NEWS IN BRIEF

SEARCH COMMITTEE: VICE-PROVOST

Provost Eliot Stellar has announced the membership of the search committee to advise on selection of a vice-provost for undergraduate studies and University life (a title the Provost described as "a working title until someone can think of a simpler one"). The committee:

Robert H. Dyson (Chairman), Professor of Anthropology
Fay Ajzenberg-Selove, Professor of Physics
Houston Baker, Professor of English
Joseph Bordogna, Professor of Electrical Engineering
Merrle Frankel, College for Women '76
Roachel Gelman, Associate Professor of Psychology
David Levine, College '76
Herbert S. Levine, Professor of Economics
Jane Rasmussen, Co-Chairman of Health Professions
Arnold Rosoff, Assistant Professor of Business Law & Health Care Systems
Eva Marie Thury, Graduate '75

NONACADEMIC GRIEVANCE: REVISIONS

A substantive change in the University's Grievance Procedure for Nonacademic Personnel (full text pages 4 and 5) is that grievances involving benefits or classification must be reviewed by the Personnel Benefits Committee or an appropriate Classification Committee before formal filing.

WHARTON: STREAMLINING GRADUATE GROUPS

The Wharton Faculty has voted to merge its three graduate groups (business and applied economics; statistics and operations research; social systems) into one graduate unit. That resolution, and results of today's Faculty meeting on internal changes affecting graduate programs, will go to the Graduate Council shortly, according to Dr. Ronald Frank, chairman of the Wharton doctoral policy committee. At last week's meeting, the Faculty also approved a major in decision sciences for the MBA program.

EAGLETON ON HEALTH INSURANCE

U.S. Senator Thomas Eagleton (D-Mo.) will be the keynote speaker in a colloquium on national health insurance to be held at the Museum, April 3. The topic of his 11:30 a.m. address will be "National Health Insurance Legislation in the 94th Congress."

THE HILTON CONNECTION

The pedestrian bridge linking Children's Hospital with the new 402-room Hilton is open, as are the three restaurants in the hotel. A report on facilities and prices will be published soon.

SENATE: 1975-76 OFFICERS

"Since no additional nominations by petition have been received within the allotted time, the slate of the Senate Nominating Committee is declared elected," Senate Chairman Phillip DeLacy announces. For full names and titles of those on the slate see Almanac March 4. In short form: Chairman-elect is Robert F. Lucid, Secretary-elect Robert A. Zelten. On SAC for three-year terms are Paul Barron, Dell Hymes, Barbara Lowery and Ann Miller; for two-year terms, John A. Quinn and Robert Lewis Shayon. On the Senate Committee on Academic Freedom and Responsibility for three-year terms are Adelaide Delluva and Murray Gerstenhaber; Sol Goodgal is added to the Committee's replacement pool for three years.

AAUP: CREDITS DUE

AAUP's statement on the Graduate School of Education (distributed at Council on March 19 and published in Almanac March 25) should have carried, in addition to the signature of chapter president Lucienne Frappier-Mazur, the names of six others who participated in the writing—Professors Ralph Amado, Howard Bershady, Brian Chellas, Larry Gross, Phoebe Leboy and Allyn Rickett. The three remaining members of the AAUP board—Professors Alex Capron, David McNichol and Carroll Smith-Rosenberg—added their endorsement later.
Report of the Senate Joint Subcommittee on Financial Responsibility Centers

March 6, 1975

PREAMBLE

In April 1974 the Senate Committee on Education issued a report in which it identified certain dangers inherent in Financial Responsibility Center Budgeting (FRCB) and recommended measures designed to provide safeguards against them. In March of that year the Senate Committee on Administration also issued a report setting forth principles and guidelines for evaluation and planning at the department and school level. Both reports had as a major objective the protection of educational values from the financial pressures created by FRCB. The present Joint Subcommittee is in full accord with this objective and with most proposals contained in those earlier reports. Our continuing study of the effects of Financial Responsibility Center Budgeting convinces us however, that even stronger remedial measures must be taken if educational values are to be preserved.

The present Joint Subcommittee of the Committee on Administration and the Committee on Education was entrusted in the fall of 1974 with the study of the actual effects of FRCB on educational programs in the first year of its operation. In the course of its study the Subcommittee examined the flow of student enrollments among schools and departments, discussed FRCB problems with the Deans of FAS, Wharton and Engineering, and took note of statements issued and actions taken during the year by responsible officers of administration. The findings and recommendations listed below express the Subcommittee's concern that FRCB as presently implemented is unable either to define and measure the educational values it is designed to promote, or to provide the budgetary flexibility needed to achieve them. These shortcomings are especially serious at a time like the present, when current budgetary retribution and plans for future development both require a clear and steady view of our academic goals. Educational anarchy, the Subcommittee believes, can be averted only by a radical revision of the procedures for academic planning.

FINDINGS

1. Technical budgeting problems. The Deans who met with the Subcommittee were not entirely satisfied with the methods used for calculating and predicting income and expense, determining the size of subventions, assigning indirect costs, and the like. Some found it difficult to adjust to budgetary changes made during the course of the budgetary year, or even after the year had ended. They appeared to regard these matters as technical problems that would be solved as experience with FRCB increases.

The Subcommittee has not explored these technical difficulties in detail. We assume that they will be solved. But we have two concerns: (a) until they are solved, the uncertainties that these problems create at the school level make intelligent planning by the schools very difficult; and (b) solutions to these technical problems should not be rigid rules that will substitute for the flexibility needed to deal with constantly changing factors such as the state of the economy, fluctuations in outside contracts, unpredicted flows of enrollment, redefinition of academic goals. Thus, in addition to urgently needed elimination of specific technical "bugs," there must be an ongoing evaluation, adjustment, and refinement of the FRCB system, with close cooperation of the administration, the schools and the faculty at large (see Recommendation 5, vi).

2. The incentive provided by FRCB to increase income and reduce expense has brought a quick and strong response from schools and departments. The increased autonomy implicit in decentralized budgeting has facilitated the introduction of new courses and programs, making them more attractive to the interests and needs of students, especially undergraduates. It was of course quite impossible for the Subcommittee to determine which of the many recent curricular changes are directly attributable to FRCB, or whether these changes have improved the quality of education at Pennsylvania. That would require far more sophisticated evaluation techniques than are presently available. Yet we have observed two phenomena in particular which we find dangerous.

a) As tuition earned through teaching is, as Dr. Hobstetter has pointed out, the principal item of school income, some units of the University have instituted programs designed to increase their share of overall tuition income. Without questioning the quality of the new educational experiences thus made available to students, the Subcommittee notes that student enrollment shifts in response to these new opportunities do not increase tuition income overall, but only redistribute it within the same One University. This redistribution, moreover, does not appear to implement general University goals set by high level academic planning. The Subcommittee does not advocate an end to the schools' promotion of programs; but it does deplore budgeting conditions which encourage a competitive scramble for tuition dollars rather than a sound academic planning of the allocation of the University's resources. It is imperative that there be a mechanism for controlling interschool rivalries and coordinating interschool programs (see Recommendation 5, ii).

b) The search for tuition income does not always lead to a broadening of choices for students; it sometimes curtails them. To the extent that a school or department controls a student's course of study, it may increase the number of courses that the student must take in the home unit, so that the precious tuition dollars do not escape. The Subcommittee, sad to say, has been given documentary evidence that one department has taken an action of this kind and for this reason. We suspect that others may have done so. Advertisements in the Daily Pennsylvanian, coffee hours and other haphazard devices in lieu of responsible advising are other manifestations of the rampant com-
It is a fundamental feature of FRCB that each responsibility center has a right to the income that it generates, and it may retain for future use any surplus of income over expense. This provision creates major difficulties for University-wide planning.

4. From the beginning it has been recognized that FRCB was developed as a means not of setting academic priorities but of implementing them. The setting of academic priorities requires planning, and planning requires criteria of evaluation. The development of such criteria, in particular with reference to "excellence" and "centrality" was conceived as a necessary complement to the introduction of the FRCB. In fact, the Academic Planning Committee has been struggling for several years with the problem of evaluation. Unfortunately it has not yet provided a satisfactory mechanism for evaluation and planning on a University-wide scale.

Indeed the evaluation of excellence of educational programs is an extremely complex task, entailing sometimes contradictory goals, mutually competing activities, different levels of University operations, and different stages and types of programs. Besides, the quantification of any particular evaluation for purposes of comparison leads to delicate problems of subjective and objective evidence, inside and outside judgment, and a fluidity of data which moves with a constant process of change.

No fixed set of criteria may then be reasonably expected to be formulated definitively for all the levels of the University, nor a single body to carry out the evaluating function for all programs and plans. And yet a mechanism should be provided whereby a central body is entrusted with an ongoing study of basic evaluating techniques, publication and dissemination of these techniques among evaluating and planning bodies on the various levels of the University, and supervising the implementation of these techniques (see Recommendation 5, i, and Recommendations 1 and 2).

5. In the absence of effective overall planning by the Academic Planning Committee, the planning activities of the University are carried out by a variety of mechanisms. These mechanisms are cumbersome and fragmented, often lacking adequate communication with each other and with the responsibility centers. New programs, for instance, and termination of old ones may be reviewed and approved in any of a number of ways. Committees concerned with the welfare of specific educational facilities, such as the Library, the Computer, the Language Laboratory, the Bookstore, have only a chance awareness of each other's problems. Interdepartmental and interschool programs sometimes have only the most tenuous link with the departments within whose fields of competence the programs lie. Some planning and policy committees report to the President or Provost, some to the Council, some to the Faculty Senate, some to the Deans. Some do not know whom to report to. A simplification and integration of the committee structure would save much wasted effort and provide much more useful advice to the officers of administration (see Recommendation 6).

RECOMMENDATIONS

1. That each program operating as a budgetary unit have a standing Planning Committee, responsible for submitting short- and long-range plans, including personnel projections, to its parent budgetary unit.

2. That each school have a standing Planning Committee, responsible for evaluating and integrating the plans of its programs, initiating plans for the school, and submitting the resulting short- and long-range plans, including personnel projections, to the Academic Planning Committee.

3. That the Provost and the Associate Provost for Academic Planning consult with the Academic Planning Committee on all major short- and long-range academic plans for the University, and on specific programs.

4. That the Academic Planning Committee be constituted in such a manner as to enable it to evaluate and integrate the plans submitted to it by schools, the administration, or individuals and groups; and for that purpose:

5. That the Academic Planning Committee assume the following responsibilities, to be carried out by subcommittees:

   i) Ongoing study and refinement of techniques and criteria for evaluating academic excellence of programs and plans, and review of evaluation procedures used by school and program planning committees;

   ii) Review of cooperative and complementary programs that cross school lines; resolution of jurisdictional disputes between schools;

   iii) Review of the planning of, and/or for, such educational and research facilities as the Library, the Computer Center, the Language Laboratory, etc.;

   iv) Evaluation of plans and programs for informal education, including continuing education, living-learning projects, and recreation;

   v) Review of, and advice on, new proposals, including proposed new degree programs, and proposals generated by the Reinvestment Fund and the Development Drive;

   vi) Ongoing evaluation of Financial Responsibility Center Budgeting as an effective instrument for the implementation of academic priorities;

   vii) Review of, and advice on, budget policies of the schools and the central administration, insofar as these policies are designed to reflect and implement the academic priorities of the University.

6. That all existing committees in the University that have a function paralleling the above mentioned functions, be integrated with, or replaced by, the new structure for academic planning; that lines of communication be established and responsibilities defined.

7. That all committees involved in academic planning be responsive to suggestions coming to them from their constituencies, and that they report back to their constituencies at appropriate intervals; that the constituency of the faculty members on the Academic Planning Committee be the Faculty Senate.

8. That, if this report is approved by the Faculty Senate, a special joint Senate and Council committee be immediately entrusted with developing the specific mechanism needed for a rapid implementation of the other recommendations.

Jean V. Alter, Chairman
Ralph Amado (ex officio)
Phillip DeLucy (ex officio)
Murray Gerstenhaber
Lila Gleitman
Roland Kallen
Phoebe Leboy
Barbara Lowery
Peter Nowell
Robert E.A. Palmer
Solomon Pollack
David Solomons
SYMPOSIA

BLACK MUSIC

Black Music Symposium. Musicologists, composers and performers provide a literary and historical overview of the following areas, April 4-5 in the Annenberg School auditorium.

April 4—Jazz: Black Culture in White Institutions by Archie Shepp, jazz saxophonist and faculty member of the Afro-American studies department at the University of Massachusetts, Amherst, 3:15-5 p.m.; Classical Music: composer Carman Moore speaks 5-6:30 p.m.

April 5—Ragtime and Blues: speaker to be announced, 1:30-3 p.m.; Gospel Music: Aspects of Gospel Music by Horace Boyer, professor of music at the U. of Mass., Amherst and professional gospel singer, 3-4:30 p.m.; Rhythm and Blues: Nathan Davis, professor and chairman of the ethno-musicology department at the University of Pittsburgh, speaks 4:30-6 p.m.

Also in connection with the Symposium, Looming Kindness, a jazz group directed by Byard Lancaster, performs April 3, 7:30 p.m. in the Museum. Tickets will be available at the door for $3.

Sponsored by Penn's Black Music Committee, the Symposium is open to the public for a penny. (This allows the Annenberg Staff to record the number of people in the auditorium.) For information or reservations: Dubois House, Ext. 5253 or Leslie Carter, EV 2-3176.

BLACK CRITICISM

The Afro-American studies department sponsors The Function of Black Criticism at the Present Time, April 9-11 in the Museum.

Topics to be discussed include: What is the body of Black American, Caribbean or neo-African literature? How has it been criticized in the past? Are there cultural or ethnic imperatives that determine future critical approaches?

Registration will be held April 9, 9 a.m.-5 p.m. in 204 Bennett Hall. For more information: Ext. 4966.

April 9: Poetry reading by Michael Harper of Brown University and Kofi Awoonor of SUNY at Stony Brook. 8 p.m.

April 10: Black American Literature with George Kent, University of Chicago, 9 a.m.; African Literature with Wols Soyinka, Cambridge University and editor of "Transition," 2:30 p.m.; Workshop with Addison Gayle, CUNY and Ezekiel Mphahlele, Penn, 7 p.m.

April 11: Caribbean Literature with Edward Brathwaite, University of the West Indies, 9 a.m.; Black American Literature, L. Saunders Redding. Cornell, 1:30 p.m.; Panel Discussion with Kent, Soyinka, Gayle, Brathwaite, Redding, Mphahlele and Houston Baker, 4:30 p.m.

COMPUTERS IN MEDICINE

The Medical School's department of pathology sponsors a symposium on the use of computer systems as an aid to laboratory-physician communication, June 11-14. Topics include speed and accuracy of reports, record keeping, quality control and cost benefits. Participants receive full Class 1 credit from the School's continuing education division. For more information: Dr. Samuel Raymond, 723 Maloney (HUP), 227-3425 from University phones.

TEXTBOOK TRUCK: APRIL 2 AND 3

It might look like another Locust Walk lunch truck, but the College Marketing Group van that will be parked in front of the Bookstore doesn't sell hotdogs—or anything else. Instead, it's stocked with the textbooks of 131 publishers. Faculty are invited to stop in, browse and take home complimentary copies for examination. Texts can then be ordered through the Bookstore.

A faculty-publisher liaison service, the College Marketing Group will also place faculty names on publishers' mailing lists, inform publishers of current faculty writing projects, and alert publishers to faculty textbook needs. Hours both days: 9:30 a.m. to 5 p.m.

BOOK RETURNS

Faculty are asked to remind their students to buy the rest of their spring term texts by April 7. Because of limited space, the Bookstore will begin to return this term's unpurchased texts on that date.

ALMANAC April 1, 1975

There are several means by which employee grievances may be resolved. The first and most preferable is through some sort of informal process. Certain members of the University community are well equipped to facilitate informal discussions of employment difficulties among other matters. However, there will be a few cases which cannot be resolved on an informal basis. A formal grievance procedure has therefore been established to be utilized in these instances. It is a mechanism for securing a resolution as quickly as possible that will be equitable to both the employee and the University.

The following procedure is applicable for all types of grievances and for all University employees except teaching staff and those covered by collective bargaining agreements:

1. Informal Review. It is expected that employees' grievances will first be discussed with their supervisors. The Office of the Ombudsman, the Equal Opportunity Office, and the Personnel Office, among others, are well equipped to facilitate such discussions. Grievances involving the application or interpretation of the University's benefits plan or the grievant's job classification must be reviewed by the University Benefits Committee or the appropriate Classification Committee before a formal complaint is initiated through the University's grievance procedure.

2. Formal Complaint. If informal processes prove insufficient to resolve the grievance, the complainant may request the Office of Equal Opportunity to initiate a formal review. This review is initiated when a Complaint Summary is submitted to the Personnel Office by the Office of Equal Opportunity. The Complaint Summary shall include the following:

(a) a summary of the complaint;
(b) a summary of the steps taken to resolve the matter through discussion with the employee's immediate supervisor and any other formal or informal mechanisms pursued;
(c) a summary of any factual information deemed by the Administrator of the Office of Equal Opportunity to be appropriate and necessary to further consideration of the issue.
(d) the Administrator of the Office of Equal Opportunity will prepare the Complaint Summary in consultation with the complainant and his or her immediate supervisor, both of whom will attest to the accuracy and sufficiency of the Complaint Summary by affixing their signatures to the summary and three copies. The Complaint Summary shall be forwarded by the Administrator of the Office of Equal Opportunity to the Executive Director of Personnel Relations; signed copies shall be retained by the complainant, the immediate supervisor, and by the Office of Equal Opportunity.

Deferral of Action. If the grievance is directed against a specific change in the grievant's employment status, such change shall not be effected until completion of the grievance process. This provision may be waived by the grievant without
GRIEVANCE MECHANISM FOR NONACADEMIC STAFF

Revised September 30, 1974

prejudice to the grievance. This provision shall not extend to dismissal for cause except on determination by the Executive Director of Personnel Relations that official University procedures in terminating employees were not followed.

3. Formal Review. The Executive Director of Personnel Relations or his designee shall attempt to resolve the grievance through consultation with the complainant and all relevant administrative officers or appropriate review bodies, up through administrative channels to include the appropriate Senior Administrative Officer who shall be either the Dean of a school or the appropriate vice-president in a nonacademic administrative area. The President, the Provost, the Vice-President for Management, and the Vice-President for Health Affairs shall be considered the Senior Administrative Officers for their respective immediate office staffs. The Vice-President for Management shall be considered the Senior Administrative Officer of any unit not clearly covered by the Senior Administrative Officers listed above. The Executive Director of Personnel Relations shall determine the appropriate Senior Administrative Officer.

Within a maximum of 15 working days after receipt of the Complaint Summary, the Executive Director of Personnel Relations, with the concurrence of the appropriate Senior Administrative Officer, shall report back to the Office of Equal Opportunity either that the grievance has been resolved to the satisfaction of the parties concerned or that a special Complaint Appeals Panel will be formed according to procedure #4, below. The letter or memorandum to this effect shall be signed by the Executive Director of Personnel Relations and the appropriate Senior Administrative Officer, and copies shall be sent to the complainant and the immediate supervisor. All efforts shall be made by all relevant parties to resolve the grievance at this level.

4. The Complaint Appeals Panel. If a grievance cannot be otherwise satisfactorily resolved, the Executive Director of Personnel Relations shall submit a written request to the Office of Equal Opportunity for the establishment of a Complaint Appeals Panel. The Panel will be composed of three employees of the University who hold non-temporary positions and are neither directly nor indirectly related to the specific grievances as determined by the administrator of the Office of Equal Opportunity. One member shall be named by the appropriate Senior Administrative Officer; one by the complainant; and one by the first two from among a list compiled and maintained by the Vice-President for Management. To ensure campus-wide representation on the list, the Vice-President for Management will consult with campus groups and receive their recommendations. The list will at all times contain at least 10 persons who have agreed to serve in this capacity.

The Administrator of the Office of Equal Opportunity or a designee from that office will serve as convener to the Complaint Appeals Panel. The convener shall arrange the time and place of meeting, secure documents and other supporting materials, arrange for tape recording of oral testimony, and otherwise facilitate the work of the panel. The Complaint Appeals Panel will receive testimony from the complainant and from the complainant's immediate supervisor or from any other administrator designated by the appropriate Senior Administrative Officer, as well as from other witnesses requested by the Panel. All oral testimony will be tape recorded. All written submissions will be included in the record. Persons having expertise in various aspects of the grievance will be called upon by the Panel as necessary. Either side may be represented by legal counsel at its own expense.

5. Recommendations of the Complaint Appeals Panel. Upon conclusion of its inquiry, the Panel will submit to the Administrator of the Office of Equal Opportunity its written findings of fact and recommendations, together with any minority views from the panel. The Administrator of the Office of Equal Opportunity will then forward all documents to the Provost or the Vice-President for Management (as determined by the Executive Director of Personnel Relations in the event of questions) within not more than 10 working days of receipt of the Panel’s findings and recommendations. Reports or other documents submitted to the Provost or Vice-President for Management which comment upon the recommendations of the Panel will be considered confidential and not available to the parties to the proceeding or the panel members. The Provost or the Vice-President for Management will act upon the recommendations within 15 working days, and will in writing so inform the Administrator of the Office of Equal Opportunity, who will in turn inform all other relevant parties, including the complainant, the immediate supervisor, the Senior Administrative Officer, the Executive Director of Personnel Relations and the members of the Panel.

The nature of the complaint will determine the nature of the solution available to the Panel. For example, the failure to promote or appoint the complainant to a position subsequently filled by another person will normally lead to a recommendation that the complainant be appointed or promoted to the next equivalent and appropriate position as stipulated by the Panel. On the other hand, Panel findings on dismissal or nonrenewal of contract, denial of promotion, or general working conditions should lead to a recommendation to the Provost or Vice-President for Management for immediate redress.

6. This revised policy is to be made effective immediately and is subject to review at the end of one year.

—Eliot Stellar, Provost
—Paul Gaddis, Vice-President for Management
THINGS TO DO

LECTURES

Hindu Kingdoms of the South. Philadelphia Mary Binney Wheeler, who has traveled extensively through India, delvers the first of two illustrated lectures April 2, 5:30 p.m. in the Museum's Rainey Auditorium. Admission: $3. For more information: 224-224 from University phones.

Financial accounting, auditing and managerial accounting are discussed in a series of weekly seminars at Wharton. Funded by a grant from Proctor & Gamble, the lectures are open to the public at no charge.

This week, Dr. John Dickhaut, assistant professor of accounting at the University of Chicago, speaks April 2, 3 p.m. in 285 McNeil.

The Architecture of Our Times. The ICA sponsors a series of five Wednesday evening lectures in which the work of individual architects or firms is discussed in the homes or buildings they've designed. Included are Joel Levinson on Joel Levinson, April 2; Peter Shepheard on Louis I. Kahn, April 23; Henry Jonas Magaziner on Henry Jonas Magaziner (restoration architecture), May 7; A. Preston Moore of I.M. Pei on I.M. Pei, May 28 and Robert A.M. Stern on George Washington Howard and William Howard Lance, June 11. The series is available only on a subscription basis at $50 per person. More information: Michael Quigley, Ext. 7108.

Author Deirdre English considers How Women Got Trapped in the House, April 2, 7:30 p.m. in the C.A. Later in the week, members of the women's studies program at S.U.N.Y., Buffalo, discuss Toward a Socialist-Feminist Movement, April 4, 7:30 p.m. in the Rooftop Lounge, Hi-Rise South. Both events are free and sponsored by the Penn Women's Union.

Rhododendrons for the Delaware Valley. Dr. Franklin West speaks April 2, 8 p.m. in the Morris Arboretum's Gates Hall in Chestnut Hill. Admission: $3 or $2.50 for Associates. On April 5, the Arboretum and the Philadelphia Rose Society sponsor a rose pruning demonstration, 1 p.m. at the Arboretum. Rain date: April 6. There is no charge.

The Cult of St. Cecelia in Medieval Rome. Dr. Thomas Connolly of Penn's music department speaks April 3, 4 p.m. in the West Lounge, Williams Bldg. Sponsored by the Medieval Studies Group.

Richard Ellmann of Oxford University discusses The Consciousness of Joyce, April 4, 3 p.m. in Room A-1, Rittenhouse Labs. Sponsored by the English department.

The Results of Experiments in the Use of Satellite Data for Geological Exploration, Environmental Monitoring and Water Resources Analysis. Dr. William Fischer of the U.S. Geological Survey delivers the annual Henry Darwin Rogers Lecture, April 7, 4 p.m., in 104 Hayden Hall. Sponsored by the geology department.

The Annenberg Colloquium continues with Mass Media and Ethics, a discussion by Tony Brown, professor of communications at Howard University and executive producer of "Black Journal." April 7, 4 p.m. in the Colloquium Room.

Lynne Abraham, legal consultant to the Philadelphia City Council, speaks to the Faculty Tea Club, April 8, 1:30 p.m. in the Faculty Club. Former executive director of the Philadelphia Redevelopment Authority, Ms. Abraham has also served in the district attorney's office. Her discussion is open to the public at no charge.

A CHILD'S GARDEN

What can rolling pins, fabric scraps and paint stirrers do for ecology in Philadelphia? The same thing that cast-off kettles and pots, baby scales, mason jars and woodworking tools do: all these items are used in garden crafts, and are needed for Grow-It, the Morris Arboretum's summer day camp in Chestnut Hill.

Designed for children 10 to 15, the program's activities include cultivation of individual vegetable plots, arts and crafts, lectures and field trips from 9 a.m.-1:30 p.m. Monday-Thursday during the summer with weekend harvesting continuing through the fall.

Also, accompanying warmer days, the Arbor Shop is open every weekend with a selection of plants, pots and gardening books. To donate items to Grow-It, stop by Gates Hall at the Arboretum. More information about day camp registration or the Arbor Shop: CH7-5777.

AFFIRMATIVE ACTION: MEYERSON & STEMMLER

President Martin Meyerson and Medical School Dean Edward Stemmler will address the Women's Faculty Club promptly at 4 p.m. Monday, April 7, second floor Faculty Club. Their topic is Women at the University of Pennsylvania: Affirmative Action for the Late Seventies. The session is open to women faculty and administrative staff and their guests at $2 per person, payable in advance to the W.F.C. and Dr. Adelaide Deluva, R-1 Veterinary Medicine, or payable on April 7 if reservations have been made by phone (Ext. 7860). Wine and cheese follow the discussion.

BASKETBALL DINNER: APRIL 14

Judging from the crowds at the Palestra, Penn basketball has plenty of friends. And they're all invited to the annual Penn Basketball dinner, April 14 at the Hilton Hotel, 34th St. and Civic Center Blvd. The cash bar opens at 6 p.m. and dinner is served at 7 p.m.; Bob Vetrone is m.c. for the season highlights and award presentations that follow.

If you can't attend the $12 evening yourself, you can sponsor a player, coach, manager or trainer for the same price. Reservation deadline is April 11 and checks are payable to the University of Pennsylvania. To sign up: Annual Basketball Dinner, 633 Franklin Bldg., Ext. 6175.

MUSIC

Penn's Balalaika Orchestra, under the direction of John Matulis, plays Russian, Ukrainian and Yugoslavian folk music in the ninth annual Slavic Musicale, April 2, 8 p.m. in Irvine Auditorium. The Voloshky Ukrainian Dance Ensemble and the Varder Macedonian Folk Ensemble also appear. Admission is $3 in advance, $3.50 at the door; $2 in advance, $2.50 at the door with a student I.D. Tickets: Houston Hall. Music at Noon.

Works of Stravinsky, Charpentier, and Tallis and Ligeti's "Lux Aeterna" (heard in the film "2001: A Space Odyssey") are performed by the University Choir under the direction of William Parbery. The concert is open to the public at no charge. April 4, 8:30 p.m. in St. Mary's Church. 3916 Locust Walk.

A flute workshop, potluck supper and dulcimer concert are on the agenda for April 6, upstairs at the Foxhole Cafe. Pop Haffler, an 80-year-old-plus Bucks County fiddler will be on hand at 4 p.m. for the free workshop; a covered dish or beverage entites you to supper at 6 p.m.; and guitarist Chuck Raab opens the 8 p.m. concert that features Kevin Roth on the dulcimer. Admission: $2. Sponsored by the Hamilton Village Council and the Philadelphia Folk Song Society.

The Morgan State College Choir performs April 10, 8 p.m. in Irvine Auditorium. Tickets, at $2 in advance or $3 at the door, from the Morgan-Penn Cooperative Project. 3609 Locust Walk, Ext 6005.

MIXED BAG

The Woman Poet III continues with Barbara Lipschutz, Phyllis Middelbrooks and Donna Wolfe, April 3, 7 p.m. in the C.A.

An exhibition and sale of Oriental etchings, woodcuts, lithographs and drawings will be held April 4, 10 a.m.-5 p.m. in the Houston Hall Gallery. Part of the collection of Baltimore's Marson Art Gallery, the graphics are priced from $5. Sponsored by PUC.

This week's Annenberg Cinematheque includes Documentary Films: Three Domestics and Law and Order, April 2, 4 and 7 p.m.; Third World Cinema: Behind the Veil, Mau Mau, and The Struggle Continues, April 3, 7 p.m.; Toward the Limits: For Example, April 2, 9:30 p.m.; Cult Films: Coming Apart, April 4, 7 p.m.; and Early Fellini: I Vitelloni, April 4, 9:30 p.m. For ticket information and additional show times: Annenberg Center Box Office, Ext. 6791.

The World of Apu concludes Satyajit Ray's trilogy. Adult Film Festival, April 6, 2:30 p.m. in the Museum.
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.

The three figures in salary listings show minimum starting salary, maximum starting salary (midpoint) and top of salary scale, in that order.

ADMINISTRATIVE/PROFESSIONAL (A-1)

ASSISTANT EDITOR, medical journal, to edit, clarify and rewrite papers on human and medical genetics; consult with and advise authors regarding style, time requirement and format and evaluate submitted manuscripts on the basis of these criteria; determine layout and make-up of each issue; check proofs; solve production problems; and set up and maintain revenue and expenditure reports. Author and subject index and all records for journal. Qualifications: College degree or equivalent experience in English or science area; at least 3 years’ demonstrated experience in scientific/editing and writing, and in production work on a medical publication. $8,075-$10,050-$12,000.

SUPPORT STAFF (A-3)

INSTRUMENTATION SPECIALIST to work with graduate students and post doctoral fellows in design of equipment and experimental apparatus. Responsibilities will gradually broaden to include heat treatment of metals and alloys; mechanical testing; metallography; and fabrication of experimental alloys. Qualifications: Experience in instrument making and in various welding processes including Heli-arc welding for high-vacuum applications. $11,425-$13,675-$15,925.

MEDICAL SECRETARY (2) (2/18/75).

MT/SC OPERATOR to type letters, reports and publications on MT/SC equipment for mass production; set computer controls; run tapes through computer; production of negative film; record content of and changes made on each tape; and perform minor maintenance on equipment. Qualifications: Excellent typing skills; at least 2-3 years’ experience; knowledge of typesetting terminology and equipment; and ability to get along with people and work under pressure. $6,125-$7,325-$8,525.

RESEARCH LABORATORY TECHNICIAN II (3/18/75).

RESEARCH LABORATORY TECHNICIAN III to prepare sterile media; maintain tissue cultures; and perform analytical procedures and enzyme assays. Qualifications: B.S. degree; experience in sterile techniques, tissue culture and spectrophotometric and radioactive assays. $7,900-$9,450-$11,000.

RESEARCH LABORATORY TECHNICIAN III. Three positions announced March 4 through March 18: one calls for chromatographic analyses of body and bacterial culture fluids; one for study of lung function in shock states in animals and man; and one for tissue culture experiments.

HUMAN SUBJECTS IN RESEARCH

March 11, 1975

As stated in my memorandum of December 2, 1974, on Human Subjects in Research, as of July 1, 1975 all grant and contract applications to DHEW (including NIH, NIMH, NIAA, NIDA, OE, SRS, etc.) which involve the use of human subjects in research, must be reviewed and approved by the Committee on Studies Involving Human Beings prior to the submission of the application. Applications for projects involving human subjects which have not received the necessary approval will not be accepted by the granting agency.

In order to allow adequate time for processing and review, the protocol involving human subjects must be submitted to ORA at least 90 days prior to the submission date of the application. The complete application is not required for human subjects review; however, 15 copies of the following material are required:

1. A description of the procedures, risks and benefits expected as well as measures to be taken to protect the subject, along with and part(s) of the research protocol that you feel will explain the involvement of human subjects.
2. Number and general age level of subjects and a description of their recruitment, selection and compensation (if any).
3. Length of time each subject will spend undergoing experimental procedures.
4. Copy of the consent form.
5. If personality tests, inventories or questionnaires are involved provide name of test if a standard test is to be used, or a complete copy of the test, if not standard.
6. The name of the drug manufacturer.
7. a) The IND number
   b) Date of 30 day expiration or FDA waiver
   c) FDA restriction
8. A brief summary of the major pharmacological actions and side effects of the drug in animals and human beings, insofar as known, with appropriate complete references. If appropriate reprints can be furnished, this will be helpful.
9. The same information as in “8” above regarding the acute and chronic toxicity of the drug.

—Reagan A. Scurlock
Director of Research Administration

RESEARCH LABORATORY TECHNICIAN (courtesy request. V. A. Hospital) to perform biochemical analyses using radioisotopes (C14, H3, Na22): column, paper and gas chromatography; and minor surgery on laboratory animals. Qualifications: One year’s lab experience after Master’s degree; or 3 years’ lab research experience plus Bachelor’s degree; or 5 years’ lab experience without Bachelor’s degree. No salary range given.

SECRETARY I (1) (3/18/75); SECRETARY II (4) (2/25/75).

SECRETARY III (3). Qualifications: Interest in working with figures, excellent typing, shorthand and/or dictaphone skills; ability to perform varied duties with minimal supervision. $6,125-$7,325-$8,525.

TECHNICAL TYPIST (3/25/75).

HOURLY RATE (A-4)

Hourly rate is negotiable on the basis of qualifications.

DENTAL HYGIENIST, Penn Urban Health, 2 days/week (3/4/75).

SECRETARY II, 2 days/week, to type letters, memos and office correspondence; make appointments for staff members; answer telephones; Xerox; and file. Qualifications: Good typing skills; at least 2 years’ secretarial experience.

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