2	14.2	12.8	12.1	28.6	28.6	-0.2
Trustees' Equity Fund:									
International Portfolio	ICS	926	4.3	10.2	8.7	10.5	30.5	30.5	-8.7
U.S. Portfolio	DI	158	8.2	21.3	15.8	14.1	12.8	33.2	-3.9
U.S. Growth Portfolio	DI	5,507	5.8	26.1	21.9	12.9	14.8	38.4	-1.4
Wellesley Income Fund	B	7,076	6.6	9.4	10.5	10.9	11.1	28.9	-4.9
Wellington Fund	B	16,152	6.6	16.2	15.4	13.5	12.6	32.9	-0.5
Windsor Fund	DI	16,771	11.3	26.4	18.0	18.0	14.0	30.1	-0.2
Windsor II	DI	15,718	9.2	24.2	19.4	16.7	14.6	38.8	-1.2
Sector Funds:									
Energy	S	847	13.5	34.0	18.2	17.3	15.0	37.1	-4.5
Gold & Precious Metals	S	498	-4.4	-0.8	-3.6	6.9	6.1	93.3	-19.4
Health Care	S	2,660	5.0	21.4	24.5	16.3	19.9	45.2	-2.3
Utilities Income	S	659	6.2	5.3	8.9	NA	NA	NA	NA
Indexes To Compare Performance Against									
S&P 500			8.3	23.0	19.7	15.2	15.3	37.6	1.3
Lipper Capital Appreciation Funds Average			2.6	16.3	13.8	13.5	13.3	30.2	-3.6
Lipper Growth Funds Average			5.1	19.2	15.4	13.3	13.9	30.5	-2.2
Lipper Growth & Income Funds Average			7.4	20.8	16.2	14.0	13.2	30.6	-1.0
Salomon Bros. High-Grade Index			4.4	1.4	6.7	8.5	9.5	27.2	-7.6
Lehman Brothers Gov't/Corporate Bond Index			3.1	2.9	5.8	7.2	8.4	19.2	-4.1
Morgan Stanley Capital International-EAFE Index			1.6	6.0	8.3	8.2	8.4	32.6	-12.2
Morgan Stanley Capital International-EMF Index			-0.6	6.0	-2.3	12.7	N/A	74.8	-17.7
91-Day Treasury Bills			1.3	5.3	5.2	4.4	5.8	5.8	3.1

VICE PROVOST/UNIVERSITY LIFE

Specialist: Clyde Peterson

PLACEMENT COUNSELOR SR. (02205CP) P5; \$29,664-38,677 2-18-97 Career Planning and Placement Service

SENIOR PLACEMENT COUNSELOR (0102CP)P5; \$29,664-38,677 1-6-97 Career Planning and Placement Service

WHARTON SCHOOL

Specialist: Janet Zinser

COORDINATOR II (111423JZ) Responsible for logistical support and management of Executive Education programs. Work with clients, faculty and program directors to develop and deliver executive education programs. Monitor and control Programs costs. Coordinate logistical arrangements for participants prior to and during the program. Coordinate daily program schedules for both classroom and conference center. **Qualifications:** BA/BS degree required. 1-3 years experience coordinating conferences or management training programs. Willingness to take initiative with minimal supervision. Excellent oral and written skills. Experienced PC user with WordPerfect and Lotus graphics. **Grade:** P2 **Range:** \$22,351-29,098 2-24-97 Steinberg Conference Center

COORDINATOR II (111425JZ) Responsible for logistical support and management of Executive Education programs. Work with clients, faculty and program directors to develop and deliver executive education programs. Monitor and control Programs costs. Coordinate logistical arrangements for participants prior to and during the program. Coordinate daily program schedules for both classroom and conference center. **Qualifications:** BA/BS required; 1-3 years experience coordinating conferences or management training programs. Willingness to take initiative with minimal supervision. Excellent oral and written skills. Experienced PC user with WordPerfect and Lotus graphics. **Grade:** P2 **Range:** \$22,351-29,098 2-24-97 Aresty Institute

ASSOCIATE DIRECTOR V (02217JZ) P7; \$36,050-46,814 2-20-97 Aresty Institute

COORDINATOR III (121578JZ) P3; \$24,617-31,982 1-10-97 Wharton External Affairs

COORDINATOR III (01141JZ) (On-going contingent upon grant funding) P3; \$24,617-31,982 2-5-97 WFIC

INFO MANAGEMENT SPEC. I (02229JZ) (Due to academic calendar, vacation may not be taken from Aug. through Sept.) P4; \$26,986-35,123 2-21-97 WCIT

INFORMATION SYSTEMS SPECIALIST I (02175JZ) P3; \$24,617-31,982 2-10-97 WCIT

INFORMATION SYSTEMS SPECIALIST II (02189JZ) (Application deadline date: 2/18/97) P5; \$29,664-38,677 2-12-97 Finance

INFORMATION SYSTEMS SPECIALIST II/III (92227JZ) P5/P7; \$29,664-38,677/\$36,050-46,814 2-21-97 WCIT

INFORMATION SYSTEMS SPECIALIST III (01124JZ) P5; \$29,664-38,677 2-5-97 WCIT

INFORMATION SYSTEMS SPECIALIST III (111301JZ) P7; \$36,050-\$46,814 1-20-97 WCIT

MGR. IV (01125JZ) P5; \$29,664-38,677 2-5-97 CEBS

MEDIA TECH SPECIALIST (121577JZ) P6; \$32,857-42,591 2-4-97 WCIT

PROGRAMMER ANALYST II (02152JZ) P6; \$32,857-42,591 2-6-97 WCIT

PROGRAMMER ANALYST II/III (02170JZ) P6/P7; \$32,857-42,591/\$36,050-46,814 2-10-97 WCIT

PROG. ANALYST II/III (02216JZ) (Grade level will depend on expertise & years of experience) P6/P7; \$32,857-42,591/\$36,050-46,814 2-20-97 WCIT

RESEARCH SPECIALIST I (01140JZ) (On-going contingent upon funding) P2; \$22,351-29,098 2-17-97 Finance Institution Center

ADMINISTRATIVE ASSISTANT I (01122JZ) G9; \$17,614-21,991 2-5-97 Real Estate Department

ADMINISTRATIVE ASSISTANT III (02151JZ) G11; \$20,497-26,008 2-19-96 Health Care Systems

ADMINISTRATIVE ASSISTANT III (01123JZ) (On-going contingent on grant funding) G11; \$20,497-26,008 2-5-97 Health Care Systems

Special Checks of Residences . . . Lighting Rebates

Spring Break 1997 (March 7-March 17, 1997) is approaching quickly. Traditionally, this is a time of lower occupancy and greater opportunity for crime. Therefore, we need to be more safety and security conscious. To reduce the opportunity for crime (i.e., criminal mischief, burglaries, etc.), the Division of Public Safety is again offering Special Checks of Residential Properties during the following time frame: 11 p.m. on Friday, March 7th to 7 a.m. on Monday, March 17th.

Faculty, staff and students who live within the following geographical boundaries—Schuylkill River to 43rd Street, and Baltimore Avenue to Market Street—may list their residences with the Penn Police Department for Special Checks during the period it will be vacant. Penn Police officers will periodically check the exterior of the property for signs of criminal activity or security breaches, and if any are found they will take appropriate action ranging from arresting the perpetrator to conducting an interior check of the property with subsequent notifications to the listed occupant.

If you would like to list your residence for Special Checks during Spring Break 1997, please pick up an application at the Penn Police Headquarters (3914 Locust Walk) or the Special Services Unit (206 S. 40th Street). You need to complete and return the application to either location *prior* to vacating the premise. Below you will find Safety and Security Tips to help keep your time away from Penn a safe and happy one.

— Thomas Seamon, Managing Director
Division of Public Safety

— Maureen S. Rush, Director of
Patrol Operations

Safety and Security Tips for Spring Break 1997

If Leaving Penn for Spring Break,

- Secure or remove all valuables (e.g., jewelry, computers, stereos, televisions, etc.). All valuables should already be engraved with your Social Security or other identifying number. Engravers can be borrowed by contacting the Special Services Unit (206 S. 40th Street, 898-4481).
- Close and lock all windows; Close all shades, drapes and blinds. Lock and bolt entrance doors to rooms or apartments.
- Use timers on lights and on a radio or television to give your residence the appearance of being occupied.
- Register your residence with Public Safety for Special Checks during the Break.
- Your answering device message should *never* indicate that you are not home. Always use plural nouns even if you live alone (e.g., "We're not available to take your call right now"). Don't use your name(s).
- Make sure your exterior lighting works and turn all lights on. Preferably, exterior lights should be on a timer or photoelectric cell. If not, contact your landlord with regards to installing these security devices *before* you leave for Break.

Attention, those who live between these geographical boundaries:

33rd to 49th Streets,
Market to Woodland Avenue:

The *Lighting Rebate Program* through the West Philadelphia Partnership makes 50% reimbursement for the purchase and installation of new energy-efficient exterior lighting on residences. Call 38BRITE (382-7483) and leave your name/address on the tape to get detailed information about the program.

If Remaining at Penn During Spring Break,

- Use one of the ten automated teller machines (ATMs) located inside University buildings and avoid withdrawing money at night. Check the amount withdrawn *only* after you are safely inside your office or residence. Never display money in a crowd. Carry only *necessary* credit cards and money.
- Carry your wallet in an inside coat pocket or side trouser pocket.
- Carry your handbag tightly under your arm with the clasp toward your body. Never let it dangle by the handle.

- Keep your wallet or handbag closed and with you at all times. Never put it on the seat beside you, on the counter next to you or under a seat when dining.
- Be aware of your surroundings and the people around you; Trust your instincts. Stay in well-lighted and well-travelled areas.
- Walk with your head up, shoulders back and your eyes scanning the people around you.
- Use the "buddy" system or the Penn Transit System when traveling at night. From non-University exchanges, dial 898-RIDE for vehicular escort service or 898-WALK for the walking escort service between the hours of 6 p.m. and 3 a.m. daily.
- If you are expecting guests or workers, do not open your door until you know it is the right person(s). Always ask to see identification of callers you don't know.
- If accosted, don't resist! Don't panic! Get a good description of the assailant (i.e., approximate age, race, sex, height, weight, clothing description, direction traveled, etc.) and report the incident to the police as soon as possible.
- Know the locations of Penn's Blue Light Emergency phones. Open the box, lift the receiver or push the button to talk.
- Report any suspicious activities (e.g., someone looking into cars or pulling on doors; a vehicle that repeatedly "circles" the block, etc.) as soon as you can: where, what, who, when and how.
- Know your emergency telephone numbers:

—Division of Public Safety
Penn Police

3914 Locust Walk

On Campus

(Univ. exchanges: 898, 417 and 573): 511

Off Campus: 573-3333

Non-Emergencies 898-7297 / 7298

Special Services 898-4481 / 6600

Penn Investigators 898-4485

—Philadelphia Police

18th Police District

5510 Pine Street

Emergency Telephone Number: 911

General Business Number: 686-3180

—SEPTA Police

Emergency Number: 580-4131

Project S.A.V.E.: March 7

Public Safety's Special Services Unit, in conjunction with the Philadelphia Police Department, invite all faculty, staff and students as well as members of the surrounding community to participate in Project S.A.V.E. (Stolen Auto Verification Effort). The goal of the program is to decrease car theft. There is no charge to register with Project S.A.V.E. for those who work or study at Penn or those who live in the 18th Police District.

Registration will take place at the Special Services Unit, in its new location, at 206 S. 40th Street on Friday, March 7 from 10 a.m. until 2 p.m.

It is important to bring the vehicle registration card(s) for each vehicle to be registered. Refreshments will be served.



Recreation Department Spring Break Hours:

- Hutchinson and Gimbel Gymnasia will close Friday, March 7 at 7 p.m.
- Hutchinson Gymnasium closed Saturday, March 8 and Sunday, March 9.
- Gimbel Gymnasium open Saturday, March 8 and Sunday, March 9 from noon-6 p.m.
- Hutchinson and Gimbel Gymnasia open Monday, March 10 through Friday, March 14 from 9 a.m.-7 p.m.
- Saturday, March 15 and Sunday, March 16 from noon-6 p.m.
- Both facilities resume regular hours Monday, March 17



Update

MARCH AT PENN

EXHIBIT

12 William Earle Williams Photography: *Gettysburg—A Journey in Time*; Esther M. Klein Art Gallery, 3600 Market St.; reception, March 12, 5-7 p.m. Through April 18.

FILM

19 *Dreams* (Akira Kurosawa, 1990, Japan, with English subtitles [120 minutes]); followed by discussion led by Frank Chance, director of the Japanese House and Garden in Fairmount Park; 4 p.m.; Room 23, Moore School of Engineering (Center for East Asian Studies).

FITNESS/LEARNING

10 *Spring Break Aerobics Classes*; noon-1 p.m. and 5-6 p.m.; Gimbel Gym. Through March 13. (Department of Recreation).

TALK

7 *Actomyosin Motility: Manipulation of Single Molecules and Assembly*; Shin'ichi Ishiwata, Waseda University, Japan; 2 p.m.; Room 204, Stemmler Hall (Pennsylvania Muscle Institute).

Deadlines: The deadline for this weekly column is the Monday of the week prior to publication (e.g. *March 10* for the March 18 issue). *March 11* is the deadline for the April at Penn calendar.



Almanac

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The *Compass* stories are written and edited by the Office of University Relations, University of Pennsylvania.

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The University of Pennsylvania Police Department Community Crime Report

About the Crime Report: Below are all Crimes Against Persons and Crimes Against Society from the campus report for **February 17 through February 23, 1997**. Also reported were **Crimes Against Property**, including 25 thefts (including 2 burglaries, 2 thefts of auto, 1 theft from auto 6 of bicycles & parts, 5 incidents of criminal mischief & vandalism; 1 incident of trespassing & loitering. Full crime reports are in this issue of *Almanac* on the Web (www.upenn.edu/almanac/v43/n24/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 the dates of **February 17, 1997 and February 23, 1997**. 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: Threats & Harassment—4

02/19/97	10:14 AM	Annenberg School	Fedex letter w/harassing comments received
02/19/97	10:47 AM	Blockley Hall	Harassing E-Mail received
02/21/97	1:36 PM	Class of 28 Dorm	Harassing calls received
02/23/97	10:13 PM	Van Pelt Library	Unwanted note received

38th to 41st/Market to Baltimore: Rapes (& Attempts)—1; Robberies (& Attempts)—1;

Simple Assaults—1; Threats & Harassment—4			
02/17/97	4:30 PM	High Rise North	Unwanted phone calls received
02/19/97	12:07 AM	3933 Pine St	Complainant assaulted by known person
02/20/97	7:40 PM	300 Blk 41st	Wallet & contents taken at gunpoint
02/21/97	5:36 PM	41st & Pine	Male in car pointed gun at pedestrian
02/21/97	6:37 PM	4000 Blk Baltimore	Confidential incident
02/22/97	6:08 PM	Wayne Hall	Harassing letters received
02/23/97	3:39 AM	High Rise North	Unwanted phone calls received

41st to 43rd/Market to Baltimore: Robberies (& Attempts)—1

02/19/97	11:12 AM	4322 Market St.	2 males fled with safe containing currency
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30th to 34th/Market to University: Robberies (& Attempts)—1; Threats & Harassment—2

02/21/97	3:31 PM	30th/Market	Currency & credit cards taken at gunpoint
02/23/97	1:39 AM	Hill House	Unwanted phone calls received
02/23/97	3:20 AM	Hill House	Unwanted phone calls received

Outside 30th to 43rd/Market to Baltimore: Threats & Harassment—2

02/20/97	9:31 AM	Swarthmore, PA	Harassing calls received
97/02/21	8:39 PM	336 N. 41 St	Known person harassing complainant

Crimes Against Society

38th to 41st/Market to Baltimore: Alcohol & Drug Offenses—1

02/19/97	7:59 PM	3900 Blk Ludlow	Vehicle stopped/1 arrested for drug offense
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18th District Crimes Against Persons

7 Incidents and 1 Arrest were reported between **February 17 and 23, 1997**, by the 18th District; covering Schuylkill River to 49th Street, Market Street to Woodland Avenue.

2/17/97	11:45 PM	4400 Walnut St.	Robbery
2/19/97	10:55 PM	4322 Market St.	Robbery
2/20/97	7:30 PM	300 41st St.	Robbery
2/20/97	7:45 PM	800 48th St.	Robbery
2/21/97	11:00 AM	3000 Market St.	Robbery
2/21/97	6:38 PM	4045 Baltimore Ave.	Rape
2/22/97	1:51 AM	4631 Walnut St.	Aggravated Assault /Arrest