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Endowed Chairs in SAS for Dr. Beier and Dr. Kettl

SAS Dean Rebecca W. Bushnell has announced that Dr. Eugene Beier has been named the Fay R. and Eugene L. Langberg Professor of Physics.

Dr. Beier, a scholar of experimental elementary-particle physics and nuclear astrophysics, has been a member of the department of physics and astronomy for over 35 years and was appointed as a full professor in 1979.

Dr. Beier has spent the past 20 years using astrophysical sources and accelerators to study the interactions and properties of neutrinos. His latest project involves research at the Sudbury Neutrino Observatory (SNO), an underground observatory in Ontario that allows scientists to determine whether or not neutrinos other than electron neutrinos are arriving from the sun. Dr. Beier serves as the United States co-spokesman for this collaborative project that includes physicists from schools and institutions in Canada, the United Kingdom, and the U.S. Before his participation in the SNO project, Dr. Beier made important contributions to our understanding of neutrinos while working at the Brookhaven National Laboratory and at the Kamiokande Laboratory in Japan.

Dr. Beier has published over 60 articles in refereed journals such as *Nuclear Physics*, *Nuclear Instruments and Methods*, *Physics Letters*, *Physical Review Letters*, and *Physical Review*. In addition to his publications, he has shared his research at conferences and symposia held around the world.

His honors include a Guggenheim Fellowship, the Bruno Rossi Prize from the American Astronomical Society, and a distinguished Blyth Lectureship at the University of Toronto. In 2000, he was elected by the community of particle physicists to serve as chair of the Division of Particles and Fields of the American Physical Society.

He holds his Ph.D. from the University of Illinois and B.S. from Stanford University.

This chair was established in 2002 through the bequest of Eugene L. Langberg, who graduated from the College of Collateral Studies in 1942 (now CGS), G²45. An electrical physicist, Mr. Langberg held positions at the U.S. Naval Research Lab and at the Franklin Institute. He also served as a commissioner of Upper Gwynedd Township. Mr. Langberg's wife, the late Fay Ruth Moses Langberg, was a member of the College for Women, Class of 1947.



Eugene Beier

Dean Bushnell also announced that Dr. Donald F. Kettl has been named the Stanley I. Sheerr Endowed Term Professor in the Social Sciences. A leading scholar of public policy and public administration, Dr. Kettl joined the department of political science this academic year from the University of Wisconsin at Madison, where he served for 14 years as a professor of political science and public affairs in the University's Robert M. La Follette School of Public Affairs. He has also taught at Columbia University, the University of Virginia, and Vanderbilt University. At Penn, Dr. Kettl is teaching courses on public management, public policy, and American politics.

In addition to his academic service, Dr. Kettl is also a nonresident senior fellow at the Brookings Institution, executive director of the Century Foundation's Project on Federalism and Homeland Security, and academic coordinator of the Government Performance Project, a multi-year initiative funded by the Pew Charitable Trusts that seeks to assess America's management capacity. He has delivered testimony for more than a dozen congressional hearings and continues to be widely consulted on contemporary political issues.

Dr. Kettl's books include *The Global Public Management Revolution: A Report on the Transformation of Governance*; *System Under Stress: Homeland Security and the American Politics*; and *The Transformation of Governance: Public Administration for the 21st Century*. The latter earned him the Louis Brownlow Book Award of the National Academy of Public Administration. He is currently working on another book, *The Next Government of the United States*.

Dr. Kettl has received honors from the American Society for Public Administration and the American Political Science Association, among others. After graduating with his B.A. *summa cum laude* from Yale College, he remained at Yale to earn his M.A., M.Phil., and Ph.D.

The Stanley I. Sheerr Endowed Term Chair in the Social Sciences was established in 1986 by the late Stanley, W '37, and Frances Sheerr, who also named the Sheerr Pool in the David Pottruck Health and Fitness Center. Stanley I. Sheerr served as chairman of Crown Textile Company, founded in 1895 by his father. Their son and daughter, Richard Sheerr, C '69, and Constance Sheerr Kittner, CW '61, remain active supporters of Penn.



Donald Kettl

Three New Biomedical Institutes

The establishment of three new biomedical institutes was recently announced. They are the Penn Cardiovascular Institute; the Institute for Diabetes, Obesity, and Metabolism; and the Institute for Translational Medicine and Therapeutics.

The Institutes are aimed at integrating research, clinical, and educational missions in a new model of care that cuts across traditional academic disciplinary and departmental lines. They will each emphasize cooperation, partnership, and combination of efforts and will draw upon scientists and physicians—and in some cases, professors from such fields as psychology and sociology—from across the University. The institutes developed directly from the Strategic Plan for Penn Medicine, which highlights the need for cross-collaboration among departments and schools, enhanced teamwork, and the extension of professional relationships—all with the purpose of improving the public's health.

All three Institutes will be housed in the Clinical Research Building, further encouraging the exchange of ideas, sharing of personnel and resources, and coordination of related functions, both within and across the three institutes.

"It is noteworthy that in an era of escalating specialization, these institutes will maximize the united efforts and resources of a diverse group of superb clinicians and scientists to forge strong, coordinated, and integrated approaches to disease-prevention, management, and eradication," said Dr. Arthur H. Rubenstein, EVP of UPHS and Dean of the School of Medicine. "Penn Medicine already enjoys an exceptional measure of public trust and esteem. With the formation of these institutes, we are consciously fostering a new chapter in pioneering patient care, research, and education."

Penn Cardiovascular Institute

Dr. Michael S. Parmacek, the Herbert C. Rorer Professor of Medicine and Chief of the Division of Cardiovascular Medicine, will direct the Penn Cardiovascular Institute.

The mission of this Institute is to promote patient-oriented cardio-vascular research across schools, departments, and centers at Penn. Despite remarkable advances in cardiovascular science and medicine over the past 50 years, cardiovascular disease remains the number one killer of patients in the United States. Approx-

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SENATE From the Senate Office

The following is published in accordance with the Faculty Senate Rules. Among other purposes, the publication of SEC actions is intended to stimulate discussion among the constituencies and their representatives. Please communicate your comments to Kristine Kelly, either by telephone at (215) 898-6943 or by e-mail at kellyke@pobox.upenn.edu.

Senate Executive Committee Actions Wednesday, January 19, 2005

Chair's Report: Faculty Senate Chair Charles W. Mooney, Jr., updated the committee on the Senate Chairs' discussions with the President and Provost. It was agreed that the Senate Chairs would meet with the Budget Steering Committee on an annual basis before budget guidelines are announced. It was also agreed that the previous year's Past Chair would also attend the meeting.

Next Professor Mooney updated SEC on the Ad Hoc Committee put in place to review the Penn Police incident discussed at the previous month's meeting. The Ad Hoc Committee is being chaired by Interim Provost Peter Conn and has already met twice.

Professor Mooney informed SEC that Arthur Caplan (Bioethics) needed to step down from the Penn Social Responsibility Advisory Committee (SRAC), which advises the University Trustees and makes recommendations to the Trustee Proxy Voting Subcommittee of the Executive Committee. Dr. Caplan suggested his colleague, Charles Bosk, as a replacement for him on the committee. SEC approved this substitution.

SEC was also updated on the Senate's Oral History Project. The goal is to have six oral histories completed per academic year.

Past Chair's Report on Academic Planning and Budget and Capital Council: Academic Planning and Budget and Capital Council have not convened since the last SEC meeting.

Nominating Committee Election: Present SEC members voted for the 2005-06 Nominating Committee. Senate Chairs will contact those elected to serve, and will present a ballot at the February SEC meeting to the Executive Committee for the selection of the committee chair.

Update by Les Hudson, Vice Provost for Strategic Initiatives: Leslie Hudson updated SEC on the work of the Office of Strategic Initiatives. Dr. Hudson reviewed the Center for Technology Transfer's Revenue and Expenses for FY'04, Leading Edge Indicators for FY'05 (Disclosures, Patent Applications, Commercial Agreements, and Start Up Companies), and Revenue Projections for FY'05. He also updated SEC on Penn's Corporate R&D Relationships, and Economic Partnerships.

Dr. Hudson also informed the Committee that an Intellectual Property Committee for the Medical School has been created.

Update by Craig Carnaroli, Executive Vice President: Craig Carnaroli updated the Committee on his office's priorities for the coming year, which include: finding resources for President Gutmann's strategic initiatives, working collaboratively with the Office of the Provost, and making data available and information known to all University constituencies. Mr. Carnaroli also discussed emerging issues, including benefits costs and retiree medical benefits.

New Business: Senate Chair Charles Mooney led a discussion on the University's Chapter of the American Association of University Professors.

Deaths

Dr. Frye, English Literature



Roland Frye

Dr. Roland Mushat Frye, Schelling Professor Emeritus of English Literature, died on January 13, at the age of 83.

Born in Birmingham, Alabama, Dr. Frye received three degrees, including his Ph.D., from Princeton University. He served in the Army during World War II, fighting in the Battle of the Bulge—earning a Bronze Star for his service. After the War, he joined the faculty of Emory University in Atlanta and became a research professor in residence at the Folger Shakespeare Library in Washington. He returned to teaching in 1965, accepting a professorship at Penn. He became the Felix E. Schelling Professor of English Literature in 1978, a title which he retained when he became emeritus in 1983. He also cofounded the Center of Theological Inquiry, an independent, ecumenical institution for advanced theological research in Princeton in 1978.

Dr. Frye was the author of ten books and hundreds of scholarly articles. He wrote the award-winning book *Milton's Imagery and the Visual Arts: Iconographic Tradition in the Epic Poems*, and *Is God a Creationist: The Religious Case Against Creation-Science*.

Dr. Frye—who received the Thomas Jefferson Medal for Distinguished Achievement in the Humanities in 1997 from the American Philosophical Society—was described by William Golden, then vice president of the Society as “a brilliant scholar of English literature from Shakespeare to Milton, who ... interpreted the writings of important literary figures in the context of the human experience of their times.”

Some of the many honors Dr. Frye received include: a Guggenheim Fellowship at the Institute for Advanced Studies in Princeton; membership in the American Philosophical Society; an American Council of Learned Societies (ACLS) grant; The John Frederick Lewis Prize of the American Philosophical Society; the Milton Society's James Holly Hanford Award. He was a member of the Academy of Arts and Sciences. In 1980, Dr. Frye was named curator of the Furness Memorial Library at Penn.

He is survived by his wife of 58 years, Jean Elbert; son, Roland Jr., and grandson, Joseph. Memorial donations may be made to the Center for Theological Inquiry, Stockton St., Princeton, NJ 08540, or the American Philosophical Society, 104 South 5th St., Philadelphia, PA 19106.

Memorial Service: Sam Maitin

A memorial service will be held for Mr. Samuel (Sam) Maitin on Saturday, January 29 at 1:30 p.m. in the Annenberg Center's Zellerbach Theatre. Mr. Maitin, internationally renowned artist and former faculty member, died on December 23 at the age of 76.

A long-planned exhibition, *Sam Maitin: A Life in Art* will be at the Arthur Ross Gallery from February 10 through April 17, with a concurrent show at Penn Hillel in Steinhardt Hall. See *Almanac* January 11, 2005.

Tsunami Earthquake Relief Efforts

The Penn Nursing-International Student Organization (ISO) will be hosting a fundraiser this week for relief efforts in India and Thailand. ISO is working with FOCUS Humanitarian Assistance to provide aid to victims in India, while Dr. Siroorn Sindhu, dean of Walailak College in Thailand will be the contact person for the Thailand relief efforts. The Nursing students will be collecting financial contributions door-to-door in the school.

See page 7 for a UCD initiative to raise funds for the Red Cross's Tsunami Relief Fund.

See www.upenn.edu/pennnews/tsunami.php for announcements regarding other efforts, relief organizations, news and Penn resources.

Three New Biomedical Institutes

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imately 60.8 million Americans have one or more forms of cardiovascular disease. Heart failure is the most common diagnosis of hospitalized patients in the United States. In light of these statistics, the Institute will support multi-disciplinary initiatives in the areas of heart failure and transplantation/myocyte biology, atherosclerosis/acute coronary syndromes, cardiac electrophysiology/channel biology, congenital heart disease/cardiovascular development, diabetic/metabolic cardiovascular disease, and molecular diagnostics and imaging. It will also initiate a state-of-the-art Outpatient Cardiovascular Center in the new Center for Advanced Medicine in 2008.

Diabetes, Obesity, and Metabolism

The Institute for Diabetes, Obesity, and Metabolism will be headed by Dr. Mitchell A. Lazar, Sylvan Eisman Professor of Medicine and Genetics, and Chief of the Division of Endocrinology, Diabetes and Metabolism.

The aim of this Institute is to understand the genetic, biochemical, molecular, environmental, and behavioral origins of diabetes, obesity, and other metabolic diseases and reduce their incidence and severity. The Institute will be inaugurated at a time of ever-increasing prevalence of diabetes and obesity. Approximately 18 million people in the United States (6.2 percent of the population) have diabetes. Most of the increase in diabetes is related to an increase in obesity, defined as being more than 30 percent above ideal body-weight. Nationally, 58 million people are obese. The Institute will provide technical and administrative support and resources for clinical research and care on behalf of patients with these afflictions—from epidemiological studies to behavioral manipulations to trials of promising new medications and therapies.

Translational Medicine and Therapeutics

Dr. Garret A. FitzGerald, Robinette Professor of Cardiovascular Medicine and Elmer Bobst Professor of Pharmacology, will administer the Institute for Translational Medicine and Therapeutics.

The mission of this Institute will be to increase the quantity and quality of translational research at Penn: the application of ideas, insights, and discoveries generated through basic scientific inquiry to the treatment or prevention of human disease. In support of this undertaking, the Institute will train current professionals and students, as well as recruit faculty with translational-research proficiency. Examples of work which will be pursued at the Institute include the integration of genomic, proteomic and lipidomic approaches to discover novel anti-inflammatory drugs; the development of innovative immunotherapeutics for cancer; original approaches to targeting drug delivery to specific sites of disease; gene therapeutics of hemophilia; cellular therapies for Alzheimer's disease and the development of the new field of pharmacoepidemiology. The Institute will also prepare, certify, and expand the number of trial coordinators, such as nurses and other health professionals, who carry out important aspects of translational research under the aegis of physician-scientists.

In addition to helping take new insights and discoveries from the lab bench to the patients' bedside, and ultimately to the community at large, the outcomes and methodological approaches generated at the institutes will be integrated into the educational program of the School of Medicine.

Dean of Freshmen and Director of Academic Advising: Janet Tighe

Dr. Janet Tighe, an adjunct assistant professor of history and sociology of science, has been named the dean of freshmen and director of academic advising for the College of Arts and Sciences. She is responsible for helping new students adapt to the academic rigors of life at Penn. Her duties include overseeing freshmen advising, coordinating academic support services for freshmen and planning the new student orientation.



Janet Tighe

"I am especially excited to work with a larger group of Penn students as they discover the intellectual riches of the University and their own talents," Dr. Tighe said. "On top of this, I will continue collaborating with Penn's stellar faculty and knowledgeable professionals in the College office, the residences and special support programs."

Dr. Tighe has been the co-director of the health and societies program since its inception in 2000. She has won several awards for her teaching, including the 2004 Dean's Award for

Distinguished Teaching by Affiliated Faculty. She also was honored with the 1999 Provost's Award, given annually to Penn's top associated faculty member.

"A research university as diverse and complex as Penn is not easy to navigate, especially for newcomers to the academic world," she said. "Yet the newcomers, especially the freshmen, bring with them an energy and excitement that is awe-inspiring. Our University can be deeply enriched by their presence. I look forward to being a part of this dynamic collaboration."

Dr. Tighe studied history and literature at Johns Hopkins University and received a doctorate in American civilization from Penn. Her research and teaching focuses on modern America's cultural investment in scientific medicine, and its interaction with, among others, the law and capitalism.

She has worked in several contemporary policy institutes, exploring the development of forensic psychiatry and the insanity defense, the expanding role of the medical expert and the evolution of medical education and accreditation institutions.

A growing interest in medical schools and the role they have played in the American medical profession's expansion of social authority led to her current book project, which uses the history of a single medical school to explore the changing role of academic medical centers in the urban landscape.

Funding for Pilot Projects: March 15 Research Related to Cancer Communication

The Center of Excellence in Cancer Communication Research (CECCR) at Penn is a new NCI-funded initiative supporting collaborative research among scientists in the Annenberg School for Communication, the Abramson Cancer Center, and other Penn schools. The CECCR—the Effects of Public Information on Cancer (EPIC) Center—is focused on how people make sense of the complex public information environment and how such information affects the behavioral choices people make relevant to cancer.

The CECCR is offering developmental funding for one-year pilot projects (up to \$15,000 per project) for cancer communication research. Proposals may be submitted in any area of cancer communication research consistent with the focus of the EPIC Center. Examples include: cancer-related message development and evaluation, information-seeking and processing, communication processes, cancer risk communication, effects of public communication, including mass media or news media, internet and other new media and advertising/marketing on cancer-related decision-making. Proposals to study interpersonal health communication (including patient-provider communication) are also eligible if examined in the context of public information. These funds are primarily intended to support pilot studies that will generate data for R21 or RO1 proposals to NIH and/or projects that may be included in the competitive renewal of the CECCR grant. However projects that will stand alone but are very likely to result in refereed journal publications are also eligible.

Proposals should be submitted no later than *March 15, 2005*. Following review by a multi-disciplinary committee, meritorious proposals will be funded in June, 2005. Investigators interested in applying for funds should review the requirements and instructions below:

- Penn faculty members of all disciplines and ranks are eligible. Collaborative multi-disciplinary proposals are of special interest.
- Post-doctoral fellows are eligible, but such applications must include a faculty co-investigator.
- Proposals should be 3-5 pages in length and should use an abbreviated NIH format: Specific Aims, Significance, Preliminary Data (optional), and Methods. Details regarding plans for submission of R21 or RO1 grants based on the proposed pilot study, or for stand alone publication must be included.
- A budget and brief justification should be included. One-time awards of up to \$15,000 will be made, and funds can be used over a 1-year period. Funds are to be used for research staff, supplies, and other expenses. Funds *can not* be applied to cover faculty or fellow salaries.
- Up to four proposals will be funded following an internal peer-review process.
- Proposals should be submitted *no later than March 15* to Megan Kasimatis at mkasimatis@asc.upenn.edu.

Please contact Megan Kasimatis at the Annenberg School for questions about the CECCR. Questions about pilot project proposals can be directed to Caryn Lerman, at clerman@mail.med.upenn.edu.

Honors & Other Things

MLK Community Involvement Awards

On January 20, the tenth annual Interfaith Commemoration of the Life of the Reverend Dr. Martin Luther King, Jr., took place in Bodek Lounge at Houston Hall, with a keynote address, musical performances, and the presentation of the Community Involvement Awards.

For the past 14 years, *Lee Ann Draud* has been meal coordinator for the University City Hospitality Coalition (UCHC), an all-volunteer community organization founded in 1984 by a coalition of Penn and Drexel students and clergy and residents of University City to serve disenfranchised persons in West Philadelphia. While maintaining a full-time job, Ms. Draud has been the driving force of the UCHC, which provides approximately 2,000 meals per month to its clients. Besides ordering, buying and picking up donated food, she plans each day's meals and transports food from storage to the meal site, organizes preparation of the meals, oversees volunteers, and keeps all the necessary records. She also assists actively with the legal and medical service aspects of UCHC's work, communicating with the heads of legal, dental and medical clinics to provide clients with information about clinic services.

Dr. John Fantuzzo is the creator and driving force behind the Spruce Mentors Program, a living-learning program in Spruce College House involving more than 30 residents, as well as faculty in GSE and administrators and students in local schools. Spruce Mentors is about more than just tutoring; by mentoring students in local schools, Penn students create relationships that foster community and allow everyone involved to see new possibilities. A professor in GSE, he has worked with Head Start, examining the impact of domestic violence on children's development and learning. His research focuses on school- and community-based strategies for low-income children in high-risk urban settings. He has worked extensively with the School District of Philadelphia's early childhood education programs, in both research and service capacities.

Lindsey Powers, a student in GSE, has been instrumental in the development of the Volunteer Community Outreach Program for the University's Center for Hispanic Excellence, *La Casa Latina*. She has recruited volunteers from inside and outside Penn to mentor high school students of diverse cultural and social backgrounds. She has created an introductory college workshop for Latino youth. She also spent last summer in the

southwestern Dominican Republic helping to develop literacy materials for Haitian immigrants.

In 1987, *Lee Tolbert*, who retired after 25 years' service in the military and as a Federal employee, founded the West Philadelphia Coalition of Neighborhoods and Businesses. Since 1988, he has been President of the Coalition. In that role, he has taken the lead in developing this non-profit, community-based group from an initial membership of ten to its current membership of over 125 community-based businesses, churches and community organizations. He has secured funding for operations and implementation of projects including recreation, after-school programs, and a crime and safety initiative that includes a large town-watch component. Under his leadership, the Coalition has also implemented programs aimed at preventing HIV infection, reducing infant mortality, and other health-related improvements in West Philadelphia. He has supported educational reform and advocated for the involvement of parents and other community members in this process.

MLK Community Education Award In Honor of Dr. Judith Rodin

For outstanding contributions to the advancement of education and educational opportunities in West Philadelphia.

For more than 30 years, *Cora Ingram* has instituted programs, provided tutors, and otherwise supported minority undergraduate and graduate students in SEAS. She has also started and run many programs for middle school and high school minority students to expose them to engineering, math and science. She is co-founder of the Pre-Freshman Program at Penn and of the National Association of Minority Engineering Program Administrators, and represents the University in numerous national organizations dedicated to creating a level playing field for minority students in math, science and engineering fields, from K-12 through secondary and post-secondary levels. Ms. Ingram is also responsible for SEAS receiving several tuition grants for students of color, including a grant from NASA and four grants from Microsoft.

SBE Advisory Committee: Dr. Harkavy

Dr. Ira Harkavy, associate vice president and director of the Center for Community Partnerships, has been selected to serve on the Advisory Committee for the Social Behavioral and Economic Sciences (SBE) Directorate of the National Science Foundation. The length of his term will be three years beginning in the spring.

Genomics Seed Grant Awards

The Penn Genomics Institute (PGI) announced the following recipients of the Fall 2004 seed grant awards. Refer to the Institute's homepage at www.genomics.upenn.edu/ for information on future seed grant announcements.

Frederic D. Bushman (Microbiology/SoM)
In Silico Analysis of Retroviral Integration

Michael Hippler (Biology/SAS)
Integrating Genomic Data Mining and Quantitative Proteomics

Max B. Kelz (Anesthesia/SoM)
Orexins, Arousal, and Inhaled Anesthetics: Development of a Novel and Universally Applicable Method for Cloning and Amplifying RNAs from Fixed, Archival Specimens

College Scholarship Hall of Fame: Mr. Schilling and Mr. Dickson

Mr. William Schilling, director of Student Financial Aid and the late *Douglas R. Dickson*, the former director of Financial Aid, were recently inducted into the College Scholarship Service (CSS) Hall of Fame. The were inducted, according to the CollegeBoard for their "significant and lasting contributions to the principles of access and equity for all students that underpin both the CSS and College Board mission to connect students to college success and opportunity."

National Women of Color Day: Awards Luncheon March 4

The National Institute for Women of Color (NIWC) has designated the first day of Women's History Month as National Women of Color Day. For the 18th consecutive year, the University of Pennsylvania and the Health System (HUP, Presbyterian, and Pennsylvania Hospitals) seek to increase our awareness of the talents and achievements of women of color by hosting an Awards Luncheon. We hope you will join us for this uplifting and inspirational celebration.

The 2005 Awards Luncheon will take place *Friday, March 4, 2005, noon-3 p.m.*, Bodek Lounge and Hall of Flags, Houston Hall. Tickets are \$25 per person. A limited number of scholarship tickets will be available. To order tickets, please contact Constance Gordon, cagordon@pobox.upenn.edu.

Additional free activities are being held in Houston Hall in conjunction with the luncheon:

- Craft Fair: 11 a.m.-4 p.m.
- Book Signing: 1:30 p.m.-2 p.m.
- Health & Resource Fair: 11 a.m.-4 p.m.

If you would like to nominate someone from Penn, HUP, Presbyterian, or Pennsylvania Hospital for this distinction, please visit the *Women of Color at Penn* website, www.upenn.edu/ccpl/WOCAP. For more information, call (215) 898-0104.

—Women of Color at Penn Committee

Photo by Sondra Cartwright



Keynote speaker Rabbi David Saperstein, with awardees: John Fantuzzo, Lee Ann Draud, Cora Ingram, Lindsey Powers, Lee Tolbert, joined by Director of Community Relations Glenn Bryan.

New Online Directory Previewing and Editing Your New Listing: January 31-February 6

Penn's new Online Directory, featuring new capabilities and privacy options, will be launched next week. The first phase of the launch will be a week-long preview period, from *January 31 through February 6*. During this time, faculty, staff, and students will have access to their Directory profiles, where they can review and edit their new listings before the new Directory is generally available for searching. The new Online Directory will replace the current Directory on *February 7*.

I encourage everyone to preview and update their information during the preview period to ensure that their new listings are useful and accurate. As much information as possible has been moved from the current Online Directory to the new one; however, the complexity of the migration and the implementation of new features and requirements means that new and old listings may not be identical.

The addition of new data fields combined with new privacy features allows for the creation of richer listings and significant customization. For example, nicknames and multiple phone numbers, addresses, and affiliations can be added and selected for display. The Online Directory has links to other systems, such as *U@Penn* and *Penn InTouch*, so certain information from those systems is available for display in Directory listings as well. Students, for example, can opt to display their PennCard photos.

Importantly, individuals can choose which information will be shown to members of the Penn community who log in (Penn View), and which information will be shown to the Internet public (Public View). Faculty and staff choices, however, are subject to new minimum requirements specifying the types of information they are obligated to show in each view. The listing requirements were published in the December 14, 2004, issue of *Almanac* and are reprinted in the sidebar at right.

Privacy settings from the current Online Directory have been carried over wherever possible for faculty, staff, and student listings in the new Online Directory. However, the new minimum listing requirements for faculty and staff dictate that some University contact information marked "private" in the current Online Directory will display in the new Penn View; this information will remain hidden in the Public View unless an individual actively selects it for display. University contact information for faculty and staff that was *not* marked "private" in the current Online Directory is set to display in both views.

Faculty and staff with compelling privacy or security concerns may petition the Office of Audit, Compliance, and Privacy to have their Directory listings concealed. Contact privacy@pobox.upenn.edu or (215) 573-3348. Students can conceal their listings themselves from within the Directory application.

The new Online Directory has been designed to balance the privacy needs of individuals with the operational needs of the University. The availability of many new data fields, combined with greater control over the release of personal information, enables all of us to show detailed contact information to the University while limiting what the public can see. Again, I urge you to check your listing during the preview period. In the meantime, please address any questions to new_online_directory@isc.upenn.edu.

—Robin Beck, Vice President,
Information Systems & Computing

Minimum Requirements for Faculty and Staff Listings in the New Online Directory

In the Penn View, the minimum required information for faculty and staff is:

- Name
- School or organization
- Affiliation (faculty or staff)
- Title (professor, director, etc.)
- Campus mailing address, campus phone number & campus e-mail address.

Note:

1. Individuals who have not been assigned a University e-mail address, phone, or office are not required to include that information in their listings.

2. A campus *organization's* address, phone, and e-mail may be listed in lieu of direct contact information.

In the Public View, the minimum required information is:

- Name
- Affiliation

Aside from the required information, faculty and staff will be able to add, delete, and change data in additional fields to provide a user-tailored listing in the Penn View and Public View.

How Updating Works

On January 31, the Penn Web Directories page at www.upenn.edu/directories will be updated with a link to personal profiles in the new Online Directory, where updating occurs. You'll need to log in with your PennKey and password and agree to usage terms before proceeding to your own profile.

A University notification e-mail with updating tips will be sent out at the start of the preview period. Here, in brief, are the main steps:

- Review and edit the information in your Penn Profile, which is the foundation for Directory listings. You can correct the existing information or add new information, such as additional telephone numbers, e-mail addresses, and annotations.

- Select which information you want to display in the Penn View, which is available to authorized users (primarily current faculty, staff, and students). You don't need to select every item in your profile for display, but there are minimum listing requirements for faculty and staff (*see above*).

- Switch to your Public Profile and choose which information you want to display to the public in the Public View (again, there are minimum requirements for faculty and staff). Keep in mind that for the Public View, you can only choose from the set of information you've already selected for display in the Penn View.

Updates made in the new Online Directory will not display in the current Online Directory.

RAD for Women

The Division of Public Safety, with the support of the Trustees' Council of Penn Women, presents *Rape Aggression Defense (RAD): A Physical Defense Program for Women*. The course is free to Penn students, staff and faculty women.

RAD offers the following:

- A comprehensive Reference Manual
- No-nonsense, practical techniques of defense
- Realistic and dynamic hands on training and simulation
- A lifetime free return and practice policy

Class Schedule for Spring 2005:

Thursdays: Jan. 27, Feb. 3, 10, 17;
5:30-8:30 p.m.

Saturdays: Jan. 29, Feb. 5; 9 a.m.-3 p.m.

Tuesdays: Feb. 8, 15, 22, March 1;
5:30-8:30 p.m.

Saturdays: Feb. 19, 26; 9 a.m.-3 p.m.

Mondays: March 21, 28, April 4, 11;
5:30-8:30 p.m.

Saturdays: April 2, 9; 9 a.m.-3 p.m.

All classes are held at Penn Police Headquarters, 4040 Chestnut Street. Pre-registration is required. Contact: Stacey Livingston, (215) 898-3590, or e-mail slivingston@publicsafety.upenn.edu, or visit www.publicsafety.upenn.edu/Special/dpsRAD.asp. Private classes can be scheduled for groups of eight or more.

Saving Money on Prescriptions

As nationwide healthcare costs continue to rise, we're all looking for ways to keep our own costs down. One easy way that you may be able to save money is to use generic medications instead of brand name.

If you have medical coverage through Penn, your prescription benefits are covered through Caremark. Each time you fill a prescription, you could save \$10, \$20 or more by asking for a generic drug instead of the brand name version. When you purchase a brand name drug, you're paying 30 percent of the cost of that drug. However, the generic version of the same drug will only cost you 10 percent...and generic medicines cost less to begin with! So you're paying a lower percentage on a lower cost. That could add up to big savings in just a short time.

Generic medicines cost less because their manufacturers don't have to spend the hundreds of millions of dollars it takes to discover the new, original drug. The original brand manufacturer has already made those investments. Therefore, it costs the generic manufacturer much less to develop the same medicine. In addition, generic manufacturers aren't putting out the huge amounts of advertising dollars that brand manufacturers spend. All those savings are passed on to you.

And, like brand name medicines, generic drugs are rigorously tested and approved by the Food and Drug Administration (FDA) before they can be sold. In fact, manufacturers must prove that generic medicines work exactly like their brand name equivalents. A generic drug is the same as its brand name counterpart in: effectiveness (how well it works), safety, active ingredients, performance (how it works in the body), strength (e.g., 10 mg, 20 mg), and dosage form (pill, liquid, cream, etc.). So, you get the exact same FDA-approved medicine at a lower cost.

To obtain a generic prescription, you can:

- Ask your doctor to prescribe generics or write "may substitute" on your prescriptions.
- Say "yes" if your pharmacist asks if you would like the generic equivalent for the drug prescribed.
- Go to www.caremark.com/countongenerics to see if a generic is available for a drug you are currently taking or considering, and find out how much you can save on generics.

If you have any questions, please call Caremark at 1-800-378-0802.

— Division of Human Resources

Writing and Reading Groups

The Kelly Writers House is proud to host several ongoing writing and reading groups. For information about joining the following groups, contact the group organizers listed below.

Calliope; A discussion group and workshop for undergraduates interested in prose poetry. Bi-weekly meetings will begin with a discussion of selected contemporary poetry, and will then move to the original work of members. For more information please contact Kate Fleishman at kmfleish@sas.upenn.edu.

The Fish Writing Group; Contact Nancy Hoffman at nhoffmann@earthlink.net.

Manuck! Manuck!; A fiction writing group that specializes in short fiction. For more information, contact Fred Ollinger at follinge@diadig.com.

Penn and Pencil Club; A creative writing workshop for Penn employees. For more information, contact John Shea at john.shea@uphs.upenn.edu.

The Plays' The Thing: A Workshop For Playwrights; If you're interested, please contact wh@writing.upenn.edu.

Reality Writes; a group dedicated to writing and workshopping creative nonfiction. For more information contact Mary Hale Meyer at Mary-Hale.Meyer@jevs.org

Suppose An Eyes; A poetry workshop open to anyone. For more information contact Pat Green at patgreen@vet.upenn.edu.

Word.Doc; A student-conceived and organized group for members of the community interested in arts and medicine. For more information contact Kerry Cooperman at kerryc@sas.upenn.edu.

Write On!; Is a group for Penn students working with middle school students on expository and creative writing projects. For more information contact wh@writing.upenn.edu.

February Human Resources Programs

Further your professional and personal development by taking advantage of upcoming Human Resources programs. **Note:** you must pre-register for all programs by visiting the online Course Catalog at www.hr.upenn.edu (click on Course Catalog at top of page).

Learning and Education

Learn valuable skills through American Management Association (AMA) programs, Brown Bag Matinees, Career Focus Brown Bags, and other programs. Don't forget to pre-register. For questions on L&E programs, call (215) 898-3400 or visit www.hr.upenn.edu/learning.

Career Focus Brown Bag—*Networking at Penn*, February 18; noon-1 p.m.; free; join us as a panel of Penn staff members describe how they network and how it helps them succeed at work. This session will help you identify the network you already have as well as ways to keep it going and expand it. You will also take a quiz to assess your particular networking strengths and skills.

Professional Development Program—*The Cornell Interactive Theatre Ensemble (CITE)*, February 22; 9-11:30 a.m. or 2-4 p.m.; free; this unique interactive experience is back by popular demand. Join us as we welcome the Cornell Interactive Theatre Ensemble (CITE), an award-winning group of professional actors and facilitators who explore sensitive workplace issues in a safe and open forum. Using carefully scripted scenarios and follow-up dialogue with the audience, the CITE facilitators help you understand more about what causes problematic situations in the workplace and discover strategies for managing and preventing such problems.

Quality of Work Life

Attend free workshops that can help you enhance your professional and/or personal well-being. Don't forget to pre-register, and please feel free to bring a brown bag lunch.

Workshop—*Being Your Best: Developing &*

Projecting Confidence, February 3; 11:30 a.m.-1 p.m.; free; do you want to learn more about projecting confidence and the best sides of yourself, both internally and to others? If your answer is yes, join us for a session that will help you learn how to look for the best parts of yourself, discover the components of confidence, and understand the steps of healthy self-projection.

Workshop—*Taking Care of Yourself When You Are the Caregiver*, February 17; 11:30 a.m.-1 p.m.; free; if you're responsible for taking care of an elder relative, don't miss this workshop. Learn how to effectively balance the responsibility of caregiving with the equally important task of taking care of yourself. You will find out how to accurately identify the areas needing balance, reframe your perceptions and expectations, and manage the difficult act of balance.

Heart Health Series—*How to Start an Exercise Program You'll Stick With*, February 21; noon-1 p.m.; free; if one of your New Year's resolutions is to start exercising in 2005, then we have the workshop for you. Come and learn useful tips on how to begin an exercise routine that fits your lifestyle, and discover how to stay motivated. After you view an informative ½ hour video, Michael Diorka, director of recreation, will be on-hand to answer questions. This is the second program in this spring's Heart Health Series; for details about all of these workshops, go to www.hr.upenn.edu/quality/wellness/activities.asp.

Note: For personalized assistance with dependent care issues and personal well-being, contact Penn's Employee Assistance Program (EAP) and Work & Family Services provider, Penn Behavioral Health, at 1-888-321-4433 or go online to www.hr.upenn.edu/quality/wellness/eap.asp. For questions on QOWL programs, contact Human Resources at orna@hr.upenn.edu or (215) 898-5116.

—Division of Human Resources

Update

January AT PENN

FILMS

26 *Bangla East Side*; 7 p.m.; ARCH Bldg. (Asian American Studies).

Pecker; 8:30 p.m.; Lounge, 416 Van Pelt Manor, Gregory College House (Cinema Studies).

31 *Blue Velvet*; 8:30 p.m.; Lounge, 416 Van Pelt Manor, Gregory College House (Cinema Studies).

History and Memory; 2 p.m.; Lounge, Class of 1925 Bldg., Gregory College House (East Meets West Film Series).

FITNESS/LEARNING

26 *Manage Your Stress Without Losing Your Mind and Body*; 5:30 p.m.; rm. G55, Jon M. Huntsman Hall; PennCard needed (Health Education).

SPECIAL EVENTS

27 *Office of Affirmative Action and Equal Opportunity Programs Open House*; 11 a.m.-3 p.m.; ste. 228, Sansom Place East (Office of Affirmative Action and Equal Opportunity).

30 *Tu B'Shevat: Annual Celebration of the Jewish New Year of Trees*; 2-4 p.m.; Morris Arboretum; free w/regular admission; info.: www.morrisarboretum.org (Morris Arboretum).

TALKS

25 *Mesopotamia: Witnessing the Loss of History*; Joanne Farchakh, Lebanese archaeologist/journalist; 6 p.m., Rainey Auditorium, Penn Museum (Center for Ancient Studies, Middle East Center, Penn Museum).

26 *Dendritic Cells and their Cytokines at the Interface of Adaptive and Innate Immunity*; Giorfio

Trinchieri, NIH; 4 p.m.; Grossman Auditorium, Wistar Institute (Wistar).

27 *Diversity, Disparity or Inequality in Health?*; Steven Whitman, Sinai Urban Health Institute; 10:30 a.m.; rm. 216, NEB (Public Health Studies).

Conversation with Writers House Program Coordinator and Creative Writing Lecturer; Tom Devaney, Writers House; noon; Dining Room. Kelly Writers House; rsvp: wh@writing.upenn.edu (Writers House).

Does Giving People the Punishment They Deserve Help Reduce Crime?; Paul Robinson, law; 4 p.m.; Amado Recital Hall, Irvine Auditorium; tickets: (215) 898-7227 (Office of the Provost).

28 *Maritime Maps as Metaphors for Inter-Area History*; Karen Wigen, Stanford University; 4:30 p.m.; rm. 209, Colledge Hall (History).

Targeting Human Kinome for Cancer Therapy; E. Premkumar Reddy, Temple University; 2 p.m.; Grossman Auditorium, Wistar Institute (Wistar).

31 *Gene Warfare: Genomics in Fight Against Emerging Disease*; David Roos, biology; 6 p.m.; The MarBar, 40th & Walnut (Penn Science Café).

Deadline: The deadline for the March AT PENN calendar is Tuesday, February 8. For information see www.upenn.edu/almanac/calendar/caldead-real.html.

UCD's New Merchandise to Benefit Tsunami Relief Fund

Through February 28, net proceeds from the sale of the new line of University City District branded merchandise will benefit the Red Cross's Tsunami Relief Fund. UCD merchandise—including magnets (\$3), mugs (\$5), tote bags (\$12), and apparel (\$5-\$18)—is available exclusively at the UCD office, 3940 Chestnut Street. Call (215) 243-0555 or visit www.ucityphila.org for more information.

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 **January 10-16, 2005**. Also reported were 16 Crimes Against Property (including 14 thefts, 1 auto theft and 1 fraud). Full reports are on the web (www.upenn.edu/almanac/volumes/v51/n18/creport.html). Prior weeks' reports are also online. —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 **January 10-16, 2005**. 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 (215) 898-4482.

01/10/05	5:45 AM	140 S 36th St	Complainant robbed by unknown person
01/11/05	2:55 PM	200 40th St	Unauthorized use of a ATM card
01/13/05	1:42 AM	3333 Walnut St	Unwanted phone calls received
01/13/05	9:35 AM	3900 Walnut St	Male stopping persons from entering establishment/Arrest
01/13/05	3:10 PM	3731 Walnut St	Male attempted to make unauthorized withdrawal/Arrest
01/14/05	9:42 AM	200 38th St	Male obstructing highway/Arrest
01/15/05	4:43 AM	3700 Spruce St	Intoxicated male on highway/Arrest
01/15/05	5:57 AM	3900 Spruce St	Complainant assaulted by unknown persons
01/15/05	10:31 AM	51 N 39th St	Unknown person cashed check without authorization

18th District Report

13 incidents and 2 arrests (including 12 robberies and 1 rape) were reported between **January 10-16, 2005** by the 18th District covering the Schuylkill River to 49th St. & Market St. to Woodland Ave.

01/10/05	5:49 AM	140 36th St	Robbery
01/11/05	12:00 AM	4200 Pine St	Rape
01/12/05	7:30 PM	222 45th St	Robbery/Arrest
01/12/05	9:15 PM	4300 Osage Ave	Robbery/Arrest
01/12/05	11:00 PM	4653 Walnut St	Robbery
01/14/05	5:58 PM	4900 Woodland Ave	Robbery
01/14/05	6:10 PM	5200 Larchwood Ave	Robbery
01/14/05	10:45 PM	4519 Locust St	Robbery
01/14/05	11:40 PM	4600 Pine St	Robbery
01/15/05	11:45 AM	5000 Catherine St	Robbery
01/15/05	1:42 PM	4600 Spruce St	Robbery
01/15/05	9:15 PM	4500 Larchwood Ave	Robbery
01/16/05	11:50 AM	4523 Locust St	Robbery

CLASSIFIEDS—UNIVERSITY

RESEARCH

Volunteers Needed for Osteoporosis Study: The University of Pennsylvania Health System/Department of Radiology seeks women 60 years or older. Eligible volunteers would receive a magnetic resonance (MRI) and a dual energy X-ray exam (DEXA) to measure bone density. Participants will be compensated. Please contact Louise Loh or Helen Peachey at (215) 898 5664 for more information.

PMS? PMDD? Do your premenstrual symptoms interfere with daily activities? Women between ages 18-45 needed to participate in research studies in the PMS Program, University of PA. Compensation available to eligible candidates. Call (215) 662-3329.

Want to lose weight? The University of Pennsylvania's Weight and Eating Disorder Program is looking for men or women who will receive 2 years of weight loss treatment using either a low-carbohydrate or a low-calorie weight loss program. Call now to see if you are eligible to start after the New Year. Overweight men and women aged 18-65 are encouraged to call The Carbohydrate Study at (215) 746-1747 ext 4.

Researchers at The Children's Hospital of Philadelphia are seeking **families/individuals with high myopia** (nearsightedness) for a study to identify the hereditary factors that may cause the condition. To participate in this study, participants must have had onset of myopia before 12 years of age, and a refractive prescription of 5.00 diopters or more. A free eye examination for glasses may be provided. We will compensate you for travel and parking expenses. For more information about the study, contact Valerie Savage at savagev@email.chop.edu or (267) 426-5380.

CLASSIFIEDS—PERSONAL

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The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, or status as a Vietnam Era Veteran or disabled veteran in the administration of educational policies, programs or activities; admissions policies; scholarship and loan awards; athletic, or other University administered programs or employment. Questions or complaints regarding this policy should be directed to Jeanne Arnold, Executive Director, Office of Affirmative Action, 3600 Chestnut Street, 2nd floor, Philadelphia, PA 19104-6106 or (215) 898-6993 (Voice) or (215) 898-7803 (TDD).

Calendar Year 2004 W-2 Form

The University has recently mailed over 30,000 Calendar Year (CY) 2004 W-2 Forms to our employees' home addresses as they appear on the Payroll File (Employee Database).

An explanation of the contents of the various boxes on the W-2 form is as follows:

A. Wages, tips, other compensation: this represents the total amount of Federal Taxable compensation paid or imputed to you during Calendar Year 2004 through the University Payroll System. This amount includes:

- The value of your taxable graduate and/or professional tuition benefits, if you, your spouse and/or your dependent children have received such benefits;
- The value of Group Life Insurance coverage for amounts greater than \$50,000. The premium payments for this excess coverage, if any, have been included as imputed income (see Excess Insurance Premium - below); Amounts that are excluded from this amount are:
- Tax deferred annuity contributions (i.e., TIAA/REF);
- Health, Dental and Vision Care insurance premiums that have been sheltered;
- Amounts voluntarily contributed to a dependent care or a medical reimbursement account. Also included this year are fees for Parking, Transit Checks, TransPass and the Van Pool.

B. Federal income tax withheld: this represents the amount of Federal Income tax which was withheld from your earnings during the year and paid to the Internal Revenue Service, on your behalf, by the University.

C. Dependent care benefits: this represents the total amount which you have voluntarily "sheltered" for dependent care expenses, regardless of whether you have been reimbursed by the University for the expenses associated with this "shelter" as of December 31, 2004.

D. Social security wages: this represents the total amount of compensation paid to you during Calendar Year 2004 which was subject to Social Security (FICA/OASDI) tax, including all of your tax deferred annuity contributions and excess life insurance premiums, if applicable, but excluding health and dental insurance premiums and any voluntary dependent care or medical reimbursement account contributions which you have "sheltered".

E. Social security tax withheld: this represents the total amount of Social Security (FICA/OASDI) tax which was withheld from your earnings during the year and paid to the Social

Security Administration, on your behalf, by the University.

F. Other: If you have received certain fringe benefits, the value of such benefits is shown here. These benefits include the value of taxable graduate and/or professional tuition benefits and other benefits relating to imputed income. If you have received any of these benefits the University has recently advised you, individually and personally, concerning their taxability; please refer to those communications specifically.

G. Medicare wages and tips: this represents the total amount of compensation paid to you during Calendar Year 2004 which was subject to Medicare tax, including all of your tax deferred annuity contributions and excess life insurance premiums, if applicable, but excluding health and dental insurance premiums and any voluntary dependent care or medical reimbursement account contributions which you have "sheltered".

H. Medicare tax withheld: this represents the total amount of Medicare tax which was withheld from your earnings during the year and paid to the Social Security Administration, on your behalf, by the University.

I. Excess insurance premium: the Internal Revenue Service requires that the premiums paid by an employer for group life insurance coverage in excess of \$50,000 be imputed as income to the employee. The amount, which appears in Box 12 and labeled (C) on the actual form, is the value of the premiums paid for this excess insurance coverage. This amount is based on an Internal Revenue Service (IRS) table, which identifies premiums for different age groups.

J. Tax deferred annuity contributions: this represents the total amount of contributions made by an employee to a retirement plan on a tax-deferred basis. The amount is shown in Box 12 and labeled (E) on the actual form.

K. Excludable moving expense reimbursements: this represents the nontaxable moving expenditures that were paid to you as a reimbursement. The amount is shown in Box 12 and labeled (P) on the actual form. If any reimbursements or third party payments were deemed to be taxable income you were notified of these amounts under separate cover.

L. Employee's social security number: this is the number that the Federal and State Governments use to identify you with the tax returns that you file, so please review it for accuracy. If the number is incorrect, then the University

Payroll system is also inaccurate and you should contact the Payroll Office, immediately, before you file your returns.

M. State wages, tips, etc.: this represents the total amount of compensation paid to you during Calendar Year 2004 which was subject to Pennsylvania State Income Tax, including all of your deferred annuity contributions, if applicable, but excluding health and dental insurance premiums and any voluntary medical reimbursement account contributions which you have "sheltered".

N. State income tax: this represents the total amount of Pennsylvania State Income Tax withheld during Calendar Year 2004 and paid to the Commonwealth of Pennsylvania, on your behalf, by the University. If you do not live in Pennsylvania no amount will be reflected in this box. If you lived a portion of the year in the Commonwealth of Pennsylvania, and another portion in New Jersey or Delaware, you will receive two W-2 forms, one showing the state taxes paid to the Commonwealth of Pennsylvania, the other showing no taxes paid to the other jurisdiction.

O. Local wages, tips, etc.: this represents the total amount of compensation paid to you during Calendar Year 2004 which was subject to Philadelphia City Wage Tax, including all of your deferred annuity contributions.

P. Local income tax: this represents the total amount of Philadelphia City Wage Tax withheld from your earnings during Calendar Year 2004 and paid to the City of Philadelphia, on your behalf, by the University.

When you receive your W-2 form, please review it immediately to ensure that your name is spelled correctly and that your Social Security number is correct. If you feel that any information on your W-2 is incorrect, review your calculations carefully and compare the information on the form with your final 2004 pay stub.

Q. Elective deferrals and employer contributions to section 457(b) deferred compensation plan for employees of state and local governments or tax-exempt organizations: this amount is shown in box 12 and labeled (G) on the actual form.

If you have availed yourself of certain taxable benefits please review any additional information which was provided to you, under separate cover, concerning these benefits and their impact on your tax status. If you still believe that your W-2 is in error, please contact the W-2 Office at (215) 573-3277 or write to W-2 Office, Room 310, Franklin Building/6284.

You should have received, via the U.S. Postal Service, your Federal and State Income Tax Forms and related instructions for filing. Federal Tax forms are available at the Internal Revenue Service, 600 Arch Street, Philadelphia, or by calling (800) TAX-FORM. Pennsylvania Income Tax forms are available at the State Office Building, 1400 Spring Garden Street, Philadelphia, or by calling (800) 362-2050. Federal and State forms are also available at many libraries, U.S. Post offices and online at www.irs.gov/formspubs/index.html

—Terri Pineiro, Payroll Manager