

# Almanac

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## SAC Review Panel Formed

In accordance with a resolution adopted at the special meeting of the Senate held on April 28, the Senate Advisory Committee (SAC) has constituted a panel to review faculty concerns about the administrative functioning of the University. The charge of the panel is as follows:

The purpose of the panel is to review and categorize faculty concerns about the administration and to recommend to SAC resolutions of the specific problems that it finds.

The panel should take as its point of departure the aim of developing means of working with the administration to restore an atmosphere of confidence throughout the University. The focus of the panel's work should be on existing problems. Past difficulties should concern the panel to the degree considered necessary to avoid repetition of similar problems in the future.

The panel should invite faculty testimony and discuss causes and remedies with the appropriate faculty members or faculty units and administrative officers. The panel should report its recommendations to SAC by September 30, 1978.

The members of the panel are:

Steven C. Batterman (applied mechanics)  
Alexander M. Capron (law)  
Phillip H. DeLacy (classics)  
Larry Gross (communications)  
Robert M. Hartwell (history)  
Irving B. Kravis (economics), *ex officio*  
Dan M. McGill (insurance), *chairman*  
Ann R. Miller (sociology)  
Charles C. Price (chemistry)  
Truman G. Schnabel (medicine)

—Irving B. Kravis, *Chairman, Faculty Senate*

The Faculty Panel on the Administrative Functioning of the University, whose composition and charge are set out above, invites faculty members to share their concerns with it and to suggest appropriate remedies for perceived administrative problems. The committee prefers that statements be presented in writing in order to facilitate synthesis and analysis of the various views presented, but the committee stands ready to receive oral statements to the extent necessary to accomplish its task. Where certain views are shared by an entire administrative unit or other group of concerned faculty, the committee urges, again as an administrative convenience and time saver, that consideration be given to designating a spokesperson for the entire group. Faculty members are encouraged to offer constructive suggestions for improvements in the administrative processes of the University, especially within the central administration.

The committee intends to carry out its task in as discrete and confidential a manner as possible. Requests for confidentiality of contacts with the committee will be respected to the limits of the committee's capability.

The committee will be considering the statements of concerned persons and meeting with them as necessary throughout the next four months. Requests to appear before the committee should be directed to Ms. C.P. Burdon, administrative assistant to the senate chairman, 303A College Hall/CO, Ext. 6943.

—Dan M. McGill, *Chairman*

## Quinn Named to Robert D. Bent Chair

The University has received a \$1 million grant from the Atlantic Richfield Foundation to endow a professorship in honor of Robert D. Bent, an alumnus of the University and former chairman of the ARCO Chemical Company. Dr. John A. Quinn, professor of

chemical and biochemical engineering, has been named the first incumbent of the new chair.

In making the presentation, Wednesday, May 10, Richard M. Bressler, senior vice-president of Atlantic Richfield Company, remarked that the grant was Atlantic Richfield Foundation's award of excellence for 1978. He noted that the foundation has followed the practice in recent years of making one award of excellence of this magnitude to an institution of higher education each year. Recent recipients have included Harvard University and California Institute of Technology. President Martin Meyerson, in accepting the grant, said that the Robert D. Bent Professorship will be awarded on a five-year rotational basis to a faculty member in the physical or biological sciences, preferably in a field related to chemical or energy industries.

Recently elected to the National Academy of Engineering (see *Honors* this issue), Dr. Quinn's research has been concerned with facilitated transport within the biological system and with the membrane process. He has worked jointly with medical scientists in physiology and in environmental pharmacology. In this connection, his research with Dr. Christian J. Lambertsen, director of environmental medicine, has been particularly productive in explaining the well-known phenomenon of "skin bends." Meyerson said, adding that his studies on membrane process could have a significant impact on the activities of chemical and energy-related companies. With his students, Quinn is investigating means of achieving, through membranes, low energy chemical separations in the course of these studies. He joined the University in 1971 in chemical engineering and received a joint appointment in bioengineering in 1973. He was honored with an S. Reid Warren Jr. Award for Distinguished Teaching (1974) and an Allan P. Colburn Award from the American Institute of Chemical Engineering (1966).

Bent received his B.S. in chemical engineering from the University in 1935 and began his career with the former Atlantic Refining Company as a process operator. He became general manager of manufacturing in 1959, and was elected vice-president one year later. In January 1966, when Atlantic Refining merged with Richfield Oil Corporation, he was named a senior vice-president of Atlantic Richfield and president of ARCO Chemical Company. He is currently chairman of the board of directors of the University City Science Center.

## Council

### CURIA Report, Commencement Discussed

The report of the Council ad hoc Committee on University Relations with Intelligence Agencies (CURIA) was recommitted to Steering Committee for revision at the last Council meeting of the academic year, Wednesday, May 10.

Vice-Provost for Graduate Studies and Research and committee chairman Donald N. Langenberg noted that the publication of an earlier, draft version of the report (see *Almanac* February 21, 1978) and requests for comments on the report (published in the *Daily Pennsylvanian* and in *Almanac*) elicited only one response. In the discussion that followed, Council members taking exception to various points or principles embodied in the report were apologetic for not making their objections known earlier.

Questions centered on possible violations of academic freedom and abridgments of first amendment rights. Langenberg said that these questions had been discussed "in excruciating detail," and that the committee, of which University Counsel Stephen B.

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Burbank was a member, did not foresee problems in regard to these matters. After lengthy discussion, the Council voted to return the report to Steering Committee. Faculty Senate and Steering Committee Chairman Irving Kravis predicted that the report would not be ready for Council's consideration again before the end of fall.

Erling Boe, chairman of the Student Affairs Committee, reported that his committee unanimously upheld the University's position regarding the release of names of student recipients of state senatorial scholarships. (See *Almanac*, April 11, 1978 for background. According to a report in the *Philadelphia Inquirer*, 29 of the 50 members of the Pennsylvania State Senate have complied with an *Inquirer* request to make public the names of students to whom they have given senatorial scholarships.)

President Martin Meyerson's proposal on selection of commencement speakers was adopted by Council; the full text of the proposal appears below.

In his report, he described implications of proposed federal regulations regarding indirect cost recovery for research. Implementation of the "Cost Principles for Educational Institutions" (United States Office of Management and Budget Circular No. A-21), he said, would cost the University approximately \$4.75 million a year in unrecovered indirect costs and added administrative costs.

The OMB proposal would "shift the burden of these unrecoverable indirect costs to the institution," Meyerson said. "To be forced to assume a greater share of the costs associated with the performance of federally sponsored research without a clearly understood and agreed upon rationale is unjust."

Provost Eliot Stellar, in his report, said he hoped that a provost search committee would get underway soon. Meyerson reported that he expected the committee to have the same constituency as the last provost search committee—five members from SAC, five selected by the president and three students. Stellar said that the search for an associate provost is nearing an end and that the final choice should be made "shortly."

At the conclusion of the meeting, the newly elected Steering Committee was announced: Marilyn E. Hess (pharmacology), Samuel Z. Klausner (sociology), Michael Cohen (physics), Phoebe Leboy (biochemistry), Jack E. Reece (history), Kenneth K. McNeil (FAS '79), David L. Simms (CEAS '79), Elizabeth Murphy (graduate student in biochemistry), Rosalinda DiRienzo (graduate professional student in nursing).

## Selection of Commencement Speakers

At the beginning of each academic year, a committee of 10 graduating students shall be formed to participate in the selection of a commencement speaker. The membership shall include the four officers of the senior class board and six graduate and professional students selected by the graduate and professional student representatives on the University Council.

In early autumn of the first year with this arrangement, the chairpersons of the the student committee, the trustee honorary degrees committee, and the University Council honorary degrees committee shall meet with the president, the provost and the secretary of the corporation to review criteria for the selection of honorary degree recipients.

The entire campus shall be solicited for suggestions of commencement speakers, the recommendations to be directed to the office of the secretary. From such recommendations and any others they generate, the student committee shall provide a slate of no fewer than six nominees in rank order before the October meeting of the trustees. Scholars on the list will be directed to the council committee for review, nominees from the world of affairs to the trustee committee. A consolidated short list will be transmitted by the trustee committee to the student committee which will return it with their evaluations to the secretary and the trustee committee. Final selection will be made from that list by the trustees and the administration.

## Council Review Committee Formed

It was agreed in Steering Committee of University Council that a study of the structure and function of the Council would be most timely and should proceed in association with the work of the Task Force on Governance, and in the light of the recently completed study of the structure and function of the Faculty Senate. The Council Review Committee will be constituted as follows:

Peter Conn (English)—chairman  
Ralph Amado (physics)  
Steven Batterman (applied mechanics)  
Michael Cohen (physics)  
Barbara Lowry (nursing)  
Patricia McFate (vice-provost)  
James Malone (A-1)  
Joseph Kane (A-3)  
Diane Kasrel (undergraduate student)  
Claire Koepler (graduate student)

A meeting will be arranged as soon as possible so that the charge to the committee can be presented and this important work gotten underway.

### Charge to the Council Review Committee

The purpose of the committee is to reassess the role of University Council in the light of the widely expressed doubts about its usefulness. This requires a reexamination of the functions it is intended to serve and the efficacy with which it accomplishes its purposes. Account should be taken of recent events in which two important constituencies—students and faculty—did not use Council mechanisms in matters affecting the governance of the University. The committee is requested to submit its report to the Steering Committee by mid-November. —*Eliot Stellar, Provost*

### To the Members of the Campus Community:

The committee which has been established to study the University Council hopes to inform its deliberations with the greatest possible opinion and information from colleagues on campus. I take this opportunity, therefore, to invite your written responses to our charge. Since the committee hopes to function over the summer, I would be particularly grateful to have your responses at your earliest convenience. —*Peter Conn, Chairman*

## Trustees

### Five Year Planning Reviewed

Provost Eliot Stellar, Associate Provost for Academic Planning John Hobstetter, and Director of Planning Analysis Robert Zemsky presented an outline description of the probable scale of the University over the next five years, at the open stated meeting of the executive board of the trustees, Thursday, May 11.

"No function is harder to carry out than good educational planning," Stellar said. "Our task is to see that academic plans are tightly tied to economic budgets."

According to Zemsky, five-year planning is based on two principles: sound management control and adjustment for changes after each academic year. "Our goal is to preserve academic quality and opportunity even as the margin for change narrows and the University grows smaller," Zemsky said.

Zemsky cited the decrease in the number of college-aged students as a major concern. By 1984, he said, there will be half-a-million less college-aged students than in 1977. "At least through 1982 we can maintain enrollment at current levels. To maintain quality as well as enrollment, however, we must attract more applications from outside the Northeast corner of the United States and improve our competitiveness against other high ability/high cost private institutions."

Zemsky said, "Pennsylvania is fortunate in not being as tenured up as many institutions, thus retaining its capacity to attract new assistant professors. Still, new appointments over the next five years will be at a premium as our faculty grows slightly smaller as well as older."

President Martin Meyerson seconded Zemsky's concern with

proposed changes in federal procedures by which the University recovers overhead costs.

Hobstetter emphasized three points: that "we are not only labor intensive, but people intensive;" that "planning is a de-centralized operation" that takes place primarily within the schools; and that constant reviews and evaluations are performed to help determine planning effectiveness.

The full text of a memo regarding a tentative agreement of cooperation for joint research, training and publication between the Arab Development Institute in Tripoli and the University of Pennsylvania and the State University of New York, New Paltz appears in this issue, followed by a proposal for additions or changes to current guidelines on the acceptance of gifts, grants and contracts. The report, submitted by the trustees' committee on corporate responsibility, was accepted by Chairman Donald Regan, who returned it to the president for further action.

Trustee John Eckman reported that as of May 5, \$143,053,238, or 56 percent of the total, had been achieved in the Program for the Eighties campaign.

In other business, the trustees approved a resolution on a Philadelphia National Bank loan agreement that would help finance installation of a small number of large chiller units designed to service air conditioning equipment.

Meyerson announced at the meeting that Amintore Fanfani, Italian economist, politician and former prime minister and president of the Italian senate, would be unable to attend the University's commencement and receive an honorary Doctor of Laws degree. The University, he said, hoped to present the degree at next year's commencement.

## News Briefs

### Silverstein Dedication June 1

The 14-level Silverstein Pavilion of the Hospital of the University of Pennsylvania will be dedicated Thursday, June 1 at 3 p.m. Senator H. John Heinz, III, will speak at the formal ceremonies, to be held outside the new \$43 million patient care and research facility.

Among events preceding the dedication is a reception May 24 from 4-6 p.m. in the Silverstein lobby for hospital employees; a dinner dance for HUP's medical staff, May 27 in the Hilton Hotel, which is connected to the Silverstein Pavilion by a bridge over 34th Street.; a symposium on recent developments in diagnosis and treatment, at May 31, 4 p.m., to which physicians who refer patients to HUP have been invited (approximately 20 percent of HUP's patients are referred from outside the eight-country Philadelphia metropolitan area).

The June 1 dedication will be followed by a reception in the Silverstein lobby, and a black-tie dinner in the University Museum that evening will honor major benefactors of the new pavilion.

The new addition was financed with \$34 million in bonds, \$5 million in gifts from the late Louis Silverstein and friends, \$2 million from the University of Pennsylvania and \$2 million in Hill-Burton funds and earned interest.

Silverstein was the founder of Camden Fibre Mills, now a division of the Celanese Corporation. His association with the hospital began in 1938, when he was treated by the late surgeon, Dr. I.S. Ravdin.

### J. Crosier Schaefer, 1916-1978

J. Crosier Schaefer, a former Philadelphia reporter and a longtime employee of the University, died May 11 at the age of 61 in the Hospital of the University of Pennsylvania.

Schaefer, a Phi Beta Kappa graduate of the University's class of 1938, was editor-in-chief of the *Daily Pennsylvanian* and a member of the University's varsity track team.

He began his journalistic career as a reporter on the old *Philadelphia Record* and the *Philadelphia Inquirer* before joining the University's news bureau staff in 1952. In 1957 he was appointed director of development publications, a position he held until shortly before his death.

In lieu of flowers, his family has requested that memorial contributions be made to the alumni memorial programs of the University or to Calvary Episcopal Church.

## Committee on Academic Freedom

Recently three cases growing out of a controversial case presented before the Grievance Commission were addressed to the Senate Committee on Academic Freedom and Responsibility. There is, according to the rules of the Senate, some turnover in the membership of the committee at the end of the academic year. However, in order to provide continuity the Senate Advisory Committee (SAC) has asked the membership of the Committee on Academic Freedom and Responsibility as of the academic year 1977-78 to continue with these cases. This group is asked to report its findings to SAC by September 1, 1978. For any new cases which may arise the 1978-79 membership of the Committee on Academic Freedom and Responsibility is to assume jurisdiction.

—Irving B. Kravis, Chairman, Faculty Senate

## Administrative Assembly Elections: June 14

The Administrative Assembly will elect new officers at its annual meeting Wednesday, June 14, 3:00 p.m. in the Faculty Club (second floor). Positions up for election are: chairman-elect, secretary-elect, executive committee (three for two-year terms), representatives for the University Council and Almanac Advisory Board (both for one-year terms).

## CWEP's Eighth Graduation

The Community Wharton Education Program (CWEP) awarded certificates of graduation for the completion of a two-year program in business administration to 14 area minority students Saturday, May 13. Ralph Smith, Esq., assistant professor of law, spoke at the eighth CWEP graduation.

CWEP was founded in 1969 with volunteer help from faculty members and graduate students of the Wharton School. The purpose of the program is to provide college classes for local members of minority groups to improve their managerial and entrepreneurial skills and to prepare them for full college degree programs in business.

## Gutman Center to Be Renovated

The University has received a \$50,000 grant from the Grundy Foundation of Bucks County to be used for renovating the Gutman Center, a 210-acre farm which was bequeathed to the University by New York financier Monroe C. Gutman, in 1974.

## For the Record

- Stephen Gale, chairman of the regional science department, FAS, and one of two directors of a recently awarded grant from the U.S. Department of Housing and Urban Development ("\$4 Million Research Grant for SPUP," *Almanac*, May 2, 1978) informs us that not only the School of Public and Urban Policy but individuals from several departments and schools of the University prepared the grant, and that these schools and departments will be full participants in the study.
- Anna Marie Stein, a *Daily Pennsylvanian* staff writer, received the Alice Paul Award given by the Women's Faculty Club on Hey Day, April 28. We did not receive the information in time to include it with the listing of Hey Day student award recipients in the May 2, 1978 issue of *Almanac*.
- In the listing of members of the Committee on the Economic Status of the Faculty (*Almanac*, May 2, 1978), Margaret G. Wood's (dermatology) name was inadvertently omitted.

*Please note that with this issue Almanac ceases publication for the academic year. A summer issue will appear in mid-July. Regular weekly publication will resume in September.*

—The Editors

## Reserve Room Requests Needed by August 1

The deadline for teaching faculty to submit requests to Van Pelt Library's Rosengarten Reserve Room for the fall 1978 semester is August 1. Reserve request forms and instruction sheets can be picked up in the Rosengarten Reserve Room or mailed upon request. For additional information, call Ext. 7561 or 7562, Monday through Friday, 9 a.m. to 5 p.m.

# Memorandum on a Tentative Agreement of Cooperation between the Arab Development Institute, the University of Pennsylvania and the State University of New York, New Paltz

*The following memorandum regarding a tentative agreement of cooperation for joint research, training and publication between the Arab Development Institute in Tripoli and the University of Pennsylvania and the State University of New York, New Paltz was submitted by the trustees' committee on corporate responsibility to the executive board of the trustees at its meeting, May 11. This is followed by a memorandum submitted by the trustees' committee on proposed additions or changes to guidelines for the acceptance of gifts, grants and contracts offering financial support for the programs of instruction and research from public and private sources. See Almanac, March 21, 1978 for present guidelines on acceptance of gifts, grants and contracts.*

At the last executive board meeting, the executive board and the chairman of the trustees referred to the trustees' committee on corporate responsibility two assignments:

1. determine whether acceptance of this proposed agreement conforms to the University policy guides on the acceptances of research grants and contracts, and so advise the president and provost to proceed with the agreement on the basis of the current guidelines, or to provide special instructions as to limitations or restrictions to be observed in drafting a subsequent version of the agreement.

2. review the guidelines with a view toward their application to future agreements of this nature and make recommendations to the president and provost.

The committee deliberated in these matters by an exchange of correspondence; the committee chairman conducted interviews with Professors Frey, Naff, and Callen; and considered the statements by the aforesaid professors that were published in the *Almanac* as well as additional information supplied by Professors Callen and Conn. The committee discussed its dual assignment by means of telephone conference call and by calls between the chairman and individual committee members.

As to the first assignment:

1. basing its judgment solely on the existing guidelines (memorandum of February 21, 1978) it is the opinion of the committee that the terms of the proposed project conform to the current guidelines.
2. the committee, however, feels that the proposed agreement fails to make sufficiently clear the relationship between the parties to the

## Memorandum on the Acceptance of Gifts, Grants and Contracts

The following proposals for change were made by a few of the members of the faculty and some of the trustees and are set forth in this memorandum purely as a basis for the start of the review of the guidelines by faculty and administration.

1. That no donor or grantor have actual or constructive control over a program or project other than a legitimate right to insure that the funds supplied have been used in accordance with proposal or other agreement governing the relationship.
2. That the terms of the gift, grant or contract clearly reflect the true interests and relationships of the parties.
3. Inasmuch as the guidelines strongly encourage members of the faculty and administration to seek out external financial help, any member of the faculty or department obtaining such financial help shall receive the benefit of the doubt on the issue of whether a given project falls within the guidelines.
4. Any contract involving the use of external funding shall be a full and complete document and before adoption should be reviewed by general counsel of the University to make sure that the document comes within the guidelines and that there are not loopholes.
5. Consideration should be given to setting forth an ethical standard for the acceptance of external funding.
6. Consideration should be given to the establishment of a standing committee whose function would be to make specific judgments on proposed international relationships on a case by case basis. The purpose of this committee would be to prevent any possibility of

agreement. Accordingly, the committee recommends that the parties in interest negotiate a new agreement. In particular, the committee asks that the new agreement make it clear:

that no donor or grantor have actual or constructive control over a program or project other than a legitimate right to insure that the funds supplied have been used in accordance with the proposal or other agreement governing the relationship.

that the terms of the gift, grant, or contract, clearly reflect the true interests and relationships of the parties.

The committee was not able to determine the degree to which the current proposed agreement had been subjected to administrative review as to the academic merit of the enterprise before its submission to the trustees' committee for their consideration. Judgments on the basis of academic merit are the prerogative of the administration and faculty and the trustees' committee felt it would be presumptuous on their part to attempt to evaluate the proposed agreement on such grounds. The committee does suggest, however, that the document be scrutinized on academic grounds by the appropriate University organizational mechanism set up for such purposes, if indeed this review procedure has not already been followed.

As for the second part of the committee's assignment, we believe that a thoughtful review of the current guidelines is indicated in light of the University's growing involvement in international education and the possibility of potential funding from countries and agencies. As a corollary to this action, the committee recommends that current review mechanisms for such purposes be evaluated to determine whether they are appropriately organized and administered to carry out this oversight function.

Should it be determined that current review mechanisms are not adequate, the committee recommends the establishment of a joint faculty-administration body for the formulation of revised guidelines and for oversight of their observance.

In the course of the committee's deliberations, a number of changes and additions to the guidelines were made by the members of the committee and faculty members. Some of these changes are contained in the attached memorandum [see below].

— Robert L. Trescher, Chairman  
Trustees' Committee on Corporate Responsibility

such connections being affirmed (or denied) in a bureaucratically routine way.

7. In order to encourage appropriate support and to shelter it from controversy, it is essential that the University extend its guidelines explicitly to cover criteria for acceptance of support from foreign agencies.

8. Academic programs must be protected from parochial or ideological advocacy. Every effort should be made to provide representation to the full range of responsible academic opinion in a given field. Faculty in a particular discipline should represent fairly the diversity of methodologies and approaches within the field. Foreign donors should be informed fully and explicitly of this commitment to scholarly diversity.

9. Procedures and criteria for the appointment of academic staff are crucial to the independence of the University. No part of this responsibility can be surrendered to, or shared with, an external agency. Academic merit shall be the primary and dominating criterion for such appointment.

10. Explicit safeguards of the integrity of academic programs are particularly vital when programs are appreciably funded by external sources. When such programs also lie outside the standard departmental structure, as in "centers" or "institutes," they should be under the continuing guidance of broadly representative faculty policy and review committees.

11. In programs serving a preponderance of international students  
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from a specific area, care must be taken that the students are bona fide students devoted primarily to academic purposes and meeting the normal academic standards of the University. Admissions procedures must be consonant with all the normal standards of the University, and the responsibility for selection and admission of students must reside entirely within the established University authorities.

12. All instructional programs, service functions and research activities in which the University participates, whether in the United States or elsewhere, must conform rigorously to the principle of non-discrimination. Foreign sponsors should be informed in writing, and in explicit detail, of the laws of the United States prohibiting discrimination, and of the rigorous commitment of the University to the principles underlying those laws. Sponsors shall be required to provide written assurances, as a binding term of the agreement or contract, that the program under sponsorship shall be non-discriminatory in all its aspects. This agreement might reasonably be similar to the non-discrimination declaration legally required of United States universities receiving federal funds.

## Honors

### American Academy of Arts and Sciences

Four faculty members from the University were among 107 scholars, scientists, public figures and artists, and 26 foreign honorary members, elected to the American Academy of Arts and Sciences. They were:

**Dr. Richard A. Easterlin**, professor of economics;

**Dr. Irving B. Kravis**, professor of economics;

**Dr. Edwin Mansfield**, professor of economics; and

**Dr. Leo Steinberg**, Benjamin Franklin and University Professor of the History of Art.

### National Humanities Center

Three Penn faculty members were among the 26 scholars appointed fellows and associates of the National Humanities Center for the academic year 1978-79. The fellows and associates will pursue their research and writing and participate in seminars and conferences at the center in Research Triangle Park, North Carolina. Those selected were:

**Dr. Elizabeth Flower**, professor of philosophy;

**Dr. Gary S. Morson**, assistant professor of Slavic language and literature;

**Dr. Nell Painter**, associate professor of history.

### Fogarty International Center

The John E. Fogarty International Center has awarded one-year senior international fellowships to three faculty members of the School of Dental Medicine. They were among 50 selected nationally. Penn faculty members selected were:

**Dr. Paul Montgomery**, associate professor of microbiology. He will study the role of the liver in the secretory immune system, at the University of Louvain, Brussels, Belgium.

**Dr. Irving Shapiro**, professor and chairman of biochemistry. He will research mechanisms of calcification, at University College, University of London.

**Dr. Norton Taichman**, professor and chairman of pathology. He will examine leukocyte interactions in chronic inflammation, at the Clinical Research Center, Harrow, England.

### Honors in Brief

**Ann Adomanis**, assistant professor of nursing in the graduate division and co-director of Penn's Family Nurse Clinician Program, has been selected to receive a one-year Robert Wood Johnson Nurse Faculty Fellowship in clinical primary care nursing.

**Dr. Aaron T. Beck**, professor of psychiatry and director of the Center for Cognitive Therapy, School of Medicine, has won the 11th annual award of the Philadelphia Society of Clinical Psychologists.

**Dr. Jeffrey M. Cohen**, associate professor of physics, has been awarded two grants—one from the National Science Foundation for his research on "General Relativity and Astrophysics," the

second from the United States Army for his research on "Three-Dimensional Inverse Scattering."

**Dr. John S. deCani**, professor and chairman of statistics, was selected by the Wharton Evening School graduating seniors as the recipient of the Sigma Kappa Phi honor fraternity's award for outstanding professor for 1977-78.

**Paula Fox**, a visiting lecturer in the writing program at the University, has been awarded an international Hans Christian Andersen award for 1978 for excellence in the field of children's literature. Her fiction for children includes *Portrait of Ivan*, *The Stone Faced Boy*, *Blowfish Live in the Sea* and *The Slave Dancer*.

**Dr. Roland M. Frye**, professor of English, has been elected secretary of the American Philosophical Society and a member of its governing council.

**Dr. Erving Goffman**, Benjamin Franklin and University Professor of Anthropology and Sociology, received the *in medias res* prize from the West German Burda Publishing Group for his scientific achievement in the field of social communication.

**Dr. Paul E. Green**, S. S. Kresge Professor of Marketing, is the recipient of the 1978 Paul D. Converse award for his achievements in the advancement of marketing theory.

**Dr. Benjamin F. Hammond**, professor and chairman of the Department of Microbiology, School of Dental Medicine, was elected president of the American Association for Dental Research.

**Laurent Jacque**, a lecturer in the Multinational Enterprise Unit, has received the third annual outstanding teaching award from the Wharton Undergraduate Advisory Board.

**Antonin Liehm**, a visiting professor of Slavic and general literature, and his wife Mira Liehm, have received the Theater Library Association's annual award for the outstanding book on recorded performances, including motion pictures and broadcasting, for their book *The Most Important Art: East European Film After 1945*.

**Dr. Robert P. Lisak**, associate professor of neurology, received an award from the Mutual Education and Cultural Exchange Program (Senior Fulbright Program) for his research on neurology to be conducted at the Institute of Neurology, London University, for the academic year 1978-79.

**Dr. Ponzy Lu**, assistant professor of chemistry, has received a research grant from the American Cancer Society for his research on the "Mechanism of the Control of Gene Expression."

**Dr. Ann Matter**, assistant professor of religious studies, has received a grant-in-aid from the American Council of Learned Societies for her research on the manuscripts of Corbie in Leningrad.

**Dr. Dan McGill**, professor and chairman of insurance, has been appointed a trustee of Northwestern Mutual Life Insurance Company.

**Dr. Donald S. Murray**, professor of statistics, has been elected secretary-treasurer of LaNapoule Art Foundation. The foundation holds title to the facilities at La Napoule, France, used for a number of University-sponsored programs and courses.

**Dr. Abraham Noordergraaf**, professor of bioengineering, was elected a fellow of the American Association for the Advancement of Science for his research in the dynamics of cardiovascular systems and for his introduction of new analytical methods. Dr. Noordergraaf also received the Herman C. Burger Medal at the 11th conference of the Society for Noninvasive Cardiovascular Dynamics held in Ljubljana, Yugoslavia.

**Dr. John A. Quinn**, Robert D. Bent Professor of Chemical and Biochemical Engineering, was one of 100 engineers elected recently to the National Academy of Engineering. Dr. Quinn was honored for his research on problems of mass transfer related to separation and purification processes and for his studies on the application of synthetic membranes in innovative chemical processes.

**Dr. Thomas F. Robinson**, lecturer in physiology, has received the first annual A.N. Richards award for excellence in physiological research from the Physiological Society of Philadelphia.

**Martin J. Stamm**, associate director of the placement service, has been appointed to the Seton Hill College board of trustees.



# Grievance Mechanism for Nonacademic Staff

There are several means by which employee grievance 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. Informal reviews handled by the above offices shall take no longer than five working days. 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 initiating a formal complaint 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 by a complaint summary 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 administration of the office of equal opportunity will prepare the complaint summary in consultation with the complainant, and the complainant will attest to the accuracy and sufficiency of the complaint summary by affixing his or her signature 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 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 prejudice to the grievance. This provision shall not extend to dismissal for cause except by 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 the appropriate senior administrative officer who shall be the dean of a school, the vice-president and treasurer, the vice-president for development, or the vice-president for operational services. 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 10 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 four 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 will 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 or indirectly related to the specific grievance 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 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 time and place of meeting, secure documents and other supporting materials, arrange for the 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 office, 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 three 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 parties to the proceeding or 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 non-renewal 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. Time Limits.** Every effort will be made to adhere strictly to the time limits stated herein. Failure to comply with a stated time limit is not, however, to be interpreted as invalidating the proceedings or the resolution of the grievance.

**7. Effective Immediately.** This revised policy is to be made effective immediately and is subject to review at the end of one year.

—March 30, 1978

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## Bulletins

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### Independence Day Holiday

*This announcement does not pertain to hospital employees.*

July 4, Independence Day, is observed as a national holiday in accordance with University policy.

Support staff personnel required to work on any of these holidays are compensated at the holiday rate, i.e., the employees' regular daily pay *plus* one and one half (1½) times their regular hourly rate for all hours worked.

This year July 4 falls on Tuesday. Personnel who wish to take time off on Monday, July 3, may do so if granted permission by their department heads or supervisors and provided further that such time off either is without pay or is charged to vacation or personal days.

For employees covered by collective bargaining agreements, the applicable provisions of each agreement shall govern.

—Gerald L. Robinson,  
Executive Director of Personnel Relations

### Memorial Programs

Raymond C. Saalbach, director of memorial programs, reminds faculty and staff of the University's program for honoring colleagues and friends, living or deceased, through gifts to the University. These gifts can range from the dedication of a library book or the planting of a campus shrub to the endowment of a scholarship or professorship. For more information call Ext. 7927 or stop by the Franklin Building, Room 417.

### Library and Bookstore Summer Hours

Van Pelt Library and the University Bookstore have announced their summer hours:

*Van Pelt Library*

8:45 a.m.—9:00 p.m., Mondays through Thursdays

beginning May 23;

8:45 a.m.—5:00 p.m., Fridays beginning May 26;

10:00 a.m.—6:00 p.m., Saturdays beginning May 27;

closed Sundays until after Labor Day.

*University Bookstore*

9:30 a.m.—6:30 p.m., May 23 through May 25;

9:30 a.m.—5:00 p.m., May 26;

closed May 27 through May 29;

9:30 a.m.—4:30 p.m. weekdays beginning May 30;

closed weekends.

### Restricted Subledger Spending in 1978-79

As stated in the "Preparation of Detailed Account Budgets for Fiscal Year 1979" issued April 13 by the executive director of the University budget, a budget must be submitted for each restricted account (subledgers 4, 6 and 8) in which expenditures are planned for fiscal year 1979. Controls against spending in unbudgeted accounts will be put into effect beginning July 1, 1978. We emphasize, therefore, the importance of submitting budgets on a timely basis for *all* restricted accounts in which expenses are anticipated.

—J. Jerrold Jackson, Comptroller

### Bulletin Boards for Job Openings

Information on job openings can be obtained from postings on 13 campus bulletin boards. The list normally changes every Thursday. Bulletin board locations are:

Franklin Building, outside the personnel office, room 130

College Hall, first floor outside room 116

Towne Building, mezzanine lobby

Veterinary School, first floor next to directory

Leidy Labs, first floor outside room 102

Anatomy-Chemistry Building, near room 358

Rittenhouse Labs, east staircase, second floor

LRSB, first floor opposite elevator

Johnson Pavilion, first floor next to directory

Logan Hall, first floor near room 117

Social Work, first floor

Richards Building, first floor near mailroom

Law School, room 28 basement.

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### OF RECORD



### Word Processing Vendor Equipment Guidelines

The University's Word Processing Committee has established the following guidelines for the procurement of word processing equipment. For the purpose of these guidelines, word processing equipment is defined as automated typing or dictating equipment which uses magnetic storage media such as cards, disks or tapes, with a purchase price or annual rental exceeding \$1,000.

1. The University's word processing policy makes it mandatory that all proposals for the acquisition of new word processing equipment have the approval of the Word Processing Committee or the committee's chairperson before a final sale. This policy also applies to "change orders," e.g., requisitions that convert rental or lease plans into purchases. The purchasing department *will not* process requisitions for word processing equipment until such authorization is received by them.

2. New vendors to the campus are obliged to contact Mrs. Vennie Browning, coordinator for word processing. Prospective University users are to advise vendors to telephone the University Management Information Systems office for an appointment. Following the initial introductory visit to University Management Information Systems, Mrs. Browning will schedule a meeting between the Word Processing Committee and the word processing vendor.

3. Vendors are to notify the Word Processing Committee via the word processing coordinator whenever there is a change of marketing representatives for the University account. Notification of the personnel change and introduction of the new representative should be made *prior* to the fact.

4. Word processing vendors are asked to notify the Word Processing Committee of all word processing equipment inquiries from the University. Such information should be related to the committee via the word processing coordinator *before* any action is taken on the inquiry or before gathering of data is initiated.

5. Copies of vendor proposals are to be submitted to University Management Information Systems for committee review. They should further identify the kinds of typing applications, address the objectives of the requesting department, cost justify the proposed equipment, and include full pricing plan and training program.

6. Word processing vendors are to be required to submit current listings of their equipment installations on campus, indicating model, location, user name, and terms of the contract.

These guidelines are applicable to all University operating budgets including grants and contracts.

The Committee hopes to ensure that the word processing business on campus is conducted in the best interest of the University. Your cooperation is needed.

## Grant Deadlines

### National Science Foundation

6/30 Research proposals for Information Science Research Program.

6/30 U.S.-France cooperative research and seminars.

7/1 Research proposals for the U.S.-Israel Binational Science Foundation grants (contact Division of International Programs, NSF).

7/1 Earth sciences proposals in geochemistry, geology and geophysics.

7/1 Proposals for the following programs for the November panel meeting: biochemistry, biophysics, cell biology, developmental biology, genetic biology, human cell biology, metabolic biology and regulatory biology.

7/7 Ecological sciences proposals—for September-October panel meeting.

7/7 Systematic biology proposals.

8/15 Division of social science proposals.

• *Important notice (No. 72) to industrial firms, universities and colleges:* NSF encourages joint industry/scientific cooperative research (request "Grants for Scientific Research," NSF 76-38).

### Office of Education

6/27 Application for grants under the Special Community Service and Continuing Education Program.\*

### Department of Transportation

• Proposals invited for the Intergovernmental Personnel Act of 1970 (IPA) Program, which calls for proposals from qualified full-time faculty members to serve as DOT research fellows in the U.S. Department of Transportation.\*

### National Endowment for the Humanities

7/1 1979 NEH summer seminars for college teachers.\*

Additional information is available from the Office of Research Administration, 409 Franklin Building, Ext. 7295.

\*Brochure available in ORA.

—Alton E. Paddock

## Openings

The following listings are condensed from the Personnel Office's Bulletin of May 18. Dates in parentheses refer to the Almanac issue in which a complete job description appeared. Bulletin boards in 13 locations throughout the campus list full descriptions. Those interested should contact Personnel Services, Ext. 7285. The University of Pennsylvania is an equal opportunity employer. The two figures in salary listings show minimum starting salary and maximum starting salary (midpoint). An asterisk (\*) before a job title indicates that the department is considering promoting from within.

### Administrative/Professional

**Administrative Coordinator** (2/21/78).

**Administrative Officer** implements center's programs and activities. Bachelor's degree, two years' experience. \$11,525-\$16,125.

**Assistant Dean** (5/9/78). **Assistant to the Dean** (5/9/78).

\***Assistant Director, Annual Giving II/Reunion Classes** administers undergraduate fund raising. B.A. degree, experience. \$14,400-\$20,550.

**Assistant Director, Alumni Relations** (5/9/78).

**Assistant to Director of Alumni Affairs** organizes corporate employee solicitation. Bachelor's degree, two years' experience. \$9,275-\$13,000.

**Assistant to Director, Annual Giving II** (4/24/78).

**Assistant General Counsel** (1/17/78). **Assistant Registrar** (4/24/78).

**Associate Development Officer I** (3/21/78).

**Associate Director for Maintenance Operations** (3/28/78).

**Associate Director, Research and Development** administers research projects. Advanced degree, seven to 10 years' experience. \$19,150-\$27,325.

\***Business Administrator I** prepares budgets. Bachelor's degree, five years' experience. \$9,275-\$13,000.

**Coordinator, Clinical Education** (5/9/78).

**Coordinator, Human Experimentation** (5/9/78).

**Coordinator, Special Museum Projects** budgets for field expeditions. College degree or accounting courses, experience. \$11,525-\$16,125.

**Director, Small Animal Hospital** (1/31/78).

**Fiscal Coordinator** responsible for budgeting authorization and control. Knowledge of University accounting system. \$9,275-\$13,000.

**Foreign Student Adviser** handles admissions of foreign students. Bachelor's degree, two to three years' experience. Salary to be determined.

**Head Teacher** (5/9/78).

**Junior Research Specialist** (two positions) (a) (5/9/78); (b) researches enzyme mechanisms using spectroscopic methods (bachelor's or master's in

chemistry or biochemistry, three years' experience). \$9,275-\$13,000.

**Manager, Special Functions** (5/9/78).

**Program Director** (3/21/78). **Programmer Analyst I** (4/24/78).

**Research Specialist II** studies RNA methylating enzymes and effects of methylation. Ph.D. in biochemistry. \$11,525-\$16,125.

**Senior Staff Writer** (3/7/78). **Staff Writer II** (two positions—3/28/78).

**Senior Systems Programmer** (3/21/78).

**Statistician** computer programs, analyzes project data. B.A. in economics or statistics, experience. \$9,275-\$13,000.

**Systems Analyst** supervises registration systems. PL/I and Mark IV, three to five years in programming, systems analysis. \$13,250-\$18,575.

### Support Staff

\***Accounts Payable Clerk** (4/24/78).

**Administrative Assistant I** (five positions) (a) (3/28/78); (b) (5/2/78); (c) (5/9/78); (d) assists quinquennial reunion activities (55 w.p.m. typing, shorthand or speedwriting, bookkeeping); (e) administers departmental budgets (three to five years' experience). \$7,150-\$9,150.

**Administrative Assistant II** (three positions) (a) (4/24/78); (b) 5/9/78; (c) prepares budgets and budget proposals (two years' college or business school training, four years' experience, preferably at Penn. \$7,700-\$9,850. **Cashier** (2/7/78).

**Clerk III** high school graduate, four years' experience. \$6,225-\$7,975.

**Collection Assistant** (two positions—4/24/78).

**Computer Operator** (5/9/78).

**Editorial Assistant three positions** (a) (one-year—5/9/78); (b) prepares alumni notes, obituaries, calendar of events (degree preferred); (c) proofreads and edits books (B.A. in English, experience). \$7,150-\$9,150.

**Electronic Technician II** provides computer and electronic expertise. Computer and electronic experience. \$8,625-\$11,050.

**Gardening Supervisor** five years' landscaping, three years' supervisory experience. Union wages.

**Museum Conservator** graduate studies in conservation. \$9,725-\$12,450.

**Operator, Magnetic Tape AM Varityper** types on AM Varityper keyboard. High school graduate, two to three years' experience. \$7,150-\$9,150.

**Police Officer, University** performs law enforcement services. High school or G.E.D., 19-years-old, no previous felony convictions. Union wages.

**Project Budget Assistant** (two positions) (a) (5/9/78); (b) reviews monthly comptroller's reports (experience). \$7,150-\$9,150.

**Research Bibliographer I** (two positions) perform library research and abstract articles. College degree, excellent typing. \$7,150-\$9,150.

**Research Laboratory Technician I** performs semen evaluation tests, collects blood samples from horses. High school graduate, strong eyesight and normal color perception. \$6,775-\$8,675.

**Research Laboratory Technician II** (five positions). See bulletin boards.

**Research Laboratory Technician III** (11 positions). See bulletin boards.

**Secretary II** (nine positions) \$6,225-\$7,975.

**Secretary III** (18 positions) \$6,700-\$8,575.

**Secretary, Medical/Technical** (eight positions) \$7,150-\$9,150.

**Senior Admissions Assistant** responsible for recruitment assistance in Region II. Some college, experience. \$7,700-\$9,850.

**Senior Collection Assistant** (4/11/78).

**Stable Foreman** (4/11/78). **Stack Attendant** (5/2/78).

**Statistical Assistant** (4/24/78). **Steam Fitter** (three positions—5/2/78).

**Student Records Assistant** (2/21/78).

**Supervisor, Mechanical Systems** (5/2/78).

**Typist II** (two positions) (a) (4/11/78); (b) high school graduate, able to use word processing equipment and type from dictaphone. \$5,800-\$7,400.

### Part-Time

One administrative/professional and six support staff positions are listed. See bulletin boards for details.

## Things to Do

The Women's Cultural Trust's **Crafts Gallery** exhibits vases and planters from nine area women now through June 16, Christian Association building, 11 a.m. to 4:45 p.m. daily. §The Robert P. Levy **Tennis Pavilion** offers programs for almost everyone this summer—executives; children; beginner, intermediate and advanced players. Call Ext. 4741 for information. §The General Alumni Society sponsors **Family Day at the Morris Arboretum**, June 4, and **Alumni College Camp**, in Connecticut August 23-30. For details, call Ext. 7811.

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