Reappointment of GSE Dean

Having received the report of the Dean Review Committee, President Judith Rodin and Provost Robert Barchi announced that they will recommend to the Trustees at their February meeting the reappointment of Susan Fuhrman as Dean of the Graduate School of Education.

They noted, “the report of the Review Committee makes clear, Dean Fuhrman’s accomplishments during her first six years in office underscore both her strength and vision as a leader and her ability to achieve the goals she has set. This year the School was ranked eighth in U.S. News and World Report rankings—up from 20 in 1999—and the faculty lead the nation’s schools of education in funded research per faculty member. Excellent new faculty have been recruited, all of whom have distinguished research records; Ph.D. selectivity has improved, with full funding provided such students; a five-year cycle of self-study and curriculum review has been established; and a new executive education program has been implemented. The School has also significantly expanded its international efforts, greatly enhancing its prestige and visibility.

“We are confident that under Dean Fuhrman’s leadership, GSE will continue the outstanding development of its research and professional programs and play an increasingly important leadership role within Penn and the broader international community.”

Ben’s Birthday Bash: January 17

Penn and 15 other organizations will participate in the Celebration/ Benjamin Franklin, Founder on January 17. The Celebration begins at 11 a.m. with a procession from The American Philosophical Society Library, to Christ Church graveyard for a wreath laying and tributes at Franklin’s grave. Afterwards, there is a luncheon in honor of the 250th anniversary of the founding of The Philadelphia Contributionship—America’s oldest insurance company, founded by Franklin in 1752. The fourth annual Celebration/ Benjamin Franklin, Founder is also honored in Franklin’s 296th birthday and the 250th anniversary of his invention of the lightning rod. John Bogle, founder and former chairman of the Vanguard Group will deliver a keynote address, Energy and Persistence Conquer All Things: Applying Benjamin Franklin’s Entrepreneurship in the 21st Century.

This year’s themes are Insurance—Risk Protection, Insurance—Investment in Developing Economies. Two seminars will be presented after the luncheon on the science of lightning and the role of insurance in the economies of developing countries.

Info/reservations: call Charles Ludwig (215) 981-3525, Carol Smith (215) 627-1752 ext. 1286 or Arthur Saxon (610) 891-7100 ext. 2665.

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4 OF RECORD: Sexual Harassment Policy
6 January Volunteer Opportunities; Human Resources Policy Revisions; Penn’s Way; Tenure Committee Conversations: Academic Job Search
7 Update: CrimeStats; Classifieds; Addendum to 2001-2002 Faculty/Staff Directory
8 Death of Jonathan Rhoads, Preeminent Surgeon
BEN Financials Open for Business

We are pleased to announce that the upgrade from FinMIS to BEN Financials was completed successfully over the winter break, and BEN Financials was available for business on January 2.

BEN Financials introduces a new, web-based purchasing environment featuring the Penn Marketplace, where users can select from thousands of products and services offered by dozens of Penn’s contract suppliers. In addition, it includes updated, web-based versions of the payables and general ledger functions, known as BEN Pays and BEN Balances, respectively. BEN, Financials, and the Penn Marketplace in particular, are recognized within the higher education community as outstanding examples of how a large research university can apply technology to meet its unique business needs.

The upgrade from FinMIS to BEN Financials is the culmination of much hard work within a cooperative enterprise. The project team, comprised mainly of staff from ISC, the Comptroller’s Office, and Acquisition Services, has spent more than two years on the planning, development, testing, and implementation of this complex, multi-faceted system. Staff and administrators across the University have participated in numerous feedback forums and contributed their insights throughout the development process.

On the front lines, BEN Reps have ably managed the transition within their respective Schools and Centers. The Financial Training Department has created and delivered comprehensive online and classroom training, assisted by trainers and proctors from across the University. Financial Support Providers (FSPs) have been on hand to answer questions about the applications, and local support providers (LSPs), to update hardware and software.

We thank each of them for their commitment and efforts and proudly applaud their achievement.

—Robin H. Beck, Vice President, Information Systems and Computing
—Kenneth B. Campbell, Comptroller
—Michael J. Masch, Vice President, Budget and Management Analysis
—Robert Michel, Director, Acquisition Services

BEN Buys: No Procards Allowed in the Penn Marketplace

On January 2, 2002, the University introduced BEN Buys and the Penn Marketplace. BEN Buys, the new and enhanced purchasing system and the Penn Marketplace, an integrated online marketplace containing product and pricing from Penn’s contract suppliers, will significantly streamline the University procurement process. BEN Buys and the Penn Marketplace will make it easier to find commonly ordered items, search for and compare products and prices, and create multiple supplier purchase orders in a single session using the new BEN Requisition.

This new procurement environment will impact the University’s MasterCard Procurement Credit Card Program. Effective January 2, 2002, authorized cardholders are no longer permitted to use their Procurement Credit Card for purchases from suppliers that are available in the Penn Marketplace. All Penn Marketplace supplier purchase activity must be processed via the BEN Buys purchasing system.

Penn Marketplace suppliers, who have developed Penn specific Procard enabled ordering sites for University cardholders (Staples, Fisher, BOC, Newark Electronics & Sigma Aldrich), will disable the ordering capability in their Penn-specific web sites. The sites will continue to be available to the Penn community for information purposes only. All five suppliers are participating in the Penn Marketplace.

In addition, all purchase activity for suppliers who have declined to participate in the Penn Marketplace must be processed via the BEN Buys Purchasing System. Since the supplier’s catalog content is not available in the Penn Marketplace, all items purchased from these suppliers must be “free-formed,” that is the requisitioner must enter all line item detail in the BEN Requisition. The MasterCard Procurement Credit Card cannot be used for purchases from these suppliers.

Effective February 1, 2002, Acquisition Services will monitor cardholder activity to ensure compliance with Use of Procurement Credit Card (Procard) policy #2303 (at right).

—Robert Michel, Director, Acquisition Services

Use of a Procurement Credit Card (Procard)

PROCUREMENT/DISBURSEMENTS
No.: 2303
Effective: January 2, 2002
Title: USE OF A PROCUREMENT CREDIT CARD (PROCARD)
Revised: January 2, 2002
Resp. Office: Acquisition Services
Approval: Acquisition Services

PURPOSE:
To establish the policies related to the proper use of a University of Pennsylvania Procurement Credit Card (Procard)

POLICY:
1. School or Center senior financial officer approval is required to receive a University procurement credit card.
2. All cardholders must attend a formal training session prior to receiving a procurement credit card.
3. All cardholders must sign and accept the terms and conditions of the University of Pennsylvania Cardholder Agreement prior to receiving a procurement credit card.
4. All procurement credit card transactions must be processed in accordance with the established procedures as communicated in the Acquisition Services Procurement Credit Card Training Program.
5. The maximum procurement credit card transaction limit is $4,999. The standard transaction limit is $1,000. Changes to the standard limit must be approved by the Comptroller. The procurement credit card cannot be used to purchase restricted commodities.
6. A procurement credit card cannot be used for purchases from Penn Marketplace suppliers or from suppliers that have declined to participate in the Penn Marketplace.
7. All procurement credit card transactions must be made by the individual to whom the card has been issued.
8. All procurement credit card transactions must be made for the use and benefit of the University. Personal purchases are not permitted in any circumstances.
9. As an authorized agent of the University, it is the cardholder’s responsibility to ensure proper use of the University’s sales tax registration number.
10. It is the cardholder’s or designee’s responsibility to maintain adequate documentation of all transactions.
11. Acquisition Services is authorized to review procurement credit card purchasing activity to ensure compliance with this policy. Acquisition Services is authorized to suspend the procurement credit card privileges of any cardholder who is deemed to be in violation of this policy.
12. Violation of this policy, and/or the duties and responsibilities listed in the Procurement Credit Card Training Program, will result in further action to be taken by the Dean or Director or the School or Center Senior Business Officer in accordance with the University of Pennsylvania Human Resources policies.
13. Fraudulent use of the procurement credit card will result in actions being taken in accordance with the procedures established in the Cardholder Agreement form.

Tax Eligibility: Foreign Nationals

Please advise all Foreign Nationals working for the University of Pennsylvania who believe they are entitled to a Tax Treaty to come to the Corporate Tax Office to confirm their eligibility and to sign the appropriate Tax Treaty documents for the 2002 tax year (if applicable).

They must bring their Social Security Card and a current copy of their immigration document (I-20, IAP-66, I797A) with them. In order to meet the deadline for the January payroll they must come to the Tax Office by January 17, 2002. In order for any individual to be exempted from federal taxation they must sign the proper documents with the Tax Office.

Office hours are as follows:
Monday: CLOSED
Tuesday, Thursday, Friday: 10 a.m.-12:30 p.m.; 1:30-4 p.m.
Wednesday: 10 a.m.-12:30 p.m.

—Anthony G. Spathas, Corporate Tax Office
Death of Dr. Rubinstein, Political Scientist

Dr. Alvin Z. Rubinstein, professor of political science, died on December 18, at the age of 74. Dr. Rubinstein had planned to retire at the end of the fall semester.

Dr. Rubinstein was a graduate of the New York State Maritime Academy and served on the ships the Bennington and Ticonderoga from 1954-1956. He received his B.B.A. from the City College of New York in 1949, his M.A. and Ph.D. from Penn in 1950 and 1954 respectively. He began his teaching career at Harvard’s Russian Research Center in 1956, became a lecturer at City College of New York in 1957 and joined Penn’s political science department in September of 1957 as a lecturer. He became an assistant professor in 1959, and associate professor in 1961, and a professor of political science in 1966, a position he held until his death. While at Penn he was the director of The Anspach Institute for Diplomacy and Foreign Affairs from 1968-1970. He was also the chair of the Graduate Program in International Relations from 1966 through 1970.

Dr. Rubinstein’s research focused on Russian foreign policy, conflict in the Third World and national security affairs. Among his published works are Russian Foreign Policy: From Empire to Nation-State; Soviet Policy Toward Turkey, Iran, and Afghanistan; Red Star on the Nile: The Soviet Egyptian Influence Relationship Since the June War; and Yugoslavia and the Nonaligned World. He received the Marshall Shulman Prize for his book Moscow’s Third World Strategy, awarded by the American Association for the Advancement of Slavic Studies.

In addition to his writing of many books and articles, Dr. Rubinstein’s professional activities included: Speaker for the U.S. Information Agency (U.S.I.A.) in Hungary, The Netherlands, Sweden, Germany, France, South Korea, Pakistan and India. He was also a recipient of numerous fellowships including Ford, Rockefeller, Guggenheim, Earhart foundations, the National Science Foundation, the Social Science Research Council, and the American Philosophical Society. Dr. Rubinstein was also a senior fellow at the Foreign Policy Research Institute. He was a visiting fellow at Clare Hall, Cambridge University (1974-1975), and a Senior Associate at St. Anthony’s College, Oxford University (1985).

He is survived by his wife, Frankie, and a sister. A memorial service will be held on Sunday January 20, at 1 p.m. in the Hall of Flags, Houston Hall.

Note: See the back page of this issue for the death of Dr. Jonathan Rhoads, professor of surgery. At press time, Almanac learned of the deaths of Subin and Sajani Shrestha, University employees, and of Yash Kasbekar, a Wharton junior. Their deaths will be reported in the next issue of Almanac.

Postdoctoral Stipend Levels for FY03

Preamble

Several recent developments have led to a revised approach to guidelines for stipend levels for Postdoctoral Fellows (PDFs). These events include: (1) a proposed new set of NIH guidelines for NSRA (National Research Service Awards) postdoctoral stipends that involve substantial annual increases above present levels (it is presumed that NIH expects these new levels to be implemented for NIH FY02 for all PDFs supported on NIH grants); (2) the potential lack of supplements for existing NIH research grants to accommodate the new stipend levels; and (3) the minimal increases in grants awarded by NSF and other federal agencies. As a result fiscal realities have created in grants awarded by NSF and other federal agencies. As a result fiscal realities have created

Recommended Minimum Stipend Levels for Penn FY03 (Penn FY: July 1, 2002 through June 30, 2003)

1. Beginning postdoctoral fellows, with no prior experience at Penn, will be paid a minimum of $29,981. This represents a 3% increase above the minimum for FY02.

   Levels for all years are:

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<tr>
<th>Years of experience</th>
<th>Compensation FY03</th>
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<td>29,981</td>
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<td>31,807</td>
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<td>32,761</td>
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<td>33,744</td>
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2. All continuing postdoctoral fellows will receive an increase of at least 3% above their present stipend levels.

Other Items

• Stipends should be adjusted upwards during the course of the Penn fiscal year, either at the time of the annual postdoctoral reappointment, at the time of the annual grant renewal, or at the beginning of the NIH fiscal year.

• Individual Schools can set their own stipend levels above those recommended in this revision.

• For FY03, University of Pennsylvania postdoctoral stipend levels apply to all postdoctoral fellows.

• Under postdoctoral policy, no one should hold a postdoctoral position at the University of Pennsylvania for more than five years.

—Neal Nathanson, Vice Provost for Research

Penn Humanities Forum: Call for Topics

Each year, the seminars and public lectures of the Penn Humanities Forum focus on a single topic or theme. Past subjects have included Human Nature and Style. This year, our topic is Time (faculty planner: Holly Pittman). Next year’s subject will be The Book (faculty planner: Peter Stallybrass).

We now invite faculty across the university to submit topics for 2003-04 and beyond. Ideas should be conceptually broad and interdisciplinary in nature. Although faculty may submit ideas at any time, it would be useful for the Forum’s Board to have all such suggestions in hand by January 30.

Please send your ideas (or direct your questions) to Acting Director Eugene Narmour (enarmour@sas.upenn.edu).

For more information, call Jennifer Conway (215-898-8220), Associate Director.

See the web site http://humanities.sas.upenn.edu/about.htm.

—Eugene Narmour, Acting Director, Penn Humanities Forum

Speaking Out

Foreign Students’ Cooperation

This is in response to President Judith Rodin’s letter to the Penn Community on December 18, 2001, concerning her advice to those who received a letter from the Philadelphia Police Department and the Federal Bureau of Investigation requesting personal interviews in connection with the investigation of terrorism after September 11, 2001. I am amazed that President Rodin is advising those students how to undermine an on-going investigation, and on how to obstruct national security. It is becoming more apparent that President Rodin is carried that if foreign students leave Penn and also the United States, the tuition that will be lost is more important than keeping this country safe.

If foreign students fear being questioned by law enforcement officials, they must have something to hide? President Rodin is wrong for giving advice to foreign students on how to hinder, hamper or even obstruct the FBI’s goal to smash terrorism. Her loyal obligation to this nation is suspect.

President Rodin has been offered an opportunity to reply and has declined.

—Charles F. King, Jr., Facilities Services, Environmental Services

Speaking Out welcomes reader contributions. Short, timely letters on University issues will be accepted by Thursday at noon for the following Tuesday’s issue, subject to right-of-reply guidelines.

Advance notice of intention to submit is appreciated. —Eds.
Dear Penn Faculty, Students and Staff:

The University is committed to maintaining a productive, civil and respectful learning, working and living environment for all faculty, students, staff, and visitors. Trust and civility are cornerstones of our community and, consistent with this, sexual harassment will not be tolerated at Penn. As a premier educational institution and employer, the University is committed to eradicating sexual harassment and continues to undertake various efforts to address this issue in our community. Some of these measures include:

Providing Information, Counseling, and Support. The University resources that offer information, counseling, and support about the University’s Sexual Harassment Policy are listed in the Policy reprinted below. Deans, chairs, directors, administrative unit heads, managers, and supervisors should provide information to their respective faculty, staff, and students about the policy.

Providing Education and Training. Penn provides training and education to students, faculty, and staff on sexual harassment issues. Deans, department chairs, and heads of administrative units are encouraged to discuss the policy and issues of sexual harassment with faculty and staff and provide additional educational opportunities as needed. Similarly, students should receive information about sexual harassment from residential advisors and house deans. The Office of Affirmative Action and Equal Opportunity Programs, the Division of Human Resources, and the Penn Women’s Center are some of the resources available to provide training and education to the community.

Addressing and Resolving Complaints. There are many informal and formal mechanisms available to faculty, staff, and students to address complaints of sexual harassment. All members of the Penn community are encouraged to use the resources listed in the policy to address allegations of sexual harassment. We take all allegations of sexual harassment very seriously and will take appropriate actions to address them.

Central Reporting Form. To aid in the reporting of complaints, and with the complainant’s consent, all offices described in Sections III.A. and III.B. of the policy should complete the Sexual Harassment Policy Central Reporting Form and forward it to the Ombudsman’s office.

Please see Section III.D. of the policy for further details on the use of this form.

Maintaining our status as a premier research and educational institution and an employer of choice depends on valuing the contributions and diversity of all members of our Penn family. We encourage all members of our community to increase their understanding and awareness of issues of sexual harassment and continue to undertake efforts to strengthen civility and respect for all members of our community.

—Judith Rodin, President  —Robert L. Barchi, Provost  —John A. Fry, Executive Vice President

Sexual Harassment Policy

I. Conduct

Our community depends on trust and civility. A willingness to recognize the dignity and worth of each person at the University is essential to our mission.

It is the responsibility of each person on campus to respect the personal dignity of others. We expect members of our University community to demonstrate a basic generosity of spirit that precludes expressions of bigotry.

Penn properly celebrates the diversity of its community. We come to Penn from many different backgrounds and include different races, religions, sexual orientations, and ethnic ancestries. Learning to understand the differences among us, as well as the similarities, is an important dimension of education, one that continues for a lifetime. Tolerance alone, however, is not enough. Respect and understanding also are needed. We should delight in our differences, and should seek to appreciate the richness and personal growth which our diversity provides to us as members of this community.

The University is committed to freedom of thought, discourse and speech, and the attainment of the highest quality of academic and educational pursuits and daily work. Policies and regulations implementing this commitment include the Statement on Academic Freedom and Responsibility, the Guidelines on Open Expression, and the Code of Academic Integrity.

The University also has established policies on behaviors that interfere with these freedoms. Foremost among these policies is the University’s Statement on Non-Discrimination, which prohibits discrimination on the basis of race, color, sex, sexual preference, religion, national or ethnic origin, handicap or disability.

The University also has adopted the following policy concerning sexual harassment. The terms “harassment” and “sexual harassment” as used throughout, are defined as a matter of University policy, and are not necessarily identical or limited to the uses of that term in external sources, including governmental guidelines or regulations.

II. Purposes and Definitions

A. Purpose

For many years the University has stressed that sexual harassment is not tolerated at Penn. As an employer and as an educational institution, the University is committed to eradicating sexual harassment.

Sexual harassment in any context is reprehensible and is a matter of particular concern to an academic community in which students, faculty, and staff must rely on strong bonds of intellectual trust and dependence.

B. Definition

For the purposes of University policy, the term “sexual harassment” refers to any unwanted sexual attention that:

1. Involves a stated or implicit threat to the victim’s academic or employment status;

2. Has the purpose or effect of interfering with an individual’s academic or work performance; and/or,

3. Creates an intimidating or offensive academic, living, or work environment.

The University regards such behavior, whether verbal or physical, as a violation of the standards of conduct required of all persons associated with the institution. Accordingly, those inflicting such behavior on others are subject to the full range of internal institutional disciplinary actions, including separation from the University. Likewise, acts of retaliation will be subject to the same range of disciplinary actions.

As noted in the Handbook for Faculty and Academic Administrators, Policies and Procedures, the Academic Bulletin, and other University publications, persons engaged in such harassment within the University setting are subject to the full range of internal institutional disciplinary actions, including separation from the institution.

Not every act that might be offensive to an individual or a group necessarily will be considered as harassment and/or a violation of the University’s standard of conduct. In determining whether an act constitutes harassment, the totality of the circumstances that pertain to any given incident in its context must be carefully reviewed and due consideration must be given to the protection of individual rights, freedom of speech, academic freedom and advocacy.

III. Resources

School and administrative units should make known to all of their members the available resources and the informal and formal procedures for resolving complaints of sexual harassment within the unit or at the University level. These resources include the following:

A. Information, Counseling, and Support

The following University resources are available to members of the University community who seek information and counseling about University policies on sexual harassment, standards of behavior, informal and formal mechanisms for resolving complaints and resources for complainants and respondents.

Deans and directors may also make referrals to these resource offices:

- Office of Affirmative Action and Equal Opportunity Programs
- African American Resource Center
- Penn-Friends Employee Assistance Program
- Lesbian Gay Bisexual Transgender Center
- Office of Labor Relations
- Office of the Ombudsman
- Office of Staff Relations
- Special Services
- Penn Women’s Center
- Student Health Services
- Counseling and Psychological Services
- Office of the Vice Provost for University Life

(continued on next page)
B. Informal Mechanisms for Mediation and Resolution

The Ombudsman, the Office of Affirmative Action, the Penn Women’s Center, and the University Community Grievance Commission are available to assist in the informal resolution of complaints.

C. Formal Mechanisms for Resolution and Adjudication

If a complaint is not resolved informally, or if the complainant is not satisfied with the informal resolution, the complainant may file a formal complaint through the procedures outlined below:

1. Complaints of sexual harassment against a faculty member, instructor, or other academic administrator must be filed with the Office of the Provost. The complaint will be then referred to the appropriate dean, dean or department chair, or department head to aid in determining an appropriate sanction. A faculty member or administrator who receives the complaint is then charged with pursuing the matter. While the process depends on the particulars of the complaint, normally the department chair or dean interviews the faculty member. If the matter is not resolved informally the department chair or dean either conducts an investigation or requests that the Ombudsman, the Office of Affirmative Action, the Office of Staff Relations, or the Office of Labor Relations do so. If the results of the investigation persuade the dean or department chair that sanctions are warranted, he/she consults with faculty members—without disclosing the identity of the individuals involved—to aid in determining an appropriate sanction, including whether there is substantial reason to believe that just cause exists for suspension or termination. If it is determined that action should be taken to suspend or terminate a faculty member, the dean must refer the matter to the Committee on Academic Freedom and Responsibility of the school in accordance with the procedures set out in section II. E. 10 of the Handbook for Faculty and Academic Administrators (1989).

2. Complaints of sexual harassment against a staff member may be brought by a student, staff member or faculty member to the supervisor of the person complained against. The supervisor who receives the complaint is then charged with pursuing the matter. While the process will depend on the particulars of the complaint, normally the supervisor interviews the staff member. If the matter is not resolved informally, the supervisor either conducts an investigation or requests that the Ombudsman, the Office of Affirmative Action, the Office of Staff Relations, or the Office of Labor Relations do so. If the result of the investigation persuades the supervisor that sanctions are warranted, he or she consults with his or her colleagues or supervisor—without disclosing the identity of the individual(s) involved—to aid in determining an appropriate sanction. A staff member who believes that his or her rights have been violated directly by another staff member or administrator may file a grievance by contacting the Office of Staff Relations within the Office of Human Resources under the University of Pennsylvania Staff Grievance Procedure.

3. Complaints by students of sexual harassment may be made to the Office of the Vice Provost for University Life. Grievances associated with sexual harassment in student employment may also fall within the purview of the Vice Provost for University Life.

4. A complaint of sexual harassment may be brought against a student by filing a grievance under the Charter of the University Student Judicial System, or, if the respondent is a graduate or professional student enrolled in a school which has established a hearing board or other decision-making body, with that body.

5. A tenured or untenured faculty member, whether full or part time, who believes she or he has been subjected to sexual harassment by a faculty member or by an academic administrator may file a grievance under the Faculty Grievance Procedure, Handbook for Faculty and Academic Administrators (1989), part II. E. 15, provided the complaint constitutes a grievance as defined in Section I of the Procedure. This procedure is administered by the Faculty Grievance Commission. The panel makes its recommendations to the provost. In cases that involve reappointment, promotion or tenure, and in which the provost has declined or failed to implement the recommendations of the panel to the satisfaction of the grievant, the grievant may obtain a hearing before the Senate Committee on Academic Freedom and Responsibility on the actions of the provost.

6. If the matter has not previously been referred to a different panel or committee, a student or staff member who believes that she or he has been subjected to sexual harassment by a faculty member, and whose complaint has not been resolved by the mechanisms outlined above, may bring the matter to the Faculty Senate Committee on Conduct. This committee is a standing committee of the Faculty Senate. At meetings with the Committee, the student or staff member may be accompanied by an advisor who is a member of the University community (student, faculty or staff). The findings and recommendations of the Committee shall be advisory and shall be submitted to the provost for her or his decision and implementation.

D. Central Reporting of Sexual Harassment

1. A decentralized system of resources encourages the reporting and resolution of sexual harassment. To that end, and with the consent of the complainant, those offices described in Sections III.A and III.B of this policy that have handled through mediation or counseling a complaint that was not submitted to a formal hearing board should forward the Ombudsman a report (see www.upenn.edu/almanac/v48/n17/SH-policy.html) of the matter as soon as it is received. Such reports should not include the names of the persons involved. They should include, however, a description of the complaint, the schools or administrative units with which the complainant and respondent are affiliated, and the disposition of the complaint. In the case of a large department in a large school, the department also should be identified. Reports from decentralized areas will enable the Ombudsman to identify patterns in a particular location and the frequency of such incidents in a given area. Such information can then be transmitted to the appropriate dean or administrative supervisor. The reports will also enable the Ombudsman to act on behalf of the community and to conduct whatever investigation he or she deems necessary to determine whether University regulations are being violated.

2. Summary reports of formal charges of sexual harassment that have been adjudicated and records of their disposition should be forwarded to the Ombudsman’s Office as a matter of information by the resource offices named in this policy.

3. Based on the information forwarded to her or him during the previous year, the Ombudsman shall submit to the president on an annual basis a summary report of the number and type of formal and informal charges of sexual harassment and their resolution by September 15 of the academic year. This report will be shared with the University community early in the semester.

E. Education and Prevention

The prevention of sexual harassment and the establishment of effective procedures for handling instances of sexual harassment are the responsibilities of all University employees. The Office of the Vice Provost for University Life, the Office of Affirmative Action, and the Penn Women’s Center in conjunction with the Office of Residential Living, the Council of College House Masters, and the Council of Senior Faculty Residents will develop an educational program to acquaint all students with the University’s policies and procedures for handling and resolving instances of sexual harassment.

The prevention of sexual harassment and the establishment of effective procedures for handling instances of sexual harassment are the responsibilities of all University employees. The Office of the Vice Provost for University Life, the Office of Affirmative Action, and the Penn Women’s Center in conjunction with the Office of Residential Living, the Council of College House Masters, and the Council of Senior Faculty Residents will develop an educational program to acquaint all students with the University’s policies and procedures for handling and resolving instances of sexual harassment.

F. Exit Interviews

Deans and administrative directors of departments and units will periodically survey departing students, faculty and staff to measure the existence and frequency of reports of sexual harassment. Based on the data yielded by these surveys and the annual reports of the Ombudsman, the University administration will determine, in consultation with the University Council, whether there is a need for further efforts to address the issue of sexual harassment.

G. Implementation

Deans and administrative directors will be responsible for the implementation of this policy. The provost and senior vice president will oversee the performance of deans and directors in the implementation of this policy.
January Volunteer Opportunities

Dear Penn Community,

For the current list of our special Dr. Reverend Martin Luther King, Jr. Day of Service volunteer opportunities, including the Warm-Me-Up Drive (now through January 18) and the School Spruce Up Service Project at Drew Elementary School and the Children’s Banner Painting Service Project see AARC’s Calendar at: www.upenn.edu/aarc/calendar.html as well as for the complete listing of the University of Pennsylvania’s MLK Commemoration. Please e-mail sammapp@pobox.upenn.edu to volunteer for any of the programs.

—Isabel Mapp, Associate Director, Faculty, Staff and Alumni Volunteer Services/ Director Penn Volunteers in Public Service, Center for Community Partnerships

Donate Blood and Save Lives!
Tuesday, January 15
Faculty and Staff Blood Drive at Van Pelt Library, Dietrich Reading Room from 10 a.m.-3:30 p.m. For an appointment, please e-mail gelhaus@pobox.upenn.edu.

Wednesday, January 23
Undergraduate Assembly Blood Drive at Terrace Room, Logan Hall from 10 a.m.-3:30 p.m. For an appointment, please e-mail jberg@sas.upenn.edu.

Computers and Volunteers Needed: Is your department upgrading its computers? Would you like to donate your used computers to a worthy cause? Are they Pentium I or PowerPCs or better? Are you knowledgeable with Windows or Linux? Do you know web-design? Donate your computer or time to help teach computer literacy. Teach young students and adults resume writing or like to donate your used computers to a worthy cause? Are they Pentium I or PowerPCs or better? Are you knowledgeable with Windows or Linux? Do you know web-design? Donate your computer or time to help teach computer literacy. Teach young students and adults resume writing or

Revisions to Human Resources Policies

Minor revisions have been made to the Attendance Policy (Human Resources Policy 603), and Sick Leave Policy (Human Resources Policy 612) to provide further clarification on sick time usage. Sick time used for health care provider appointments, which are not medically urgent, must be scheduled in advance and approved by supervisor. Also, the revised Special Winter Vacation Policy (Human Resources Policy 608) clarifies that staff members who are absent from work either the workday before or the workday after the Special Winter Vacation or both days, will receive pay for the Special Winter Vacation provided that the absence is charged to pre-approved paid time off, or to sick days substantiated by a written note from the staff member’s health care provider. The revised policies can be accessed via the Human Resources website at www.hr.upenn.edu.

—Division of Human Resources

Penn’s Way 2002 Campaign: Commitment to Our Community

Week Four Raffle Winners
1. 2 United Airlines travel certificates —John Speno, ISC
2. 5 CDs from WXPN—Robert Puri, Van Pelt Library
3. 2 1-day passes to the Katz fitness center—Lisa Campeau, ISC
4. 2 1-hour personal training sessions—Anthony Bozzuto, Business Services
5. 2 tickets to the Penn Relays, Spring 2002—Charles King Jr., Facilities Services
6. 2 tickets to a performance at Internat-
7. 2 aerobics class passes—Anne Marie DelRossi, AVP/DAR
8. $20 gift certificate to University Jewelers—Victoria Sicks, Morris Arboretum
9. Picture frame from the Paper Garden—Patricia Hall, Veterinary School
10. $10 gift certificates to Houston Market—Cadence Anderson, Wharton

The winners of the Week Six raffle drawings, and of the grand prize—an Apple iBook—will be published in the January 15 issue. For a list of the previous weekly raffle prizes awarded to-date, see www.upenn.edu/osl/pennsway.

Week Five Raffle Winners
1. 2 tickets to a performance of the PA Ballet—Jacqueline Jacovini, President’s Center
2. 2 tickets to a performance at Interna-
3. 4 passes to the Please Touch Mu-
4. 5 CDs from WXPN—Sean Kennedy, School of Medicine-Anaesthesia
5. Pair of sunglasses from Modern Eye—
6. 2 tickets to a performance at Internat-
7. 2 tickets to the Painted Bride—Mary Webster, School of Medicine-BGS
8. 2 passes to the Academy of Natural Sciences—Val Robinson, VHPU
9. $10 gift certificate for Pizza Rustica—Ginna Benson, Development/Alumni Rela-
10. $10 gift certificate for Houston Market—Betty Adler, OGC

Aegean Age Art at Arthur Ross
North Americans in the Aegean Bronze Age: The Discovery of Minoan and Mycenaean Civilizations is at the Arthur Ross Gallery now through March 24, with an opening reception at 5 p.m. on January 25.

With over fifty original artifacts such as the late Minoan I Rhyton (clay) c. 1700-1450, B.C. from Crete (at right), from Penn’s Museum of Archaeology and Anthropology and Harvard’s Peabody Museum, the exhibit also features original watercolors of unique ceramic artifacts as well as archival photographs of excavations dating back to the early 1900s. Penn archaeologists’ works are portrayed in 20 panels with text and photographs from the individual sites.

This exhibit was organized in cooperation with the Institute for Aegean Prehistory on the occasion of meetings in Philadelphia of the Archaeological Institute of America, the American Philological Association, and the American Schools of Oriental Research. For more images, visit www.upenn.edu/almanac/v47/n16/jancalpicts.html.

Faculty Conversations: Academic Life and the Academic Job Search

A series for Doctoral Students and Postdocs, co-sponsored by Career Services and the Deputy Provost, will be held from noon-1 p.m. at the Graduate Student Center. This series features topics of interest to doctoral students and postdoctoral fellows who are or will be looking for academic jobs and want to know what it’s like to be a faculty member. Speakers are faculty members from Penn and sometimes other institutions. This is the sixth year this series has been offered. Students on or planning to go on the academic job market have found the faculty speakers’ remarks and the question/discussion period following to be very helpful. We are very pleased to have them held in the new Graduate Student Center this spring.

—Julia Vick, Career Services

Friday, January 18
Behind the Scenes with a Search Committee, Dr. Dwight Jaggard, Professor of Electrical Engineering, former Associate Dean for Graduate Education & Research, SEAS; Dr. Joseph Farrell, Associate Dean for Graduate Studies/Professor of Classical Studies.

Friday, February 1
Negotiating an Academic Job Offer, Dr. Amita Sehgal, Associate Professor of Neuroscience.

Friday, February 8
Negotiating an Academic Job Offer—Humanities and Social Sciences, Dr. Max Cavitch, Assistant Professor of English, Negotiating an Academic Job Offer—Science and Engineering, to be announced.

Friday, February 22
Understanding the Tenure System, Dr. Walter Licht, Associate Dean and Professor of History.

Friday, April 12
Having a Life: Balancing Professional and Personal Responsibilities, Dr. Susan Margulies, Associate Professor of Bioengineering.

Feel free to bring your lunch. Sign up by calling (215) 898-7530 or e-mail vick@pobox.upenn.edu.
Addendum to 2001-2002 Directory

In February, the Division of Business Services will produce an addendum to the Faculty/Staff Telephone Directory. This publication will correct inaccurate information and omissions.

Corrections for the Telephone Directory addendum must be e-mailed, by January 25, 2002, to fsdirectory@pobox.upenn.edu. Any corrections submitted after this date will not be included in the addendum.

For white page changes, faculty and staff members should update their records online at www.upenn.edu/directories/dir-update.html.

Directories

Directories have been distributed throughout the campus. To order additional copies of the telephone directory or to inquire about orders, e-mail fsdirectory@pobox.upenn.edu.

—Donna M. Petrelli Aquino, Senior IT Support Specialist, Division of Business Services

### HOUSE FOR SALE

For Sale by Owner on St. Mark’s Square. Single family home in Penn’s K-B school catchment area. Five bedrooms, 2.5 baths, living room, dining room, eat-in-kitchen, and den. All new appliances. New roof with 15 year warranty. Updated 200 amp electric, skylights, security system. Secure backyard with private alley. Asking price $335,000. E-mail kathyhiester@hotmail.com for appointment.

### ACCOUNTANT


### CLASSIFIEDS—PERSONAL

Are you responsible for some of the 91,000 hits to Almanac’s web site last week? Get on board Express Almanac: To register, send an e-mail message with “subscribe” as the Subject to almanac@pobox.upenn.edu and include your name, e-mail address, and mailing address. —Ed.

The University of Pennsylvania Police Department

Community Crime Report

About the Crime Report: Below are all crimes Against Persons and Crimes Against Society from the campus report for December 17, 2001 to December 30, 2001. Also reported were 26 Crimes Against Property (including 17 Thefts and 4 Retail Thefts, 2 burglaries, 2 stolen autos, 1 fraud). Full reports on the Web (www.upenn.edu/almanac/v48/n17/crimes.html). Prior week’s reports are also on-line.—Ed.

This summary is prepared by the Division of Public Safety and includes all criminal incidents reported and made known to the University Police Department between the dates of December 17, 2001 and December 30, 2001. The University Police actively patrols from Market Street to Baltimore Avenue and from the Schuylkill River to 43rd Street in conjunction with the Philadelphia Police. In this effort to keep you with a thorough and accurate report on public safety concerns, we hope that your increased awareness will lessen the opportunity for crime. For any concerns or suggestions regarding this report, please call the Division of Public Safety at (215) 898-4482.

12/19/01 3:06 PM 3700 Spruce St Male cited for public drunkenness
12/19/01 9:00 AM 4009 Pine St Unwanted messages and calls received
12/20/01 3:56 PM 3800 Powelton Ave Threats received from terminated employee
12/20/01 10:11 PM 110 S. 38th St Male cited for urinating in public
12/21/01 2:25 AM 100 S. 38th St Intoxicated driver arrested
12/21/01 7:00 PM 4100 Walnut St Intoxicated driver arrested
12/23/01 2:32 PM 3401 Civic Center Compliant assaulted by boyfriend/Assault

18th District Report

17 incidents and 3 arrests (including 12 robberies, and 4 aggravated assaults and 1 rape) were reported between December 17, 2001 and December 30, 2001 by the 18th District covering the Schuylkill River to 49th St. & Market St. to Woodland Ave.

12/18/01 1:50 AM 100 51st St Aggravated Assault
12/18/01 7:00 PM 4500 Regent Rape
12/19/01 6:15 AM 306 51st St Robbery
12/19/01 12:27 AM 4600 Walnut Robbery
12/20/01 8:30 PM 300 43rd St Robbery
12/20/01 12:01 AM 4612 Spruce St Robbery
12/21/01 11:35 PM 4900 Locust Robbery/Assault
12/21/01 4:19 PM 254 42nd St Robbery/Assault
12/22/01 10:30 PM 4900 Baltimore Aggravated Assault
12/24/01 8:00 PM 4600 Hazel Robbery
12/26/01 10:13 PM 4725 Chester Aggravated Assault/Arrest
12/27/01 9:58 AM 1304 Hanson Robbery
12/28/01 2:24 AM 4901 Catherine Aggravated Assault
12/28/01 4:23 AM 5000 Spruce Robbery
12/28/01 6:10 PM 501 47th St Robbery
12/30/01 11:21 PM 4900 Walnut Robbery
12/30/01 2:32 AM 230 51st St Robbery

### CLASSIFIEDS—UNIVERSITY

**RESEARCH**

Want to Lose Weight After the Holidays? The UPenn Weight and Eating Disorders Program is offering a free 2-year weight loss program. Women aged 21-50 who are 50 or more pounds overweight (BMI 30-40) may be eligible. If interested, please call Jeanne at (215) 698-3184 for more details.

Postmenopausal women age 55 to 100 years old are needed for a research examining estrogen use, memory, and the ability to smell. Subjects compensated $50 for approximately 2 hours of time. For study details contact the Smell and Taste Center at the Hospital of the University of Pennsylvania, (215) 662-6580.

Have you had breast cancer? The Center for Bioethics at UPenn (located at 34th and Market) is conducting research on how you experience your relationship with breast cancer shapes the way that you live day by day. Participation includes a confidential 60-90 minute, audiotaped interview at the Center. To help defray the cost of participation, volunteers will be paid $25. We are looking for women who were diagnosed with breast cancer less than five years ago and who are one year post-treatment. For more information, please call 1-800-716-2614, extension 1 and leave a message for the “Understanding Difference Study.”

CHOP researchers are seeking families/individuals with high myopia (nearsightedness) to participate in a genetic study of myopia. Predispositions to blind disorders such as retinal detachments, glaucoma, macular degeneration and retinopathy may have onset of myopia <12 years of age and myopia of 6.00 diopters or more. Participants will receive a free eye exam. Contact Karen Russell at (215) 590-2297 or russellk@email.chop.edu.

To place a classified ad, call (215) 898-5274.
Death of Dr. Jonathan Rhoads, A Preeminent Penn Paragon

Dr. Jonathan E. Rhoads, professor of surgery, provost emeritus and an internationally known surgeon who pioneered the development of intravenous nutrition, died January 3 at HUP at the age of 94. Dr. Rhoads had been a patient in the hospital pavilion that bears his name. He was 94 and had worked at the hospital for almost 70 years having arrived at HUP for his internship in 1932. “In the time since then, he became one of Philadelphia’s most distinguished citizens, renowned as a researcher, scholar, and leader in medicine, academe, and civic affairs,” said Dean Arthur H. Rubenstein. He became chairman of the Department of Surgery from 1959 to 1972. He remained active on the faculty of the School of Medicine up to his final hospitalization for gastric cancer.

“Jonathan Evans Rhoads, M.D., was one of Philadelphia’s most distinguished citizens, renowned as a researcher, scholar, and medical leader. Over the years, he served the University of Pennsylvania both as provost and as chairman of the Department of Surgery. He was respected and beloved by his students, colleagues and patients and will be sorely missed by all of us at Penn,” said President Judith Rodin.

Dr. Rhoads was one of the most prominent surgeons of his generation. He edited a leading textbook in the field that was first published in 1957 and went through four editions. He pursued an active laboratory research program through most of his career that focused particularly on nutrition in surgical patients. His work culminated with the development of an intravenous nutrient mixture that was demonstrated for the first time to be capable of supporting normal growth in young animals and in children with severe bowel disease who received no food by mouth. This approach, known as total parenteral nutrition, is now widely used to support patients who are unable to eat. Dr. Rhoads and his younger colleague, Stanley Dudrick, received the Goldberger Award from the American Medical Association for helping launch his career. When Dr. Ravdin had appendicitis, he selected Dr. Rhoads, then a junior member of the faculty, to do the operation and thereafter referred patients to Dr. Rhoads as his personal choice for a surgeon. These referrals assisted Dr. Rhoads in building a large surgical practice that led to many personal contacts enabling him to be very effective on behalf of numerous voluntary agencies that he served, first in Philadelphia and later at the national level. Dr. Larry Kaiser, the current Chairman of Surgery, described Dr. Rhoads as “a true icon of American surgery.”

Dr. Rhoads was the son of a Quaker physician who practiced in the Germantown section of Philadelphia. Dr. Rhoads attended Quaker schools including Haverford College before earning his M.D. at Johns Hopkins. He developed a life-long interest in education and served for many years on the committees in charge of Germantown Friends School, and Westtown School and on the Boards of Bryn Mawr College and Haverford College. He served for nine years as Chairman of the Board of Managers at Haverford. In 1956 Dr. Rhoads was appointed as Provost, a position that he held for three years while continuing to practice surgery. He also served on the Philadelphia School Board under Mayor Tate. His work was recognized through the conferral of ten honorary degrees, several from the institutions he served as well as others including Yale, Duke, and Georgetown.

Dr. Rhoads was the recipient of the medalion of the Surgeon General of the U.S., the American Medical Association’s Shean Award for Scientific Accomplishment, the Prix de la Societe Internationale de Chirurgie, the National Cancer Institute Medal, and the American Cancer Society National Award. He received the 34th annual Cosmos Club Award for “outstanding national leadership in surgical medicine.”

At a surprise 71st birthday celebration, his colleagues honored him through an endowed professorship in his name in surgical sciences.

“Dr. Rhoads was a paragon who strove to embody our three-part mission of excellence in education, research, and patient care. Despite his vast erudition and his achievements as a researcher and surgeon, Dr. Rhoads was very accessible, and in his later years he could often be seen at campus events or navigating with his walker along the corridors of HUP,” said Dean Rubenstein.

Dr. Rhoads married Teresa Folin in 1936, but was widowed in 1987. He is survived by his wife, Katharine Evans Goddard Rhoads; his six children from his first marriage, Margaret Kendon, Jonathan Jr., George, Edward, Philip, and Charles; 12 grandchildren; and five great-grandchildren.

Services will be held at Germantown Friends Meeting, 47 W. Coulter Street, Philadelphia, on Saturday, January 12, at 2 p.m. In lieu of flowers, contributions may be made to any of the following: The Jonathan E. Rhoads Endowment for Friends Children in Friends Schools 1313 Cherry Street Philadelphia, PA 19102
The Department of Surgery at HUP 3400 Spruce Street Philadelphia, PA 19104
The American Philosophical Society 104 S. 5th Street Philadelphia, PA 19106-3387
The Department of Surgery plans a celebration of the life of Dr. Rhoads and will provide details when plans are complete.

Dr. Rhoads at the entrance of the $69 million pavilion named for him, in 1994.