NEWS IN BRIEF

WXPN HEARINGS: SEPTEMBER 13

The Federal Communications Commission's open hearing on renewal of the WXPN(FM) broadcast license, originally set for April 1, has been rescheduled to begin September 13 in Philadelphia, according to University Attorney Stephen Burbank. Meanwhile, the $2000 forfeiture indicated in the FCC's December rulings has been paid. The University's counsel in the WXPN case is Alan Campbell of the Washington firm of Dow, Lohnes and Albertson. Mr. Burbank has also filed an appearance.

EMPLOYEE BENEFIT RATES: DOWN

New employee benefit rates went into effect February 19 for those developing contract and grant proposals and preparing 1976-1977 budgets. The new rates announced by Comptroller J. Jerrold Jackson are:

A-I Employees: 15.5% of salaries and wages
A-2 Employees: 21.1% of salaries and wages
A-3 and A-4 Employees: 20.0% of salaries and wages

These rates will be applied to actual salaries and wages as of July 1, 1976. The currently existing rates (17.7%, 24.6% and 23.4%, respectively) will continue in effect through June 30, 1976.

STEERING COMMITTEE: ENERGY, GRAD ED

The Steering Committee of Council, at its February 25 meeting, heard a preliminary report from Dr. Robert F. Lucid on the energy break and its cost-effectiveness; it will make detailed recommendations for full discussion at Council on April 14. The Steering Committee also received and scheduled for April 14 an Educational Policy Committee report on graduate education (see page 2).

EARLY RETIREMENT: MARCH 26

The deadline for application for voluntary faculty early retirement has been set for March 26, according to James J. Keller, associate director of personnel relations. Full details of the program are on page 3.

NEWMAN HALL: FATHER HAGAN

Father Charles Hagan, a former parish priest of Mt. Airy who was a part-time chaplain at Beaver College for three years, is the new director of Newman Hall, the Catholic center at Penn. Father Hagan is a graduate of St. Charles Seminary in Philadelphia who studied also at La Salle College and who took his Ph.D. in theology last April at Gregorian University in Rome. He has served as a high school teacher and marriage counselor during his career.
The following letter to Dean Varian Gregorian is published with his consent.

ON 'CHAIRPERSON'

February 20, 1976

Since the last FAS meeting, a number of FAS faculty members have expressed concern (a concern also manifested in The Daily Pennsylvania article of Thursday, February 12) over the "chairperson" discussion at the close of the meeting. I would like to summarize for you the comments I have received.

1. That the discussion wasted time (this, as you know, was my own first response) and that it was silly.

2. That the discussion was in the truest sense of the phrase "uncalled-for." No speaker called for the use of the term "chairperson," and all those who used the word dragged it in for the express purpose of making fun of it, and through it making fun of the aspirations of women faculty, who had not, by word or behavior, invited such derision.

3. That the discussion was deeply offensive to the women who had to listen to it. Only in the least enlightened periods of our history would we have allowed a public meeting of our college to mock the legitimate aspirations of racial and religious minorities in this way.

4. That some of the speakers exposed a shocking ignorance of the ways language works and what style means:

a) "Man" in English is an ambiguous term (cf. Greek aner and anthropos, Latin vir and homo). Sometimes its antonym is "woman." Sometimes its antonym is "beast." If a word sometimes means one thing and sometimes means another, then we must look to the existential context to see what it means in a particular case. In our Faculty, only one woman is "chairman" of a department, and she is a legacy from another school.

b) We are writing a set of bylaws for the governance of our Faculty. The style of language for constitutions is not necessarily the style of language for poems. Grace is to be desired but not at the expense of precision. And "chairman" is ambiguous, not only because of the inherent ambiguity of the English word "man" but also because of the 200-year history of our own use of it at this University to refer, in almost every case, to a male person.

c) As one woman reminded me, in this country's constitutional language, beginning with the Declaration of Independence's "all men are created equal," "man" so clearly meant "male person" that it will constitute constitutional amendment in this very century to extend those famous "inalienable rights" to women.

5. There is no express commitment to affirmative action in the proposed bylaws, even at this historic time when the College and College for Women are being merged. A modicum of courtesy would cost us nothing. The striking discourtesy, indeed, the curious passion displayed by the men who spoke in opposition to extending even a verbal welcome of our female members has disquieting implications for our future as a coeducational college.

6. "Man" has a poetic ring. "Person" sounds mundane. "Chairman" sounds natural. "Chairperson" falls awkwardly on the ear. But might not that very awkwardness provide a reminder that sex discrimination must be a thing of the past in FAS, that whatever the present statistics may show, we mean to do better in the future?

7. Since language grows and evolves with the culture it serves, perhaps as we learn to accept women into our traditional structures, we will also consent.

I hope too that you will consult with the Moderator on ways that he might not, however, be confined to FAS. Therefore, if you feel the best vehicle for this letter is Almanac. I have no objection to its publication there. I hope too that you will discuss this with the Moderator on ways that he can use his good offices to prevent incidents such as this from recurring in the future.

—Madeleine M. Joullie, Professor of Chemistry

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Progress Report: Grad Ed

The proposals of the SAC/Educational Policy Committee Joint Committee on Graduate Education (Almanac, February 17) have been reviewed by four of the seven or more bodies that will examine them before they go to the Council on April 14. Vice-Provost Donald Langenberg provides the following report on the progress of the proposals:

Educational Policy Committee (one of the parent committees of the Joint Committee) endorsed the report on February 17, with three main modifications: (1) a provision that the proposed Council of the Graduate Faculties may set up a steering or executive committee for itself; (2) a change in charge to the proposed Sub committee from "approve" courses for graduate credit to "monitor and coordinate" them; and (3) the addition of a third option for placement of the biomedical groups. The Joint Committee's options were to place the groups (i) under a freestanding associate vice-provost or (ii) under an FAS associate dean for the natural sciences. Educational Policy added option (iii) under an FAS dean for biological and medical sciences.

Graduate Council, made up of representatives of all graduate-group quadrants, unanimously approved the substance of the Educational Policy Committee report, but reserved the right to recommend changes with the understanding that the changes will be minor. Final action by the Graduate Council is expected at its March 1 meeting. At the February 23 meeting, Graduate Council considered the three options of the EPC report and voted unanimously for the third—with the recommendation that the associate dean examine the possibility of a more permanent structure in the form of a new organizational unit (perhaps a school with a dean) which would incorporate all of the biomedical graduate groups.

Council of Graduate Deans has met once on the subject (February 24) and will continue discussion at a meeting to be held within the next two weeks.

Graduate Student Association Council considered the subject at its meeting of February 24. Its representatives will report the results at the March I Graduate Council meeting.

Next Steps

At its February 25 meeting, the Steering Committee of Council accepted the Educational Policy Committee's report of February 23, scheduled its own discussion of the several reports for March 24, and placed the graduate education item on the April 14 agenda of Council itself.

 Meanwhile, the Senate Advisory Committee has scheduled its discussion of the topic for the March 1 meeting, and the Wharton Faculty meeting of March 16 has the item on its agenda.

Other faculties or governance groups expecting to discuss the proposed changes in structure for graduate education are requested to get in touch with Dr. Langenberg to make sure that they have the most recent proposed options before them, he said.
The Voluntary Faculty Early Retirement Program became effective July 1, 1975, at the University of Pennsylvania. The program is subject to review and potential change. This description is of the program as currently administered by the Personnel Relations Office.

The Voluntary Faculty Early Retirement Plan
1976 Deadline: March 26

The Voluntary Faculty Early Retirement Program became effective July 1, 1975, at the University of Pennsylvania. The program is subject to review and potential change. This description is of the program as currently administered by the Personnel Relations Office.

The Voluntary Faculty Early Retirement Program is a plan which provides an eligible faculty member with a supplemental income allowance for each year of voluntary early retirement after the age of 65. The plan also calls for incentive payments for each year of early planning up to a maximum of three years beyond the required one year of advance notice.

Who is eligible to participate?
Tenured faculty members of any rank whose mandatory retirement age is either 68 or 70 become eligible for supplemental early retirement benefits. These supplemental benefits will be paid to the early retiree each year of early retirement (beginning age 65 or later) until the date of mandatory retirement.

(a) Supplemental Early Retirement Benefits
The supplemental benefits are composed of:
(i) a base supplement equal to 27 per cent of the salary base appropriate to the school of the retiree (School Salary Base defined immediately below) in the last year of full-time employment.
(ii) an additional early planning supplement of 2 per cent of the same School Salary Base for each year beyond the requisite one year of advance commitment to early retirement, up to a maximum of 6 per cent.

(b) School Salary Base
(i) the School Salary Base applicable to a faculty member retiring early will be equal to the average base (i.e., academic year) salary for full professor in the faculty member's school as of June 30 of the fiscal year in which the faculty member retires.
(ii) the School Salary Base figure applicable to a faculty member remains fixed at the level that pertained at the time the early retirement began.

Payment of Supplemental Benefits
The early retirement supplemental benefit will be paid monthly as a gratuity. It may not be used as a payment for services. As a gratuity, it has no effect on social security benefits.

The supplemental benefits will not be paid into TIAA CREF accounts.

The early retirement supplemental benefit is taxable as income under the federal income tax law but it is not subject to Philadelphia City Wage Tax, Pennsylvania State Income Tax, or FICA.

Up to the time of early retirement, death benefits paid to a faculty member's beneficiary will be the normal University benefits. However, after early retirement, the supplemental early retirement benefit will be vested and will be paid to a faculty member's elected beneficiary on the same monthly basis for the duration of the early retirement period for that faculty member.

University benefits
A tenured faculty member is required to participate in TIAA CREF during his years of active appointment. The University matches the contributions made by each faculty member with an amount based on age groups within the faculty (i.e., 9 per cent for those over 40 years of age.)

Upon retirement, those University contributions cease and the faculty member normally begins to draw on his annuity. Upon early retirement, the faculty member may continue his payment if he wishes, but the University's contributions will cease.

At age 65, faculty members are eligible for Medicare benefits and Blue Cross 65 Special plan. The Blue Cross 65 Special premiums will be paid by the University.

The Equitable Life Insurance coverage will be continued at the faculty member's expense until mandatory retirement age, reducing each year as the Equitable plan now provides. The options to convert group insurance to whole life or to take a $2,000 paid-up life insurance policy will be available.

All other perquisites of normal retirement will be available to faculty members who retire early.

Application Procedure
A faculty member who wishes to participate in this program must submit a written notice to the dean of his school at least by October 15 of the year in which the faculty member plans to retire early, except for this current year, 1975-76. In the year of operation of the plan it will be considered adequate if notice is given by March 26. This notice of intent to retire early should clearly specify the date of early retirement and will be considered irrevocable after the final year's waiting period begins. However, should a faculty member change his mind before the advance notice year begins, he loses any credit he had earned toward early planning supplements should he seek to retire early again at a later date.

The notice to retire early will be countersigned by the dean and sent to Personnel Relations.

Details relating to an individual faculty member's circumstances will be important to planning. As such, faculty members should take advantage of a comprehensive review of retirement benefits through an interview with a benefits counselor in Personnel Relations.

For further information, please contact
James J. Keller
Associate Director, Personnel Relations
130 Franklin Building (16)

*All faculty, except those in the School of Medicine, who received tenure prior to October 15, 1959 retire on June 30 following their 70th birthday; all members of the faculty of the School of Medicine and all other faculty members who receive tenure after October 15, 1959 retire on July 1 following their 68th birthday.

ALMANAC March 2, 1976
WOMEN AND MONEY

Women learn about money and how to make it work for them at Finances and Today's Woman, a Seminar by Women and for Women on Friday, March 12, at Vance Hall. Registration fee for the all day seminar sponsored by the Wharton School, Philadelphia National Bank and the Philadelphia WYCA is $25. For more information, call Margaret M. Poole at Ext. 7601.

Seven panels of leading women discuss these major areas.

Investments for Today's Woman: the opportunities and requirements. Panelists: Nonna Noto, the Federal Reserve Bank; Susanna Doyle, investment officer, PNB; Kathleen Hunt, trader, C.C. Collins and Co.

Today's Woman and Portfolio Management: corporate issues, money market instruments. Panelists: Susan Driscoll, assistant vice-president, PNB; Jane Bishop, president, Bishop and Associates; Norma Boin, deferred-giving coordinator, National Board-WYCA.


Today's Woman as Entrepreneur: starting and building a business, financing, taxes, rewards. Panelists: Libby Fishman, Esq., Goodin, Greenfield, Henry, Shapiro & Levin; Patricia M. Pelliciotti, account executive, EGR Communications; Elizabeth T. Lyons, president, Elizabeth T. Lyons Associates.

Today's Woman and Her Tomorrow: planning today for retirement and a satisfying life style. Panelists: Jean Crockett, professor of finance, the Wharton School; Rose Lepore, regional commissioner, Social Security Administration; Maria Leschner, president, Goosenberg, Polisher, Inc.; Sandra L. Moore, banking officer and branch manager, PNB.

Estate Planning: the whys and wherefores of wills and trusts. Panelists: Sharon Butcher Watson, Esq., Schnader, Harrison, Segal & Lewis; Florence B. McMichael, senior trust officer, PNB; Virginia Barton Wallace, Esq., White & Williams.

ACCOUNTING AND MANAGEMENT

The Wharton School is not the only University program teaching business courses. At the University's Office of Training and Staff Development, two courses, which have been specially designed for University staff, are now open for registration:

University Accounting System—a nine-week course beginning the end of March.

Administrative Management—an eight-week course starting in early April.

If you or a member of your staff are interested in attending one of these courses, send a note to the Office of Training and Staff Development, Room 729, Franklin Building (16). It should contain the name, department, address and extension of the person who wants to take the course and the signature, department and extension of the person's supervisor. For information, call Ext. 6015.

INVITATION TO THE 'REAL WORLD'

The Placement Service will sponsor its annual career day, "Real World Options," Tuesday, March 9, in the Annenberg Center lobby. Employers in fields including banking, communications, social services, health care and government will be on hand to answer questions about job opportunities from 10 a.m. to noon and from 1:30 to 4 p.m. In addition, a morning seminar at 11 on the how-to's of interviewing and an afternoon session at 2:45 on coping with discrimination are scheduled for the Harold Prince Theater. The program is designed primarily for May graduates, but everyone in the University community is invited. For more information call Cecelia Saunders at the Placement Service, Ext. 7533.

Tours to Then and Now

For a look at the walls of well-known Philadelphia art collectors or the toy-filled attic in Fairmount Park's Strawberry Mansion, take one of the University Hospital Antiques Show's House Tours on April 7th or 8th.

Those interested in modern painting and sculpture should sign up for the Rittenhouse Square tour scheduled for 10 a.m. on both days. The tour through the historic Fairmount Park houses—the first since their Bicentennial renovations—will leave at 1:30 p.m. on Wednesday, April 7.

But sign up soon; all three are expected to sell out quickly.

The tours are one of a number of special events sponsored by the Antiques Show, which runs from Tuesday, April 6, through Saturday, April 10, at the 103rd Engineers Armory, 33rd St. at Lancaster Ave., and benefits the Hospital of the University of Pennsylvania.

The Rittenhouse Square tour, which leaves from the 29th St. side of 30th Street Station at 10 a.m. and returns to the Armory at 12:45 p.m., includes the Henry P. McIlhenny home noted for the paintings of French masters David, Ingres, Toulouse-Lautrec, Cezanne, Van Gogh and Matisse. If you can somehow take your eyes off the walls, the drawing room has an Aubusson carpet and the dining room a pair of Louis XVI sideboards.

Tribe masks and a chief's stool from Africa, the continent that inspired some of the artists in McIlhenny's collection, decorate the nearby house of the University Museum's David Crownover and Philadelphia antiques dealer William Bertolet. Thanks to Mr. Bertolet, there is no lack of antiques—particularly English regency pieces.

Overlooking Rittenhouse Square are the two apartments on the tour. Mrs. Benjamin Eshleman's apartment has French antiques. Chinese export porcelain and a bar made from a mirrored 18th century English shaving stand. At the penthouse of Mr. and Mrs. Raymond Perelman, visitors can juxtapose the Louis XV furniture with the sculpture of Maillol and Lipschutz and the paintings of Leger and Kenneth Nolan.

If 18th-century country life is more to your taste, take the bus from the Armory at 1:30 p.m. on April 7th for a tour through six houses in the park. Before the bus returns at 4:30 p.m., it will stop at Cedar Grove, which has a kitchen with a walk-in fireplace and furniture ranging in style from William and Mary to Hepplewhite and Sheraton. Woodford, once owned by a Loyalist sympathizer who took off when the British lost the war, later became the place where Fairmount Park guards took speeding motorists for their hearings. It is now restored with the Naomi Wood collection of Philadelphia furniture. Mt. Pleasant, built with the fortunes of a Scottish privateer, is a gem of Georgian architecture that includes Chippendale furnishings and paintings by Charles Willson Peale and John Trumbull.

Three federal-style houses complete the tour. At Lemon Hill with its three oval parlors, visitors can puzzle over just how the woodwork was curved to fit. Strawberry Mansion, originally constructed by a judge who defended Quaker pacifists and wrote Pennsylvania's first antislavery law, is decorated with federal, regency and empire furniture. At Sweetbriar, built by a man who came to Philadelphia to flee Boston's high taxes, visitors can enjoy views from floor-to-ceiling windows and furniture by Sheraton and Hepplewhite.

Each tour costs $12.50 and includes admission to the Antiques Show itself. For information or reservations, telephone MI2-6557. Checks should be payable to the University Hospital Antiques Show and mailed to 206 Almur La., Wynnewood, Pa. 19096.
What's in a symbol? The message of the new energy logo seen around Penn, a brainchild of the Federal Energy Administration, is "spelled out" below: Conserve energy, here and now.

The Energy Office, 729 Franklin Building, launched its awareness campaign with a bundle of posters for each campus building and reports the white-on-red signs (right) have proved, at the very least, to be appealing—poster rip-offs and requisitions are running high. If you're looking for posters, or, more important, for advice or assistance in minimizing heat and electricity use where you work, call the Energy Office at Ext. 4644.

Starting with a C for conservation... federal designers made an E for energy... then added an arrow for emphasis.

On his return from the 1975 Commencement—at which Penn celebrated the opening of the Bicentennial by awarding honorary degrees to the heads of British and American universities founded before the Revolution—the Principal of Scotland’s University of St. Andrews sent his greetings in Latin (below). At right is a translation by Dr. John R. Clark of the Classics Department here.

TO THE UNIVERSITY OF PENNSYLVANIA
BEST WISHES FROM
THE UNIVERSITY OF ST. ANDREWS

Two hundred years have now elapsed since the leaders of the states joined in Congress and the teachers and professors of the College of Philadelphia gathered together on a solemn day to set up and inaugurate properly the beginning of the academic year. What could be more joyful, more splendid, more full of good hope? But even then the darkness of war was growing and instilling fear into the minds of all men, already full of anxiety and doubt. For nothing so dreadful can be conceived as war between citizens or brothers. Those men were more wise, the Tyrians and Carthaginians, the Lacedaemonians and the Tarantine, or any of our ancestors, who, when they migrated as colonists, were filled with pious love for their mother country and were graciously treated in return, with no taxes imposed by her. But the colonists who inhabited the New World and the British were kinsmen, even brothers. Alas! The poet has said too truly: “the men whom Jupiter wishes to destroy, he first drives mad.”

This storm of war, roused by a whirlwind of revolution or liberty, was of particular sorrow to the citizens of St. Andrews. For one of our alumni, James Wilson, a man of great service not only to the liberal arts but also to the state, when he came to Philadelphia dedicated himself so vigorously to promoting the College, to cultivating the study of law, and to fostering the welfare of the entire province, that he was fittingly and justly admitted among the justices of the Supreme Court. If indeed that man was not ashamed of this war, certainly the three men from the College who were delegates to the Congress felt ashamed: for, if we may believe it, one man decided to vote yes, the other to vote no, but the third to vote neither yes nor no. Indeed, not only are laws and morals silent during war, but also wisdom, humanity and even truth.

Now the light has returned. To be sure, not even Vulcan himself could have forged stronger bonds of peace and friendship among us. Moreover, as they say, some good certainly comes out of the bad. For that College of old has now advanced so successfully into the magnificent University which it is now, that not if I had a hundred mouths, a hundred voices, could I describe all its glories. Isthere anyone who has not known of its medical school, who has not heard of the labors it has undertaken on behalf of the care of animals, who has not read the books published by the University press, who has not admired and, if it is right to say it, has not emulated its men, most outstanding in science, history, indeed, in all the humanities? May Philadelphia flourish; for who could be a greater friend than brother to brother?

Written at St. Andrews
November, 1975

G. Steven Watson
Principal
Operations Standards for Search Committees
("Consultative Committees")
As to Confidentiality Under Bylaws Article VII.

It is the practice of the University Administration, before recommending the appointment of certain University officers, to seek the advice of an ad hoc consultative committee of the University Council concerning candidates and qualifications for the specific vacancy. Confidentiality of much of the material handled during a search is essential to the search process. Acceptance of appointment to a committee is understood to signify full acceptance of the conditions of confidentiality as follows. The name, background, personality and character of any candidate shall be maintained by all members of the committee in strictest confidence. This principle, of course, does not preclude the revelation of names of candidates in officially authorized efforts to get outside appraisals.

The committee shall have the option to make confidential any other items it deems necessary for its functioning by roll call vote requiring 2/3 majority of the committee members present and voting. The general nature of the area and the vote shall be published in the Almanac. Such optional confidentiality shall remain in force until the committee by a vote of the same weight decides to lift it. Refusal to be bound strictly by this agreement of confidentiality should be expressed by refusal to accept appointment to consultative committees as established under the present rules of Council. Each letter of appointment to a committee that has been designated to be covered by the aforementioned agreement of confidentiality should make plain the need for this designation. The letter should refer to this Article of the Bylaws directly and a copy of the Article should be enclosed with the letter of appointment. The Chairman of the Committee should discuss the need for confidentiality of the proceedings of the committee. He should refer directly to the agreement of confidentiality as expressed in this Article of the Bylaws and he should specify the particular strictures incumbent upon the members of that committee. Anyone who cannot accept those conditions should be asked by the chairman to resign. Failing this, he should automatically be removed from membership of the committee.

Administrative Officers. The University officers who are governed by these provisions are: Provost, all Vice-Provosts, Associate Provosts, Vice-President for Health Affairs, Director of Libraries, Dean of Admissions and Financial Aid, Dean of Students. As other administrative positions evolve within the University's framework and appear to have University-wide academic significance, the President may use the following procedures for those offices as well.

When it becomes necessary to appoint an ad hoc consultative committee in connection with the appointment of such an officer, the President, or his designee, shall request from the Advisory Committee of the Senate, through its Chairman, nominations of a number of persons, which number shall be specified by the President. The President shall appoint to the ad hoc consultative committee those nominated by the Senate Advisory Committee and he may appoint up to an equal number of others. In addition to the above appointments, he shall appoint to the consultative committee at least one student, nominated at his request from the appropriate student nominating committee. The normal maximum proportion of students on the consultative committee shall not exceed one-quarter of the membership of the committee, except in the area of student affairs, in which case the proportion of students shall not exceed one-third of the membership. The President shall appoint the Chairman of the ad hoc committee.

The committee shall meet with the President or his designee for the purpose of obtaining information and views concerning the responsibilities of the position and the qualifications of the person to be sought. The committee shall be free to propose additional qualifications and shall recommend names of persons from within or without the University whom it considers appropriate for appointment. It is understood, however, that the role of the ad hoc committee shall be an advisory one; the final authority for the appointment rests with the President and the Trustees.

The President or his designee and the Committee, before its discharge shall submit a final report to the University Council, the Faculty Senate, the Undergraduate Assembly, and relevant graduate assemblies and the Almanac, which shall include, but not be limited to the following:

1. The nature of the search, including goals and objectives.
2. The consensus on policy issues.
3. A copy of the job description and/or advertisement, if any.
4. Information concerning the candidates, including:
   a. Characteristics of the individuals (such as ethnic background, sex, etc.),
   b. Number of names considered,
   c. How many candidates were from within the University,
   d. Specifically, was the person selected to fill the position, if it was filled, recommended by the consultative committee, and
   e. Any additional relevant information.

Should there be disagreement between the President or his designee and the consultative committee, separate reports should be submitted.
For the mystery-lover, Purchasing News of Note offers such intrigues as "Who sent the diamond knife to the Dupont Company in Wilmington? They'd like to return it." For the pragmatist, the newsletter has advice on getting more for your purchasing dollar. Some examples from the February 20 issue.

LOW-COST FURNITURE

If you are tired of shuffling chairs down the hall every time you have more than one office visitor, or fed up with falling over mounds of paper that belong in a file cabinet you can't afford, the University's surplus furniture stock may offer a low-cost solution. To buy surplus furniture:

1. Visit storerooms at 4015 Walnut St. or in the Lippincott Building, 25th and Locust Sts. (Bruce Jeffreys, Ext. 5450.)
2. Select the items you want to purchase, ask for a label, fill it out with your name and department, and attach it to the item.
3. Contact Mr. Neuber or Mr. Ferrell at Ext. 7216 for the price of the item.
4. Send them a requisition noting the item you wish to purchase, the price they quoted you and your department accounting coding.
5. When the purchasing department receives your requisition, they will let you know how and when to have your order picked up and will charge your department by journal entry.

The purchasing department plans to develop an inventory of the items available and will publish it in Purchasing News of Note. They also plan special retail sales to reduce their inventory and will announce those as well.

EQUIPMENT ON LOAN

If you have any equipment on loan or trial from a vendor, let the purchasing department know about it so that it can be properly insured. Send purchasing a requisition stating "Item on Loan (or Trial)—Do Not Purchase" and note the length of the loan or trial period. The purchasing department will send a vendor a purchase order which extends the University's insurance coverage to the loaned equipment and will protect the vendor if it is damaged or lost. This is the only way that equipment can be properly covered by the University's insurance policy.

PHONE BILL SAVINGS

You can keep your phone bills down by dialing long-distance calls yourself. Calling person-to-person or collect, billing the call to another number or credit card, or placing a call from a pay phone all cost more since an operator is involved in making the call.

OPENINGS

Under new procedures announced in Almanac February 17, openings at the University can be listed only after position review by the President's Office. Following are the positions now eligible to be filled.

UNIVERSITY EMPLOYEES interested in the open positions are asked to call the Personnel Department for appointments, Ext. 7285.

ADMINISTRATIVE/PROFESSIONAL (A-1)

ADMINISTRATIVE ASSISTANT TO ASSOCIATE DEAN responsible for academic-admissions, preparing enrollment statistics for internal and external use, liaison with graduate faculty for administration of Ph.D. students. Involved with all aspects of student administration from admission through graduation. Supervises administrative office personnel and attends to all personnel functions concerning the administrative office. Responsible for or assists in the formulation and determination of certain administrative policies and procedures for the school; assists in or prepares budget estimates including personnel, office expenses, travel expenses etc.; serves on request on certain school committees. Qualifications: College degree preferred. At least five years' responsible office experience; receives in-service indoctrination in University policies and regulations, but actual experience in the school or University preferred. Knowledge of office administration procedures and techniques; knowledge of budgetary systems; ability to meet people cordially and potentially address small groups or advise students. Salary to be determined.

ASSISTANT TO THE DIRECTOR to determine building services and maintenance in conjunction with director. Review all procedures, schedules and work methods; coordinate construction and renovations; coordinate acceptance of all new structures and projects to ensure suitable provisions for efficient plant operations and maintenance. Assists director in preparing and reviewing departmental budgets; maintains records and prepares reports. Must have knowledge of trades and skills associated with plant maintenance, and ability to consult with other administrators for coordination of operations and interchanging ideas concerning buildings, utilities, equipment and its use. Qualifications: College graduate in engineering or architecture or equivalent experience in engineering or related fields. Must have experience in all types of construction and maintenance of major building systems and facilities. Must be service-oriented, with good customer-relations attitude. Salary to be determined.

APPLICATIONS PROGRAMMER ANALYST II to design systems and write programs for personnel, payroll and budget systems. Qualifications: Experience in JCL, COBOL, TSO in an OS370 environment; minimum of two years' programming experience; college degree. $12,300-$15,325.

RADIO STATION MANAGER (2-24-76)

REPAIR AND UTILITY SHOP FOREMAN to supervise personnel, schedule work, order materials, submit management reports and inspect completed work. Qualifications: Journeyman status in painting and masonry trades; demonstrated ability to supervise; thorough knowledge of materials used in the above trades. Ability to communicate with customers. Salary to be determined.

SUPPORT STAFF (A-3)

CLERK IV (2-24-76)

CUSTODIAN to clean hard surfaces throughout the campus, drive truck and operate street sweeper. Will clean a very large number of hard surfaces, (blacktop, concrete, block, etc.) Qualifications: Capable driver with ability to operate equipment. Union scale.

DATA CONTROL CLERK to set up production computer runs and process output of such runs. Will gather input from users, prepare necessary JCL, schedule runs with users; send printed output to be collated and burst, then delivered to the users; document each production job fully on a daily basis. Qualifications: Two years' experience in a data processing shop or in a user department as a report writer. Eye for detail, ability to work with computer decks, communicate effectively. High school graduate. $6,550-$7,925.

EDITORIAL ASSISTANT (2-24-76)

HELPER to assist mechanics on filter crew. Qualifications: Mechanical aptitude, ability to follow instructions. High school graduate. Union scale.
THINGS TO DO

LECTURES

The Wharton Graduate Accounting Society presents R. F. Schapperle of Haskins and Sells in a discussion of Current Developments in Accounting and Auditing March 3 at 4:30 p.m. in Vane Hall, B-11.

Dr. Brooke Hindle, director of the National Museum of History and Technology, delivers the first Leon Lecture of 1976 March 4 at 8 p.m. in Rittenhouse Lab Auditorium A-1 on Science and the American Revolution.

Tamers of the wilderness or the terror of the planet? Professor of landscape architecture Ian McHarg assesses the ecological impact of human progress on Channel 12's Making of a City series, March 4 at 8 p.m.

Nobel laureate Dr. George Palade of Yale leads a seminar on Biogenesis of Membranes in Algae Chlamydomonas in Lecture Room D at the Medical School, March 5 at 11 a.m.

The Morris Arboretum offers plant care classes for devoted and not-so-devoted gardeners. On March 5 there's an introduction to Plans for Carefree Gardens ($3.50 for members, $5 for the public). The following day a pruning clinic focuses on flowering shrubs ($2.50, members, $3. public). Both run from 10 a.m. to noon, and advance registration is suggested but not necessary. CH7-5777.

Urban Signature Graffitias Visual Communication is the topic of Julie Mackey, Moore School of Art professor of social science, in the Annenbg Colloquium Monday, March 8, 4 p.m. in the Colloquium Room, Annenberg School.

At the next Bicentennial College Lecture, March 9, University of Michigan professor of history Kenneth Lockridge speaks on The American Revolution as Cultural Impetus to a Modernizing Society at 4:15 p.m. in Houston Hall.

Dr. Richard Werthamer, APS Congressional Fellow, discusses Science and the U.S. Congress March 10 at 10 a.m. in Auditorium A2, David Rittenhouse Lab. The Physics Graduate Student Committee sponsors the lecture.

Sculptor Louise Nevelson comes to campus on March 10 to lecture on "Bicentennial Dawn." The ICA sponsors her talk at the University Museum Auditorium at 8 p.m.

EXHIBITS

From Goethe House in New York City to Deutches Haus at Penn come oils, watercolors and etchings by Dusseldorf's Rudolf Werner Ackermann. The loan exhibit is at the Max Kade German Center, 3905 Spruce St., until March 18. Hours: Monday, 9 a.m. to noon; Tuesday and Thursday, 9 a.m. to 1 p.m.; and Wednesday, 9 a.m. to 4 p.m.

Cloth, Yarn and Twine are at the Gallery of the Women's Cultural Trust in CA now through March 26. Batiks, macrame and weaving by nine craftswomen are on view Mondays, Tuesdays and Fridays from 11 a.m. to 5 p.m., Wednesdays 11 a.m. to 7 p.m. and Thursdays 11 a.m. to 9 p.m.

Glimpses of library life—as it began at Penn in 1749, and as it grew to become today's Van Pelt plus 20 satellites—make up the University of Pennsylvania Library: History, Collections, and Services exhibit opening March 8. It runs through July in the Klein Corridor, first floor Van Pelt.

FILMS

Settings range from Africa to darkest Times Square for the films at this week's Annenberg Cinematheque in the Center's Studio Theatre: Emissary plays Thursday, March 4, at 7 p.m. and Sunday, March 7, at 9:30 p.m. The Projectionist is on screen March 4 at 9:30 p.m. and March 7 at 7 p.m.

Godard's La Chinoise is shown March 5 at 9:30 p.m. and March 6 at 7 p.m. And Kiss Me, Deadly completes the week's schedule March 5 at 7 p.m. and March 6 at 9:30 p.m. Admission: $2, $1 for students.

At the Christian Association this week: The Hospital March 4 at 7:30 and 9:30 p.m.; Ulysses March 5 at 7:30 and 10 p.m.; and Women in Love March 6 at 7:30 and 10 p.m. Admission: $1.

Yes, Peter Sellers once starred in "Alice's Adventures in Wonderland". Grown-ups and kids can see the rare screening Saturday, March 6, at 10:30 a.m. in the University Museum's Harrison Auditorium.

A housewife-mother and a champion gymnast are considered in Something Different, part of the International Women's Film Festival sponsored by the Penn Women's Center. Ivy Room at Houston Hall Wednesday, March 10, at 9 and 9:30 p.m. Admission: $1.

MIXED BAG

In an evening of poetry at the Christian Association Wednesday, March 3, at 8:30, there are readings by Jim Quinn, Jim Penzi and Ken William Eibel. Admission: $1.

Buy a print from the Ferdinand Rotten Collection on display at the Houston Hall Art Gallery on March 4 from 10 a.m. to 5 p.m. The Penn Union Council Arts Committee sponsors the sale, which includes works of Daumier, Goya, Picasso and Miro.

The stormy feuds of King Henry II and Eleanor of Aquitaine are relived by the Pennsylvania Players in James Goldman's The Lion in Winter on March 4 and 5 at 8 p.m. and on March 6 at 6:30 and 10 p.m. in Houston Hall Auditorium. Ticket: $2.

Madrid's Society of Spanish Studies brings Spanish Flamenco dancing to the University Museum's Harrison Auditorium at 8 p.m. on Saturday, March 6. Admission: $3.50, $2 for students.

The University Museum Sunday Concert features Deborah Carter in four flute quartets by Haydn, Boccherini, Mozart and Danzi at 2:30 p.m. on March 7 in Harrison Auditorium.

Lascivious and blasphemous chansons, madrigals and catches are in Collegium Musicum's March 10 concert, Bawdy Music of the Renaissance. Mary Ann Ballard, directs in Harrison Auditorium, 8 p.m.

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