Acting VP for Computing: Dr. Arenson

Dr. Ronald L. Arenson, professor of radiology and a national figure in the development of computer applications for medical operations and teaching, has been named Acting Vice Provost for Computing while Provost Michael Aiken launches the search for a successor to Dr. David Stonehill.

Dr. Arenson joined Penn in 1976 as assistant professor and rose to full professor in 1984, when he was also named associate chairman for clinical services. Earlier he was the department’s director of administrative services and chief of operations.

After taking his B.A. in mathematics at Duke in 1965, Dr. Arenson became a systems engineer at IBM, continuing there while earning an M.D. at New York Medical College (1970). He then briefly headed a private computer consulting firm, which served primarily Beth Israel in New York, where he interned; and during his residency at Mass General he was also affiliated with its Laboratory of Computer Science. Following active duty with the U.S. Navy in 1974-76, he joined Penn where his career has been a blend of clinical practice and professional development of radiology techniques in which computing plays a part in teaching, diagnosis (continued next page)

Of Record

The Revised Faculty Leave policy printed “For Comment” on page 1 of Almanac October 18, 1988, is now University policy as of January 1, 1989. It will be implemented so as to conform with the previous policy; that is, accumulation of time toward leave eligibility will commence on January 1, 1982. I hope that the increased flexibility provided by the new policy will prove useful to our Faculty in the future. —Michael Aiken, Provost

Scholarly Leaves with Salary

Normally, an initial scholarly leave with salary is granted to a University faculty member holding the rank of assistant professor, associate professor, or professor after a period of six or more consecutive years of full-time service in the Standing Faculty-Clinician Educator, or Research Faculty at the University. Additional paid scholarly leave may be granted periodically.

Eligibility for consideration for up to a maximum of two semesters of leave at full salary may be accrued at the rate of one semester of leave at up to half salary (or equivalent) for each six semesters of full-time service:

<table>
<thead>
<tr>
<th>Accrued Full-time Service</th>
<th>Leave Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Six semesters</td>
<td>One semester at up to half salary</td>
</tr>
<tr>
<td>Twelve semesters</td>
<td>One semester at up to full salary or two semesters at up to half salary</td>
</tr>
<tr>
<td>Eighteen semesters</td>
<td>One semester at up to full salary and one semester at up to half salary</td>
</tr>
<tr>
<td>Twenty-four semesters</td>
<td>Two semesters at up to full salary</td>
</tr>
</tbody>
</table>

Faculty members may not normally be granted scholarly leave with salary for more than two consecutive semesters. Faculty members on 12-month appointments will accrue eligibility for leave at full or half salary for six months or twelve months after full-time service for corresponding six month (rather than semester) periods.

The University will administer all types of scholarly leave with flexibility, allowing faculty members to take advantage of special opportunities such as prestigious fellowship. In such a case, when a leave is granted earlier than would be expected, the interval between this leave and any subsequent leave will be adjusted to make the faculty member’s leaves conform on the average, to the guidelines above.

Note: In the 1983 Handbook for Faculty and Administrators, Section II.E.4, this material replaces the first two paragraphs of the subsection on pages 43 and 44 entitled Scholarly Leaves with Salary; the third, fourth and fifth paragraphs remain unchanged, and the first paragraph on page 44 is eliminated.
Emergency Closing

The University never officially stops operating. There are times, however, because of emergency situations such as inclement weather when classes may be cancelled and offices, except those providing essential services, may be closed. In an effort to insure the safety of our employees, emergency conditions will be monitored so that a decision to close can be made in a timely fashion.

Partial Closing

A partial closing is closing the University before the end of a normal work day. Classes are not cancelled. The decision to partially close is made by the Senior Vice President. Individual schools or units should remain open and may not close independently prior to a decision to partially close. The special information number 898-MELT (6358) will be updated periodically to provide information regarding the status of a partial closing. This line should be called for current information. If a decision is made to initiate a partial closing, members of the Human Resources Council and other appropriate individuals will be called by the Office of Human Resources.

Full Closing

A full closing occurs when classes are cancelled and University offices, except those providing essential services, are closed. The President and Provost in consultation with the Senior Vice President. A full closing is communicated by way of radio announcements and the special information number 898-MELT (6358). The University emergency closing radio code numbers for a full closing of day sessions and offices and 2102 for closing of evening sessions.

Unless notified that there will be a partial or full closing, employees are to report for work at the normal time. If an employee is unable to report at the normal time, he/she is to notify his supervisor as early as possible so that departmental operations can be maintained.

Full personnel are required to report to work. Essential personnel should be identified in advance by their supervisor.

The following practices should be followed by supervisors to record time lost when an employee is absent due to emergency situations:

1. If the University is closed, employees are compensated and the time lost during the period of the closing is not charged to personal or vacation time.
2. If the University is not closed, time lost is charged to personal or vacation time as long as the absence is approved by the supervisor. If the employee does have personal or vacation days, he or she may or may not be compensated for the time lost. Sick time may not be charged unless the employee was out on sick leave prior to the day lost due to inclement weather.
3. If an employee requests permission to be released prior to a partial closing, the employee should be allowed to do so and have the time lost for the remainder of the day charged to personal or vacation time.
4. Certain employees are required to work to maintain essential services even though the University is closed. Essential personnel who work when the University is closed are paid at their regular rate of pay and in addition receive compensatory time equal to the time worked after the University was closed. Compensatory time earned should be utilized within the current fiscal year.
5. Employees in collective bargaining units are governed by the terms of their respective collective bargaining agreements.

—Michael Aiken, Provost
—Marna C. Whittington, Senior Vice President
Finding Student Financial Services

Under a new structure and in many cases at new physical locations, the several offices now consolidated as the Office of Student Financial Services have issued the following update to the Penn Telephone Directory. It is designed to clip or copy and paste into the present directory; readers should strike out the old listings for each of the units listed here.

Office of Student Financial Services
(Student Accounts, Financial Aid, The Penn Plan, Student Employment, and University Collections)

Associate VP for Finance	 Frank Claus 212 FB/6270	 8-7233
Secretary to Associate VP	 Dana Naper 212 FB/6270	 8-7233
Director, Product Development & Marketing	 Diane-Louise Wormley 8-1690

Information & Counseling Division
Senior Director, SFS and Director, SFA	 William Schilling 212 FB/6270	 8-6784
Secretary to Sr Dir., SFS	 Suzanne Newstat 8-6784

Student Financial Information Center 100 FB/6270	 8-1988
Director, SFIC	 Sharon Scott 8-9981
Manager, SFIC	 Sharon Smallwood 8-9981

Grad/Professional Student Counseling 115 FB/6270	 8-2046
Director, Grad/Prof. Couns.	 Corky Casas
Assistant Directors:	 Barbara Davis 8-9981
Financial Services Officer:	 (Vacant) 8-9981
Financial Services Assistant:	 Tammy Mills 8-9981

Undergraduate/Student Counseling 113 FB/6270	 8-9981/9982
Director, New Stu. Fin. Couns.	 Valerie Sandilie 8-9985
Director, Ugrad Fin. Couns.	 Joann V. White 8-9984
Assistant Directors:	 Dorothy Berdine 8-9984
Jody Berniman 8-9981
Alisa Brill 8-9981
Gloria Jones 8-9982
Stephanie Walkins 8-9982

Financial Services Officer	 Patricia Rabii 8-9983
Financial Services Assistants:	 Jennifer Goldstein 8-9701
Tracy Finley 8-9981
(Vacant) 8-9986

Financial Records Assistant	 Carolyn Ransom 8-1970

Operations Division 1 FB/6270	 8-5266
Senior Director, SFS Oper’ns	 John DeLong 212 FB/6270	 8-7239
Secretary to Sr. Dir. Ops/SFS	 Lorr Radomick 8-9986
Director, SFS Production	 Donald Mangly 1 FB/6270	 8-4200
Data Management
Supervisor	 Alpha Andrews 8-1416
Admin. Assistant	 Charles Drumm 8-9964

Student Accounts
Admin. Assistants:	 Pat Coleman 8-9964
Dennis Drumm 8-4211
Timothy Mann 8-9959

Penn Plan Operations
Supervisor	 Joyce Owens 8-1726
Admin. Assistant	 Yvonne Oronzo 8-1725

Production Control Managers
Student Loans (PENNS) Institutional
Supervisor	 Angie Giunta 8-1691
Admin. Assistant	 Angel Vasile 8-4270

Student Loans (Stafford, PLUS/SLIS, HEAL)
Manager	 Sharon Pepe 8-5211
Admin. Assistants:	 Sandra Allen 8-5266
Carol Bailey 8-5211
Mary Ann Drums 8-5266

University Collections 431 FB/6270	 8-7253
Director	 Jeannette Booker
Assistant Director	 Jo Delaney
Asst. Recovery Specialists:	 Zamar Deane
Sheila Bowe
Marie Devlin
Bill Edgar
Vinnie Booker
Michele Jackson
Bill Rickssecker

Accounting Clerk	 Averda Davis

Administration & Support Division 200 FB/6270	 8-9971/9972
Senior Director, Admin. Support	 Michael Merritt 8-9971
Business Administrator	 Carol Murphy 8-4594
Admin. Assistant	 Sue Parker 8-9971/9972
Director, SFS Systems Devel
Manager, Office Sys/Telecomm
Director, SFS Accounting
SF’s Accountant
Manager, SFA Accounting
Financial Admin. Assistants:	 John Bandfield 200 FB/6270

Student Employment Job Referral Service 102 FB/6270	 8-6964/6966
Director	 Susanne Romanov 101 FB/6270
Admin. Assistant, SFO 	 John Rudolph 101 FB/6270

Three of the high-traffic first-floor offices of Student Financial Services are reached via the Franklin Building’s main lobby. A long-unused entrance on the eastern corner has been activated as the new doorway to Student Employment.

Drawing courtesy of Facilities Management
The Boys Next Door are residents of a halfway house where the developmentally disabled meet life and love head-on. Tom Griffin’s play is at Annenberg through February 5 (see On Stage).

Department of Public Safety

This report contains tallies of Part I crimes, a listing of Part I crimes against persons, and summaries of Part I crime in the five busiest sectors on campus where two or more incidents were reported between December 12, 1988, and January 9, 1989.

Total Crime: Crimes Against Persons - 13, Burglaries - 29, Thefts - 42, Thefts of Auto - 5, Attempted Thefts of Auto - 0

Summary on the 18th Precinct

The full list of crimes in the 18th precinct during the period between December 5 and January 1 have been held for reasons of length. The Philadelphia Police report for the four-week period shows 45 crimes against the person, with 10 arrests. Six of the crimes fell within campus borders: aggravations assaults at 34th & Civic Center (with arrest) and at 3929 Sansom; robberies with gun at 34th & Spruce and 3800 Sansom, and with knife at 3800 Chestnut; and rape at 3900 Chestnut. The full report will be given in a future issue. —Ed.

Rent-a-Runner

Restarting January 23, Penn Student Agencies again offers the Penn Express Messenger Service for on-campus deliveries at $5 per 20-minute errand, or on a semester's contract at $100 for 50 errands. Clients register in advance (call Ext. 8-6815 after January 16 for forms to fill out), then call the center for immediate service, with billing by journal voucher and a money-back guarantee if not satisfied.

Library Orientation

Faculty and students can call Ext. 8-7555 to register for an introduction to the library system and a tour of Van Pelt on three dates this month: January 18 at 5:30 p.m., January 19 at 11 a.m., January 24 at 7 p.m. Faculty may also arrange individual tours at that date, and all users can sign up for a special workshop, “The Electronic Library,” from 4 to 6 p.m. January 25. The workshop covers on-line search of Penn’s databases and catalogs plus the national ones such as RLIN and OCLC.

Update

JANUARY AT PENN

EXHIBITS

13 Four Women Artists from Istanbul; reflections of Turkey by four native artists; opening reception 4-6 p.m., gallery hours 9 a.m.-5 p.m., Monday through Friday. University City Science Center. Through February 5.

FITNESS/LEARNING

17 Recreation Class Registration; registration for recreational classes will be held in the Gimbel Gym, 4:30-6 p.m. through January 18.

ON STAGE

13 The Boys Next Door; Tom Griffin’s play portraying the life of residents living in a New England halfway house; Zellerbach Theater, Annenberg Center. Previews begin January 13, opening night is January 18. Curtain times vary; for tickets and information: Ext. 8-6791. Through February 5.

TALK

18 Environmental Impact Assessment; former Congressman Bob Edgar, 7:30 p.m., 309 Towne Building (Systems 564).

The Almanac

3601 Locust Walk Philadelphia PA 19104-6224
(215) 898-5274 or 5275

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The Almanac Advisory Board: Chair and full faculty Senate component are to be named. Serving ex officio Senate Chair: David Balmuth and Chair-elect: Robert E. Daves. For the Administration, William Epstein; for the Student Assemblies, Sarah Janis (A-1), Ira Feldman (Librarians) and Jo Sepp-Kane (A-3).