From the Provost:

**On the University Life Post**

In order to resolve the problems surrounding our efforts to appoint a Vice Provost for University Life last spring, I have carried on extensive discussions with Dean Gregorian of the Faculty of Arts and Sciences, with the Dean of Students, Dr. Alice Emerson, and with the Vice Provost for Undergraduate Studies, Dr. Humphrey Tonkin, concerning the potential interrelationship of the responsibilities and activities of these three areas. We are presently exploring the possibility of not appointing a Vice Provost for University Life as originally planned, but rather trying to work out a plan for a new Vice Provostship, which would provide a single coherent area of responsibility, and share with the Faculty of Arts and Sciences and other Schools the activities of the present offices of the Dean of Students and the Vice Provost for Undergraduate Studies and include in its scope certain aspects of the campus life of graduate and professional students, faculty and staff.

Dr. Tonkin has agreed to postpone his academic leave as a Guggenheim Fellow for one year in order to assume a major role in the planning effort necessary to fashion a rational program and administrative structure for the new Vice Provost's office. In this endeavor, Dr. Tonkin will also work closely with the student affairs staff, especially Dean Emerson, and the deans of the various schools, particularly Dean Gregorian, in an effort to decentralize certain student services and academic programs or to move them under the authority of the schools. During this transitional year, Dr. Tonkin will continue to serve as Vice Provost for Undergraduate Studies.

I hope to establish a new search committee in the late Fall and to have a new vice provost take office by July 1, 1975.

—Eliot Stellar

**SUPPLEMENTAL RETIREMENT ANNUITY**

Bruce Smith, representing TIAA/CREF, will visit the University on Tuesday, September 10, to conduct seminars on the Supplemental Retirement Annuity Plan described in Almanac May 21. Participants in the University's TIAA/CREF retirement program who would like to know more about SRA are invited to meet with Mr. Smith at the Faculty Club on Tuesday at either 11:00 a.m. or 1:30 p.m.

Literature and application forms are available in the Personnel Benefits Office, 116 Franklin Building.

—Office of Personnel Services

**NEWS IN BRIEF**

**BELLET CHAIR: JOHN HIRSFELD JR.**

Dr. John W. Hirshfeld Jr. has been named to the Samuel Bellet Professorship in Cardiology at the School of Medicine, the chair established two years ago in honor of the late professor of medicine and director of cardiology at PGH.

Dr. Hirshfeld, an assistant professor, has been a special research fellow in the cardiology branch of the National Heart and Lung Institute, (1971-73) and a fellow in cardiology at Duke University Medical Center, (1973-74). He took his baccalaureate and medical degrees at Cornell, and served his internship and residency at Yale-New Haven Hospital.

In announcing his appointment, Dr. Arnold S. Relman, chairman of medicine, noted particularly his work on the physiology of acute myocardial infarction and his current interest in the physiology of the heart as it is affected by coronary artery disease.

**AFRO-AMERICAN STUDIES: HOUSTON BAKER JR.**

Dr. Houston A. Baker Jr., has been appointed acting director of the Afro-American Studies Program and visiting professor of English at the University. He succeeds Professor John E. Wideman, who has joined the faculty of the University of Wyoming.

Dr. Baker comes to Pennsylvania from the University of Virginia where he has been a member of the English faculty since 1970, first as associate professor, then full professor. Earlier he was at Yale as instructor in English (1966-69) and assistant professor of English (1969-70). He was a member of the Center for Advanced Studies at the University of Virginia from 1970 to 1973.

Dr. Baker will be responsible for the coordination and expansion of the University's curriculum in black studies. Courses are presently offered in such departments as history, sociology, political science, philosophy and English as well as in the School of Social Work. With Dr. Baker's guidance, the University will continue its liaison with other colleges and universities, primarily in the Delaware Valley region, to share resources in Afro-American studies and black studies, Provost Eliot Stellar said.

(Continued next page)
Dr. Baker received his Ph.D. in 1968 and M.A. in 1966 from the University of California at Los Angeles. He took his B.A. magna cum laude from Howard University in 1965. He held a John Hay Whitney Foundation Fellowship in 1965-66 and a three-year National Defense Education Fellowship from 1965 to 1968.

HUEBNER FOUNDATION: JERRY ROSENBLOOM

Dr. Jerry S. Rosenbloom, a Huebner Fellow at Penn during his graduate study here in the mid-sixties, has been named executive director of the S.S. Huebner Foundation for Insurance Education. He will also be a full-time faculty member in the insurance department of the Wharton School, Dr. Dan McGill, chairman of the department and of the Foundation's administrative board, said.

Dr. Rosenbloom had been on the Temple University faculty since 1970 and was chairman of its department of insurance and risk from 1972 until this year. He holds a B.S. from Temple, an M.A. (1964) and Ph.D. (1965) from Pennsylvania. From 1965 to 1969 he served as director of examinations, the assistant dean and then dean of the American College of Life Underwriters. He was research director of the McCahan Foundation for Basic Research in Security, Risk and Insurance in 1969-70. Among his books are Automobile Liability Claims (Irwin, 1968) and A Case Study in Risk Management (Appleton Century Crofts, 1972).

HOMECOMING: JOHN J. SCANLON

John J. Scanlon, a Wharton Evening School graduate who as executive vice president and chief financial officer of the American Telephone and Telegraph Company engineered its $40 million capital program over the past 20 years, becomes a Wharton School lecturer in finance this fall. He will spend a day and a half each week at Wharton, teaching in the MBA program. He retired July 31 from A.T.&T., but remains on a federal government committee studying Social Security and continues on 11 boards of directors.

REGRISTRAR'S CALENDAR FOR 1974-75

<table>
<thead>
<tr>
<th>Fall Term</th>
<th>Spring Term</th>
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<tbody>
<tr>
<td>November 11, Monday</td>
<td>University registration for schools participating</td>
</tr>
<tr>
<td>November 27, Wednesday</td>
<td>Preregistration for spring term begins</td>
</tr>
<tr>
<td>December 2, Monday</td>
<td>Thanksgiving recess begins, close of classes</td>
</tr>
<tr>
<td>December 10, Tuesday</td>
<td>Thanksgiving recess ends, 8 a.m.</td>
</tr>
<tr>
<td>December 11-Wednesday</td>
<td>Fall term classes end</td>
</tr>
<tr>
<td>December 12-Thursday</td>
<td>Reading Days</td>
</tr>
<tr>
<td>December 13-Friday</td>
<td>Final examinations</td>
</tr>
<tr>
<td>December 20, Friday</td>
<td>Fall term ends</td>
</tr>
<tr>
<td>December 21, Saturday</td>
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| January 13-14, Monday-Tuesday | March 17, Monday |
| January 15, Wednesday | April 7, Monday |
| January 18, Saturday | April 29, Tuesday |
| March 8, Saturday | April 30, Wednesday |
| March 17, Monday | May 1, Thursday |
| April 7, Monday | May 2, Friday thru May 9, Friday |
| May 17, Saturday | May 18, Sunday |
| May 19, Monday | Alumni Day |
| | Baccalaureate Commencement |

BUDGET INFORMATION COMING

A detailed statement will be issued next week on the state of the budget and steps that may be taken to retire portions of the accumulated deficit. It will incorporate recommendations and decisions made during two key meetings with Trustees which were held too late for insertion in this week's Almanac: the Finance Committee meeting Friday, September 5, and yesterday's meeting of the Executive Board (both regularly-scheduled sessions). The Daily Pennsylvania's September 5 estimate of a $6 million debt was based on (1) the $4 million accumulated deficit prior to the 1973-74 budget, (2) the half-million dollar deficit projected in the 1974-75 budget (Almanac July 1974) and (3) an unpredicted gap between operating income and expense in the 1973-74 budget.

STAFF CHANGES

BOOKSTORE, DINING, OTHER AUXILIARY SERVICES

Gary A. Young has been named director, and Gerald Ritchie, assistant director, of the University Bookstore. Mr. Young comes to the University from the Brentano chain in California; he is also former manager of the Mankato State College Bookstore. He is a graduate of the University of North Dakota and did graduate work at Mankato State. Mr. Ritchie has been with the Bookstore for six years, most recently as merchandise manager. He is a graduate of LSU who also did graduate work there.

Edward M. Grant, district manager of ARA Services, is the new director of the Dining Services. He is a graduate of Gettysburg College with many years' experience in New York City hotel dining services. Wolfgang Krupa, also of ARA Services, is now associate director of Dining Services and director of its special functions and catering. Since 1964 he has managed a number of college dining units for ARA, and for the past four years directed dining services at the International House. His earlier experience was primarily in Philadelphia country clubs.

Steven D. Murray has been appointed director of Transportation and Communications under Auxiliary Services. A University of New Hampshire graduate, he comes to the University from Fidelity Mutual Life Insurance Company, where he was manager of the corporate services division.

Carol Vorchheimer has been appointed financial analyst in the office of Auxiliary Services Director George Kidd. Mrs. Vorchheimer, a graduate of Douglass College who did graduate work at Rutgers, has been manager of the statistical department for the public accounting firm of Laventhal Krekstein Horwath & Horwath.

FAS DEAN'S STAFF: LINDA KOONS

Linda C. Koons, former assistant ombudsman, has been named by Faculty of Arts and Sciences Dean Vartan Gregorian as his executive assistant. Mrs. Koons, who joined the University in 1967 as assistant to Provost David R. Goddard and editor of the then-monthly Almanac, is a graduate of the University of Oregon who attended the Radcliffe publishing course and later held editorial posts at Good Housekeeping and the ADRN Journal. She co-authored, with Dr. Goddard, major articles on higher education; edited the first Faculty-Staff Handbook at Penn and most recently assisted Professor Curtis Reitz in preparing for the University's annual accreditation visit from the Middle States Association.

LIBRARIES: FORD, GOTWALS, HIRSCH, MICHALKO

Bernard J. Ford and Dr. Joan I. Gotwals, who have been assistant directors, were promoted to the new positions of Associate Directors of Libraries on July 1. Mr. Ford, a graduate of Queens College, Oxford and University College School of
WOMEN'S SPORTS: ACTIVITY UP

The staff in women's athletics at the University has increased and the program extended in both intercollegiate and recreational sports, the Division of Recreation and Intercollegiate Athletics has announced.

Joining women's athletics director Marie Darlington is assistant Connie Van Housen, who will also be basketball and volleyball coach.

Volleyball and other sports will be added to the eight established intercollegiate sports where women's teams are fielded at Penn (field hockey, tennis, basketball, squash, badminton, swimming, lacrosse and softball). "In sports where there are full-fledged varsity teams for women," DRIA Director Fred Shabel said, "our women athletes should compete in them. To do otherwise would be to reduce the women's varsity to second-rate status and to invite deterioration of the program."

"In other sports," he continued, "we encourage the talented woman athlete to compete on an equal basis for a place on the team with men." This past year, two women won competitive letters on the men's varsity (sailing and heavyweight crew). Women's varsity teams had winning seasons in seven of the eight intercollegiate sports they competed in.

Next year, many new opponents are expected on the women's schedule as interest in women's sports rises on other campuses. One goal of Penn's program will be to add more Ivy League schools to the women's schedules. For the first time a women's basketball tournament is set for the Ivy League schools (except for Columbia, which has no program).

The department will also schedule a number of clinics, workshops and demonstrations to boost both interest and skills. Hockey (now a club) and basketball are two of the sports which will have clinics—the basketball one held in conjunction with men's coach Chuck Daly and his players. Women's teams will have complete access to facilities of Franklin Field, Sheerr Pool, the River Field complex, Levy Tennis Pavilion and Lott outdoor courts.

In addition to continuing its "open position" toward women's sports—that where there is interest shown, a program is begun and encouraged—Mr. Shabel said the division feels its responsibility should extend to cultivating interest among women in sports they have not yet requested. "Within the limits of our financial ability," he said, "that will be our future approach."
The University

The scholars who originated university presses in the late fifteenth century had a good idea. It is eminently civilized to publish with someone who, over and above what is strictly necessary for business purposes, knows and cares what goes on in libraries, laboratories, and classrooms.

If anything, this quality is more to be prized today than in the past, since so many institutions have now grown far out of human scale. Tales from the publishing conglomerates in New York and Boston belong to the literature of giant bureaucracy. A political scientist at Brandeis, for example, recently suffered the disappointment of having his well-known book put out of print by a famous publishing company while it was still selling at the rate of 315 copies per year. After the fact, he learned that the thousand copies remaining in the warehouse had been pulped to make room for the next "product."

Besides being civilized, it is eminently practical to have inside the university community and committed to its values a few members with publishing savvy. Bernard Perry, director of the Indiana University Press, put it well when he wrote: "After all, if you are not a real publisher at a university, then you are not needed, and the faculty committee can simply make selections of books to have printed for reasons of quality, faculty politics, administrative pressure, or otherwise." Publishing-by-committee often results in the least return for the funds spent.

When it works well, the university press is a natural outlet for information, theory, and methodology that will constitute knowledge for the next five to 50 years. Such things as, say, the feedback loop, the negative income tax, and the discrimination against women which is built into everyday language must first emerge conceptually in order to become instruments, subjects, and issues.

A healthy university press offers a way to reduce the conflict between loyalty to place and loyalty to discipline. The fluid boundaries of a "school of thought" seldom coincide for long with those of a single university or even of all academia; still less so the unstable lines that encompass "interesting work in a field." No department can possibly hire all the people it might want or can even transport them to the campus for conferences. Yet a good deal of the outstanding work, from whatever source, can be published under one roof—enough so that the name of the home institution will inevitably appear (in the citations) even in books published elsewhere. Because of the need to focus on work as well as place, roughly half the books of a healthy press should come from outside its own campus.
Everyone complains of the information glut, the delay and scattering of articles, the expense and superfluity of marginal books, the sterility of “counting” publications. In many fields the trend is toward more “policy-oriented” studies, which, among other things, means studies that are rapidly superseded. Many presses, on the contrary, pride themselves on fine typography and acid-free paper—meant to last for the ages. Obviously in these cases author and publisher are working at cross-purposes. Presses that are part of universities as distinguished as Penn ought to take the lead in information management, in finding forms of publication that emphasize brevity and economy of materials.

To do well by its authors in a time of inflation, greater competition for grants, a leveling off of enrollment, and cultural fragmentation, a university press is wise to adhere to three principles. First, a press should concentrate on less than a dozen fields of publication, so that the lessons learned by the staff in publishing one title can be applied cumulatively to future titles and so that the marketing effort made for one title spills over to others in a mutually reinforcing pattern. To represent all the lines of endeavor going on at the University of Pennsylvania would require an annual press budget of probably $6 million. The desirability of operating a press at that level is by no means clear, since one could easily overshoot the human scale. The necessity of operating at that level is likewise dubious, for of course numerous publishers are already at work concentrating in some of the fields.

Second, a press should publish only titles that are reasonably sure to pay their own way or that are undertaken by funds outside the press budget. Those who write for an audience of workable size should expect their interests to be looked after in a businesslike way (and reflected in royalty checks). Those who address a smaller audience might well anticipate publication expenses when they seek funding at the outset.

Third, a press should range as widely as the university itself. Scholarship obviously does not preclude concern with teaching, the arts, technical innovation, public affairs, even experiments in life style in the modern university. Scholarship has never been the sole concern—as Paul Goodman used to point out with an anecdote about the fellows of a certain college at Oxford defending their domain with longbows against the king’s men. A merely scholarly press is not the best outlet for scholarship.

So much for an opening statement. I expect to hear questions and objections as I circulate among you. After all, a professor has been defined as a person who thinks otherwise; and administrators and students are not tongue-tied. But I think it will be amiable dialectic. I am happy to join you.
CELL CENTER APPLICATIONS

Investigators who wish to make use of the University's new interdisciplinary Cell Center facilities are invited to submit proposals to its Scientific Advisory Committee, to be reviewed as they are received and scheduled as soon as space is available. The Center, established in May under an NIH grant, presently supports projects in microbiology, anatomy, biochemistry, human genetics and pediatrics departments. It is temporarily housed in the Richards Building. For further information: Dr. Fred Gilbert, Ext. 5183; Dr. William Mellman, Ext. 5172.

OF RECORD

BLOOD PRESSURE STUDY

A few more subjects are needed for the major blood pressure study at HUP. It involves 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 145 mmHg (millimeters of mercury) and higher. Subjects may be on medication but pressures must be this high even when under medication. Telephone Edward Bortnichak, 207 Piersol, HUP. 662-2831.

PUBLICATION SERVICES AND PRINTING PROCUREMENT POLICY

The purpose of this memorandum is twofold. We wish to inform all administrators about our new Publications Office and also make them aware of the Printing Procurement Policy which will go into effect on August 15.

PUBLICATIONS OFFICE AND SERVICES

As part of the continuing effort to reduce overhead expenses in responsibility centers and indirect cost centers, while at the same time maintaining consistent high quality in University publications and printed materials, the new University Publications Office was established in the spring of this year with overall responsibility for the design and production of University publications and printing. Curtis Barnes is the Director.

The new Publications Office replaces the old Graphic Arts Center and Printing Plant and is located in 110 Logan Hall on the main campus. It is now fully staffed with editors, creative writers, artists and designers, and is in a position to provide a full range of creative services to the campus community. In addition, the staff of planning and production coordinators is available to discuss and to assist in the production of printing needs at your convenience.

It should be emphasized that there is no charge for planning and consultative services. Charges for editing, design or other services are made on an hourly or "per job" basis, and will be discussed thoroughly in advance. The availability of these creative services, however, does not preclude the use of free-lance writers or designers, although it is expected that the cost of "in-house" creative services will be approximately one-half of the cost of commercial free-lance charges.

PRINTING PROCUREMENT POLICY

Under the new Printing Procurement Policy effective August 15, the Publications Office has been designated as the official purchasing agent for all University printing and related services. The primary purpose of this arrangement is to bring greater coordination and efficiency to the purchasing of the printing needs of the University, which now exceed $1.5 million annually. Such coordination is essential in view of the current budget situation, and the recent increases in the cost of paper and printing services throughout the printing industry.

As the primary printing buyer for the University at the present time, the Publications Office maintains regular contacts with printers and suppliers in the greater Philadelphia area and throughout the Eastern United States, and has the professional staff available to introduce important economies into the printing purchasing system through such procedures as volume contract buying, bulk purchases of printing paper, trade discounts, etc. In addition, a new computer typesetting system has recently been installed, and can produce type for catalogs, newsletters, and similar publications for about one-half the cost of commercial typesetting.

All requests for printing services should be sent directly to the Publications Office, 110 Logan Hall. (All orders sent to the Purchasing Department will automatically be forwarded to the Publications Office for processing.) Orders should be prepared on existing Printing Office forms or regular Purchase Requisitions, pending receipt of new forms from the Publications Office which are currently being prepared.

It is suggested that for maximum efficiency, economy, and effectiveness all printing/publications needs should be discussed in advance with a staff editor or production coordinator to assure that the proposed job best meets your specific objectives. However, routine requests for stationery, forms, business cards, etc., may be forwarded directly to Publications via intramural mail, or pick up and delivery service is available by calling Ext. 7798.

As is the usual purchasing practice at the University, in such cases where a preferred vendor and estimated cost is not indicated on the initial purchase requisition that vendor will be used, provided that greater efficiency in price, quality and/or service is not available from an alternate supplier. In such cases where alternate vendors are recommended by Publications, the estimates from the alternate vendor and reasons for the recommended change will be discussed with the originating department in advance.

In order to benefit from the increased efficiency of the coordinated printing purchasing system, it is necessary that this policy be applied throughout the University in all areas where the expense is charged to a University-funded budget. In those instances where printing is purchased without prior authorization from the Publications Office, confirming orders or completed invoices presented for payment on C6 requisition forms will be subject to an automatic 5 percent surcharge for the total amount of the bill, to be charged directly to the departmental budget concerned.

Your cooperation and assistance in helping bring greater management efficiency to this important area of University services is much appreciated. Any questions or suggestions about specific details of the procedures for obtaining publications/printing services, or the range of services available should be directed to:

Curtis L. Barnes, Jr.
Director of Publications
110 Logan Hall
Ext. 4833 or 7798

—Eliot Stellar, Provost
—Paul O. Goddis, Vice President for Management
OPENINGS

The following listings are taken from the Personnel Office's weekly bulletin and appear in ALMANAC several days after they are first made available via bulletin boards and interoffice mail. Those interested should contact Personnel Services, Ext. 7285, for an interview appointment. Inquiries by present employees concerning job openings are treated confidentially.

The University of Pennsylvania is an equal opportunity employer. Qualified candidates who have completed at least six months of service in their current positions will be given consideration for promotion to open positions.

Where qualifications for a position are described in terms of formal education or training, significant prior experience in the same field may be substituted. Dates in parentheses refer to earlier publication of complete job description.

ADMINISTRATIVE/PROFESSIONAL (A-I)

ASSISTANT DEAN, Allied Medical Professions (9/3/74).

CO-CHAIRMAN, HEALTH PROFESSIONS (Part-time 20 hrs/week) (9/3/74).

JUNIOR RESEARCH SPECIALIST, medical school (9/3/74).

JUNIOR RESEARCH SPECIALIST, analysis & systems (9/3/74).

LIBRARY DEPARTMENT HEAD I (9/3/74).

PROJECT ENGINEER (9/3/74).

RESEARCH SPECIALIST II, Museum (9/3/74).

SECURITY SPECIALIST (9/3/74).

STAFF NURSE, Ob/Gyn (9/3/74).

SUPPORT STAFF (A-3)

ADMINISTRATIVE ASSISTANT II (9/3/74).

ART LAYOUT DESIGN ASSISTANT (9/3/74).

CLERK III, academic office (9/3/74).

CLERK III, medical business area (9/3/74).

EDITORIAL ASSISTANT. Proofread galleys, type manuscripts, prepare galleys, deal with publishers, maintain files, answer requests for reprints, perform general office duties. Qualifications: Background in English, good typing, clerical aptitude, editing experience. $6.125-$7.325-$8.525.

ELECTRON MICROSCOPE TECHNICIAN II, neurology (9/3/74).

ELECTRON MICROSCOPE TECHNICIAN II, dental medicine. Thin sectioning, fixing, embedding, photography; full responsibility for electron microscope unit maintenance, operation of electron microscope. Qualifications: B.S. in biology, chemistry or physics. $7,900-$9,450-$11,000.

HEAD CASHIER, medical office (9/3/74).

INSTRUMENTATION SPECIALIST (9/3/74).

JUNIOR RESEARCH SPECIALIST, microbiology, Independent work: set up experiments involving biochemistry and genetics of bacteria, i.e., oral streptococci. Media preparation, bacteria growth and maintenance, biochemistry assays for DNA, RNA, protein. Use of radioisotopes, especially C14 and H3; microscopy (light and fluorescence). Qualifications: Experience in transfer and maintenance of cultures, use of isotopes; B.S. and advanced course work. $8,075-$9,300-$11,000.

OPERATOR II, duplicating machine (9/3/74).

PROJECT BUDGET ASSISTANT (9/3/74).

PSYCHOLOGY TECHNICIAN I to counsel patients in family planning clinic, compile data, reports, interviews. Qualifications: B.S. in psychology, some experience. Typing helpful. $7,900-$9,450-$11,000.

RECEPTIONIST, medical (9/3/74).

RESEARCH LABORATORY TECHNICIAN II, biophysics & physical biochemistry. Routine biological preparation of mammalian enzymes; prepare lab analyses, assist in advanced research study, test new procedures, prepare reagents and other media, maintain records and records of test results, related duties. Qualifications: Experience. $7,000-$8,300-$9,575.

RESEARCH LABORATORY TECHNICIAN II, hematology. Tissue culture maintenance, mixing reagents, radioisotope labeling, blood cell separation, use of microscope. Qualifications: Formal training and experience in tissue culture, familiarity with isotope labeling. $7,000-$8,300-$9,575.

RESEARCH LABORATORY TECHNICIAN II, veterinary medicine (9/3/74).


RESEARCH LABORATORY TECHNICIAN III, periodicontics. Ability to work with little supervision in complex research with several types of animals. Qualifications: B.S. preferably in chemistry. Extensive experience with lab animals. Three or more years' lab experience. $7,900-$9,450-$11,000.


RESEARCH LABORATORY TECHNICIAN III in nine departments and projects including allergy & immunology, canine cardiovascular research, cardiovascular research, virology, and others.

SECRETARY I for business office (9/3/74).

SECRETARY II in 11 offices, one a nine-month position.

SECRETARY III in eight offices.

SENIOR ADMISSIONS ASSISTANT (9/3/74).

TECHNICIAN II, X-ray (9/3/74).

TECHNICAL SECRETARY, medicine (9/3/74).

TYPIST I, medical (9/3/74).

TYPIST II (9/3/74).

HOURLY RATE (A-4)

Where pay is not specified, hourly rate is negotiable on basis of qualifications.

ACCOUNTS PAYABLE CLERK (full time). File current invoices, checks, check registers, etc., prepare and process invoices for payment; type special checks and registers; reconcile checks and register; maintain files, answer requests for reprints; related accounting experience. Aptitude for figures and typing ability. $2.60/hr.

CASHIER, Faculty Club, 11 a.m.-2 p.m. Ring all food and liquor checks on cash register; no money exchanged. Qualifications: Accuracy, ability to learn prices.

CLERK, 20 hrs/week. Assist bookkeeper in billing patients and recording revenue. Contact patients when questions arise about insurance coverage, assist bookkeeper in billing patients and recording revenue. Qualifications: Accuracy, ability to learn prices.

CLERK, 20 hrs/week. Assist bookkeeper in billing patients and recording revenue. Contact patients when questions arise about insurance coverage. Qualifications: Accuracy, ability to learn prices.

CLERK I, bookshop (9/3/74). Incorrectly listed under A-3 last week.

CLERK I, medical area, 25 hrs/week (9/3/74).

FLOOR CLERK, Dorm Shop (9/3/74). Incorrectly listed under A-3 last week.

LABORATORY ASSISTANT, dental medicine. 15 hrs/week. Maintain lab, clean glassware, make up chemical solutions, care for animals.
DEATHS

Dr. James E. Allen (July 29 at 33), research associate in biochemistry at the School of Medicine, which he attended 1965-67.

Dr. G. Jay Ayon (June 28 at 64), associate professor of management at the Wharton School who received his MBA here in 1946, Ph.D. in 1952; he had taught industry, geography and management since 1945.

Mrs. Amelia Carter (June 10 at 56), medical-dental receptionist who had been with the University since 1967.

James D. Graham (September 3 at 77), official glassblower here for 40 years (and whose son James Jr. holds that position now). He designed and made glass equipment for five Nobel prizewinners and, at Penn, devised such pieces as the 1/100th-of-an-inch pipette which enabled Alfred Newton Richards to discover the secret of kidney function.

Francis J. Hedley (July 28 at 67), cashier of the Faculty Club since 1959.

Dr. Robert H. Ivy (June 22 at 93), pioneer plastic surgeon and emeritus professor of plastic surgery and maxillofacial surgery in the Schools of Medicine and Dental Medicine. A 1902 Dental alumus who took his M.D. here in 1907, he began teaching at Penn in 1912 and became the first physician in the U.S. to hold the title Professor of Plastic Surgery. He retired in 1949 and received an honorary degree here in 1954.

Joseph H. Kilbride (July 8 at 76), a gardener at the University from 1948 until his retirement in 1963.

Chryse Kline (August 29 at 24 in a mountain-climbing accident), School of Social Work student and fellowship holder in gerontology. The family requested in lieu of flowers contributions in her memory to the Nursing Home Campaign Committee, 1547 Pratt Street, Philadelphia 19124.

Lawrence A. Medansky (July 14 at 19 by drowning), a Wharton student who had completed his freshman year.

Mrs. Ruth E. Messick (June 12 at 54), secretary in the management department who had been with Wharton since 1952.

Dr. Bertram Shaffer (June 18 at 68), dermatologist who joined the medical faculty here in 1949 and became associate professor in 1958; an alumnus of the School of Medicine, 1931, and its graduate division, 1939.

Dr. Alfred H. Williams (July 3 at 81), former chairman of the Trustees who was chairman of industry, 1933-39, and dean of the Wharton School, 1939-41: he took his B.S. in economics here in 1915, M.A. in 1916 and Ph.D. in 1924, and taught from 1915 until taking the deanship in 1939.

FREE WOMEN'S SCHOOL

Starting next week the Penn Women's Center will sponsor a Free Women's School, designed to bring together a diverse group of women from the Penn student body and staff and from the community. In thirteen classes and workshops of varying size, women will learn skills or explore questions and issues related to their own experiences and situations, and will share insights and knowledge in areas of study not represented in the regular academic curriculum.

The Free Women's School will involve women interested in small group discussions with more focus and more in-depth study of particular topics than consciousness-raising groups sometimes seem to offer, Coordinator Emiko Tonooka said. It will give women the opportunity to learn skills from other women, and it will provide an environment in which women can explore feminist theory and politics together.

Scheduling and costs: In order to accommodate working women, courses will be held during the lunch hour (defined as 12-2 p.m.), after 5 p.m., or on weekends. Since most working women at Penn are in the A-3 (support staff) category, attempts will be made to create courses matching their interests and concerns. Fees will range from no charge to $25, determined on the basis of ability to pay.

Length of workshops and courses: In most cases workshops and courses will meet for two hours each week. Exact times will be announced at registration. The Free Women's School will begin September 16 and run until November 25.

Courses and workshops:
- Assertiveness Training (Marylou Kincaid)
- Auto Mechanics (Wendy Caplin)
- Dance and Body Motion (Susan Glazer)
- Carpentry (Gale Russo)
- Frontiers of Feminism (Rosalie Buck, Mickey Weinstein, Emiko Tonooka)
- History of Working Women (Judy Blank)
- Houseplants (Ramona)
- Introduction to the Women's Movement (Joan Bauer)
- Lesbianism (Berna Aaronson)
- Life Planning (Diane Ronningen)
- Medical Self Help (Medical Self-Help Committee)
- Separation, Divorce and Single Parenthood (Carolyn Washburne, Miriam Galper, Judith Brigham from Women in Transition)
- Theories of Revolution (Cynthia Adcock)

Registration: Registration will be held the second week in September at the Penn Women's Center, 112 Logan Hall, Locust Walk and 36th Street:

Tuesday, September 10: 5 to 7 p.m.
Wednesday, September 11: 6:30 to 8 p.m.
Thursday, September 12: 12 noon to 2 p.m.
Friday, September 13: 12 noon to 2 p.m.
Saturday, September 14: 10 a.m. to 12 noon

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