Recognizing the changing definition of family
Penn recognizes the changing definition of family...

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FROM THE VICE PROVOST: PAGE 20
WORK/LIFE BALANCE IS EASY TO ACHIEVE— IN THEORY.

At Penn, we recognize that “work” and “life” cannot be easily separated in an academic career, and that striking the right balance between them can sometimes prove difficult. We know what it’s like to rush out of office hours for a sick child or ailing parent, to grade papers late at night, have a brainstorm in the middle of a dinner party, or spend a Sunday in the lab.

We are dedicated to addressing the unique demands of faculty life with policies and programs that help our faculty produce their very best work, without sacrificing the rewards of a rich personal and family life. In the following pages, you will find an overview of the benefits, programs, resources, and services available to faculty at Penn. I encourage you to review these initiatives and discuss them with those close to you.

Having entered graduate school newly married and raised two children while pursuing my own teaching and research, I understand how challenging – and rewarding – an academic career can be. I am personally committed to helping each member of Penn’s faculty make the most of both their professional and private lives, however they may intertwine.

I look forward to working together in the future, to enhance our shared commitment to the well-being of every member of the Penn community.

Vincent Price
Provost
Steven H. Chaffee Professor of Communication and Political Science

BALANCING CAREER & FAMILY

The University of Pennsylvania meets this challenge head-on, with policies and programs that give our faculty members the freedom to focus on their families while advancing their careers. Our policies also recognize the changing definitions of family—from blended families, adopted families, and same-sex domestic partnerships, to the demands of caring for aging parents. Please consult the Division of Human Resources and the Office of the Provost for the most up-to-date and comprehensive information on available benefits, programs, and resources.

WHEREVER YOU ARE IN YOUR LIFE AND CAREER, YOUR FAMILY MATTERS TO US AT PENN.
PENN IS COMMITTED to helping faculty members at every stage of their family lives. We have implemented a wide range of policies that allow faculty members to focus on their home lives when necessary without derailing their career tracks.

Time Away From Work
To ease the transition of bringing home a newly born, adopted, or foster child, the University offers up to 12 weeks of unpaid leave through its Family and Medical Leave policy for new mothers and fathers. Concurrently with this leave, a woman giving birth may receive 8 or 10 weeks of paid time away from work under the University's short term disability policy, depending upon the nature of the birth.

Family and Medical Leave can also apply for a faculty member’s serious health condition; the extended care of a dependent, spouse, or parent with a serious health condition; qualifying circumstances related to active duty in the armed forces; or care for the serious illness or injury of a family member in the armed forces.

When a faculty member is out on Family and Medical Leave, the University will maintain his or her medical, dental, life and disability insurance at existing levels, including shared costs. For more information on Family and Medical Leave, visit: www.hr.upenn.edu/policy/policies/651.aspx. For more information on Short-Term Disability, visit: www.hr.upenn.edu/policy/policies/404.aspx.

Teaching Relief
A faculty member who is the primary caregiver of a new child is entitled to a 50% reduction in teaching load, without reduction in pay, within six months of the entry of the new child into the home. This teaching relief is not a leave of absence, and the faculty member should continue other normal departmental duties while using the relief, including research, advising, and committee membership.

When both parents are Penn faculty members, it may be possible for both parents to share the reduction in teaching duties, with the approval of their respective departments.


Adoption Assistance Policy
Penn is pleased to offer assistance with adoption expenses, up to $5000, to eligible faculty and staff. For more information, visit: http://www.hr.upenn.edu/policy/Policies/413.aspx.

Extending the Review Clock
A faculty member who experiences an exceptional event (such as a new child or other enhanced caregiving responsibilities) may be entitled to a one-year extension of the tenure track. A clinician-educator or research faculty member may be eligible for an extension of the promotion review period. In the case of a new child, if both parents are Penn faculty members and co-equal caregivers, they can both apply for extensions of the probationary period.

During the faculty member’s review process, the Dean will note, in the letter soliciting evaluations from external reviewers, that an extension was granted and the candidate should be evaluated as if s/he had held probationary status for the normal span of time. For tenure track faculty, the extended probationary period will not exceed 10 years.

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Penn Children’s Center
Penn understands the importance of early childhood development and education, and the University actively promotes learning through play at its on-campus Children’s Center. Parents with children aged three months to five years old can take advantage of this National Association for the Education of Young Children-accredited child care center, with reduced tuition rates for Penn faculty. The Penn Children’s Center celebrates cultural, economic, and ethnic diversity through its curriculum and programming and incorporates learning activities into traditional playtime, through stories, arts and crafts, music and movement, science, physical fitness, and field trips. The center features 13 well-equipped classrooms, computers, an indoor gym, and an outdoor playground. Teachers hold degrees in early childhood education or a related field, and they are assisted by classroom aides and university students. The 10,000-square-foot center can accommodate 52 infants, 50 toddlers, and 79 preschoolers. The Penn Children’s Center is located at Left Bank Commons, Suite 100, 3160 Chestnut St. and is open Monday–Friday, 7am–7pm.

For more information, visit: www.business-services.upenn.edu/childcare.

Sadie Tanner Mossel Alexander University of Pennsylvania Partnership School
This state-of-the-art preK-8 school is a collaboration among Penn, the School District of Philadelphia, and the Philadelphia Federation of Teachers, located on a five-acre campus between 42nd and 43rd streets, from Locust to Spruce Streets. In a park-like setting, it serves a diverse student body from the local community; classes are small, and teachers work with an innovative curriculum developed in cooperation with the Penn Graduate School of Education. The school features a playground, playing field with grass amphitheater seating area, rain garden, and science garden.

Backup Dependent Care
Even with the best planning, situations sometimes arise that require a quick scramble for dependent care. To help faculty in these situations, Penn has partnered with Parents-in-a-Pinch, an award-winning in-home backup care company that will provide expert caregivers on short notice, for both children and adults. In addition, when Philadelphia public schools are closed due to inclement weather and Penn is open, Snow Day Child Care is provided at the Penn Children’s Center for children from 12 weeks to 12 years old.
HUP and CHOP

The Hospital of the University of Pennsylvania (HUP), one of the world’s leading hospitals and research facilities, is dedicated to advances in patient care, education, and research. It focuses on innovations in responsive, hands-on care, allowing its professionals to tailor treatment specifically to individual patient needs. It is convenient to all parts of campus and to a train station, bus stop, and parking garage.

The Children’s Hospital of Philadelphia (CHOP), located next to HUP, has been consistently ranked the #1 children’s hospital in the United States in surveys by US News and World Report, Child Magazine, and Parents Magazine. Its services include well child care, regular checkups, and high-level treatment for all childhood diseases.

Penn Summer Camps

Children of Penn faculty can continue to exercise their minds and bodies when school is out, thanks to a series of fun and education-related activities, interactive games and gallery tours, and special guest performances.

• Dedicated athletic camps include gymnastics, basketball, lasrosse, soccer, and fencing.

• Penn Band Summer Music Camps, for instrumentalists in grades 9–12, includes training, talks, and other fun activities.

• Anthropologists in the Making, a day camp organized by Penn Museum’s Education Department for children age 7–13, offers art-related activities, interactive games and gallery tours, and special guest performances.

Dependent Care Pre-Tax Expense Accounts

We understand that caring for dependents can be costly. To help offset these expenses, the University offers dependent care pre-tax expense accounts, which allow faculty members to put aside money from their earnings before it’s subjected to federal income or Social Security taxes. Faculty can reimburse themselves, with pre-tax dollars, for dependent care expenses (such as day care or elder care) that allow them to work during the day.

Eligible dependents include children under 13 and those physically or mentally incapable of caring for themselves who depend on a caregiver for more than half their support. In-home services are eligible for pre-tax reimbursement, as long as the care is not provided by a dependent or a child younger than 19.

Married faculty members can use dependent care pre-tax expense accounts only if their spouse is employed, disabled, or a full-time student.

For more information on dependent care tax accounts, visit: www.hr.upenn.edu/benefits/pre-tax/dependentcare.aspx.

Taking a Reduction in Duties

Faculty members can be granted a reduction in duties in the event of a serious illness or injury, child or elder care needs, or service to the community. The reduction will be arranged for an entire year for a maximum of six years, with a proportional reduction in salary and benefits.


Health and Welfare Benefits

Penn provides full-time faculty members with options to choose the kind of coverage that best meets their needs, including:

• medical
• prescription
• dental
• vision
• life insurance
• pre-tax expense accounts
• long-term care insurance

Eligibility

Benefits coverage applies to you, your spouse/domestic partner, and any unmarried biological, adopted, and step-children aged 19 and younger (23 if they are full-time students). For those hired on or before the 15th of the month, medical, dental, and vision coverage begin on the first day of the following month. Those hired after the 15th of the month receive coverage on the first day of the month following 30 days of employment.

Cost

As health care costs continue to rise, Penn subsidizes the bulk of the expense of faculty medical, prescription drug, and dental plans. The balance is paid through pre-tax payroll deductions. Discounted vision coverage is paid entirely by the faculty member.

Medical

Penn offers three different types of medical plans:

• a Preferred Provider Organization (PPO) plan
• a Point of Service (POS) plan
• two Health Maintenance Organization (HMO) plans

Mental health and chemical dependency coverage is provided for you and your dependents.

Dental

Faculty can choose between two dental assistance plans, which vary in covered services and out-of-pocket expenses.

• The Penn Faculty Practice Plan provides services through the University’s Dental Care Centers and offers a high level of coverage for most dental services.
• The MetLife Preferred Dentist Program allows you to use any dentist you wish and still receive a high level of coverage for most services. Using MetLife preferred providers will generally save you money, as out-of-network dentists may not accept negotiated fees as payment in full.

Prescription

Regardless of which medical plan you choose, prescription drug coverage is provided through CVS Caremark Prescription Services. Under this plan, prescriptions are purchased at discounted prices when using participating providers. Most pharmacy chains and local pharmacies participate in the CVS Caremark network.
Vision
Faculty can use the Davis Vision Care Program, which offers a network of providers at a reduced cost, or visit a non-network provider and be reimbursed for a percentage of expenses.

Group Life Insurance
The University provides benefits-eligible faculty with group term life insurance equal to your benefits-base salary, at no cost to you, upon appointment. You can also opt to purchase supplemental group term life insurance for yourself and/or your dependents.

Health Care Pre-Tax Expense Accounts
These accounts help pay for medical and dental expenses with money set aside from your pay before taxes. Full-time faculty can contribute to a pre-tax account as soon as they are hired, with a cap of $4,000 a year. Part-time faculty eligible for benefits can contribute to the account after two years of continuous service, up to $1,000 a year. Faculty members can use a pre-tax account for eligible expenses incurred by themselves, their spouses/domestic partners, and their dependents, including:
- Medical, dental, vision, and prescription drug plan deductibles, co-pays, and co-insurance amounts
- Vision expenses (glasses, contact lenses, and special services, such as a guide dog)
- Chiropractic treatments
- Cosmetic surgery due to birth defects, disease, or trauma
- Chromosome and fertility studies
For more information, visit: www.hr.upenn.edu/benefits/pretax/healthcare.aspx.

Tuition Benefits
Penn extends tuition assistance to faculty members upon their appointment, as well as to their spouses/same-sex domestic partners and dependents after three years of full-time service. Dependent children of a retired or deceased faculty member (who was full-time for at least seven years at the time of death) also receive tuition assistance. Tuition assistance is divided into three categories:
- Faculty members receive tuition assistance for undergraduate or graduate education at Penn for six course units of tuition, general fees, and technology fees over the academic year.
- Dependent children receive tuition assistance that equals 75% of the tuition and technology fees for up to eight semesters of undergraduate education at Penn. For dependent children who wish to enroll in an approved college or university other than Penn, Penn will pay either the school’s full tuition or 40% of Penn’s undergraduate tuition per academic year, whichever is less.
- Spouses/same-sex domestic partners receive tuition assistance that equals 50% of the tuition and technology fees for up to eight semesters in pursuit of an undergraduate degree at Penn.
For more information on the University’s tuition benefits, visit: www.hr.upenn.edu/benefits/tuition/TuitionPolicies.aspx.

Long-Term Disability
In the event of an illness or injury that lasts more than six months, full-time faculty are eligible for long-term disability coverage. The faculty member receives 60% of his or her base salary, to a maximum of $7,500 per month.
Faculty who qualify for long-term disability will receive medical and dental coverage under the University’s Retiree Health Plan. For those employees who opt for an HMO, the University pays the full cost of coverage for you and your dependents while on long-term disability. For those employees who opt for other medical coverage, you share the cost of coverage with the University. The University continues coverage for dental, group life, retirement, and tuition programs.

Long-Term Care Insurance
Benefits-eligible faculty and eligible family members can apply for Long-Term Care Insurance upon appointment. This coverage protects you if a situation arises in which you cannot care for yourself. Care can be provided at home, in a skilled-care facility, or in adult day care.
For more information, visit: www.hr.upenn.edu/benefits/longtermcare/default.aspx.
I would not have come to Penn if it did not offer domestic partner benefits. To me, it just speaks to a university being an open environment that respects and values all employees equally. And it’s provided more flexibility for my partner to seek employment. ... Penn was one of the earliest universities to adopt domestic partner benefits, and the climate and awareness at Penn for LGBT employees is impressive, just in general. I think it speaks to Penn’s forward thinking and, frankly, its quality. All members of the Penn community can be proud that Penn has been a leader in providing benefits and creating a climate on campus that’s positive and supportive of LGBT employees.

To register as domestic partners, a same-sex couple signs an Affidavit of Domestic Partnership and shows proof of a City of Philadelphia Life Partnership agreement, a New Jersey Civil Union, or three original documents demonstrating the staff member’s and partner’s joint responsibility.

Domestic partners are defined as two individuals of the same gender in a committed relationship of indefinite duration with obligations akin to marriage, including financial responsibility for each other.

For more information on registering a domestic partnership, visit: www.hr.upenn.edu/policy/policies/716.aspx.
PENN PRIDES ITSELF on a strong sense of community among its faculty, staff, administration, and student body. Just as important, the university strives to strengthen and actively take part in its West Philadelphia community.

Home Ownership

West Philadelphia, home to the Penn campus, sits across the Schuylkill River from Center City Philadelphia. The neighborhood is characterized by tree-lined residential neighborhoods, with pre-war apartment buildings, brick row homes, ornate Victorian twins, and charming single-family homes. The University fosters the neighborhood’s development through Penn Home Ownership Services, which offers incentives to faculty to purchase and renovate area homes.

Enhanced Forgivable Loan Program

The Enhanced Forgivable Loan Program is a no-interest, no-monthly payment, $7,500 forgivable loan for faculty who live in West Philadelphia. This loan can be used for closing costs, down payment, interior or exterior home improvements (including energy efficiency projects), mortgage points, or converting a property from a multi-family to a single-family residence.

Closing Cost Reduction Program

The Closing Cost Reduction Program, offered through a partnership with lending institutions, provides mortgage financing options with discounted closing costs to faculty for the purchase and refinancing of homes in West Philadelphia and certain surrounding neighborhoods. The program can be used with the $7,500 Enhanced Forgivable Loan Program.

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Oluwatoyin Adegbite-Moore
Director, Penn Home Ownership Services

The destiny of the community and the school is very much intertwined. You barely see where the boundaries of the University begin and stop. I think it’s very important that people know that there are a lot of people who work for Penn that live very close by and some are renting and some own. At the end of the day, there is a house out there for everyone. If you are really looking to buy a house, you will find something that suits you and your family and your budget.
Philadelphia is an exciting and diverse city, with major historical attractions and a large population. To explore the resources of the Office of Off-Campus Services, visit: www.businesservices.upenn.edu/offcampusservices. For more information on Penn's relocation services, visit: www.hr.upenn.edu/recruitment/hiringoffice/relocation.aspx.

Housing
Penn’s Office of Off-Campus Services assists faculty in their search for local rental apartments, including information about leases, landlords, utilities, and neighborhoods.

Living in Philadelphia
Philadelphia is an exciting and diverse city, with major historical attractions and a large number of world-class restaurants, museums, cultural events, clubs, music venues, and activities for children. It offers a wide range of different neighborhoods, including apartment buildings and brownstones in Center City; larger homes outside the city, within 15-30 minutes by train or car; and an array of housing options in the neighborhoods closest to campus, including West Philadelphia and the University City District.

University City District
Penn benefits from the excitement and energy of Philadelphia, and it continues to develop new ways to give back to and interact with the city. One of the largest employers in the area, Penn collaborates on many bold initiatives that promote safe neighborhoods, support area businesses, encourage home ownership, and improve public education.

The University City District (UCD) is a public-private partnership that Penn helped found in 1997, together with community groups, private partnership that Penn helped found in 1997, together with community groups, private sector, area businesses, encourage home ownership, and improve public education.

The UCD focuses on bettering the community through coordinated initiatives for safety, homeownership, commercial development, public education, and economic inclusion. The UCD also coordinates the Loop City Bus, which connects major institutions in West Philadelphia.

In the effort to improve area public schools, more than 1,700 Penn faculty, students and staff have contributed to more than 130 programs in 33 West Philadelphia schools, including:
- new curriculum units
- mentoring and professional development programs
- health screening, education, and referral programs
- evaluation and monitoring of programs
- in-school service programs

Campus Expansion
Penn Connects, Penn’s campus expansion plan, will dramatically transform the neighborhoods to the east of campus, bridging West Philadelphia and Center City in a vibrant, unified area. These 24 acres of new development will include state-of-the-art recreational, cultural, residential, and retail facilities, as well as new classrooms, libraries, labs, and living spaces for the University. There has never been a better time to live and work in this dynamically expanding area.

To learn more about Penn Connects, visit: www.pennconnects.upenn.edu.

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To learn more about Penn Connects, visit: www.pennconnects.upenn.edu.

International Relocation
The Penn community takes extra steps to welcome faculty members from outside the United States. The Office of International Student and Scholar Services (ISSS) promotes, assists, and coordinates international activities across the University, including orienting international faculty to Penn and Philadelphia. In addition, ISSS aids international faculty by:
- helping with visa and employment options
- advising on compliance with immigration laws and regulations
- sponsoring programs on topics such as immigration regulations, adjustment to US society and culture, and academic resources

For more information on International Student and Scholar Services, visit: www.upenn.edu/issss.

Dual-Career Couples
The Philadelphia area offers many career options for spouses and domestic partners. New Jersey and Delaware are within easy commuting distance, as are many areas of Pennsylvania outside Center City. Commuting to New York is also quite feasible by car or train.

The area includes a wide range of alternatives in business, public sector, and non-profit work – with particular strength in medical, scientific, financial, and insurance fields – as well as many public and independent schools with teaching and administrative jobs at the K-12 level.

For spouses and domestic partners in search of a job at a college or university, there are dozens of schools in the local area, as well as Higher Education Recruitment Consortiums for New Jersey, New England, and New York, all of which can be active sources of jobs at partner schools.

For more information, visit: www.njrpadie-rec.org.
ENSURING A HEALTHY and productive work-life balance is one of Penn’s top priorities—for which it has been recognized both nationally and regionally. To help faculty successfully maintain a positive career-family balance, Penn offers a wide array of quality of worklife programs and services, designed to make it easier to balance work and home, lead a healthy lifestyle, and maintain a strong sense of well-being. For more information on these services, visit: www.hr.upenn.edu/quality.

Worklife Resources
Penn offers several programs to help faculty successfully juggle career and home life, including Worklife Resources, which provides 24/7 expert assistance and resources, on a free and confidential basis, from experienced practitioners who can help develop plans and provide information about valuable resources and programs. Worklife Resources addresses such topics as:

- Parenting (becoming a parent, adoption, child care options, blending families, dealing with teens);
- Education (public versus private education, homework and study skills, assistance with college applications);
- Aging relatives (health and wellness, Medicare, community care options, long-distance care);
- Legal guidance (online resources and 30 minutes of free, over-the-phone legal consultation by licensed lawyers);
- Financial issues (online resources and unlimited over-the-phone guidance from licensed financial advisors).

For more information on Worklife Resources, visit www.hr.upenn.edu/Quality/Worklife/Resources.aspx or call 888-321-4433.

Employee Assistance Program
Faculty facing personal or professional challenges can take advantage of Penn’s Employee Assistance Program (EAP), a free, confidential, 24/7 phone and web resource offering immediate support, counseling, and referrals. Penn faculty and staff have turned to the EAP for help in such areas as stressful events, dependent care issues, major life changes, and mental health issues, including anxiety, depression, and substance abuse. The EAP is also available for spouses, domestic partners, and children.

For more information on the EAP, visit www.hr.upenn.edu/quality/wellness/eap.aspx or call 888-321-4433.

Work-Life Workshops
The University hosts several workshops throughout the year to help faculty and staff handle personal and professional life challenges. Workshops are led by experts from the Employee Assistance Program and Worklife Resources. Recent programs have focused on handling difficult and angry interactions, building children’s self-esteem, dealing with the finances of elder care, and preparing for a new baby.

For more information on work-life workshops, visit: www.hr.upenn.edu/quality/workshop.aspx.

Health Promotion and Wellness Programs
Penn celebrates healthy living and offers a series of programs to help promote the health and wellness of its faculty. Services include:

- Online newsletters with health and wellness tips
- Health & wellness workshops on nutrition, fitness, lifestyle, and more
- Annual health fairs with health screenings
- Flu shots
- Fitness club discounts
- Weight loss and fitness programs, including on-campus Weight Watchers meetings and the Penn Walking Program

For more information on health and wellness programs, visit: www.hr.upenn.edu/quality/wellness.

Recognition and Appreciation
Penn provides a range of activities to recognize its faculty and staff, such as:

- Penn Family Day, which includes a tailgate party with food, giveaways, children’s activities, discounted tickets to a Penn football game, and free admission to the Penn Museum.
- Length of Service Awards, which honor faculty and staff with ten or more years of service.
- Discounted Athletic Event Tickets, which encourage faculty members to show their Quaker pride at sporting events and competitions throughout the year.
THE UNIVERSITY OF PENNSYLVANIA RECOGNIZES THAT FACULTY AND STAFF have personal as well as professional lives. The family-friendly policies described in this book are designed to help employees handle the multiple demands upon them, and I encourage you to check the many new benefits and educational opportunities for which you might be eligible, whatever your stage in the life cycle.

Penn’s Mortgage Program encouraged my own family’s move to West Philadelphia more than 35 years ago, and my son and daughter both attended the excellent Penn Children’s Center. My work at the university has been made significantly easier, at every stage of my career, by on-campus support and educational services, which have continued to grow significantly over the past few years.

The Provost's Office is strongly committed to these programs, and we welcome your comments and suggestions for improvements.

Lynn Hollen Lees
*Vice Provost for Faculty*
*Professor of History*