

Almanac

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Selection of University Professors

April 26, 1983

This letter is written to inform the University community of the procedures to be in use this year and thereafter for appointing University Professors. These procedures, which have been reviewed with both the Faculty Senate leadership and the University Professors, are as follows:

The Provost shall annually appoint a Faculty Review Panel, consisting of five tenured faculty members, to advise him on the qualifications of nominees for University Professorships. Not more than three of these panelists shall be University Professors or holders of Benjamin Franklin, named, or endowed professorships.

Nominations to University Professorships may originate from the Provost or may be sent to the Provost by any qualified source within or external to the University. The Faculty Review Panel shall independently review the merits of any nominee forwarded by the Provost, normally including external assessments, and report its recommendations to the Provost. Appointments shall be made by the Trustees on the recommendation of the President and the Provost after receiving the advice of the relevant faculty. Appointees to University Professorships will be considered by the regular procedures appropriate for external tenured appointments (including affirmative action).

—Thomas Ehrlich, Provost

Administrative Assembly: New Officers

The new officers of the Administrative Assembly for 1983-84 were announced at the conclusion of the joint A-1/A-3 meeting on April 22. Anthony Merritt, director of Research Administration, was chosen as chairperson-elect. Kristyne Nicholls, assistant dean for admissions, College of Arts and Sciences, will be secretary-elect. Three new executive committee members were also elected: Ed Carre, assistant to the treasurer; Catherine Marshall, director of educational projects/assistant managing director, Annenberg Center for Communication Arts and Sciences; and Kevin Vaughan, assistant to the executive director, Student Financial and Administrative Services.

Council's Last Meeting

The Wednesday, May 4, meeting of Council will have both outgoing and incoming members present for an agenda that includes the election of the 1983-84 Steering Committee; continuation of the discussion on faculty-student issues in sexual harassment; a discussion of parking; and a status report on admission of the Class of 1987.

Staff Survey: Talks Toward Follow-through

In a series of meetings last week, the administration presented detailed findings of the SRI Survey of staff attitudes that was summarized in last week's issue and will be mailed in full (some 260 pages) to deans and others for the start of follow-through.

Parking—an issue that stood out on the staff survey but cuts across all population lines on campus and some in the community—is now scheduled for tomorrow's Council agenda as a joint issue of the Facilities and Community Relations Committees.

Other topics moving up on the agenda are discussed in the page 6 summary of President Sheldon Hackney's talk at the joint meeting of the Administrative Assembly and A-3 Assembly last week.

Throughout the week SRI's Dr. Susan Russell appeared before invited groups to answer questions about the survey and its results. The survey's 75% return—and the fact that the distribution of the return by various

characteristics matches the basic profile of University staff—is considered a high one. There were "few surprises" in the results, compared with pretests and interviews with sample groups before the mailing, she said. But among the key ones was that while satisfaction ran higher with older and better paid staff, the lowest satisfaction was not among newest and lowest paid but among those in the midrange. Another unpredicted result: a very high preference at all levels for a merit component in salary raises.

Dr. Russell said in response to queries that it was not possible to compare staff attitudes here with those in other institutions her firm has surveyed—including Stanford University—because the studies were on different bases.

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Insert: Franklin's Follies

'An Evening of Chinese Opulence' for Annenberg Center



A special performance by the Chinese Magic Circus of Taiwan is the entertainment at the Annenberg Center's fundraising gala May 12. *An Evening of Chinese Opulence* is a formal affair at the Center, with a 9 p.m. performance by the 18-member circus performing acrobatics and daring feats of balance that represent 2000 years of Chinese culture and tradition. After the show there will be desserts, cocktails, and dancing to the music of the Mark Davis Orchestra and Harriet Fay and Friends. An authentic Chinese dragon will also make an appearance. The cost is \$50 per person, with \$30 tax deductible as a contribution to the Annenberg Center. Cocktails and a formal Chinese banquet prepared by the Frog/Commissary will begin at 6:30 p.m. for a total cost of \$125 per person, \$65 tax deductible including the show and party. For more information on the gala evening, call Ext. 6706. There are also daytime performances of the Chinese Magic Circus of Taiwan, part of *The Annenberg Center's Theatre for Children Series*. See Children's Activities.

Annual Report of the Faculty Grievance Commission

Published in lieu of delivery at the Spring Meeting of the Faculty Senate April 20, 1983

I. Grievances: Seven cases were reviewed: two were accepted for hearing, two were not accepted for hearing, two are pending, and one has been withdrawn.

A. There were four formal requests for a hearing before the Commission. Of these four, two cases have been accepted for hearing. In both, the grievants are tenured members of the Faculty. The issues in question are 1) term of appointment and 2) relation of possession of research grants to salary level. One case is in the process of hearing and the other will be heard after the discovery process requested by the grievant has been completed.

Two cases were not accepted for hearing either because the claim was deemed not to be a grievance as defined by the Grievance Procedure or because the grievance was considered not of sufficient consequence or merit.

B. Two cases are awaiting formal requests for a hearing. One case is a complaint by a tenured faculty member concerning terms and conditions of employment. The second case involves a decision to deny tenure.

C. One case involved a tenured faculty member who alleged arbitrary and capricious standards used by the department concerned in regard to establishment of a salary scale. After lengthy negotiations, the grievant withdrew the complaint.

D. Five other members of the Faculty consulted with the Chair of the Commission to discuss the possibility of filing a grievance with the Commission. In three of these cases, questions of tenure were involved. A fourth involved salary policy, and the Chair resolved questions raised by the faculty member after several telephone conversations. No further action was necessary.

The fifth consultation involved general University policy and was not pursued through the Faculty Grievance Commission.

II. Hearings: In the year October 1981–October 1982, there were hear-

ings on two cases. As reported last year, in both cases the panel found for the grievants. However, only after extensive negotiations were the recommendations of the panels fully implemented and the cases successfully concluded. A third case which arose last year was not brought to a hearing, since negotiations had begun. These negotiations are continuing, under the guidance of the Past Chair of the Commission.

III. Selection of a Legal Officer: Peter Marvin, Esq., resigned this post as of February 16, 1983. A Search Committee was constituted consisting of Dr. Peggy Gelber, Executive Assistant to the Deputy Provost, Chair; Shelley Green, General Counsel of the University; Paul Bender, Professor of Law; and Adelaide Delluva, Chair of the Faculty Grievance Commission. This committee reviewed fifty resumes, interviewed eight candidates, and recommended the appointment of Elliot B. Platt, who has accepted.

IV. Matters of Policy: The Commission, along with other Faculty who had been involved for some time with grievance matters, met with a sub-committee formed to review faculty judicial procedures—Chair: Paul Bender. (This subcommittee is part of a University Commission established to review campus-wide judicial procedures and is chaired by Professor John Keene, Ombudsman.) The Faculty Grievance Commission reported on matters of concern and made recommendations for further consideration.

V. Finally: The Faculty Grievance Commission wishes to express its appreciation to those members of the administration, faculty and staff who have aided it in its work, and to *Almanac* for being an important source of documentation of University policies and procedures.

The Faculty Grievance Commission:

Adelaide M. Delluva, Chair

Lucienne Frappier-Mazur, Past Chair

Alfred Rieber, Chair-elect

Elliot B. Platt, Legal Officer

Computing Survey For Faculty

In the fall of 1982 the Provost appointed an Academic Computing Committee chaired by James Emery and co-chaired by Gerald Porter. The members of the main committee and its five sub-committees have met frequently over the last months and have made real progress toward the goal of defining the University's current and anticipated needs in computing and word processing. Further progress will require more direct input from the faculty as a whole. A short survey designed to determine current and planned uses and needs will be mailed to all faculty members this week. It is important that the questionnaire be returned to my office by *May 15, 1983*, if it is to be useful in guiding the Committee's initial recommendations to the Provost concerning those needs which should be addressed on a priority basis. I therefore urge the faculty to complete the questionnaire as soon as possible.

The final report of the Academic Computing Committee and the results of the questionnaire will be published in *Almanac*.

—Barry S. Cooperman,
Vice Provost for Research

Annuity Plan Changes: By May 13

Participants in tax-deferred annuity plans (TIAA/CREF or Pennsylvania Annuity Plan) are permitted, under Federal tax rules, to make or change tax-deferred annuity arrangements only once during each tax year. *Now* is the time to elect a tax-deferral arrangement for 1983.

Please note that *all* permanent, non-student, members of the University faculty and staff are eligible to participate in these annuity plans. Election forms are being mailed to faculty and staff who are currently making voluntary extra contributions to TIAA/CREF or are participating in TIAA/CREF Supplemental Retirement Annuities or the Pennsylvania Annuity Plan. Faculty and staff who would like to begin participating in such voluntary programs at this time may obtain election forms from the Benefits Office, 116 Franklin Building.

It is most important that completed election forms for the 1983 tax year be returned to the Benefits Office by *Friday, May 13, 1983*.

—James J. Keller
Manager, Benefits

Winding Down Almanac

Almanac will publish on May 10 and May 17, then stop for this fiscal year unless special needs arise. Those contributing to On Campus are urged to send for the May 17 issue (*deadline noon Tuesday, May 10*) all events through the first part of July, allowing for the possibility that the traditional summer issue will be mid-July. Staff are on duty despite the publication gap, to assist contributors with planning of future insertions.—Ed.

Almanac

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Women at the Top?

Fourteen top policy-making positions¹ in the administration have been filled during the past two years and not one has gone to a woman, despite the applications of highly qualified female candidates who received strong endorsements from Search Committees. Perhaps the most shocking example is the questionable search process that resulted in the recent appointment of a white male as Director of Public Safety in the face of strong support for a black female candidate.

Ruth Wells has announced her intention of filing suit against the University for the discriminatory appointment of a white male as Director of Public Safety, a position for which she was better qualified. Ms. Wells, with 28 years of experience in the criminal-justice system (21 in the Philadelphia Police Department and 7 on our own campus) has an outstanding record here, widespread and enthusiastic support for the position and first-rate academic credentials; is recognized as an expert on safety and security even beyond the confines of our campus, having been appointed by the Mayor of Philadelphia to serve on the Transit Crime Commission, the Mayor's Commission on Women, and as a consultant to the Mayor's Blue Ribbon Panel on Minority Hiring in the Philadelphia Police Department. Here at the University she has developed and administered the most successful victim-support program on any campus in the nation. We could go on, but by now it should be clear that Ms. Wells was a candidate of outstanding qualifications for the position she sought. The search process that failed to choose her, like so many others in recent years, passed over an outstanding woman candidate to choose a man.

The implications are clear. We call upon the administration to take the lead in reversing this reactionary course. We call upon them, in short, to fulfill their responsibilities to the women administrators who are deprived of professional opportunities, to the students, male and female, who are deprived of those women's expertise and example, and to the good name of the University itself which has already been damaged by offenses against women.

For Women for Equal Opportunity at the University of Pennsylvania:

—Helen Davies, President; Phyllis Racklin, A-2 Vice-President; Susan Peterson, A-3 Vice-President; Elizabeth Cooper, Student Vice-President; Debbie Levinson, Secretary; Carol Tracy, Treasurer; Carrie Spann, Treasurer, Legal Defense Fund

¹ Sheldon Hackney, President; Thomas Ehrlich, Provost; Richard Clelland, Deputy Provost; Marion Oliver, Associate Provost; Barry Cooperman, Vice Provost for Research; James Bishop, Vice-Provost for University Life; Ross Webber, Vice-President for Development; Gary Posner, Vice-President for Human Resources; Paul Gazzerro, Vice-President, Finance; Arthur Hirsch, Vice-President, Operational Services; Robert Mundheim, Dean, Law School; Joel Conna-roe, Dean, Faculty of Arts and Sciences; and Russell Palmer, Dean, Wharton School. The promotion of Shelley Green to General Counsel is the only exception; and of course the General Counsel, although influential, has no line responsibility or policy-making authority.

On Being Appointed ...

I am very pleased to have been chosen faculty master of Stouffer College House for the next three years and, with unbridled enthusiasm—and, perhaps, naiveté—look forward to assuming the responsibilities of engaging the Stouffer students, faculty, and graduate fellows collectively in what the Provost aptly called “a superb substitute for more expensive forms of self-indulgence”—learning. At Penn, this learning takes place in a unique liberal/professional environment rich with tradition and a history of outstanding faculty and high quality students. The two dimensions, excellent faculty and students, are what make Penn a great institution capable of achieving the ideal goal of education: the cultivation of persons, not merely the transmission of skills. The College House is another dimension.

The College House is the embodiment of the belief that the chief justification for housing students on campus is educational, i.e., the fostering of a community that defines itself in terms of shared educational purposes among students and faculty. Stouffer is an idealization of such a community and offers students and faculty a splendid opportunity for personal growth, intellectual stimulation, expansion of cultural horizons, and the shared excitement of simply expanding our experiences beyond the spheres within which we are comfortable. My family and I accept our role in this adventure with great expectations. We look forward to its challenge and to its joys.

—Marion L. Oliver
Associate Provost

The following was sent to Provost Thomas Ehrlich and to Almanac for publication.

A Question of Consistency

Since my original letter (*Almanac* 3/22) was misinterpreted by at least one colleague (Prof. Nathanson's letter in the 4/19 *Almanac*) and since I was (mis)quoted out of context in the 4/21 *DP*, I'd best reiterate my objection to the “new” tuition benefit plan as approved by the campus-wide mail ballot.

I feel strongly that any reduction in compensation for any segment of the existing faculty, without their express and individual concurrence, has the potential danger of sending the wrong signals to people we're recruiting to join us. This concern is entirely distinct from questions of express or implied contracts and from problems relating to newly-realized financial burdens placed on some of the existing faculty. It is also independent of the universal sentiment that the current \$900 direct grant is woefully inadequate. I am disturbed that the proposed change in tuition benefit policy has apparently not been examined, by either the administration or the SEC, for its potential impact on our ability to recruit, maintain and strengthen an outstanding faculty.

The importance of compensation to a prospective faculty member is twofold: first, that it meet some quantitative threshold below which the quality of life would have to be intolerably

compromised; second, that one be able to count on it for the long haul. We do reasonably well in the former; one even hears of lucrative packages magically appearing at the eleventh hour when a superstar is being wooed for an endowed chair. So the magnitude of the salary/benefits package is not in general an impediment to attracting the best people. Consistency is the problem: having performed the calculus and deciding to forego the stock options, partnership profits or whatever, the new professor signs on and plans his financial future consistent with the benefits then in place. What is embodied in the “new” tuition plan is a substantial reduction in compensation for eventually 400 professors at any given moment (assuming 100 faculty children admits per year times four years matriculation per child). The prospective faculty member must now do another calculation: what are the odds that I will be one of the x people affected by the next reduction in compensation? What form is that reduction likely to take? Could I stand it?

Let me conclude that I address my remarks solely to the professional schools, let me reiterate that my concerns are not so much with the specific instance as with the principle. An extra \$10,000 or so tuition per Penn student child would not be an overwhelming disincentive to a prospective new faculty member, particularly to a senior person joining Medicine, SEAS, Wharton or Law from a successful career in industry or practice. It is the younger people in all disciplines who will not have the prior benefit of high-paying jobs over many years, and will thus rely more heavily on the consistency of the compensation package (if not its continual improvement) as they make this momentous career decision.

Finally, descending from the lofty plane of principle, what rankles most is that faculty compensation is again being treated as a residual budget item. Full grandfathering or free choice would maintain (restore?) the credibility of the tuition benefit. This was deemed to be unaffordable by the administration, despite the fact that various calculations put the annual cost well below one million dollars. The options put to the faculty in the mail ballot said, in effect, that the \$900 grievance could only be redressed at the expense of the 100% Penn benefit, or alternatively that the tuition benefit could only be improved by reducing some other piece of the salary/benefits package. The imposition of zero-sum arithmetic by the administration belies their many statements in support of strengthening the faculty, not because the tuition benefit policy needs improvement to attract outstanding candidates but because past inequities are being redressed by violating the credibility of the entire compensation package for the first time in our history.

If I were currently negotiating an appointment at Penn, I would be negatively influenced by the impending reduction in faculty compensation which many professors, without their consent, will suffer. I would have to wonder what other reductions might be forced on me and/or my colleagues in the future. I hope it isn't too late to reconsider this policy change.

—John E. Fischer,
Professor of Electrical Engineering & Science

SPEAKING OUT welcomes the contributions of readers. Almanac's normal Tuesday deadline for unsolicited material is extended to THURSDAY noon for short, timely letters on University issues. Advance notice of intent to submit is always appreciated.—Ed.

The Work of the Ombudsman: An Overview

by John C. Keene

The preparation of a Biennial Report provides an opportunity to step back from the press of everyday concerns and reflect on the fundamental objectives, current trends and prognoses for the Office of the Ombudsman. This year we have decided to address some of the questions that are most frequently asked about the office. Even though the University has had an Ombudsman since 1971, there are many people on campus who are still not really familiar with it, perhaps because of the relative novelty of the institution of ombudsman in the United States.

What Does the Ombudsman Do?

University Ombudsmen's responsibilities are usually patterned after those of governmental Ombudsmen, the first of which was selected in Sweden in 1809. "Ombudsman" (rhymes with "woodsman" with the accent on the first syllable) is a Swedish word meaning a public official who investigates citizen complaints that government officials have in one way or another violated individual rights. At Penn, the Ombudsman's office was created to provide students and employees with an independent, objective forum where they could complain of injustice and, if appropriate, initiate a process designed to remedy it. The Ombudsman is an advocate, not for one class of university citizen or another, but for fairness, adherence to University regulations, due process, individual responsibility, and, from time to time, the softening of the effects of legitimate bureaucratic regulation in the service of broader considerations of equity.

The first task is to find out what happened, by talking to both sides, and assessing credibility. The second task is to secure equitable resolution of the matter if it appears that the complainant has a justifiable claim. The Ombudsman has no authority to decide an issue one way or the other: the office can act only in an advisory, mediatory capacity seeking either to persuade the person against whom the complaint has been made that something must be done to right a wrong, or to convince the complainant that he or she does not have a well-founded grievance.

How Does the Ombudsman's Office Operate?

What happens when a member of the University community calls or comes into the Ombudsman's office? After explaining the function of the office and assuring the individual that whatever is said will be kept confidential, we explore the various aspects of the problem with the complainant. We then discuss what steps, if any, the individual should take personally to seek redress. For instance, if the problem involves the procedures that a professor followed in grading a student's work the student should, in most cases, discuss it with the professor directly, and if still not satisfied, with the department chairman, before asking us to intervene.

It may be that the person who stops in simply wants to explore his or her problem with someone with experience in such matters who can serve as a disinterested adviser. Often the individual will want to find out what avenues exist for redressing the perceived wrong. Sometimes, after evaluating the probable risks and benefits of making a formal complaint, the individual may decide to take no action, to seek transfer to another position, or in some other way to deal with the problem indirectly.

If the individual decides to pursue the complaint and enlists the help of the Ombudsman, we must first explore the problem with the person against whom the complaint is being made. Once we have heard both

sides of the controversy, and, where appropriate, discussed the matter with others who may possess relevant information, we decide whether or not the complaint is justified. If so, we then seek to secure corrective action that is reasonable from both the complainant's and the University's point of view.

What Kinds of Complaints Do You Get?

This question is answered in the statistical section that accompanies this report. By way of summary of the data for the last two years, 61% of the complainants are students, 32% employees and 7% alumni and persons with no direct affiliation with the University. Three categories embrace 54% of the complaints: academic matters, 24%; job issues, 20%; and procedures generally, 10%. No other category constituted more than 9% of the total. The academic complaints ranged from unfairness in grading and a professor's scheduling an exam before the end of classes to a professor's failure to avert an anticipated incident of cheating. Job complaints ranged from questions concerning office operation to termination procedures, and to sex, race and age discrimination.

What Changes Have There Been in Types of Complaints?

The general structure of the case load has been surprisingly stable over the last few years. The total number has averaged around 400 cases per year, meaning that somewhere between one and two percent of the potential client population (faculty, students and nonunion staff) comes in to see us in any particular year. The number of students has declined steadily from a peak of 308 in 1978-79 to 232 in 1981-82 (a 25% decrease) with an especially marked drop in the number of graduate students. The number of employee complaints has risen from 81 to 140 during the same period (a 72% increase). Within the employee category, faculty matters have doubled over the four years, from 21 to 43. Within the student category, residence complaints dropped 50% last year from the level of the prior three years. Otherwise, there have been no significant changes in the statistical profile.

Buried within the overall statistics, however, is a development that is profoundly disturbing. The office has been involved in several cases where the principal allegation was that a member of the faculty or nonacademic staff had engaged in some form of sexual harassment. Such activity is part of a large family of wrongs arising out of the oppressive use of a position of power to coerce, humiliate, or intimidate. Because of the reluctance of subordinates to make charges of power abuse, it is difficult to estimate the depth and breadth of the problem on campus. Suffice it to say that too many students and employees—usually women—must either endure degrading comments, suggestive innuendoes, offensive touching (or more) or alter their educational and employment objectives because a person who can significantly influence their progress toward these goals—be he faculty or staff—has undertaken some form of harassment that the subordinate decides must be avoided. It is not clear whether the individuals who engage in this type of abusive conduct are so trapped in a set of social mores that condone and in fact support it that they do not realize its impacts, or whether they not only understand but also intend these impacts. In any event, it is certain that this type of activity is morally and legally wrong, and has no place on the campus. As we indicated earlier, it is deeply disturbing to hear more and more complaints of this type, because it reveals the extent of the problem. At the same time, because more and more complainants are

coming forward, it is possible to take concrete action concerning specific individuals and impose sanctions on them when appropriate. One can expect that with vigorous leadership from senior faculty and administrators in the implementation and enforcement of anti-harassment policies, the phenomenon will subside and subordinates will be released to pursue their educational and employment objectives without fear of intimidation and humiliation.

How Effective is the Ombudsman's Office?

This, of course, is the central question. It is also is one that should be answered by others. Still, it is worth exploring the criteria that should be used. In the broadest sense, the effectiveness of the Ombudsman's Office should be measured by the extent to which it has made the University a more humane institution, a fairer place in which to live, study and work, and a community where there is a respect for oneself and one's colleagues that finds expression in a vigorous civility and an intelligent observance of enlightened institutional norms. It is, of course, quite difficult to measure these elusive but important qualities. It is more difficult to determine whether they have evolved in some marginal way over a short period of time. It is most difficult of all to trace the linkage between a particular causative factor and any such change. With respect to the work of the Ombudsman's Office, it has been effective to the extent that:

First, 400 or so potential grievants whom we see every year have a better understanding of how the University works and what they can do to take a hand in resolving their problems;

Second, the 400 or so faculty members and administrators with whom we talk who are the other part of the problem learn how better to handle the disputes, mistakes and misunderstandings that arise in institutions; and

Third, instances of injustice are actually remedied.

To measure the last-mentioned factor—the rate at which instances of injustice are remedied—requires determining the percentage of the grievants with a meritorious claim that achieve an acceptable resolution of it. This criterion is difficult to apply. Claims come with a wide range of merits, from weak to strong. The proposed resolutions of the dispute may range, in the view of the grievant, from totally unacceptable to highly desirable. Thus, a case may rest on a claim that, on balance, is marginally valid and may involve a resolution that has little attraction for the complainant. Or, it may rest on a claim that is compelling and clear and may result in a proposed resolution that is more generous than the complainant had ever hoped for. Most cases fall somewhere between these two extremes. Accepting the subjective nature of the process of classifying these resolutions, we believe that a large proportion of meritorious claims that our office handles are resolved in a way that is acceptable to the grievant, much to the credit of the faculty members and administrators involved. The ones that are not, so that the grievant must move on to more formal procedures for redress, are both saddening and sobering.

Does the Ombudsman Do Anything Besides Handle Cases?

Part of the Ombudsman's responsibility is to identify recurrent problems or complaints and to suggest institutional changes that will remove the factors that cause them. The most important initiative of this type was the proposal in the Ombudsman's 1980 report that a study be made of the various elements of the University's judicial system to see whether any changes should be made. The President appointed a Commission on Judicial Procedures for that purpose a little less than a year ago. The Commission's committees on students, faculty, and nonacademic staff procedures are nearing completion of their work and the Commission as a whole expects to complete its work by the end of the academic year.

A Final Word

I cannot end this report on the activities of the Ombudsman's Office without recognizing the continuing contributions that Val Gossman, Assistant Ombudsman, has made to its functioning. She brings a keen intelligence, an astuteness at judging character, a passionate, yet tempered, commitment to fairness, and ten years' experience to the job. Her work has been a significant factor in whatever accomplishments the office has achieved during her service.

Statistical Report of the Ombudsman

1980-81		1981-82	
I. Frequency of Complaints		I. Frequency of Complaints	
84 Academic		93 Academic	
7 Academic Integrity		9 Academic Integrity	
77 Job Problems		84 Job	
49 Residence		34 Procedures	
49 Procedures		26 Faculty Status	
29 Personal		24 Residence	
26 Bursar/Fin. Aid/Work-Study		22 Personal	
20 Faculty Status		19 Bursar/Fin. Aid/Work-Study	
8 Fees		14 Benefits	
7 Benefits		8 Safety/Security	
6 Safety/Security		6 Dining Service	
4 Recreation/Athletics		6 Recreation/Athletics	
4 Physical Plant		5 Physical Plant	
4 Parking		3 Registration	
3 Dining Service		3 Fees	
2 Fraternities		2 Library	
2 Library		1 Parking	
1 Registration		1 Fraternities	
33 Miscellaneous		36 Miscellaneous	
II. Complainants		II. Complainants	
Students		Students	
Undergraduates		Undergraduates	
FAS	114	CAS	111
Wharton	29	Wharton	40
CGS	18	CGS	9
EAS	9	EAS	9
Wharton evening	2	Nursing	3
	<u>172</u>	Wharton evening	3
			<u>175</u>
Graduate Students		Graduate Students	
Grad. Fac.	36	Grad. Fac.	36
Wharton	20	Wharton	11
GSE	9	GSFA	5
GSFA	7	SSW	3
SSW	7	Medical	2
Dental	5	Law	2
Medical	4	Dental	2
Law	3	Nursing	2
Annenberg	2	SPUP	1
Veterinary	1	GSE	1
SPUP	1		<u>57</u>
	<u>95</u>		
Total	267	Total	232
Employees		Employees	
A-1 Personnel	31	A-1 Personnel	37
A-2 Personnel		A-2 Personnel	
Medical	8	FAS	9
FAS	6	Veterinary	8
Dental	5	Medical	7
GSFA	5	Dental	5
Veterinary	3	GSE	4
Engineering	2	GSFA	3
GSE	2	Engineering	3
Nursing	2	Wharton	2
SSW	2	SSW	1
Wharton	1	SPUP	1
	<u>36</u>		<u>43</u>
A-3 Personnel	51	A-3 Personnel	51
A-4 Personnel	3	A-4 Personnel	9
	<u>121</u>	Total	140
Others		Others	
Alumni/alumnae	6	Alumni/alumnae	11
Others	21	Others	13
	<u>27</u>	Total	24
III. Complainants by Sex		III. Complainants by Sex	
Males	229	Males	214
Females	186	Females	186
	<u>415</u>		<u>400</u>
Total Cases handled for academic year 1980-81:	415	Total Cases handled for academic year 1981-82:	396

A Presidential Session with the Nonacademic Staff

President Sheldon Hackney's overview of the year for Administrative and A-3 Assembly members in their first joint meeting started with optimism, and spelled out some reasons:

- A balanced budget for the seventh year in a row—"not that we are in business just to balance the budget; but we are preserving for our successors the ability to function in the future."

- Development accelerating—running about 20% ahead of last year, both in gifts/pledges and cash receipts for the second best year in Penn history. The President called it "remarkable" for a non-campaign year's proceeds to be second only to the finale of the Program for the Eighties.

- Applications up, both undergraduate and graduate, despite pool declines that are now becoming real—and scores that show Penn "outperforming the market" in attractiveness to the outstanding students we want.

- High evaluations of Ph.D. programs in the newest set of ratings. With five in the top five nationally, another five in the second five, and 11 more in the second ten, only 7 programs among those rated failed to crack the top twenty. "If you put that with our very strong reputations of the professional schools Penn is well up in the top ten overall."

- Achievements such as the seven Guggenheims, two McCarthy "genius" awards, and research breakthroughs such as the "super-rat" and plant gene experiments foretelling a Pennsylvania impact on food supply.

In a change of pace, Dr. Hackney talked in detail about the strategic planning exercise completed this year, and quoted especially this passage from the planning project's final document, *Choosing Penn's Future* (*Almanac* January 25):

We must also recognize that none of our academic objectives can be realized without the work of a dedicated administrative and support staff. We must continue to build the sort of environment that leads to productive and satisfying work lives for all of Penn employees. This requires additional emphasis on staff mobility and development, communications within the University, and opportunities for staff members to contribute ideas for improving the operations of the University.

He also called on nonacademic staff to help with targets such as shrinking the psychological size of the University to build "a more caring community" where responsiveness, flexibility and a sense of service can help not only students and faculty, but also staff to have a happier University life. Thanking the staff for their contribution to the year's successes, he pointed, too, to changes designed to make a better

future. The title change for Gary Posner's position—from executive director of personnel relations to Vice President for Human Resources—reflects, he said, a commitment to the human side of the University, as does the commitment of more resources to aid in such programs as internal mobility, staff development and information.

Staff Survey

In a rundown of "what we really think of ourselves" as shown by the SRI Survey (*Almanac* April 26), Dr. Hackney hit the highlights without pulling any punches on the items that came in below 3.5—including the administration itself, communications, and personnel services. For the low item on the statistical totem pole—parking—he borrowed Clark Kerr's quip about the easy way to run a University (sex for the undergraduates, football for the alumni and parking for the faculty) but added "We only asked about parking." (Discussion on parking is now on the Council agenda; see page 1.)

Heartened that the survey showed such a high proportion of people who would recommend Penn to friends as a good place to work, he pledged to follow through on those that tempered that impression. He then opened the floor to questions. Among these:

Q. and A.

What about representation, such as that of

The Assemblies

Last week *The Daily Pennsylvanian* identified the Administrative Assembly as an organization of low-level administrators, and referred to its leadership and that of the A-3 Assembly and Librarians Assembly as "labor leaders" in an article on responses to the Penn Staff Survey.

The Administrative Assembly encompasses all A-1 personnel of the University—both administrative and professional—and the only restriction on rank is that the President of the University may not hold office.

The three Assemblies are generally referred to as staff organizations or nonacademic assemblies. All three are represented on the University Council and on the Almanac Advisory Board, two entry points for the views of nonacademic staff on University issues.

The A-3 Assembly often extends its interests to that portion of the A-4 workforce that is made up of "permanent part-time" personnel who perform in positions that would be A-3 if full time. A-4s interested in the work of the A-3 Assembly may reach its Spokesman Roosevelt Dicks at Ext. 4241.

assemblies, for long-term permanent part-time employees? (See last paragraph in box below for A-3 Assembly's reply.)

How does the improvement in entry-level pay square with reward for those who have been here and proved themselves? (A certain amount of catch-up is involved from two years ago when entry-level figures did not rise to meet inflation and thus fell behind the marketplace, the President and Mr. Posner responded.

In performance reviews, an audience member said qualifications of the reviewer matter—and some who head units have academic but not supervisory backgrounds. The President responded that guidelines are being given out now, and a booklet "A User's Guide to Performance Appraisal" is being distributed. He also said there is some responsibility for the employee to see that he/she gets reviewed.

How is the University progressing on internal grievance procedure revisions? The President said that the Staff Survey results moves up on the University's agenda the effort to install revisions. (In response to another query he said what is being moved up in priority is the George Budd Committee report on non-academic grievance processes *vis a vis* the Ombudsman John Keene's all-campus one.) Asked if there was a deadline, he quipped, "Not until today."

A new inquiry on any steps to prevent community backlash to University scientific programs drew perplexed responses. The President was aware of issue-oriented community reactions—on parking, concern about expansion—that are dealt with as they arise, but none seem to have emerged on the nonrational 'science scare' side. He assured that the University has radiation safety and other measures in place.

What about emergency services at HUP for University personnel injured or ill on the job? An unexpected unanimity on the need for such services, affecting faculty as well as staff, cut across A-1/A-3 lines as speakers chipped in with actual experiences, leading Roosevelt Dicks to report that the A-3 Assembly has already scheduled a meeting on the topic.

How about affordable day care? At present, no new plans are in the works to expand campus day care, but about a third of the respondents to the Staff Survey say they are affected, the President said; "Maybe it ought to be on the agenda to look at."

As co-chair of the first joint session, Administrative Assembly Chair Stuart Carroll said he and Mr. Dicks hope to see the joint meeting become a tradition.

May 3-15

Academic Calendar

Through May 4 Reading days
May 5-13 Final examinations

Children's Activities

May 7 *Architecture for Children: The Gingerbread Age*, workshop and walking tour for children ages 5-12, 9 a.m.-noon, \$20 for one adult and one child, \$5 for each additional family member (CGS).

May 13, 14 *The Chinese Magic Circus of Taiwan* performing feats of daring and balance, centuries-old Oriental magic, and costumed traditional dancing; third in the International Festival of events in celebration of the fifth anniversary of Annenberg's *Theatre for Children Series*; Friday 10 a.m. and 12:30 p.m.; Saturday 11 a.m. and 2 p.m. Tickets: \$4.50 (orch.), \$3.50 (balc.). Box office: Ext. 6791.

Conferences

May 7 *Black Women: Facing the Realities*, Houston Hall (Penn Women's Center). Information/registration: Ext. 8611.

Health, Survival and Progress of Black Women, Second National Conference of Health Promotion (School of Nursing). Information: Ext. 8281 or 4522.

May 14 *Military Strategy and Foreign Policy*, Houston Hall (Department of History). Information: 387-0623.

Coursework and Training

May 10 *Lipreading Course* (Speech and Hearing Center, HUP). Information/registration: 662-2784.

May 14 *Another Update on Diabetes! Focusing on the Elderly & Self Glucose Monitoring*, School of Nursing (School of Nursing Center for Continuing Education). Information: Ext. 4522.

May 15-19 *Business Strategies for Industries in Transition to Deregulation*, Wharton School.

College of General Studies

May 3 *Grantmaking: The Art of Effective Philanthropy*, 5:45 p.m.

May 7 *Springtime in Cape May*, a walking tour, 9 a.m.

Business Software Review, 10 a.m.

The Living Art of Africa, 2 p.m.

May 10 *Fiction Writing II: A Workshop*, 7:30 p.m.

May 14 *An Introduction to Soho: New York's Cast Iron District*, 9 a.m.

A Workshop in the Novel: Two Saturdays in May, 9:30 a.m.

May 15 *When You Wore a Tulip: A Victorian Cabaret*, 2 p.m.

These are non-credit courses sponsored by CGS. Dates shown are starting dates of courses. Information and registration: Ext. 6479 or 6493.

Morris Arboretum

May 14 *Exceptional Plants for the Delaware Valley*, 10 a.m.

These courses are sponsored by the Morris Arboretum. Pre-registration is required. Information: 247-5777.

Cheer, Pennsylvania!

The University of Pennsylvania Band's *Cheer, Pennsylvania!*—its first recording in 20 years—is coming soon. Claude White, director of the 180-member band, said the new album "will be a very good document of University songs." Recorded from Franklin Field are *Drink a Highball*, *Hang Jeff Davis*, *Fight On, Pennsylvania* and other Penn favorites such as *The Red and the Blue*, *Hail, Pennsylvania* and *Let's Go Quakers*.

The release date is expected to be May 9, yet 800 albums have already been sold. To obtain an order form contact the Penn Band, Ext. 8719, at Annenberg Center. The price is \$8.50 on campus, \$11 through the U.S. mail. *Cheer, Pennsylvania!* will also be available on Alumni Day and at Commencement.

Exhibits

Through May 6 *Sculpture by Sergio Castillo*, distinguished Chilean artist, recent works in stainless steel, bronze and brass; Faculty Club.

May 7-23 *Master of Fine Arts Exhibit*, presenting works of graduating painters, sculptors, and printmakers from the Graduate School of Fine Arts; Institute of Contemporary Art.

Through May 31 *Joseph Priestley: Enlightened Chemist*, a collection of artifacts, books, correspondence, engravings, portraits, and equipment; Rosenwald Gallery, Van Pelt Library.

Through June *One Hundred Years of University of Pennsylvania Law School Women, 1883-1983*, a display of photographs, books, and other memorabilia; Law School Building Rotunda.

Through Fall *Wharton School Authors*, an exhibit consisting of copies of books and articles by Wharton faculty, teaching and research staff; lounge area of Dietrich Graduate Library Center, Van Pelt-West.

The Lenape: Wanderers in their Own Land; Sharp Gallery, University Museum.

Ongoing *The Egyptian Mummy: Secrets and Science and Polynesia*; University Museum.

Mesopotamian Gallery: The Royal Tombs of Ur now open; University Museum.

Exhibition Hours

Faculty Club Monday-Friday 9 a.m.-7 p.m.

Institute of Contemporary Art Tuesday, Thursday, Friday 10 a.m.-5 p.m., Wednesday 10 a.m.-7 p.m., Saturday and Sunday noon-5 p.m.

Law School Monday-Saturday 9 a.m.-5 p.m.

University Museum Tuesday-Saturday 10 a.m.-4:30 p.m., Sunday 1-5 p.m.

Van Pelt Library Monday-Friday 9 a.m.-11 p.m. except holidays. Rosenwald Gallery, Monday-Friday 9 a.m.-5 p.m.

Guided Gallery Tours

May 7, 8, 14 *Mesopotamia*

May 15 *Museum as Artifact—History of the Building and Grounds*

These Saturday and Sunday tours are free and begin at 1 p.m. at the main entrance of the University Museum.

The Big Book Sale

The University of Pennsylvania Press is holding *The Big Book Sale*, its first-ever warehouse sale by mail. Over 200 titles have discounts of 20% to 95% off list prices. In *The Big Book Sale*, few prices are as much as \$10 and most are under \$5. The selection includes recent titles as well as backlist, paperbacks as well as hardcovers. Those members of the University community who have not yet received a catalog for the sale may pick one up at the Press offices, 3933 Walnut Street. The sale ends June 15, 1983, and quantities at these prices are limited.

Films

May 6 *Animal House*, 7:30, 11:45 p.m.; *Body Heat*, 9:30 p.m. Penn Union Council screenings in Irvine Auditorium. Admission: \$1.50. Midnight \$1 (Midnight showings of feature films are \$1.50). Information: Ext. 4444.

May 7 *The Return of the Secaucus Seven*, 8 and 10 p.m., midnight. PUC Film Alliance screenings in Irvine Auditorium. Admission: \$2.

Meetings

GAPSA: May 4 Meeting, 6:15 p.m. in Graduate Student Lounge, Houston Hall.

Trustees: May 6 Executive Committee Stated Meeting, 2 p.m. in the Tea Room, Faculty Club.

University Council: May 4 Meeting, 4-6 p.m. in Room 2, Law School.

Credit Union: May 4 Meeting

The Annual Meeting of the University of Pennsylvania Federal Credit Union will be held Wednesday, May 4, in Room 245, Houston Hall, starting at 5 p.m. Credit Union officers will speak on services available to members, such as checking accounts, recently added to the list which already included savings accounts, Christmas and Vacation Clubs and loans.

Wine and cheese as well as coffee will be served. Present members of the Credit Union and prospective members are welcome to attend to learn more about its services, to ask questions and to comment. Membership is open to all members of the University's faculty and staff.

Music

May 7 *Collegium Musicum Concert* featuring Joan Kimball, recorder; Karen Meyers, theorbo, and Langdon Corson, viol; 2 p.m., Lower Egyptian Gallery, University Museum.

May 14 The University Museum presents the *Collegium Musicum Transverse Flute Concert*, 2 p.m., Lower Egyptian Gallery, University Museum.

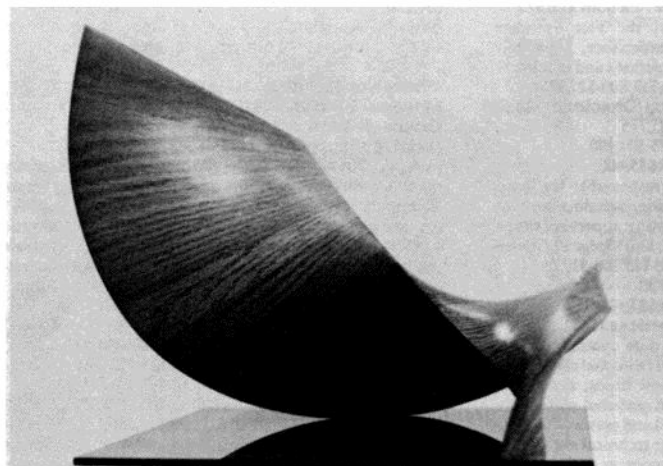
May 15 *When You Wore a Tulip: A Victorian Cabaret*, featuring Karen Saillant, lyric soprano and Don Kawash, ragtime pianist, 2-4 p.m. (CGS) \$12.

On Stage

May 7 *Kingseeing Morris Men*, will perform ritual 15th century English fertility dances to celebrate the arrival of spring; noon, Morris Arboretum.

Through May 7 Philadelphia Festival Theatre for New Plays presents *Graceland*, an evening of four short comedies: *Fast Women* by Willie Reale; *Two Hot Dogs with Everything* by William Wise; *Graceland* by Ellen Byron; *No Trains for Harris* by John Heller; Harold Prince Theatre, Annenberg Center. Information: 222-5000.

Through May 8 The Philadelphia Drama Guild's *All My Sons*, by Arthur Miller. Zellerbach Theatre, Annenberg Center. Tickets/information: Ext. 6791.



Untitled, red oak lamination, 12" x 12" x 15 1/2", by Janet Veiner, a third year graduate student exhibiting in the M.F.A. show opening May 7. See Exhibits.

Special Events

May 3-13 Horticultural Heist, tickets for drawing to benefit the Morris Arboretum on sale now and at the annual plant sale, 10 a.m.-5 p.m. daily, donation of \$1 each or \$5 for 6 tickets. Drawing is May 13, at conclusion of Plant Sale.

May 5 Alice Paul Awards Reception to honor women students for outstanding contributions to the University; 4:30 p.m., Room 121, Van Pelt Library (Women's Faculty Club).

May 6 Wine and Cheese Open House sponsored by CGS, featuring special discounts, door prizes, entertainment by Don Kawash, and registration information for summer special programs; 5:30-7 p.m., West Lounge, Houston Hall. Information/registration: Ext. 6479 or 6493.

May 6-13 Spring Plant Festival, 10 a.m.-5 p.m. daily, Morris Arboretum.

May 8 Mother's Day Brunch, featuring Club members' recipes, 11 a.m.-3 p.m., Faculty Club.

Sports (Home Schedules)

May 7 Baseball vs. Rider, 1 p.m.

May 21, 22 Women's Lacrosse NCAA Finals

Locations: Bower Field: *Baseball*; Franklin Field: *Women's Lacrosse*. Information: Ext. 6128.

Talks

May 3 Goddesses and Sacrifices; Kees W. Bolle, professor of history, University of California/Los Angeles; 3 p.m., 2nd floor lounge, Christian Association Building (Women's Studies Program, Graduate Students in Religious Studies, Department of South Asia Regional Studies, Department of Religious Studies, Student Christian Movement of the CA).

Future Trends in Automotive Materials; Julius J. Harwood, director, materials science laboratory, Ford Motor Company; 4 p.m., Auditorium, LRSM (Materials Science and Engineering, Engineering, LRSM).

Genetic Control of Interferon Action Against Influenza Virus; Dr. Otto Haller, the Rockefeller University, New York; 4 p.m., Room 235, Johnson Pavilion (Microbiology Graduate Group).

May 4 The Abject Hero: Carnival and Diderot; Michael Andre Bernstein, University of California/Berkeley; 4 p.m., 4th floor West Lounge, Williams Hall (Programs in Comparative Literature, Department of Slavic Languages).

May 5 Auto-Antibodies as Probes for Mammalian Gene Expression; Joan Steitz, Department of Molecular Biophysics and Biochemistry, Yale University; noon, Room 196, Med Labs (Microbiology Graduate Group).

May 6 Reversible Differentiation of Muscle Cells; Luis

Glaser, professor of biochemistry, Washington University, St. Louis; noon, Room 404, Anatomy-Chemistry Building (Pennsylvania Muscle Institute).

May 8 A reading from *An Ethnic at Large*; Jerre Mangione, professor of English; 7:30 p.m., Room 245, Houston Hall (Center for Italian Studies).

May 10 Comparative Studies on LHRH Neuronal Systems; Dr. Ann-Judith Silverman, department of anatomy and cell biology, College of Physicians and Surgeons, New York City; 11:30 a.m., Monell Center (Monell Chemical Senses Center).

Thru Mists of Time: Historical and Cultural Sites of Japan; William J. Tyler, professor of Japanese literature, director of Japanese language program; 5:30 p.m., Rainey Auditorium, University Museum (University Museum, Women's Committee Tour to Japan).

To list an event

Information for the weekly *Almanac* calendar must reach our office at 3601 Locust Walk/C8 the Tuesday prior to the Tuesday of publication. The next deadline is May 10, at noon, for the May 17 issue which encompasses events through early summer.

OPPORTUNITIES

Job descriptions and qualifications are listed only for those positions which have not previously appeared in *Almanac*. Positions which have appeared in a previous issue are listed by job title, job number and salary to indicate that the position is still available. Listings are condensed from the personnel bulletin of May 2 and therefore cannot be considered official. New listings are posted Mondays on personnel bulletin boards at:

Anatomy-Chemistry Building: near Room 358;

College Hall: first floor;

Franklin Building: near Personnel (Room 130);

Johnson Pavilion: first floor, next to directory;

Law School: Room 28, basement;

Logan Hall: first floor, near Room 117;

LRSM: first floor, opposite elevator;

Richards Building: first floor, near mailroom;

Rittenhouse Lab: east staircase, second floor;

Social Work/Caster Building: first floor;

Steinberg Hall-Dietrich Hall: ground floor;

Towne Building: mezzanine lobby;

Van Pelt Library: ask for copy at Reference Desk;

Veterinary School: first floor, next to directory.

For further information call personnel relations, 898-7284. The University is an equal opportunity employer. Where qualifications include formal education or training, significant experience in the field may be substituted. The two figures in salary listings show minimum starting salary and maximum starting salary (midpoint). Some positions listed may have strong internal candidates. If you would like to know more about a particular position, please ask at the time of the interview with a personnel counselor or hiring department representative. Openings listed without salaries are those in which salary is to be determined. Resumes are required for administrative/professional positions.

Administrative/Professional Staff

Admissions Officer II (5420) \$19,800-\$27,375.

Application Programmer Analyst II (5154) (5495) \$19,800-\$27,375.

Assistant to the Vice President (5546) provides staff assistance in support of administrative functions and special projects assigned and supervised by the Vice President (proven record of administrative experience, significant knowledge of development, alumni relations and communications, creative writing skills a must) \$19,800-\$27,375.

Assistant Director III Annual Giving/Director of Medical Alumni Affairs (5400) \$19,800-\$27,375.

Assistant Director V (D0135) \$23,575-\$31,100.

Associate Director V (5452) \$27,150-\$35,400.

Business Administrator I (5541) responsible for grant accounting and service center accounting, including in-house billing, accounts receivable, and budgeting; supervises shops; handles purchase requisitions (degree, knowledge of University accounting and budgeting helpful) \$13,200-\$17,250.

Coordinator IV (5492) \$18,000-\$24,350.

Department Head III (5474) \$19,800-\$27,375.

Director of Computer Support Services (5555) designs, implements, expands and maintains data communications network including existing coaxial and twinaxial cable plant; evaluates future data communications needs; determines criteria for addition of terminals and personal computers; develops continuing in-house terminal and personal computer maintenance program (appropriate technical experience, at least five years' experience in a computer environment,

experience in a university environment and advanced degree preferred) \$27,150-\$35,400.

Director, Office of International Programs (5515).

Librarian I-Catalog Maintenance Librarian (5429) \$14,400-\$19,500.

Lieutenant (5522) \$23,575-\$31,100.

Nurse Practitioner II (D0078) \$18,000-\$24,350.

Placement Counselor II (5511) \$15,950-\$21,650.

Programmer Analyst II (5548) performs program maintenance and development of payroll/personnel applications, including on-line work in CICS and UFO (two to three years' COBOL experience on large scale IBM hardware in a payroll/personnel application, CICS, UFO and Mark IV experience) \$19,800-\$27,375.

Research Coordinator (D0132) \$15,950-\$21,650.

Research Specialist Junior (6 positions) \$13,200-\$17,250.

Research Specialist I (6 positions) \$14,400-\$19,500.

Research Specialist II (C0847) (D0117) \$15,950-\$21,650.

Research Specialist III (5508) \$18,000-\$24,350.

Research Specialist IV (D0099) \$23,575-\$31,100.

Senior Systems Analyst (D0108) \$19,800-\$27,375.

Support Staff

Administrative Assistant I (D0126) \$11,200-\$13,350.

Administrative Secretary I (5514) \$12,350-\$15,350.

Audio-Visual Technician (5517) \$13,200-\$17,250.

Clerk II (5534) \$10,400-\$12,547.

Clerk III (5496) \$9,650-\$11,700.

Coordinating Assistant (5513) (5532) \$11,650-\$14,250.

Coordinating Assistant (5543) correlates input and output with data processing system for Residence, Dining and Auxiliary Services; answers questions and resolves students' problems regarding short term loans; processes payment for student deposits; answers telephone and handles correspondence (high school graduate, some college coursework preferred, particularly in accounting) \$11,650-\$14,250.

Coordinating Assistant II (D0098) (D0118) \$13,200-\$17,250.

Dental Assistant II (5533) \$11,200-\$13,350.

Designer Exhibit Assistant (D0136) intern position (recent college graduates only, two year position maximum) \$11,650-\$14,250.

Editorial Assistant (5524) (5525) intern position (recent college graduates only, two year position maximum) \$12,350-\$15,250.

Electronics Technician II (D0083) \$12,350-\$15,250.

Equipment Technician (D0134) \$9,650-\$11,700.

Groom (5476) Hourly wages.

Histology Technician II (4914) \$12,350-\$15,250.

Insignia Buyer, Mail Order Coordinator (5544) assists in the supervision of University Shop; performs buyer responsibilities; coordinates the mail order operation, assists in developing and ordering the annual mail order catalog and supporting advertisements (degree, experience in retail sales, preferably a university bookstore, experience with advertising or mail order catalog) \$12,350-\$15,250.

Junior Mechanician (5523) \$10,400-\$12,547.

Mail Carrier (5531) Union wages.

Personnel Data Coordinator (5499) \$14,114-\$17,428.

Production Assistant (D0125) \$10,325-\$12,500.

Psychology Technician I (D0106) \$12,350-\$15,250.

Psychology Technician II (D0131) \$13,200-\$17,250.

Records Assistant I (5490) \$11,200-\$13,350.

Receptionist II (5550) answers telephone; receives and announces visitors; maintains updated registration lists using

a computer system; handles incoming mail; sends replies to written requests for brochures and registration material (high school graduate, accurate 45 w.p.m. typing, some college coursework preferred) \$9,650-\$11,700.

Receptionist III (5537) \$11,200-\$13,350.

Research Laboratory Technician I (5551) responsible for delivery, set-up and decontamination of culture media used for laboratory coursework; supervises media preparation assistants; assists in culture and reagent preparations (high school graduate, degree in biology or chemistry preferred) \$10,325-\$12,500.

Research Laboratory Technician II (D0119) \$11,200-\$13,350.

Research Laboratory Technician III (6 positions) \$12,350-\$15,250.

Research Machinist II (5345) \$16,456-\$22,285.

Scientific Glassblower II (D0094) Hourly wages.

Secretary II (3 positions) \$9,650-\$11,700.

Secretary III (5 positions) \$10,325-\$12,500.

Secretary IV (5435) \$11,650-\$14,250.

Secretary, Medical/Technical (5 positions) \$11,200-\$13,350.

Secretary, Medical/Technical (D0123) \$12,800-\$15,256.

Section Leader I (5539) \$10,325-\$12,500.

Temporary Coordinating Assistant I (5512).

Corrections

The Communications inventory of April 19 should be amended with the following information.

Daily Pennsylvanian: The Daily Pennsylvanian with a circulation of 14,000 is distributed at more than 50 locations on and near campus. Mailed subscriptions are also available.

The D.P. also publishes *34th Street* magazine every Thursday. The magazine covers Philadelphia, arts and entertainment, and provides reviews and listings of events throughout the city.

The Daily Pennsylvanian publishes paid advertising in both the daily newspaper and *34th Street*. The paper's advertising and production departments will help design and completely produce all advertising material, usually without any extra charge.

Additional typesetting and design work is performed by the newspaper's D.P. Graphics division (see D.P. Graphics).

For more information call Mary Lou Schaffer, office manager, or Cathy Bradley, assistant office manager, Ext. 6581.

D.P. Graphics: D.P. Graphics, a division of *The Daily Pennsylvanian*, offers complete typesetting and mechanical preparation services. D.P. Graphics does résumés, stationery, brochures, reductions & enlargements of artwork, magazines, typesetting, newspapers, advertisements, and other design work. D.P. Graphics can also arrange for the outside printing of most publications.

For more information and prices call Kathy Leudtke, Wendy Cumiskey, or Diana Iannucci, managers, Ext. 6581.