VP's: Langfitt and Langenberg

Dr. Donald Langenberg and Dr. Thomas W. Langfitt have been chosen to fill two key posts in the academic administration here, President Martin Meyerson announced this week. Ratification is expected at the Trustees' June 13 meeting.

Dr. Langfitt, the Charles Harrison Frazier Professor of Neurosurgery in the School of Medicine, will become Vice President for Health Affairs, a position he has held on an acting basis since the death of Dr. Robert D. Dripps last fall.

Dr. Langenberg, Director of the Laboratory for Research on the Structure of Matter since 1972, will fill the Vice Provostship of Graduate Studies and Research, which has been vacant since the last incumbent, Dr. John Hobstetter, became Associate Provost for Academic Planning in 1971.

Dr. Langenberg, who has been on scholarly leave in Europe this year, is known for his research in superconductivity—especially for precise determination of physical constants of materials at temperatures near absolute zero, which led to development of new international quantum standards of voltage. He is a graduate of Iowa State College with a master's degree at Virginia State College, his Wharton MBA and a Ph.D. here in 1960, and William J. Kennedy 3rd, a 1946 Wharton graduate who is president and chief executive officer of North Carolina Mutual Life Insurance Company.

Elected Life Trustees this year were Donald T. Regan and John H. Ware 3rd, both of whom had been Term Trustees. (See Almanac, May 7, for Mr. Regan's election as chairman.)

ELECTION OF CHISUM, KENNEDY

Newly elected to five-year terms on the Trustees are Dr. Gloria Twine Chisum, a research psychologist who took her Ph.D. here in 1960, and William J. Kennedy 3rd, a 1946 Wharton graduate who is president and chief executive officer of North Carolina Mutual Life Insurance Company.

Dr. Chisum, a 1951 graduate of Howard University who took her master's degree there in 1953, has been head of vision laboratory crew systems at the U.S. Naval Air Development Center in Warminster, Pa., since 1960. She was a lecturer in psychology at the University from 1957 to 1968. She is on the National Academy of Sciences' Armed Forces-National Research Council committee on vision; a member of the boards of Children's Aid Society of Pennsylvania, and of the Arthritis Foundation of Southeastern Pennsylvania. She is also a member of the American Psychological Association, Eastern Psychological Association, Optical Society of America and Sigma Xi.

Her husband, Dr. Melvin J. Chisum, is an internist affiliated with Graduate Hospital and Mercy Catholic Medical Center.

William J. Kennedy 3rd in 1972 became the seventh president of North Carolina Mutual, the nation's largest black-managed corporation (his father had been its fourth president). He joined the company in 1950 after taking his bachelor's degree at Virginia State College, his Wharton MBA and a
master's in finance and investments at NYU, where he has completed residency requirements for a doctorate.

He became comptroller at North Carolina Mutual in 1959, financial vice president in 1966 and senior vice president in 1970. In 1973 he was elected the first black director of RCA Corporation, and was also named a director of NBC.

HONORARY DEGREES 1974

The eight honorary degrees conferred at the University's 218th Commencement Exercises went to:
Sade Tanner Mossell Alexander, Philadelphia attorney and humanitarian, alumna of the Education, Wharton and Law schools, Doctor of Laws;
Louis Barkhouse Flexner, Emeritus Professor of Anatomy, founder and first director of the Institute of Neurological Sciences, Doctor of Laws;
Richard Buckminster Fuller, World Fellow in Residence, University City Science Center and director of the Museum's "War or Peace: 1976" bicentennial program: Doctor of Humane Letters;
Talcott Parsons, leading American theorist in sociology who is now Visiting Professor here; Doctor of Laws;
Howard Charles Petersen, chairman of Fidelity Bank, chairman, Museum Board of Managers; member of the Science Center Corporation and advisory committee, Foreign Policy Research Institute, Doctor of Laws;
Cyril Stanley Smith, Emeritus Professor of Metallurgy, Massachusetts Institute of Technology, Doctor of Science;
Morris Wolf, alumnus summa cum laude of the Law School, counsel to the law firm Wolf, Block, Schorr and Solis-Cohen, Term Trustee since 1948, elected Emeritus Trustee 1959; honorary chairman, Law School building campaign; member, Science Center Corporation and of advisory committee, Foreign Policy Research Institute; Doctor of Laws;
Harold Lionel Zellnerbach, Wharton School alumnus, consultant and director emeritus of Crown Zellnerbach Paper Corporation; Alumni Trustee for ten years, Emeritus Trustee since 1966; chairman of the Pennsylvania National Council's Pacific North division and member, Advisory Council for the Performing Arts; Alumni Award of Merit, 1967; Zellnerbach Theatre at the Annenberg Center is named for him; Doctor of Laws.

SUPPLEMENTAL RETIREMENT ANNUITY

Effective September 1, 1974, participants in the University's TIAA/CREF retirement program will be able to purchase a new form of contract, the Supplemental Retirement Annuity.

The new program is designed expressly for persons who wish to set aside, through payroll deduction, part of their monthly compensation before taxes, over and above amounts now being accumulated under the University's Retirement Plan. The compensation diverted to pay these premiums is not taxed currently but, instead, will be taxed as ordinary income when benefits are received.

Unlike the TIAA/CREF annuities, the new SRA contracts can be surrendered for cash at any time. SRA benefits are payable in a single sum or installments over a period of from two to ten years, and are taxed as ordinary income as they are received.

As with the TIAA/CREF program, vesting of ownership is full and immediate. Investment earnings rates are equal to the TIAA/CREF rates. Service charges to maintain the program are slightly higher than those for TIAA/CREF.

Booklets describing the SRA in greater detail are available, for the moment, from TIAA/CREF in New York on request.

Applications for enrollment will be accepted between September 1 and September 13, 1974.

GRIEVANCE COMMISSION: CALL FOR NOMINEES

The recently approved grievance procedures for the faculty require that the Senate Advisory Committee select at least sixteen persons to be members of the Grievance Commission. The regulations state that "the Commission shall be broadly representative (including women, members of minority groups and partially affiliated faculty), but shall not include department chairpersons; deans and directors; associate, assistant or vice deans; or members of the central administration."

In order to have the Commission operating next fall, we must begin the selection of members as soon as possible. Please send your nominations to the chairman the Faculty Senate, Box 12, College Hall/CO.

—Phillip H. DeLacy

COUNCIL

The full texts of resolutions passed May 8 are the three below and the grievance procedure, pages 3-4.

RESOLUTION ON SMOKING

Preamble

Smoking is acceptable in University buildings only in hallways, stairwells, and private offices and laboratories where no contrary instructions have been posted by the occupants. Otherwise smoking is not acceptable, particularly in lecture halls, classrooms, libraries, committee meeting rooms, or public lounges (except where special segregated "smoking" lounges have been provided).

The intent and spirit of this resolution is to protect the rights of nonsmokers without placing them in the defensive position of having to request relief at every offensive incident.

RESOLUTION ON HOUSTON HALL

Whereas the renovation of Houston Hall is critical to the vitality of the university community and the development of university life; and whereas maintaining the status quo will lead to Houston Hall's continual deterioration as an effective community center; and whereas the need for its improvement has been affirmed by nine separate reports dating back to 1966,

Therefore BE IT RESOLVED that this Council recognizes the importance of Houston Hall's improvement and affirms a very high priority to the funding of a renovation program beginning at the earliest possible date; and

BE IT FURTHER RESOLVED that this Council asks the Central Administration to design means by which such funding can be provided and report back to the Council by the first meeting in the fall. Such plans for support should reflect the proposed position of Houston Hall as a facility of value to the entire university community.

ADDITION TO SECTION IV, 6, COUNCIL BY-LAWS

At the very first meeting of the Council, the Secretary shall distribute to the Council the actions of Council passed during the previous year including a list of all recommendations and resolutions the implementation of which would require Administration action. The President or the Provost shall indicate what action they have taken or plan to take with respect to each recommendation and resolution.
II. GRIEVANCE COMMISSION: INQUIRY PANELS
a. There shall be selected by the Senate Advisory Committee at least sixteen persons from the University faculty to constitute a Grievance Commission. The Commission shall be broadly representative (including women, members of minority groups and partially affiliated faculty), but shall not include department chairpersons; deans and directors; associate, assistant or vice deans; or members of the central administration. In accepting appointment to the Commission each member shall commit himself/herself to maintain confidentiality with respect to oral and documentary evidence presented during the investigation of individual cases. Members shall serve three-year terms expiring June 30 which shall be so arranged that the terms of no more than two-fifths of the members shall expire simultaneously. Replacements shall be selected by the Senate Advisory Committee at least once a year as needed. Each year members of the Grievance Commission shall select from among themselves one person to chair the Commission.
b. When a grievance arises, in accordance with the procedures set forth below, an Inquiry Panel, consisting of three or five members, shall be constituted in the following manner. (1) The chairperson of the Grievance Commission shall ask the Provost to designate the person who shall act on behalf of the parties making the decision complained of. (2) The chairperson shall designate one member of the Grievance Commission to serve as chairperson of the Inquiry Panel. This designation shall be made in alphabetical rotation, but a Commission member shall not be selected to sit on a Panel if he or she is in the same department as the grievant or, in a case involving termination at the end of the probationary period, is an untenured person from the grievant's school. In cases of unusual circumstances, the chairperson of the Commission shall have the discretion to decide, either on his or her own motion or following a request from any interested person, that it would be wiser to select two additional members of the Inquiry Panel from within the Grievance Commission; in such case the next two names in alphabetical rotation shall be chosen, but in such event the grievant and the representative of the parties making the decision complained of shall each be allowed one peremptory challenge to any of the three so named. The person or persons so designated to serve on the Panel may also be challenged for cause by the grievant or by the representative of the parties making the decision complained of; the challenge shall be addressed to the chairperson of the Commission, who shall rule on it after consultation with the panel member involved. All challenges must be made within five days of the receipt of notice of the name or names of the panel member or members. (3) The
is in fact within the jurisdiction of the appropriate School Committee on Academic Freedom and Responsibility. In the event that a determination is required as to whether the grievant presently does or does not have tenure, the chairperson shall refer this issue to the Senate Committee for determination.

f. Upon receipt of notice of the grievance, the Grievance Commission shall appoint an Inquiry Panel to process the grievance. The Panel shall undertake a full examination of relevant evidence, to commence between two and four weeks from the date of filing of the grievance, unless the Senate Committee earlier determines that the grievance is in fact within the jurisdiction of the appropriate School Committee under Section IIIc. The Panel is encouraged, as its inquiry progresses, to effect an equitable settlement of the grievance through mediation.

IV. INQUIRY PROCEDURES

a. Both the grievant and the parties who made the decision which is the subject of the grievance shall be permitted to provide to the Panel oral and documentary evidence in support of their respective positions, to question adverse witnesses on any oral evidence given, and to examine and reply to any documentary evidence. Whenever feasible, evidence should be offered in person, by individuals having personal knowledge of the events in question, with any documentary evidence provided as a supplement to, rather than a substitute for, oral evidence.

b. The Panel shall have access to all documentary evidence relevant to the grievance that was available to the parties who made the decision. Such “parties who made the decision” might include any or all of the following: department chairpersons, department personnel committees, department members who decide on departmental recommendations for personnel action, the deans of the schools, the school personnel committees, the faculties of the school, the Provost, the Provost’s Staff Conference. The Panel shall also be authorized to obtain additional documentary evidence and oral testimony on its own initiative such as the dossiers of other members of the same department who recently or currently are alleged to have received more favorable treatment, provided that notice is given to those members of the same department whose dossiers are to be examined by the Panel. The Inquiry Panel may invoke the aid of its own outside experts in making its decision.

c. Since the University and the faculty are concerned with obtaining frank and candid outside evaluations to aid in its appointment and promotion procedures, special care must be taken in the examination of letters of recommendation and evaluation. Because of these concerns (unless the parties making the decision stipulate, and the Panel agrees, that the outside evaluations played no significant role in the decision) the Panel should consider, separately, the following issues:

1) Did the department or other parties to the decision make a reasonable effort to obtain the views of experts not biased for or against the grievant? In answering this question, the Panel may let the grievant examine and testify on a list of names that includes but is not limited to people who make the assessments; the Panel may also compare the letters obtained at its behest with the original set.

2) Did the requests for the views ask for complete evaluations or did they imply that a confirmation of a preexisting judgment was desired? In answering this question, the Panel may examine any written requests for the views and may inquire of the letter writers. Other methods may be used at the Panel’s discretion.

3) Are the views, weighted by the reputations of the experts, when compared with evaluations for others currently or recently promoted, affirmative enough to occasion concern that improper discrimination or other grounds for grievance may have been involved? In answering this question, the Panel shall inform the grievant and the parties that made the decision of its own evaluation of the views collected. If the Panel determines that there is insufficient basis to occasion concern on its part, the contents of the letters shall not be further disclosed. If the Panel believes that there is an occasion for concern, it shall determine whether any other evidence decisively supports the decision. If the Panel finds no such evidence which decisively supports the decision the letters relevant to the grievance will be subject to examination in the following way. If the grievant is accompanied by a University colleague (as provided for in the next subsection) and such colleague agrees to be bound to maintain complete confidentiality with respect to all information contained therein, the colleague will be given access to the letters and may question witnesses about the contents of the letters. If the grievant does not choose to be accompanied by a University colleague, the letters shall not be disclosed; but the Panel shall provide to the grievant, to the greatest extent feasible, an indication of the tenor of the material in the letters so that he or she may make such response as is possible under the circumstances.

d. The grievant may be accompanied by a University colleague when appearing at Panel meetings, who may speak on behalf of the grievant.

e. Where procedures have not been specified in this document, the Grievance Commission shall establish rules of procedure for Inquiry Panels to follow. All decisions of Inquiry Panels shall be by majority vote unless the Grievance Commission establishes otherwise, with each member having one vote.

V. FINDINGS

a. Findings shall be based solely on evidence provided to the Panel according to the foregoing procedure. In all cases the Panel shall communicate its findings and recommendations to the chairperson of the Grievance Commission in a written report, setting forth, in detail appropriate to the case, the factual findings of the Panel, its conclusions regarding the merit of the grievance and its recommended disposition of the case. In cases involving reappointment, promotion, or tenure, where the Panel has found persuasive evidence of arbitrariness, discrimination, or noncompliance with University procedures or regulations, it shall recommend that the Provost request further review and reevaluation of the case, under proper standards and procedures. Neither the Inquiry Panel nor the Grievance Commission shall have the responsibility or authority to make such a reevaluation of professional competence. The Provost shall insure that the recommendations of, and, any letters obtained by the Inquiry Panel will be included in the documents to be considered in the reevaluation.

b. Except in extraordinary circumstances the Panel shall report its findings to the chairperson of the Grievance Commission within ten weeks of the filing of the complaint.

c. The chairperson of the Grievance Commission shall promptly communicate the report of the Panel’s findings and recommendations both to the grievant and to the Provost.

d. While these recommendations are to be accorded great weight, they are advisory to the Provost and not binding upon him/her. The Provost shall notify, in writing, the chairperson of the Commission and the grievant of his/her decision. In the event the Provost declines to implement the recommendations, he/she shall communicate that decision to the chairperson of the Commission in writing, accompanied by his/her reasons, stated in detail. The Provost’s decision shall be rendered within six weeks.

VI. HEARING BY SENATE COMMITTEE ON ACADEMIC FREEDOM AND RESPONSIBILITY

a. In cases which involve reappointment, promotion or tenure, and in which the Provost has declined or failed to implement the recommendations of the Inquiry Panel to the satisfaction of the grievant, the grievant may obtain a hearing before the Senate Committee on Academic Freedom and Responsibility (Senate Committee) on the actions of the Provost. The report and recommendations of the Inquiry Panel and the statement of the Provost shall then be made available to the Committee.

b. The Senate Committee shall adopt procedures consistent with Section IV (a) and (d), above, for the conduct of the hearing. The parties shall not be permitted to introduce evidence presented before the Inquiry Panel, and the findings of fact of the Inquiry Panel shall be accepted by the Senate Committee if they seem to have been fairly arrived at.

c. The Senate Committee shall promptly report its findings and recommendations to the President with copies to the Provost and the chairpersons of the Grievance Commission and the Inquiry Panel, and to the grievant and the person acting on behalf of the parties making the decision. A copy shall also be given to the editor of Almanac.
WAYS TO SAVE: PART TWO

WORDS

Brevity saves: a one-page letter costs half the paper and typing time of a two-page letter, obviously. More to the point is the cost of reproducing letters, memos and reports via Xerox. A longtime campus secretary who wishes to remain anonymous recommends:

1. Revive the lost art of carbon copy typing.
2. Try stencils when you expect to make more than 15 copies per page. Initial cost of 14¢ for the blank stencil and five minutes of an operator's time (for setting up, inking, running) are absorbed after the first 15. From then on, the cost-per-copy drops to a penny or less (for paper and ink). Contrast that with the average 5¢-apiece-plus-operator's-time for Xerox copying— which does not drop with volume. Typing time is not a big factor: stencils now correct as easily with correction fluid as a Xerox master does with white-out.
3. If you do copy via Xerox, some campus machines now copy on both sides of the paper: saves paper and, in some cases, postage. The Wharton Word Processing Center, though it is primarily for Wharton departments, can run off stencils or multilith documents with charts, graphs or drawings, on a time-available basis. You prepare the stencil, and the Center mimeographs 30 copies for 40 cents or a hundred for $1.30. For long runs, multilith is a better bet, at $1.50 per hundred copies, plus a 25-cent set-up charge per page and a 50-cent plate-making charge. The minimum is 30 copies for 70 cents, plus the 50-cent charge for an Itek plate. The Center charges four cents a page for Xerox copies; a nickel if pages are to be stapled and collated. Two days' notice is required, telephone the Center at Ext. 7660. (For more complex big jobs, seek the Office of Publications' advice; see below).

The editors of Almanac add:

1. If a long report has appeared in Almanac, always copy the Almanac version instead of the original report. Forty typewritten pages become eight Almanac pages. Better still,
2. Call and see if we already have enough copies to fill your order. The back issues are kept for a year or more and we would rather give them to you than to the recycler. We also overprint certain issues when we know in advance that extras will be needed, and can arrange reprints if you need hundreds or thousands.

PRINTING

With an annual printing bill of $1.5 million, the University has been looking hard at where its money goes. And with the budget crunch intensified by rising costs in the trade, every office that does any part of that $1.5 million worth of business will be looking for ways to trim down the printing bill without losing quality.

Early in 1974, Vice President Harold Manley named a Director of Publications, Curtis L. Barnes, who has spent the spring term converting the former Graphic Arts Center and Printing Procurement arm into a full-service Publications Office. The new Office has assignments of its own (notably the central production of catalogs, bulletins and brochures using unified graphic standards which it will also share with others who produce printed matter) but it also stands ready to serve other campus users of printing services. Under the director and associate director Harriet Yeager, the Office will help you:

* Plan the right kind of printed piece for what you need to get done. Are you writing a lengthy brochure when a poster/flyer would do a better job? Will a slight change in size or format give you dramatic savings on total cost? Were you about to hire a photographer when some other office has already shot the very pictures you need? The Publications Office knows these things and its business is to pass them on to you. There is no charge for consultation, and if anything they advise is going to have a price tag later, you will be told at the outset.
* Find an artist, designer, editor or photographer for you. The Office is in touch with free-lancers who specialize in various kinds of writing and design, but turns first to its own in-house designer (Jim Minnich, formerly of a commercial art firm Luebbers & Jarrat) and three editors (Louise D. Stone, former coordinator of Penn's Afro-American Studies Program and a contributing editor to Contact magazine; Virginia Clark, former trade magazine editor at Chilton; and Mack Goode, who was a contributing editor to Metropolitan magazine and publicist for Pennsylvania Hospital). Under the responsibility center concept, their direct services are billed to you on a cost-plus-overhead basis—but the cost is less than it would be at commercial rates, and the services are a good deal closer to home.
* Get bids on typesetting, printing and other production phases of your job. Some of your typesetting may be done in-house, for example, with the Publications Office's new photocomp equipment now in its shake down phase. The paper you need may already be on hand, since the Office buys direct from manufacturers in bulk, saving you the printer's mark-up on small-lot buying. Procurement officers are Rocco Camilli, Tom Varley and Jack Kolb—familiar names to those who know the old Printing Office that closed down over a year ago and the interim Graphic Arts Center that held the fort until the Publications Office was set up. Mrs. Yeager and the three men use the combined buying power of the University to get best rates for you, plus their extensive knowledge of local printers' capabilities to help you choose the right printer for the right job.

The Publications Office is not only for neophytes doing a one-time information or promotion job. It is also for the longtime producer who is caught by rising prices and needs to know whether new techniques in printing—or perhaps changes in competition among printers—can bring his or her costs down. The Office can be reached at Ext. 7793. Right now the staff is at Lippincott Building (25th & Locust) but will be moving shortly to Logan Hall to make it easier for the entire campus to make use of the services.

Continued on page 6
REDUCING MAIL COSTS

Externals mean a lot to Mail Service—in this case, envelopes. The University stocks four kinds, and which you use affects not only your own department's costs, but the overall University budget (especially in sorting costs at the Mail Service itself). You might post this table where stationery is stored, and monitor your own habits for a trial period to see if you have an unnoticed but unnecessary trickle in your current expense budget:

<table>
<thead>
<tr>
<th>Reusable Intramural (large and small; manila with black rules)</th>
<th>Ordinary Intramural Mail Unmarked Manila, # 10 and # 6 1/2</th>
<th>Volume Intramural Mail Plain White (with or without your own printed corner)</th>
<th>Routine U.S. Mail Cream Laid (# 11, 10, 9, and 6 1/2)</th>
<th>Elegant U.S. Mail (matches stationery)</th>
</tr>
</thead>
</table>

Intramural mail sent in outside envelopes (white or cream) slows down the mail sorters because they must read each piece to make sure it isn’t sent accidentally through the postage meter. Slower sorting not only raises labor costs in Mail Service, but also may delay on-campus delivery. (The mail trucks leave several times a day, on strict schedules and with as much mail as the men can sort for each departure. Anyone who doubts the importance of these slight details should watch Roy Savell and crew in action on the second floor of Franklin Building Annex. It’s like D-Day every day.) For the same reasons, air mail letters should be marked on the front and back of the envelope and further segregated by a paper clip or rubber band. Offices which send a lot of foreign or air mail should stock light-weight regulation air mail envelopes available from the Publications Office.

Publishers of on-campus periodicals should already know whether their publications qualify for special second class mailing rates, which are limited to certain kinds of printed matter.

Third class mail, however, is more confusing and more useful to University offices. While single letters mailed third class cost the same as first, third class rates of nine cents a pound save on heavy books or catalogs. Third class bulk mail is for large mailings of 200 pieces or 30 pounds of the same letter or book. All third class mail must be Zip-coded and boxed or banded together with a paper clip or rubber band. Offices which send a lot of foreign or air mail should stock light-weight regulation air mail envelopes available from the Publications Office.

The University also has a Post Office permit for nonprofit bulk mail which any school or department may use. Apply to Mail Service Director Joseph Burke for permission to use this permit.

At 18 cents for the first pound and eight cents for each additional pound, fourth class mail is very slow, but a bargain for those who have to send hefty books (24 pages or more, no advertising, no enclosures). And the even cheaper library rate at six cents for the first pound, three cents each additional pound, was not affected by recent postal increases. The library rate is for books on loan or exchange from any library or educational institution.

TELEPHONE SERVICE

Cutting down phone bills is partly a do-it-yourself project, partly a case of turning to the experts for suggestions you might not otherwise think of.

The campus experts are Joseph Burke and his staff in the Telephone Office, Ext. 8664. Under Mrs. Ruth Inskoe they run sessions, answer specific queries over the phone, do more extensive consulting with you if changes in your physical layout or staff arrangements make it advisable to take a new look at where you put what kinds of instruments. (During a concerted advising project over the spring, Joe Burke said that over 200 instruments were found to be expendable.) They also put out the campus telephone directory, which is more than a list of who’s who and where to call them. The front of the book is the clever part: how to use long distance most efficiently, how to use the WATS lines particularly (see below) and, little known to the sometimes rate-conscious, it lists places you can call free to New Bolton Center, HUP, Graduate Hospital, Museum, Wistar, Marriage Council and the Faculty Club—even though they are on different outside exchanges. Inside (and tie-line) calls cost you nothing, but every outside call costs you something.

The Telephone Office ran eight orientation sessions last year, and is willing to run more, especially if turnover personnel need training. Mrs. Inskoe also conducted seminars on the Centrex system for installation next fall, and will continue them next semester if necessary. Meanwhile, the biggest single orientation any office can give its new or old employees is in:

LONG DISTANCE, PLEASE

The University's WATS connections provide direct dialing of long distance calls to 21 states from New England to the South at a fixed monthly rate. You can make WATS calls weekdays from 8 a.m. to 9 p.m., but if you can schedule calls outside the peak hours of 10:45 a.m. to noon and 2:45 p.m. to 4:15 p.m., there's a better chance of getting a free WATS line at the first try. Some Telephone Service suggestions for saving a few pennies on calls outside WATS areas: dial yourself... call station-to-station (a person-to-person call costs more than twice as much) ... know what you want to say and time your calls, or call back if you need information that has to be dug out of files, etc. ... tell the operator promptly if you reach a wrong number so the call won’t be charged.

Dial 23 for the South Jersey Foreign Exchange Service, which covers 30 telephone exchanges in nine nearby New Jersey communities. WATS lines are available for the Trenton-Princeton exchanges in area code 609 and area code 201.

Some businesses have a toll-free number for customers. Check in the Yellow Pages or on the company stationery to see if the number 800 replaces an area code; that indicates a toll-free number.

CONFERENCE CENTER

Before you book your guests into the Barclay (at $25 single; $31 double), check with the University Conference Center at the Class of 1925 House on Locust Walk. The Center regularly houses alumni, parents and other campus visitors for $9, $10 or $16, children at $4. It can also relieve conference planners of a lot of the hassles of feeding, housing and moving groups of people.

Director Paul Rubincam, Assistant Director Kathy Moses and their staff (which expands in the summer from two to about ten) form a resident free consulting service for academic or other departments hosting large meetings. They help estimate costs, set fees, suggest and supervise mailings and registration and reserve meeting rooms. Once the conferences arrive on campus, the Center oversees everything from coffee breaks to sightseeing tours. When it's all over, the Center collects bills from caterers, etc., itemizes them and forwards the total to you for lump-sum payment.

Ms. Moses suggests that summer is the best time for a large conference because guests can be housed in the air-conditioned hi-rises. During the academic year, the Center takes in as many guests as possible and arranges accommodation for the overflow at nearby hotels. But if you are considering sponsoring a big meeting, make plans as soon as possible—the Center is already booking for 1976.

The Class of '25 House has lodged visiting professors and researchers and students attending refresher courses. (Rates are reduced for all visiting faculty, whether their stay is long or short.) Daily room charges are pro-rated for these longer visits. Detailed rate schedules and reservations: Ext. 6843.

FOOD

The University Dining Service has a catering department which charges about 10 percent less than commercial caterers for two reasons: there is no gratuity charge and no mark-up on wines and liquor. As host you can even bring your own bottles or have Dining Service secure them for you. When comparing in-house and outside catering prices, be sure to find out exactly what each price includes, catering director Tom Stemkowski reminds. Hidden costs can make all the difference. Dining Service Ext. 7583.
PERSONNEL JOB BOARDS

Since this is the last Almanac for the term (and there will be only one midsummer issue sometime in July) the only vehicle for job notices will be the Personnel Office's notice boards in thirteen campus locations. Jobs are posted every Monday. Check the board near you regularly if you (or your friends or relatives) are interested in a full or part-time job at the University:

College Hall, first floor next to room 116
Franklin Building, next to room 130
Towne School, mezzanine lobby
Veterinary School, first floor next to directory
Leidy Labs, first floor next to room 102
Anatomy-Chemistry Building, near room 258
Rittenhouse Labs, east staircase, second floor
LRSM, first floor opposite elevator
Johnson Pavilion, first floor next to directory
Logan Hall, first floor near room 117
Social Work, first floor
Richards Building, first floor near mailroom
Law School, room 28 basement

OPENINGS

The following listings are taken from the Personnel Office's weekly bulletins and appear in Almanac several days after they are first made available via bulletin boards and interoffice mail. Dates in parentheses refer to publication of full job description in Almanac. Those interested should contact Personnel Services. Ext. 7285, for an interview appointment. Inquiries by present employers concerning job openings are treated confidentially.

The University of Pennsylvania is an equal opportunity employer.

The following listings are taken from the Personnel Office's notice boards in thirteen campus locations. Jobs are posted every Monday. Check the board near you regularly if you (or your friends or relatives) are interested in a full or part-time job at the University:

The University of Pennsylvania is an equal opportunity employer.

The following listings are taken from the Personnel Office's notice boards in thirteen campus locations. Jobs are posted every Monday. Check the board near you regularly if you (or your friends or relatives) are interested in a full or part-time job at the University:

The University of Pennsylvania is an equal opportunity employer.

The following listings are taken from the Personnel Office's notice boards in thirteen campus locations. Jobs are posted every Monday. Check the board near you regularly if you (or your friends or relatives) are interested in a full or part-time job at the University:

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The following listings are taken from the Personnel Office's notice boards in thirteen campus locations. Jobs are posted every Monday. Check the board near you regularly if you (or your friends or relatives) are interested in a full or part-time job at the University:

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HONORS

AMERICAN ACADEMY OF ARTS AND SCIENCES

Three professors were named to membership in the American Academy of Arts and Sciences at its 194th annual meeting last week:

Dr. Henry M. Hoenigswald, professor of linguistics, a member of the faculty since 1948 whose special field is historical and comparative linguistics;

Dr. Hilary Koprowski, director of the Wistar Institute and Wistar Professor of Research Medicine, who has done significant research in cancer, multiple sclerosis, rabies and polio;

Dr. Dell Hymes, professor of folklore and linguistics, who has held a joint appointment in the sociology department this year. His book Foundations in Sociolinguistics is scheduled for publication late this month by the University of Pennsylvania Press.

HONORS IN BRIEF

Dr. Morton Amsterdam received an honorary Doctor of Science degree from Dickinson College.

Dr. Joseph Bordogna was given the Western Electric Fund award for excellence in teaching of the American Society for Engineering Education. Dr. Bordogna, a 1967 Lindback Award winner, has been a consultant to the National Academy of Engineering on teaching technology to high school students.

Dr. John L. Cotter, adjunct professor of American civilization, received the J. Alden Mason Award of the Society for Pennsylvania Archaeology. (Mr. Mason, for whom the award is named, was a member of the curatorial staff of the University Museum for 41 years.) An archaeologist in the Philadelphia office of the National Parks Service, Dr. Cotter is also associate curator of American archaeology at the Museum and has led student digs at Fort Mifflin and the Revolutionary-period Walnut Street jail. He is currently working in Waynesborough, the Paoli home of General Anthony Wayne.

Dr. Renée Fox will deliver the commencement address at the Medical College of Pennsylvania, where she will also receive an honorary Doctor of Medicine degree.

Dr. C. Everett Koop received the Jacob D. Ehrenzeller Award of the Society for Pennsylvania Archaeology. (Mr. Mason, for whom the award is named, was a member of the curatorial staff of the University Museum for 41 years.) An archaeologist in the Philadelphia office of the National Parks Service, Dr. Cotter is also associate curator of American archaeology at the Museum and has led student digs at Fort Mifflin and the Revolutionary-period Walnut Street jail. He is currently working in Waynesborough, the Paoli home of General Anthony Wayne.

Dr. C. Everett Koop received the Jacob D. Ehrenzeller Award of the Ex-Residents’ Association of Pennsylvania Hospital, which honors former interns who have made outstanding contributions in medicine.

Dr. Harold G. Scheie will receive an Horatio Alger Award of the American Schools and Colleges Association this week. During the month he was with a Louis Braille Award of Philadelphia’s Center for the Blind for his work in preventing blindness and the Distinguished Service Award of the Center for the Blind for his work in preventing blindness and the Distinguished Service Award of the American Schools and Colleges Association this week.

WAIT TILL NEXT YEAR

Although no Pulitzer Prize was awarded in drama this year, two of the seven plays reportedly nominated were seen at Annenberg Center: Miguel Pinero’s Short Eyes and Ron Milner’s What the Wine-Sellers Buy. Both were brought here by Joseph Papp’s New York Shakespeare Festival Theatre, which, like Harold Prince’s New Phoenix Repertory Company, presented distinguished plays and actors at Annenberg Center before taking them to New York. What’s for next year? Watch for the Center’s 1974-75 brochure via interoffice mail late summer or early fall.

BLOOD PRESSURE STUDY

Subjects are needed for a major blood pressure study involving daily measurements Monday through Friday, ten minutes a day for approximately nine weeks. The aim is to learn the accuracy of self-estimation of blood pressure. Participants in the study will receive a payment of $45.

Applicants should have systolic blood pressures which vary and are usually between 145 mm Hg (millimeters of mercury) and higher. Subjects may be on medication but pressures must be this high even when under medication.

Those interested should telephone Edward Bortnick, 207 Piersol, HUP, 662-2831.

SUMMER HOURS: DINING SERVICE

Summer hours are now in effect for Dining Service facilities. The Houston Hall snack bar is open Monday through Friday 8:30 a.m.-3:30 p.m. Monday through Friday hours for Stouffer: breakfast, 7:30 a.m.-11:15 a.m.; lunch, 11:30 a.m.-2 p.m.; dinner, Monday through Thursday only, 4:30 p.m.-6 p.m.

THINGS TO DO

A WORLD WITHOUT WAR


OLD AND NEW MASTERS FOR SALE

Six Hundred Years of Graphics. Ferdinand Roten Galleries arrives soon with their traveling exhibit-sale of original prints and western and oriental manuscript pages, including Rouault, Hogarth, Goya and contemporary artists, most at accessible prices.

Bowl Room, Houston Hall, June 12, 10 a.m.-6 p.m.

TWO VAN PELT EXHIBITS

May Sinclair (1863-1946), English novelist, philosopher, critic and poet. Manuscripts, first editions, letters collected by Dr. T.E.M. Boll, Emeritus Professor of English.

Napoleon’s Egypt. When Napoleon undertook the military conquest of Egypt in 1798, he took along a company of scholars and artists to collect data and visual records of Egypt’s past, present and natural history. The results of the survey, the first of its kind in modern times, were published between 1809-1822 by the French Government in a multi-volume set of books. The large engraved plates from the set, many in color, are featured in the exhibit, with accompanying artifacts on loan from the Egyptian section and Museum Shop of the University Museum.

Both exhibits: Klein Corridor, first floor, Van Pelt, May 28-July.

This is the last Almanac until mid-July.

ALMANAC: 515 Franklin Building (16) Ext. 5274

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