GSE: TO CONTINUE AS A SCHOOL...TO SEEK A NEW DEAN

President Martin Meyerson and Provost Eliot Stellar have concluded that "Option 3—continuation of the Graduate School of education with emphasis on our strongest programs and with the consolidation of some programs and reduction or elimination of others—should be our general course of action," the Provost said in an April 4 letter to the GSE faculty.

"It is now our aim to proceed immediately with the search for a new dean and to assist the search committee in the attraction of the strongest possible candidate," the letter added. (Full text on page 4: responses, page 5.)

The letter gives guidelines for consolidation and reduction, based on a feasibility study submitted by Acting Dean William B. Castetter during the past month's consultations.

The core of the Castetter plan is the maintenance of five of the school's strongest specialties as degree programs—one of them consolidating a number of now-independent teacher-training programs. Some others would be designated as subspecializations, and some as "support" programs offering courses but not degrees. Some programs would be phased out, but on a schedule that takes into account the need of present students to complete their degrees, and the number of faculty plus such factors as their, remaining years of service and their potential for relocation in programs retained.

The five degree programs would be in Educational Administration, Reading, Psychological Services, Human Learning and Development, and Learning and Instruction (including Teacher Preparation). The Provost's letter said that after review "we are convinced that these programs are both academically strong and financially sound and should certainly be retained" in the school.

Other program decisions will await review of the Castetter plan by the GSE faculty before the end of this academic year.

The Provost said new admissions will be limited to the five areas for the time being, but present students in other programs will be given "a reasonable length of time" to complete their degrees; they will also have the option to transfer to one of the five. The President and Provost have urged active student recruitment in the five areas to offset loss of new enrollment in the others.

Demographic data in the Castetter report show that up to a third of the school's fully-affiliated positions (32, one now unfilled) could be vacated over the next three to five years without termination of tenured faculty. Normal attrition—including retirement, voluntary early retirement, and nonreappointment in areas not chosen for concentration—would create the vacancies. Rather than eliminate all such positions for short-term budget relief, however, both the Provost and Acting Dean Castetter said the school would probably "invest" some of the freed positions in strengthening high priority programs—both through promotion and through outside recruiting.

The school has a sound plan for meeting its 1975-76 budget targets, the Provost added, and it will have help from the administration in making longer-term financial plans. GSE's 1975-76 subvention will be less (as will other school's) than the current $700,000, but Dr. Castetter said that the target can be met by a combination of cuts in current expense and increase in income, including income that is beginning to flow from on-site continuing education programs begun this year with nearby school systems.

"The selection of Option 3, while not precluding the possibility of relocating some programs in other schools at some time in the future, means that the administration is committed to the strengthening of the Graduate School of Education to the greatest extent possible with available resources," the Provost said in his letter.

PRESIDENT'S LECTURE: DR. CHANCE

On Thursday, April 10, Dr. Britton Chance, director of the Johnson Research Foundation, will give the third lecture in the interdisciplinary President's Lecture Series at 4 p.m. in Room 102 of the Chemistry Building.

The professor of biophysics and physical biochemistry will discuss "Freezing the Biological Burning," a consideration of biophysical approaches to energy conservation.

Noting that the energy conversion process has resisted the dissection methods of classical biochemistry," Dr. Chance added that such biophysical techniques as freezing, flashing and trapping of intermediate steps in metabolic reactions "permit a more leisurely and thorough examination of the intimate steps of the biochemical processes that provide energy for life."

SPRING PICK-UP: APRIL 11

The campus being as messy this spring as ever, there will be a repeat of last April's Pick-Up project from 11 a.m. to 2 p.m. Friday. Entrants meet on College Hall Green and fan out to gather up winter's leftover posters and other debris (with loan equipment from B&G). First prize: a cleaner landscape; according to volunteer Edward F. Lane, everybody wins.
At its meeting on April 2, 1975, the Senate Advisory Committee took the following actions on behalf of the Faculty Senate. In accordance with the Senate Bylaws, notice of these actions is being published in Almanac, and they will take effect two weeks after the date of publication if no written petition signed by 20 Senate Members protesting the actions is received within that period:

1. The Advisory Committee accepted with thanks the report of the Senate ad hoc Committee on Students (dated April, 1973) on residentially-oriented educational programs.

2. The Advisory Committee accepted with thanks the report of the Senate Committee on Publication Policy dated March 26, 1974, entitled "Financial Responsibility Centers," and it voted to place the recommendations contained in these reports on the agenda of the Senate meeting of April 23, 1975.

3. The Advisory Committee voted to place the report of the subcommittee on Financial Responsibility Center Budgeting (dated March 6, 1975; see Almanac, April 1, 1975) on the agenda of the April 23 meeting for discussion and action.

The Senate Committee on the Faculty has set up a subcommittee under the chairmanship of Professor Robert Summers to review and where appropriate to recommend changes in University regulations governing the termination of academic programs and the termination or relocation of faculty members in terminated programs.

Maria Z. Brooks, Secretary
A Council Steering Committee Proposal for
A Review Procedure for Reallocation of Resources

April 2, 1975

Difficult decisions involving significant reallocation of resources must be made within the University. The ultimate responsibility for making these choices rests with the President and Provost, but these decisions must spring from a firm foundation of faculty advice if they are to be broadly informed and if they are to be generally accepted. The faculty, of course, does not speak with one voice, but that does not mean it cannot give considered and coherent opinion if asked to do so through established and duly constituted bodies. By the faculty here, we mean the entire faculty, and by duly constituted bodies, preformed structures, not ad hoc groups or informal gatherings. Of course it is not the faculty alone who have vital concerns in these decisions, but students as well. But before attempting to answer the question of what group or groups should undertake the review of these vital issues, it is necessary to ask first, what should be the nature of that review?

THE REVIEW

In any question of reallocation the issue is not one of yes/no decisions (should we or should we not close the Law School?) but rather choices (should we close the Law School, or sell the University Museum collections, or discontinue basketball, or close the University Hospital in order to expand the Faculty of Arts and Sciences, or to build a better bookstore?). In a University as complex as ours, the spectrum of choice is truly staggering, but we assume that in any given situation a relatively limited set of possibilities stand out through a combination of financial, scholarly, service and other considerations. In such a situation the administration through its perspective and staff support should draw up such a list of possibilities, indicate a range of choices and identify its preferred choice. The role of an Advisory Group (let us call it AG) should be to review the choices, hear the arguments, and give advice on its preferred choice. It must certainly have authority to question the spectrum of choices presented, as well as to recommend among them, and either to add to the choices or send them back to the administration for amplification and/or better substantiation. In order to carry out its function, the AG would undertake deliberations and hearings, perhaps even adversary hearings. If the need arose, it could call on such resources as the Budget Committee, Academic Planning Committee, appropriate administrative officers, and extramural experts for information and evaluation. It would certainly want to give those groups to be directly affected a chance to appear and reply to whatever charges of relative weakness are being lodged against them by the administration (note that the AG does not initiate or make such charges). Presumably informal hearings, rather than full scale adversary proceedings will normally be sufficient to get at the facts needed to make a decision, but there must be adequate exchange of information and room for challenge of assumptions, data, and argument. In all cases the AG would have full access to relevant materials and information, and should therefore operate under general confidentiality. The detailed recommendations of the AG should go directly to the President and Provost, but its conclusions and the supporting reasons for them, at least in broad outline, should be reported to the University Council and Faculty Senate. If the administration does not take the advice of the AG, the President and Provost must present to the Council the grounds for rejection. Difficult decisions will be stronger and more acceptable if all concerned are open about their general motives and reasons.

Matters to be brought before the AG must be presented in time for it to complete its function and for the administration to respond before an irreversible decision must be made. Hearings will take some time, but need not take a great deal of time if the case prepared by the administration is well documented through the resources of the Academic Planning Committee and the Office of Associate Provost for Academic Planning. If properly prepared, hearings should take no more than a month, and the President and Provost should respond within the next month to the advice received.

There is the difficult question of defining when an administrative decision is a "routine adjustment" that does not call for review and when a "significant reallocation." In the latter case the administration has an obligation to present the matter to the AG for review. An appeal mechanism is required so that groups can get a hearing when they feel that substantial reallocation decisions affecting them are being taken without adequate consultation.

Finally, review procedures for reallocation should be kept quite separate from review procedures applicable to termination of a tenured faculty member. The University Regulations on tenure permit dismissal of tenured faculty members only for cause or for financial exigency, and they prescribe the procedures to be followed when such a dismissal is contemplated. In discussing reallocation of resources at Pennsylvania we are talking about possible programmatic changes dictated by considerations of relative merit and limited funds, but neither of these taken alone or taken together automatically constitutes the prescribed grounds for dismissal of tenured faculty members.

THE REVIEWERS

The role of the Advisory Group as arbiter makes it clear that its members should be persons not responsible either to the advocates or to the group or groups being judges. Thus both administrators and members of the affected groups are automatically excluded from any particular AG. By June 1 the AG for the following academic year shall be constituted with the following membership:

a. Three persons chosen by lot from among the previous chairpersons of the Faculty Senate.

b. Four persons chosen by lot from the tenured faculty members of the University Council who are constituency representatives or members of the Senate Advisory Committee (excluding Senate Chairman, Chairman-elect, Immediate Past Chairman, and University Council Observers).

c. Two students chosen by lot, one from the undergraduate members of University Council and one from the graduate-professional school members.

An equal number of alternates in each of these categories shall be chosen by lot to serve on the AG in case of vacancy or conflict of interest. All administrative officers above the rank of department chairman are ineligible for service on the Advisory Group.
To the Faculty and Students of the Graduate School of Education

April 4, 1975

At the time of Neal Gross' resignation from the deanship of the Graduate School of Education in fall 1973, the President and I announced that certain questions regarding the future of the School (e.g., mission, program, size, organizational structure) should be resolved prior to an active search for a new dean. The principal review was to be conducted by the Review/Search Committee chaired by Professor Marvin Wolfgang; advice was also sought from the faculty of the School, from outside consultants, and from others.

Last December, the Review/Search Committee reported that it was unable to provide advice on the mission, content, or organizational form of the School, and recommended instead that a new dean be brought in to carry on the process of reevaluation and possible restructuring. This advice was unacceptable for several reasons. First, our present and projected financial problems are such that program consolidation and reduction are being forced upon nearly all parts of the University, and the Graduate School of Education is no exception. During the present year, our best estimate is that the school will require a subvention of over $700,000. In our planning for next year, it seems that the subvention required by the School to maintain its present size and programs is still beyond the resources of the University. Obviously, savings have to be found now.

Second, the evidence we did have—while admittedly not complete—pointed to great disparities in program enrollment, class sizes, and teaching loads, and suggested that a consolidation of programs was warranted regardless of qualitative assessments of the individual programs or of the overall level of the School’s staffing, enrollment, or expenditures. Although such consolidation ought not be determined centrally, neither did it seem wise to wait a new dean to begin the process.

Third, the principle of “selective excellence”, which has been endorsed by the trustees, the Faculty Senate, and the University Council, demands that we favor particularly strong or central programs and reduce, redirect, or even abandon those of lowest priority—whether by virtue of low enrollment, changing professional needs, or low research productivity. There are, of course, no neat formulae for determining priorities; but the financial pressures upon the University and the School demand that priorities be set. To fail to do so can only mean that no major change will take place, no programs will flourish, and no junior faculty will be able to look to a promising future. Again, we did not expect all the answers to emerge in the review, but we believed that it would be unwise, unnecessary, and unfair (to both the School and the new dean) to defer all action on priorities until a new dean was in place.

Finally, we hoped that a review would at least consider seriously alternatives to a school, per se—such as departments or divisions in one or more other schools, a research institute, programs and faculty shared with other institutions, or combinations of the above. Obviously, if such an arrangement were right for our faculty and resources, our search would be for someone other than a dean at least in title and perhaps in substance.

The options that the President and I reported to the faculty on February 21, 1975 have been the options throughout the review process. (Indeed, they represent those faced by any school that is examined or examines itself seriously.) The options of an expanded school and of the status quo were ruled out by the realities of our financial situations, the priorities we have had to set among the schools, and our determination to impose selectivity on every school whether it be growing, shrinking, or remaining constant. Thus options three or four seemed to us not only inevitable, but understandable and even obvious.

In line with our hope to meet the April 1 deadline so as to allow the admission of next year’s entering class, we have moved as rapidly as possible to explore further the remaining options and to settle upon some guidelines for the School’s future. Members of the Review/Search Committee, Dean Castetter, students, and many of the faculty of the School have been helpful to us in this process. Although many questions remain unsolved, we believe the following steps can and should now be taken:

1. Option three—continuation of the Graduate School of Education, with emphasis on our strongest programs and with the consolidation of some programs and reduction or elimination of others—should be our general course of action. This choice is in part forced upon us by the resource demands of options one (an expanded school) and two (maintenance of existing school) and by the combination of resource and time demands of option four (integration of programs into other schools and institutes), none of which is feasible at this time.

2. The selection of option three, while not precluding the possibility of relocating some programs in other schools at some time in the future, means that the administration is committed to the strengthening of the Graduate School of Education to the greatest extent possible with available resources.

3. The faculty and administration of the Graduate School of Education will have primary responsibility for the development of a detailed plan for the reorganization of the school’s programs and faculty in accordance with this decision. Acting Dean Castetter has submitted a plan which suggests the consolidation of the fifteen programs presently carried in the school into five degree programs: Educational Administration, Learning and Instruction (including Teacher Preparation), Human Learning and Development, Psychological Services, and Reading. During our review of the school, we were convinced that these programs are both academically and financially sound and should certainly be retained in the Graduate School of Education. Final decisions have yet to be made for the other programs. Perhaps some programs will be retained or restored as degree programs in the future. Others will be retained as service or support programs, though not at degree programs, while others will be phased out altogether. All efforts will be made to place existing faculty into those programs which will be retained (or elsewhere in the University.)

4. In accord with the planned consolidation of programs, the faculty and staff base will be reduced over the next several years through such means as early retirement, non-reappointment, termination, and placement elsewhere within the University. Multi-year budget projections must be made, and targets set to guide the school in this process. While reappointments and promotions will require the most careful justification, it is not our intention to permit the full burden of faculty reduction to fall upon the present junior faculty. Current planning with Acting Dean Castetter suggests that...
scheduled normal retirements and possible voluntary early retirements will provide the necessary reductions and that no terminations of tenured faculty will be necessary. Should such termination be unavoidable, however, we will follow established procedures where applicable and procedures now being worked out with the Faculty Senate and the University Council Steering Committee.

5. The admission of new students should at present be limited to the five degree programs. The acceptance of these core programs carries with it the support of my office and of the President to strengthen these areas as much as possible and to assist in the continuing attraction of high quality students which has been a justifiable source of pride to the School. Presently enrolled students in all other programs will, of course, be allowed a reasonable time to complete their degree programs.

6. It is now our aim to proceed immediately with the search for a new Dean and to assist the search committee in the attraction of the strongest possible candidate.

—Eliot Stellar

FROM THE ACTING DEAN

This decision is most welcome, especially in that it comes at a time when we can still carry out our recruitment program for the 1975-76 academic year. It is helpful, too, to be able to assure that arrangements will be made for all students in existing programs to complete their work.

We hope the reorganization will improve our financial base, strengthen key degree areas, distribute financial aid more equitably to support these programs, and improve the quality of the school's total offerings. Within the five degree programs there will be a variety of courses offered, including some from areas which are to be discontinued as degree programs. The guidelines set by Dr. Stellar will give us considerable flexibility, but the exact shape of the degree programs will be determined by the faculty before the end of the current school year.

—William B. Castetter

FROM THE FACULTY LIAISON COMMITTEE

The Faculty of the Graduate School of Education has been in the process of reviewing its academic organization for the past several months, a process which has been intensified by the events of the past few weeks. The Faculty of the Graduate School of Education is incorporating into its review the current proposal of the Acting Dean and the recent suggestions of the central administration relative to it.

We cannot, of course, predict the final outcome of that review nor whether the current proposal will be found to be the most appropriate for the Graduate School of Education. In any case we anticipate that the Faculty will, by the end of this term, determine and announce both its new academic organization and its requirements for the degrees within its responsibility.

Faculty Liaison Committee* of the Faculty of the Graduate School of Education

Erling E. Boe  Lila R. Gleitman
Morton Bosel  Gerald A. Goldin
Charles E. Dwyer, Chairman  James M. Larkin

*The Faculty Liaison Committee was elected by the Faculty of the Graduate School of Education during the Full term, 1973 for the purpose of providing "Liaison between Faculty and present Dean, Provost, and Acting Dean regarding matters associated with the administration of the School during the period of transition from the present Dean to the new Dean."

HONORS

FELLOWSHIPS

The National Endowment for the Humanities has awarded fellowships for the coming year to Dr. Nancy Farris, associate professor of history; James O. Freedman, professor of law; Dr. Daniel Hoffman, professor of English; Dr. Carroll Smith-Rosenberg, associate professor of history; Dr. Eugene Wolf, assistant professor of music; and Dr. Martin Wolfe, professor of history. Dr. Marc Trachtenberg, assistant professor of history, has been awarded an NEH summer stipend.

Dr. Roger Allen, associate professor of Arabic in the Oriental studies department, has been appointed a fellow of the American Research Center in Egypt.

Dr. Nina Auerbach, assistant professor of English, has received a Ford Foundation Faculty Research Fellowship on the Role of Women in Society.

The American Council of Learned Societies has awarded a grant to Dr. Alan Kors, associate professor history.

Dr. Lynn Lees, assistant professor of history, has been awarded a half-year of support at the Davis Center at Princeton.

The Max-Planck Foundation for the Advancement of Science has awarded a fellowship to Dr. Sohrab Rabii, associate professor of electrical engineering and science.

Dr. Carroll Smith-Rosenberg, associate professor of history, has been appointed a fellow of the Radcliffe Institute.

Dr. John F. Szwed, associate professor of folklore and folklife; has received a Rockefeller Foundation Humanities Fellowship.

ELECTIONS

Dr. Fay Ajzenberg-Selove, professor of physics, has been elected to the Steering Committee of the Panel on Public Affairs for the American Physical Society.

Dr. Thomas Hughes, professor of the history and sociology of science, will chair the U.S. National Committee of the International Union for the History and Philosophy of Sciences.

Dr. Peter Randall, professor of plastic surgery, has been appointed president of the American Cleft Palate Association Educational Foundation.

HONORS IN BRIEF

This year's National Book Award nominees include Dr. Richard Beeman, associate professor of history, for Patrick Henry: A Biography and Philip Roth, adjunct professor of English, for his novel My Life as a Man.

Professor of Music George Rochberg's Concerto for Violin and Orchestra premiered last week in Pittsburgh. Performed by the Pittsburgh Symphony Orchestra with soloist Isaac Stern, the concerto had been commissioned for Stern by the Orchestra. It will be performed again this month at the University of Connecticut, Storrs, and at Carnegie Hall in New York.

The Canadian government has issued two commemorative stamps honoring the late R. Tait McKenzie, Canadian-born athlete, physician, sculptor and Penn professor of physical education from 1904-1937. Photographs of "The Sprinter" and "The Plunger" appear on the stamps which were struck for the 1976 Olympic games to be held in Montreal. The two bronze sculptures are among the sixty-six McKenzie works in the permanent collection of the Lloyd P. Jones Memorial Gallery in Gimbel Gymnasium.
**STAFF CHANGES**

**AUXILIARY SERVICES**

Donald M. Jacobs has been appointed director of dining services. Associated with ARA Food Services Co. since 1966, he has been manager of food production and operations analysis for the mid-Atlantic area, district manager, and director of dining services at George Washington University. A graduate of Cornell, he was also employed by the Marriott Corporation for nine years.

**BUILDINGS AND GROUNDS**

David Clark has joined the staff of engineering and work control as an estimator. He was previously employed as a vice president at the regional office of Atlantic Residex Corporation.

Tom Cooper, the department’s new business administrator, comes to Penn from Texas where he received a bachelor’s degree in business administration from North Texas State University.

Janet Loader, formerly responsible for various bookkeeping and public relations functions at the Museum, has joined buildings and grounds as utilities and materials purchasing assistant. She holds a B.A. from the University of Bridgeport.

**HOSPITALS**

Executive Director of University hospitals Mark S. Levitan has announced the following staff changes at HUP and Graduate Hospitals.

Delores F. Brisbon, nursing supervisor at HUP from 1959-1974, has been named to the new post of director of management services for HUP and Graduate Hospital. She will be responsible for staff investigation and recommendations concerning systems design, policies and procedures, industrial engineering as well as capital cost justifications, staffing requirements and facilities and program planning. A graduate of Tuskegee Institute, she has been on the executive director’s staff since 1974.

Gerald Katz has been named administrator of HUP, succeeding Ralph L. Perkins, who retired in October. A faculty member of Wharton’s Leonard Davis Institute, Mr. Katz was most recently general director of the Daroff Division of Albert Einstein Medical Center. Before coming to Philadelphia in 1971, he was deputy director of Long Island Jewish-Hillside Medical Center; associate administrator of Beth Israel Medical Center, New York; assistant professor of community medicine at Mount Sinai School of Medicine, SUNY; and spent two years in the medical care administration of the U.S. Public Health Services. He is a 1961 graduate of Rutgers University and received a master’s degree from the Graduate School of Public Health at the University of Pittsburgh.

Ermro F. Krivovec, assistant to the director of Graduate Hospital since 1973, has been appointed to the new post of director of personnel services for both HUP and Graduate Hospital. He will be responsible for personnel policies, wage and salary administration, labor relations, employee management and will work with the University director of personnel to coordinate personnel and labor relation activities. He is a graduate of Rider College.

Paul A. Schollfield has been appointed administrator of Graduate Hospital. He succeeds Gerald Katz who had served as acting administrator. Responsible for the daily management of the Hospital, he will also play an important role in implementing the decision to recharter Graduate as a free-standing, University-affiliated institution. A hospital consultant for Chi Systems, Inc. since 1971, he holds a BBA from the University of Dubuque and an MBA from the University of Houston.

**ANTIQUES: LIVING WITH HISTORY**

Long before Bicentennial fever struck Philadelphia, the University Hospital Antiques Show was famous for giving visitors an annual opportunity to step backward into history: the furniture and artifacts of rich and poor in America’s history, the portraits they painted of each other, the styles and fads that caught their fancies. Besides the millions of dollars worth of antiques brought to Philadelphia for sale, the show has traditionally offered a loan exhibit that made a significant statement about the nation’s past. This year, that statement is on “100 Years of American Art: the Philadelphia School, 1740-1840,” the highlight of the 14th annual show that runs April 15-19 at the 103rd Engineers Armory, 33rd and Lancaster.

Twenty-five paintings, including works of Charles Willson Peale and Gilbert Stuart, are loaned in the Sunlight exhibit surrounding William Rush’s wooden statue of George Washington (who reappears in miniature portrait form along with the first First Lady). Founding fathers James Madison, John Adams and — of course — Benjamin Franklin are in the exhibit along with an earlier American leader, Chief Iapowins of the Leni Lenape tribe.

And in other years, complementing the show itself are House Tours showing how Philadelphia families today live with their antiques. This year’s tour takes you to five homes in Society Hill, where Hepplewhite chairs and mulberry-colored Delft tiles and Colonial mantelpieces are in use.

At the Armory, there are early morning Gallery Tours for small groups who want to be guided, but anyone can buy a ticket and a catalog at the door and be his or her own guide. On a long lunch hour, visitors can choose the buffet in the Gourmet Gallery (seafood newburgh one day, shad roe and bacon another, eggs benedict with asparagus still another) or eat quicker at the Eagle Coffee House which stays open longer hours. There is a scheduled dinner Thursday evening after public admission ends; dinner guests can browse before or after the meal.

An especially social way to see the show is on one of the “champagne bus tours” such as those already arranged from Moorestown, N.J.; Washington’s Crossing and Kennett Square, Pa., and Short Hills, N.J. and Wilmington, Delaware. The acknowledged leader among American antiques shows, the HUP show is run by the Hospital’s Board of Women Visitors. They not only handle the business and creative planning of the massive enterprise, but check your coat at the door and bus the tables in the Gourmet Gallery — a hardworking fleet of volunteers, many of them knowledgeable collectors of antiques as well. Their work, and the interest of the show’s 10,000 to 12,000 browsers and buyers, provides HUP funds for construction one year, renovations another, and often for improvements in health care facilities such as last year’s installation of five laminar air-flow systems that produce germ-free environments for surgery.

**Hours and Reservation Details**

University Hospital Antiques Show and Sale. 103 Engineers Armory, 33rd and Lancaster. Hours: April 15, 16 and 18, noon-3 p.m.; April 17, noon-4 p.m.; and April 19, 10 a.m.-3 p.m. Admission: $3; students, $1.50.

Eagle Coffee House: April 15, 16, and 18, noon-3 p.m.; April 17, noon-3 p.m.; April 19, 10 a.m.-2:30 p.m.

Society Hill House Tours: April 16 and 17, 10 a.m., buses leave the 29th St. side of 30th St. Station and return to the Armory at 12:45 p.m.; April 17, 1:30 p.m., buses leave the Armory and return there at 4:30 p.m. $12.50 charge includes Show admission. Gourmet Tours: April 16-18 beginning at 10:30 a.m., $7 charge includes Show admission. Buffet Luncheon: April 14-18, noon-2 p.m., $4 charge includes Show admission (other days, $7 charge). Thursday Night Supper: April 17, 5:30 p.m.-9:30 p.m. $15 charge includes Show admission. Reservations are necessary for the House Tour, Gallery Tour, Luncheon and Supper: M1-2-5557. Checks are payable to the University Hospital Antiques Show and should be mailed to 206 Almaw Lane, Wynnewood, Pa. 19096.

For group reservations, including the champagne bus tours: Mrs. J. Cranson Hodupp, L.A.S.-5411.
A-3 Assembly: Update

Two years have elapsed since the last “progress report” on A-3 Assembly activities appeared in Almanac.

The A-3 Assembly, as originally conceived by A-3s in August, 1971, is a representation of interested A-3 employees working to provide a communications mechanism between A-3s. It seeks to provide for presentation of an A-3 point of view in the various aspects of University decision-making which concern A-3s. If a consensus is needed on an important or controversial question, it is obtained by means of a poll, a petition, or a questionnaire.

Projects Successfully Completed
And Communication Goals Achieved

Many suggestions were incorporated into the Personnel Office’s Training Program.

Working directly with the Personnel Office, the Coordinating Committee of the A-3 Assembly was successful in having the employee’s signature required on the Merit Review Form along with the supervisor’s signature.

After an in-depth study of group life insurance, Blue Cross/Blue Shield and Major Medical policies, the University Budget Committee was petitioned with over 1400 A-3 signatures gathered in less than a week, with the result that in January of 1973 employees received the option of selecting the benefits the University could provide.

As a result of a separate petition containing over 1200 A-3 signatures, full tuition remission was granted to A-3 employees.


A-3 Newsletter issued monthly to mailing list of some 1200 A-3s.

Creation of A-3 Advisory Committee to the Ombudsman.

Representation on the President’s Staff Conference.

Representation on the University Personnel Benefits Committee. This Committee makes recommendations for changes or improvements in benefits for all categories of employees. The role of the A-3 representatives has been to ensure that the Committee’s recommendations do not overlook or discriminate against A-3s in favor of other categories of employees, and to attempt to eliminate inequities in current benefits among categories of employees.

A-3 Assembly Job Classification Study Group completed an independent survey of A-3 clerical jobs and submitted their report to appropriate University offices. Synopsis of the entire report with recommendations was printed in the Almanac and reported in the D.P. A-3 representation on the University A-3 Classification and Review Committee. During the past year five A-3s served on this group. One of the major efforts was the revision of the existing job descriptions for Secretary I through Administrative Assistant II with the input from the A-3 representatives. This Committee also provides subcommittees including A-3s for job audits when there is a problem regarding reclassification of an A-3 position. It also worked directly with the Personnel Department in casing top of salary scale limits.

Observer status on University Council, with right to speak.

Representative on the Almanac Advisory Board.

A-3 Assembly Coordinating Committee submitted names of A-3s to be included in the Third Party Grievance Panel for the Grievance Procedure for Non-Academic Personnel.

Coordinating Committee requested the Executive Director of Personnel Relations to permit employees in financial need during the period of implementation of the new payroll system to request that the hold-back pay be spread over a longer period of time. This request was granted.

As a result of effective communication with the Executive Director of Personnel Relations and the Executive Director of HUP, the HUP Courtesy Allowance was publicized and officially extended to University employees.

Representation on the President’s Committee on Security and Safety.

The Coordinating Committee meets weekly in Room 438 of the Franklin Building. Any interested A-3 wishing to sit in on a discussion of any topic of concern is welcome. Please contact spokesman (Joe Kane 7187) in advance of meeting.

The 4th annual election of Spokesman, members of the Steering Committee and the Coordinating Committee will be held in May.

FACULTY POSITION

Assistant Professorship—Teaching: a general microbiology course serving all University undergraduates and participation in related courses relevant to medical technology. Send letters of application, curriculum vita and names of three references to: S.D. Rodenberg, Dean, School of Allied Medical Professions, University of Pennsylvania, 3901 Pine Street, Philadelphia, Pa. 19174.

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)

FISCAL AND BUDGET COORDINATOR to assist the Director of Administrative Services in interdepartmental financial studies and analysis, plan budgets, formulate policies and procedures, and develop management information system. Qualifications: College degree with courses in computer science, accounting, statistics and business administration, or equivalent experience; at least 2 years’ experience in university operations and administration concentrated in financial management systems. $12,300-$15,325-$18,350.

SUPPORT STAFF (A-3)

ADMINISTRATIVE ASSISTANT I, Dental School, to maintain budgets, sort and distribute mail, type, edit, set up meetings, and maintain grades for 160 dental students. Confidential material involved. Qualifications: College degree with courses in business administration or related courses relevant to medical technology. Send letters of application, curriculum vita and names of three references to: S.D. Rodenberg, Dean, School of Allied Medical Professions, University of Pennsylvania, 3901 Pine Street, Philadelphia, Pa. 19174.

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

LICENSED PRACTICAL NURSE to screen telephone calls, supervise traffic flow between waiting room and office, maintain inventory, stock examination rooms and offices, and organize employee sick calls; prepare letters of permission and leave requests for patients: for examination and assist nurses and M.D.’s: and perform electrocardiograms, tonometry, visual acuity tests, venipunctures and fundamental laboratory procedures. Qualifications: Licensed practical nurse with 2 years’ experience in the above tasks at a medical facility. $6,550-$7,925-$9,300.

RESEARCH LABORATORY TECHNICIAN II (3/18/75).
THINGS TO DO

LECTURES

The Raisjutsu and the Moguls. Mary Binney Wheeler delivers a second illustrated lecture based on her travels in India. April 9, 5:30 p.m. in the Museum's Rainey Auditorium. Admission: $3; students, free.

The Penn Women's Union sponsors a series of informal coffee hours this month on The American Woman. On April 9 Dr. Nell Painter, assistant professor of history here, discusses Afro-American Women. Penn undergraduate Judy Moch and Peg Wallis, minister to women at the Christian Association, consider The Women's Rights Movement of the Late 19th and Early 20th Centuries, April 15. The coffee hours are scheduled for 4:30 p.m. in the Women's Center.

1. Bruce Freeman of the U.S. Navy discusses The Technology and Management of Nuclear Propulsion in the U.S. Navy, April 10, 11 a.m.-12:30 p.m. and 7-8:30 p.m. in Room A-6, Rittenhouse Lab. Sponsored by Penn's Navy ROTC departments.

La Metaphore du sujet: une lecture du "Pigmalion." Yale professor Paul M. DeMan speaks April 10, 7-8 p.m., fourth floor, Williams Hall. Sponsored by the department of Romance languages.

Senora Hortensia Allende, widow of Salvador Allende and leader of the Chilean resistance, is the featured speaker of An Evening to Restore Human Rights in Chile. April 8, First Unitarian Church, 2125 Chestnut St. A $2 donation is requested. Sponsored by the Asian American Council; Penn's Women's Center, Women's Reading and Promotions, and several community groups.

Soviet Journalism and World Understanding. Yessen Zassoursky, dean of the University of Moscow School of Journalism, speaks in the Annenberg Colloquium, April 14, 4 p.m. in the Colloquium Room.

Robert Borchardt, currently on tour for the German Information Center in New York, discusses Aspects of German Foreign Policy, April 15, 4 p.m. in Houston Hall's Smith-Penniman Room. Sponsored by the department of Germanic language and literature.

MIXED BAG

The Woman Poet III. Alexandra Gilkes, Elizabeth Shaps and Louise Simons read April 10 at 7 p.m. in the C.A.

A snarl of Beauty. Novelist, poet and critic George P. Eliot reads selections from his work April 11 at noon in the Philomathean Rooms, fourth floor, College Hall. Sponsored by the English department's writing program and the Philomathean Society.

What do you do with 10,793 pipes? Play them. Peter Stukan does just that on the University's Curtis organ, April 13 in Irvine Auditorium. His 8 p.m. concert, Divanistes-Bahique and Edouard Naveau Organ Music, is open to the public without charge, although contributions toward the organ's restoration will be accepted. Sponsored by the Curtis Organ Restoration Group, a student organization.

The Penn Players perform One Flew Over the Cuckoo's Nest. The Dale Wasserman play based on Ken Kesey's novel about an enterprising convict who feigns insanity to get transferred from a prison farm. April 11-12 and 17-19, 8 p.m. at McClelland Hall in the Lower Quad; while at 4 p.m. Rites of Women, a Philadelphia women's theatre collective, will perform. Dinner, for a nominal charge, follows at 6 p.m. in the Church of the Saviour, 38th and Ludlow, and the day concludes with a 9 p.m. party in the Rooftop Lounge of Hi-Rise South. A picnic and games are scheduled for April 13, 1 p.m. at a location to be announced. Sponsored by Penn's Women's Studies Planners and Women's Union. For more information: Women's Center, Ext. 8611.

To make a promotion more than just a spring day dream, secretaries and clerks can sign up now for Stenography I and II or Typing I and II in the University's In-Service Secretarial Training Program. The classes, designed to increase efficiency and promotion opportunities, meet for three hours each week. Participants receive a certificate of proficiency at the end of the eight-week program; for more information: Barbara Hayes. Ext. 6015 or 6016.

The clinics below start April 15 and are offered through the fall. Limited to six students, they're geared to each group's needs and unless otherwise noted, will be during Pavilion hours, 7 a.m.-midnight, daily. Fees: $6/hr for Penn affiliates; $7/hr for all others.

Group Instruction: all ability levels, 8 hrs/8 sessions; One Stroke: Fri.-Sun. only, 1 hr/1 session; Singles: $8/hr; Doubles (including mixed); competitive instruction for one week, 6-15 hrs/5-35 sessions; Special Weekend: Saturday and Sunday, 4 hrs/2 sessions; Custom: designed to players' requirements and availability.

Children 9-17 can attend a Junior Weekend Clinic. Saturday and Sunday, 4 hrs/4 sessions over two weekends, or Summer Junior Program 1 or 2 hours a day for a total of 5-10 hours a week.

If your racquet needs refurbishing, the Pavilion offers both nylon and gut stringing as well as new grips. For more information about any of the above: Ext. 4741.

ALMANAC: 515 Franklin Building (16) Ext. 5274
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