

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

# EXECUTIVE BULLETIN

## NUMBER I.

TO OFFICERS OF ADMINISTRATION:

In accordance with the action of the Board of Trustees, the work of distributing documents of the University on and after Thursday, September 20th, will be placed in the hands of the University Press Division. A Mailing Department has been organized. It is understood that all official circulars of the University, including Programmes, Circulars of Information, Calendars, Registers, etc., will pass through this Mailing Agency. The Mailing Agency will preserve a record of the material distributed, and the postage will be charged to the proper department. Circulars which may be inclosed in envelopes do not fall under this rule.

It is understood that the wrappers for these official circulars will be addressed in the various offices, in connection with the correspondence; that on the inside of each wrapper there will be indicated the particular document for which the wrapper is intended, with the number of copies indicated if more than one is to be included.

A representative of the Mailing Agency will call at each office of the University for such wrappers twice a day; namely, at 11 A.M. and 5 P.M. It is hoped by this arrangement (1) to systematize the distribution of official matter, (2) to preserve a better record of what is distributed, and (3) to secure more regular service. It is important that all the assistants in the various offices be informed of this arrangement.

BY ORDER OF THE PRESIDENT,

HOWARD B. GROSE,

*Recorder.*

SEPTEMBER 29th, 1894.

The University of Chicago  
FOUNDED BY JOHN D. ROCKEFELLER

# EXECUTIVE BULLETIN

NUMBER I

To: Faculty of Administration  
In accordance with the action of the Board of Trustees, the work of distributing documents of the University to and after Thursday, September 20th, will be placed in the hands of the University Press. A mailing department has been organized. It is understood that all official documents of the University, including Programmes, Circulars, Information, Catalogues, Registers, etc., will pass through this mailing agency. The mailing agency will preserve a record of the material distributed and the records will be entered in the mailing department. Circulars which may be lodged in envelopes and all letters this year.

It is understood that the stamps for these official documents will be addressed to the various offices, departments with the correspondence; that on the inside of each envelope there will be indicated the party to whom the document is intended, with the number of copies indicated to show that one is to be included.

A representative of the Mailing Agency will call at each office of the University for such correspondence as may be sent to it by 11 a.m. and 5 p.m. It is hoped in this arrangement (1) to expedite the distribution of official matters (2) to preserve a better record of what is distributed, and (3) to secure more regular service. It is important that all the principals in the various offices be informed of this arrangement.

BY ORDER OF THE PRESIDENT

HOWARD H. GIBSON

Secretary

September 20th, 1901

*The University of Chicago*

EXECUTIVE BULLETIN NUMBER 1.

To ~~The~~ Officers of Administration:

*(Bulletin)*  
*To be same*  
*old*  
*style as Weekly*  
*Bulletin. Socy.*

*Bulletin*

In accordance with a recent action of the Trustees, the work of distributing documents of the University on and after Thursday, Sept. 20th will be placed in the hands of the University Press. *Division.* A Mailing Department has been organized. It is understood that all circulars of the University, including programmes, calendars, registers, <sup>+c.</sup> officially sent out, will pass through this mailing agency. The mailing agency will preserve a record of the material distributed, and the postage will be charged to the proper department. Circulars which may be inclosed in envelopes do not fall under this rule. <sup>It</sup> It is understood that the wrappers for circulars of information, calendars, etc., will be addressed in the various offices, in connection with the correspondence; that on the inside of each wrapper there will be indicated the particular document for which the wrapper is intended, with the number of copies indicated if more than one is to be included. <sup>9</sup> A representative of the Mailing Agency will call at ~~every~~ <sup>each</sup> office of the University for such wrappers twice a day; namely, at 11 a.m. and 5 p.m. It is hoped by this arrangement (1) to systematize the distribution of official matter, (2) to preserve a better record of what is distributed, and (3) to secure more regular service. *If it is unpostual* *Will you* *be unformed of* *the various* *be* *unformed of* *the* *arrangement.* *that* *act* *be kind enough to inform the assistants in your offices of the new plan, and oblige.*

Sept 29<sup>th</sup> 1894

By order of the President,  
Howard B. Gore  
Recorder

*The University of Chicago*

EXECUTIVE BULLETIN NUMBER 1

To the Officers of Administration

*To be bound  
Sept. 1924  
Bulletin Group*

In accordance with a recent action of the Trustees, the work of distributing documents of the University on and after Thursday, Sept. 20th will be placed in the hands of the University Press. A Mailing Department has been organized. It is understood that all circulars of the University, including programmes, calendars, registers, officially sent out, will pass through this mailing agency. The mailing agency will preserve a record of the material distributed, and the postage will be charged to the proper department. Circulars which may be enclosed in envelopes do not fall under this rule. It is understood that the wrappers for circulars of information, calendars, etc., will be addressed in the various offices, in connection with the correspondence; that on the inside of each wrapper there will be indicated the particular department for which the wrapper is intended, with the number of copies indicated if more than one is to be included. A representative of the Mailing Agency will call at every office of the University for such wrappers twice a day; namely, at 11 a.m. and 5 p.m. It is hoped by this arrangement (1) to systematize the distribution of official matter, (2) to preserve a better record of what is distributed, and (3) to secure more regular service. With the new plan, and other

*Approved: President  
Sept 22 1924  
James H. Thompson*

*Sept 22 1924*

The University of Chicago

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EXECUTIVE BULLETIN NUMBER 2.

To the Heads and Acting Heads of departments:

Departments  
of Instruction

Attention is called to the action of the Board of Trustees taken Sept. 4th in reference to the organization of the University Press Division.

1. In accordance with this action all purchases made for the University for books for general and departmental libraries, all apparatus for permanent equipment, of specimens for the Museum, of laboratory supplies, of office supplies, except those provided for under #3 below, must henceforth be made in the name of the University of Chicago, the University Press Division, and signed by the Director of this Division, and a record of each transaction must be preserved in the office of the University Press.

2. It is understood that hereafter in making appropriation to departments, care will be taken to indicate separately appropriations made for books, for apparatus, for printing and for publication.

3. It is understood that in the case of particular departments, namely, Chemistry, Physics, Paleontology, Physiology Zoology, Botany, Neurology, a small monthly allowance of money ~~may~~<sup>will</sup> be made to be spent directly by the head of the department, who shall file vouchers for such expenditures with the Director of the University Press Division each month.

4. It is understood that the rules already established for the purchase of books (see page 215 of Register) and for the purchase of apparatus (see page 216 of Register) are re-enacted and in force.

By order of the President  
William R. Harper  
Howard B. Howell  
Recorder

Sept 29<sup>th</sup> 1894

*The University of Chicago*

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EXECUTIVE BULLETIN NUMBER 2

To the Heads and Acting Heads of Departments

Attention is called to the action of the Board of Trustees taken Sept. 1st in reference to the organization of the University Press Division.

1. In accordance with this action all purchases made for the University for books for general and departmental libraries, all apparatus for permanent equipment, of specimens for the Museum, of laboratory supplies, of office supplies, except those provided for under \$3 below, must henceforth be made in the name of the University of Chicago, the University Press Division, and signed by the Director of this Division, and a record of each transaction must be preserved in the office of the University Press.

2. It is understood that hereafter in making appropriation to departments, care will be taken to indicate separately appropriations made for books, for apparatus, for printing and for publication.

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4. It is understood that the rules already established for the purchase of books (see page 218 of Register) and for the purchase of apparatus (see page 219 of Register) are re-enacted and in force.

*For order get the statement*  
*James M. H. H.*  
*Director*

*Sept 22, 1914*

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

# EXECUTIVE BULLETIN

## NUMBER II.

TO HEADS AND ACTING HEADS OF DEPARTMENTS OF INSTRUCTION :

Attention is called to the action of the Board of Trustees taken Sept. 4th in reference to the organization of the University Press Division :

1. In accordance with this action all purchases made for the University of books for general and departmental libraries, all apparatus for permanent equipment, of specimens for the Museum, of laboratory supplies, and of office supplies, must henceforth be made in the name of the University of Chicago, University Press Division, and signed by the Director of this Division, and a record of each transaction must be preserved in the office of the University Press.

2. It is understood that hereafter in making appropriations to departments, care will be taken to indicate separately appropriations made for books, for apparatus, for printing, and for publication.

3. It is understood that the rules already established for the purchase of books (see page 284 of Annual Register) and for the purchase of apparatus (see page 285 of Annual Register) are re-enacted and in force.

BY ORDER OF THE PRESIDENT.

HOWARD B. GROSE,  
*Recorder.*

October 12, 1894.



# The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

## EXECUTIVE BULLETIN

### NUMBER III.

TO THE HEADS AND ACTING HEADS OF DEPARTMENTS OF INSTRUCTION :

Attention is called to the recent action of the Board of Libraries, Laboratories, and Museums, ratified by the Board of Trustees in reference to the method of conducting the departmental libraries.

The Board of Libraries, Laboratories, and Museums, has recommended, and the Trustees have adopted the following principles as a basis for administration of these libraries.

(1) The departmental libraries shall be regarded as an organic part of the University library and therefore under the direction of the University librarian.

(2) The departmental libraries shall be regarded as reference libraries, and books may be withdrawn from them only under special conditions.

(3) There shall be the same general plan for the administration of all departmental libraries and for the use of books in these libraries.

Upon the recommendation of the Board of Libraries, Laboratories, and Museums, the Trustees of the University have enacted as follows :

(1) That as soon as practicable, an appropriation shall be made to the library department to increase the salaries of the staff and to permit the employment of additional trained assistants.

(2) That (a) An appropriation shall be granted to the general library, the amount to be evenly divided between books for reference and the circulating department of the general library ; and (b) that the library fees of the under graduate students shall ultimately constitute this appropriation.

(3) That the library administration shall henceforth be relieved from police duty in connection with department libraries.

Upon the recommendation of the Board of Libraries, Laboratories, and Museums, the Trustees have enacted the following provisions, in accordance with which, on and after October 1, the departmental libraries shall be conducted :

(1) One person from the teaching staff of each department shall be selected by the head or acting-head

of that department and by the president, who shall serve as departmental adviser in all matters pertaining to the management of the library in that department.

(2) Each departmental library shall have two attendants who shall be selected from the scholars and fellows of the department, each of whom shall serve the library two hours a day in arranging and cataloguing old and new books and in doing other necessary work under the direction of the University librarian.

(3) An Inspector from the library staff shall be chosen whose duty it shall be to inspect each departmental library and to make regularly written reports upon the needs of departments.

The following special regulations have been established :

(1) Departmental Libraries shall be closed at 6 o'clock P.M., and shall not be open during the evening, except to those to whom special permission has been granted by the Departmental Adviser.

(2) Books may be drawn from a departmental library with the approval of the Head or acting Head of the department interested, provided the request for withdrawal be presented to the attendant in charge during the hours of 4:30 to 6 P.M., and provided the book be returned promptly the following morning before 9:30 A.M. Books may not be drawn or returned at hours other than those specified. A fine of twenty-five cents will be imposed for each failure to return books at the hour designated.

(4) These regulations shall govern officers of instruction in the University as well as students.

(5) Officers of instruction are requested to make their suggestions and desires with reference to the library through the departmental adviser appointed under these regulations.

BY ORDER OF THE PRESIDENT,

HOWARD B. GROSE,  
Recorder.

September 29, 1894.



# The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

## EXECUTIVE BULLETIN

### NUMBER IV.

#### TO THE HEADS AND ACTING HEADS OF DEPARTMENTS OF INSTRUCTION:

Attention is called to the recent action of the Board of Libraries, Laboratories, and Museums, ratified by the Board of Trustees, in reference to the relation between the General Library and Departmental Libraries.

The Board of Libraries, Laboratories, and Museums has recommended and the Trustees have adopted the following statement of the relation existing between the General Library and all Departmental Libraries.

It is ordained that the relation between the General Library and Departmental Libraries is identical with that between the several Departmental Libraries.

In accordance with this principle the following regulations are established.

#### A. OWNERSHIP OF BOOKS.

1. All books now in possession of the General Library are recognized as belonging to that Library. But it is understood that the books of the Berlin collection, and of the Morgan Park collection not yet distributed, are held in trust for the advantage of all divisions of the Library, without preference of one over another. All other books in the General Library are regarded as belonging to it for the purposes of a general reference or circulating library.

2. All books now in possession of the several Departmental Libraries are recognized as belonging to these several Departmental Libraries, except such books as have been loaned to any Departmental Library by the General Library, either from the collection of the Old University of Chicago, or from those purchased by funds specially appropriated to the General Library.

#### B. LOAN OF BOOKS.

3. Books belonging to the General Library shall be loaned to any Departmental Library on request of the Departmental Adviser, when in the judgment of the Librarian of the General Library they are not needed for the purposes of the General Library.

4. Books thus loaned shall be returned on demand of the General Librarian.

5. Departmental Libraries may deposit with the General Library books temporarily not in use in these

libraries to be held in trust for them. Such books will be put into circulation as other books in the General Library unless the Departmental Adviser shall request to the contrary.

6. Books thus held in trust shall be returned to the Departmental Library from which they came on demand of the Departmental Adviser.

#### C. EXCHANGE AND TRANSFER OF BOOKS.

7. Books belonging to the Berlin collection or to the Morgan Park collection and not already distributed shall be permanently assigned by the General Librarian to any Departmental Library on application of the Departmental Adviser; provided, that if in the judgment of the General Librarian any such application ought not to be granted, the books may be withheld till the next meeting of the Board of Libraries, Laboratories and Museums, and the request be referred to the decision of that Board.

8. The Board of Libraries, Laboratories and Museums shall have the right to recall to the General Library any books granted by the General Librarian to any Departmental Library from the Berlin or Morgan Park collections.

9. Exchange of other books between two Departmental Libraries, or between the General Library and any Departmental Library or transfer of books from one Library to another may be arranged between the representatives of the libraries concerned on such terms as they may agree upon, the General Library being duly informed and recording the transfer.

10. When any Departmental Library presents an order for a large collection of books already owned by another Departmental Library or by the General Library, it shall be the duty of the Librarian to submit the order to the Board of Libraries, Laboratories and Museums for approval.

BY ORDER OF THE PRESIDENT,

HOWARD B. GROSE,  
*Recorder.*



# The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

## EXECUTIVE BULLETIN

### NUMBER V.

TO THE HEADS AND ACTING HEADS OF DEPARTMENTS OF INSTRUCTION:

I. Attention is called to the action of the Board of Libraries, Laboratories, and Museums, taken Oct. 26, 1895, ratified by the Board of Trustees, defining the position and duties of the Superintendent of Departmental Libraries.

(1) The Superintendent of Departmental Libraries has general oversight of the administration of departmental libraries, and recommends to the Board of Libraries, Laboratories and Museums measures whereby these libraries may be made more serviceable.

(2) He examines all lists of books and periodicals proposed for purchase by departmental libraries, and, when books or periodicals are not obviously appropriate to the department making the proposal, he brings the matter to the attention of the heads of the departments concerned, and may then refer the pro-

posal to the Board of Libraries, Laboratories and Museums.

(3) When a departmental library presents an order for books or periodicals already in another departmental library or in the general library, he arranges a transfer of the books or periodicals in question, approves the order, or refers it to the Board of Libraries, Laboratories and Museums for approval.

(4) He confers with the editors in charge of University publications with reference to securing, by exchange, periodicals proposed for purchase by departmental libraries.

II. Attention is called to the action of the University Council in reference to Examinations, taken Oct. 12, 1895.

(1) Hereafter the quarterly examinations are restricted to two days.

(2) In all courses, not designated "Primarily for Graduates," instructors are requested to conduct quarterly examinations.

(3) Where examinations are not given, instructors are requested, in compliance with University Statute 19, to continue the lectures through the full twelve weeks.

III. Attention is called to the action of the Board of Trustees regarding the assignment of Fellowships and Scholarships, taken June 11, 1895.

On and after January 1, appointments to fellowships and scholarships of the University, except those which have been assigned to particular departments by the donors thereof, shall be made in the following manner:—

(1) Each regularly organized department of the University shall present on or before April 15, the names of candidates for appointment, approved by the department, these names to be arranged in the order of desirability of appointment and accompanied by full statements as to the general and scholarly ability of the candidates.

(2) From the nominations made by the several departments there shall be selected by the President and presented to the Trustees names to a number not exceeding that for which appropriation has been made in the budget.

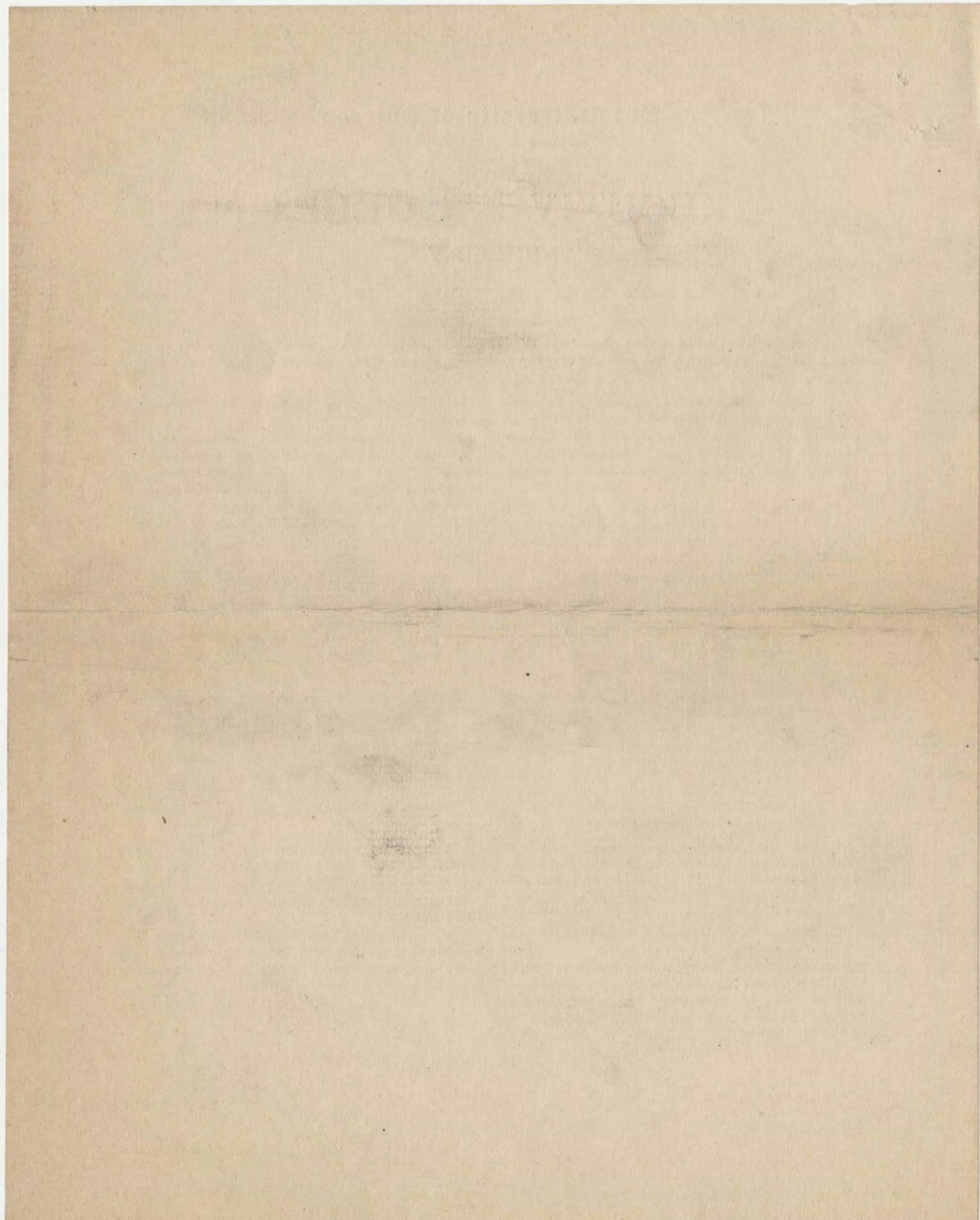
In adopting this plan the Trustees indicate the decision that the University Fellowships are not to be regarded as in any sense the property of particular departments.

BY ORDER OF THE PRESIDENT,

GEORGE S. GOODSPEED.

*Recorder.*

November 1, 1895.



# The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

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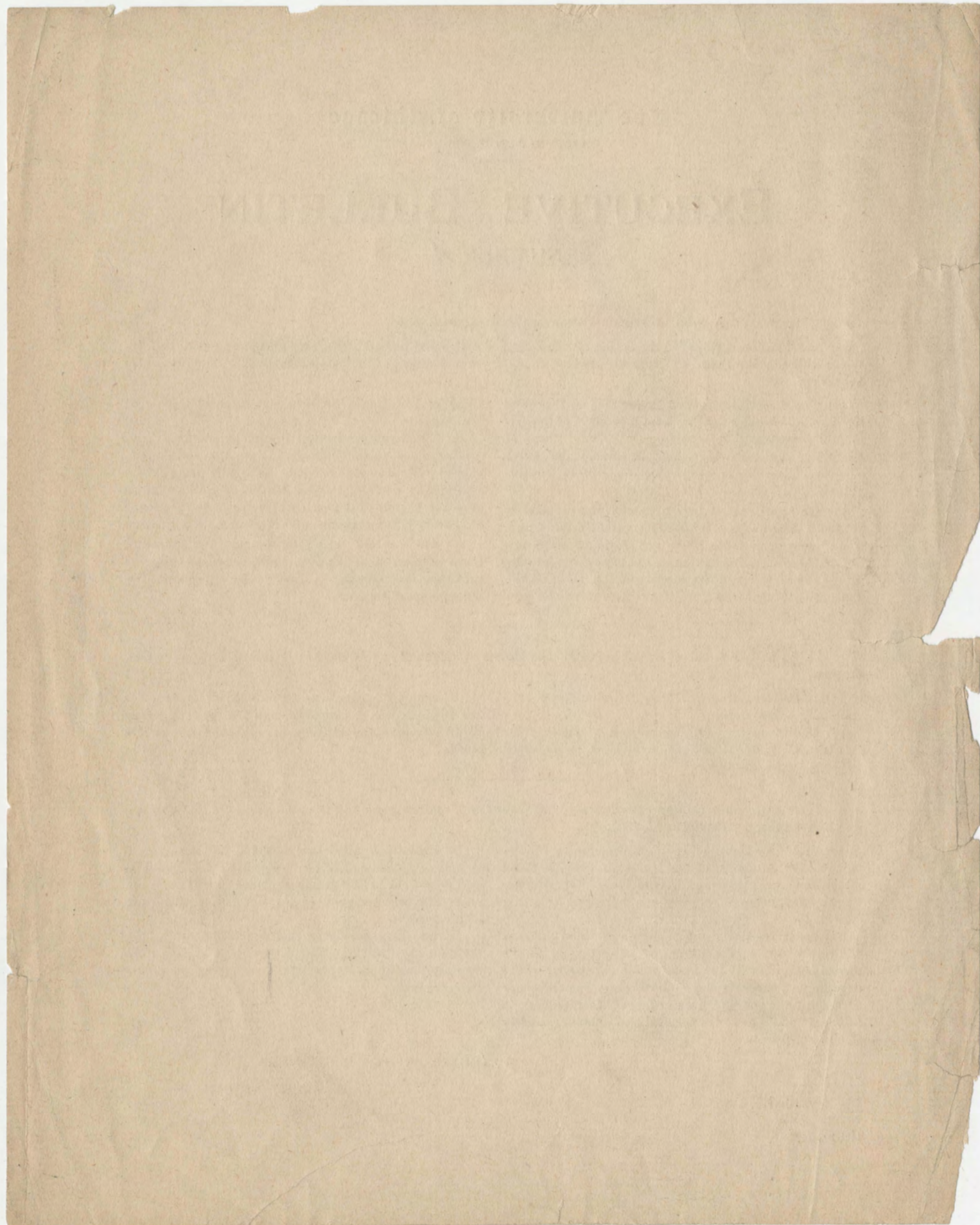
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BY ORDER OF THE PRESIDENT,

GEORGE S. GOODSPEED.

*Recorder.*

November 1, 1895.



# The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

## EXECUTIVE BULLETIN

### NUMBER VI.

TO THE STUDENTS OF THE UNIVERSITY OF CHICAGO:

I. Attention is called to the action of The University Council, taken Oct. 12, 1895, respecting Gymnasium suits, whereby The Board of Physical Culture is authorized to require all students in the Gymnasium classes to dress in a regulation Gymnasium suit.

II. Attention is called to the action of The Faculty of Arts, Literature, and Science taken Dec. 7, 1895, ratified by The Board of Trustees, respecting Student Organizations.

All Student Organizations must conform to the following regulations:

1. Each organization will file with The University Council; (1) its name, (2) a list of members, (3) such statement of purposes and methods as may be required.

2. It will appoint a representative who shall be the official medium of communication with the University authorities.

3. Eligibility to membership will be subject to such restrictions as may be required by The Council.

4. Any organization which may be disapproved by The Council shall cease to exist. The Council will, at any time, have the right to disapprove of any existing or proposed organization.

5. Such organizations as may occupy distinct buildings or rooms as residences shall be organized as University Houses under the general rules governing Houses.

III. Attention is called to the action of The University Council, taken Nov. 9, 1895, whereby "In any required University work the Dean concerned is authorized to suspend temporarily any student who is guilty of wilful violation of the requirements of the University, or, on continued neglect, to report the case to the proper Faculty.

IV. Attention is called to the following actions of The Board of Physical Culture and Athletics, taken Oct. 5, and Dec. 7, respectively.

1. All unclassified students entering the University with five or more credits shall come under the regular rules of work in the Gymnasium.

2. If a student have ten or more absences in the courses in Physical Culture, no credit shall be allowed him for the work; if he have five to ten absences, he shall receive one-half credit for the work.

BY ORDER OF THE PRESIDENT,

GEORGE S. GOODSPEED,

*Recorder.*

December 16, 1895.

The University of Chicago

University of Chicago Press

# EXECUTIVE BULLETIN

NUMBER VI

It is the policy of the University of Chicago to maintain the highest standards of scholarship and research. The Board of Trustees is committed to the support of the faculty and the advancement of the university's mission.

The Board of Trustees is pleased to announce the appointment of Dr. [Name] to the position of [Title]. Dr. [Name] is a distinguished scholar and will bring a wealth of experience to the university.

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BY ORDER OF THE PRESIDENT

George A. Thompson

Secretary

January 10, 1966

Page 1 of 1

# The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

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1. Each organization will file with The University Council; (1) its name, (2) a list of members, (3) such statement of purposes and methods as may be required.

2. It will appoint a representative who shall be the official medium of communication with the University authorities.

3. Eligibility to membership will be subject to such restrictions as may be required by The Council.

4. Any organization which may be disapproved by The Council shall cease to exist. The Council will, at any time, have the right to disapprove of any existing or proposed organization.

5. Such organizations as may occupy distinct buildings or rooms as residences shall be organized as University Houses under the general rules governing Houses.

III. Attention is called to the action of The University Council, taken Nov. 9, 1895, whereby "In any required University work the Dean concerned is authorized to suspend temporarily any student who is guilty of wilful violation of the requirements of the University, or, on continued neglect, to report the case to the proper Faculty.

IV. Attention is called to the following actions of The Board of Physical Culture and Athletics, taken Oct. 5, and Dec. 7, respectively.

1. All unclassified students entering the University with five or more credits shall come under the regular rules of work in the Gymnasium.

2. If a student have ten or more absences in the courses in Physical Culture, no credit shall be allowed him for the work; if he have five to ten absences, he shall receive one-half credit for the work.

BY ORDER OF THE PRESIDENT,

GEORGE S. GOODSPEED,

*Recorder.*

December 16, 1895.

# EXECUTIVE BULLETIN

NUMBER VI

To the Trustees of the University of Chicago

I. Attention is called to the fact that the University of Chicago has been designated as the official repository of the records of the Federal Government in the event of a national emergency.

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BY ORDER OF THE TRUSTEES

CHAS. F. JOHNSON

Secretary

December 15, 1940

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# The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

## EXECUTIVE BULLETIN

### NUMBER VII.

TO THE FACULTIES AND STUDENTS OF THE UNIVERSITY OF CHICAGO:

Attention is called to the action of The University Council, taken Dec. 14, 1895, ratified by the Board of Trustees, defining the Rules for the Organization of University Houses.

#### Organization of University Houses.

##### 1. COMPOSITION OF A HOUSE.

a. Members of the University entitled to continuous residence in a particular Hall shall constitute a House.

b. Residence in a Hall is limited to students in attendance on courses in the University, and officers of the University.

##### 2. OFFICERS.

Each House shall have a Head, appointed by the President of the University; a Councillor, chosen from a Faculty of the University by the members of the House; a House Committee, elected by members of the House, of which House Committee, the Head of the House shall be chairman, and the Councillor a member *ex-officio*, and a Secretary and Treasurer elected by members of the House. Each House, through its committee, shall make a quarterly report to the President. A House may select with the approval of The University Council, one or more persons not directly connected with the University, as Patrons or Patronesses.

##### 3. MEMBERSHIP.

The residents in a Hall shall be members or guests.

a. Membership shall be determined by election under the respective House By-laws. Election of

members shall take place not earlier than the end of the sixth week, not later than the tenth week.

b. In cases of vacancies, the Registrar shall have power to assign applicants to rooms in the order of application. Students thus assigned shall be considered guests, and if these guests are not elected to membership during the first Quarter of residence, they shall have no further claim upon the rooms occupied. The room-rents will be fixed and collected by the University. The privilege of membership in a House may be withdrawn by The University Council on recommendation of the Head and Councillor.

##### 4. RULES.

Each House shall be governed by a body of rules adopted by a two-thirds vote of the members of the House and approved by The University Council.

##### 5. HOUSES OUTSIDE THE QUADRANGLES.

Houses may be organized outside the University Quadrangles in accordance with these regulations, and will be assigned to new Halls in the Quadrangles in the order of application. Every group of six or more students living together as an organization, outside the Quadrangles, shall be organized as a House, and be subject to the general rules of Houses, with such modifications of such rules in each case as may be determined by The University Council.

BY ORDER OF THE PRESIDENT,

GEORGE S. GOODSPEED,

Recorder.

December 20, 1895.



The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

EXECUTIVE BULLETIN

NUMBER VIII.

TO THE FACULTIES AND STUDENTS OF THE UNIVERSITY OF CHICAGO:

President Harper will be absent from the University during the Winter Quarter except on Saturday of each week. Officers and students are requested to communicate with Dean Hulbert relating to the Divinity School, to Dean Judson on matters relating to the Schools of Arts, Literature and Science, and to Comptroller Rust concerning matters of a financial character. The President will be able to consider only such business as may be presented to him through Deans Hulbert and Judson, Mr. Rust, and Dr. Goodspeed, the Secretary of the Board of Trustees.

BY ORDER OF THE PRESIDENT,

GEORGE S. GOODSPEED,

*Recorder.*

December 28, 1895.

1518-200-12-95

The University of Chicago

# EXECUTIVE BULLETIN

NUMBER VIII.

To the President and Members of the University of Chicago  
President Harper will be absent from the University during the Winter Quarter owing to his illness. He will return to the University in the Spring. His duties will be performed by the Vice-President, Mr. D. C. Hoag, during his absence. The President will be in the city on Tuesday, January 1, and will be present at the Board of Trustees.

BY ORDER OF THE PRESIDENT

James E. G. G. G.

January 1, 1900

100-10-10

*Sample*

[CONFIDENTIAL]

## The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

# EXECUTIVE BULLETIN

## NUMBER IX.

TO OFFICERS OF THE UNIVERSITY OF CHICAGO:

Attention is called to the following action taken by The University Senate and the Faculty of the Senior Colleges, ratified by the Board of Trustees, June 11, 1896:

The following are certain habits which have been noted as working injury to the best interests of The University and which are judged by The Faculty of the Senior Colleges, by The Senate, and by The Board of Trustees as contrary to the spirit of statutes 19, 20 and 23, and certain specific regulations of the various Faculties.

1. Failure of an officer to be at his post on the first official day of the Quarter for work in connection with the registration of new students.

2. Failure of an officer to begin his lectures or recitations on the second official day of the Quarter.

3. Crowding of recitations scheduled for twelve weeks into eight, nine or ten weeks, thus interfering during this period with the work of other instructors, and leaving the class at the end of the period with an insufficient amount of work.

4. Giving examinations before the dates fixed by The Council and thus introducing confusion into the work of students and other instructors.

5. Failure of an instructor to continue the work to the last day of the Quarter, as prescribed by the statutes.

6. Failure of an instructor to secure from undergraduate classes a sufficient amount of work to occupy the time of the student.

7. Failure of an officer to report to the deans cases of absence and cases of unsatisfactory work.

8. Failure of an officer to give his class the full time of the recitation period.

9. Failure of an officer to dismiss his class promptly at the end of the recitation period.

10. Failure of an officer to make the quarterly report of students within the time required, namely, three days from the close of the quarter.

11. Conducting as seminars, courses which do not deserve to be so reckoned.

12. Too large use of the lecture method in elementary courses in Junior College work.

13. The admission of college students to courses intended primarily or exclusively for graduate students to the detriment of the graduate students.

14. Failure to wear the official cap and gown upon occasions prescribed by statute 23.

It is the opinion formally expressed of The Faculty of the Senior Colleges, The University Senate, and The Board of Trustees of The University, that officers who for any ordinary reason have permitted themselves to fall into one or another of the habits cited above, fail thus far of performing their entire duty to The University as that duty is prescribed by the statutes of The University and the regulations of the Faculties.

BY ORDER OF THE PRESIDENT,

GEORGE S. GOODSPEED,

*Recorder.*

June 12, 1896.

1760-200-6-96

*Sample*

[CONFIDENTIAL]

## The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

# EXECUTIVE BULLETIN

## NUMBER IX.

TO OFFICERS OF THE UNIVERSITY OF CHICAGO:

Attention is called to the following action taken by The University Senate and the Faculty of the Senior Colleges, ratified by the Board of Trustees, June 11, 1896:

The following are certain habits which have been noted as working injury to the best interests of The University and which are judged by The Faculty of the Senior Colleges, by The Senate, and by The Board of Trustees as contrary to the spirit of statutes 19, 20 and 23, and certain specific regulations of the various Faculties.

1. Failure of an officer to be at his post on the first official day of the Quarter for work in connection with the registration of new students.

2. Failure of an officer to begin his lectures or recitations on the second official day of the Quarter.

3. Crowding of recitations scheduled for twelve weeks into eight, nine or ten weeks, thus interfering during this period with the work of other instructors, and leaving the class at the end of the period with an insufficient amount of work.

4. Giving examinations before the dates fixed by The Council and thus introducing confusion into the work of students and other instructors.

5. Failure of an instructor to continue the work to the last day of the Quarter, as prescribed by the statutes.

6. Failure of an instructor to secure from undergraduate classes a sufficient amount of work to occupy the time of the student.

7. Failure of an officer to report to the deans cases of absence and cases of unsatisfactory work.

8. Failure of an officer to give his class the full time of the recitation period.

9. Failure of an officer to dismiss his class promptly at the end of the recitation period.

10. Failure of an officer to make the quarterly report of students within the time required, namely, three days from the close of the quarter.

11. Conducting as seminars, courses which do not deserve to be so reckoned.

12. Too large use of the lecture method in elementary courses in Junior College work.

13. The admission of college students to courses intended primarily or exclusively for graduate students to the detriment of the graduate students.

14. Failure to wear the official cap and gown upon occasions prescribed by statute 23.

It is the opinion formally expressed of The Faculty of the Senior Colleges, The University Senate, and The Board of Trustees of The University, that officers who for any ordinary reason have permitted themselves to fall into one or another of the habits cited above, fail thus far of performing their entire duty to The University as that duty is prescribed by the statutes of The University and the regulations of the Faculties.

BY ORDER OF THE PRESIDENT,

GEORGE S. GOODSPEED,

*Recorder.*

June 12, 1896.

1760-200-6-96

*Sample*

[CONFIDENTIAL]

## The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

# EXECUTIVE BULLETIN

## NUMBER IX.

TO OFFICERS OF THE UNIVERSITY OF CHICAGO:

Attention is called to the following action taken by The University Senate and the Faculty of the Senior Colleges, ratified by the Board of Trustees, June 11, 1896:

The following are certain habits which have been noted as working injury to the best interests of The University and which are judged by The Faculty of the Senior Colleges, by The Senate, and by The Board of Trustees as contrary to the spirit of statutes 19, 20 and 23, and certain specific regulations of the various Faculties.

1. Failure of an officer to be at his post on the first official day of the Quarter for work in connection with the registration of new students.

2. Failure of an officer to begin his lectures or recitations on the second official day of the Quarter.

3. Crowding of recitations scheduled for twelve weeks into eight, nine or ten weeks, thus interfering during this period with the work of other instructors, and leaving the class at the end of the period with an insufficient amount of work.

4. Giving examinations before the dates fixed by The Council and thus introducing confusion into the work of students and other instructors.

5. Failure of an instructor to continue the work to the last day of the Quarter, as prescribed by the statutes.

6. Failure of an instructor to secure from undergraduate classes a sufficient amount of work to occupy the time of the student.

7. Failure of an officer to report to the deans cases of absence and cases of unsatisfactory work.

8. Failure of an officer to give his class the full time of the recitation period.

9. Failure of an officer to dismiss his class promptly at the end of the recitation period.

10. Failure of an officer to make the quarterly report of students within the time required, namely, three days from the close of the quarter.

11. Conducting as seminars, courses which do not deserve to be so reckoned.

12. Too large use of the lecture method in elementary courses in Junior College work.

13. The admission of college students to courses intended primarily or exclusively for graduate students to the detriment of the graduate students.

14. Failure to wear the official cap and gown upon occasions prescribed by statute 23.

It is the opinion formally expressed of The Faculty of the Senior Colleges, The University Senate, and The Board of Trustees of The University, that officers who for any ordinary reason have permitted themselves to fall into one or another of the habits cited above, fail thus far of performing their entire duty to The University as that duty is prescribed by the statutes of The University and the regulations of the Faculties.

BY ORDER OF THE PRESIDENT,

GEORGE S. GOODSPEED,

*Recorder.*

June 12, 1896.

1760-200-6-96

[CONFIDENTIAL]

OFFICE OF THE UNIVERSITY OF CHICAGO  
CHICAGO, ILLINOIS

# EXECUTIVE BULLETIN

## NUMBER IX

To Officers of The University of Chicago:  
Attention is called to the following action taken by The University Senate and The Faculty of the Division of Theoretical Sciences on June 11, 1960:

- The following are certain policies which have been noted as working injury to the best interests of The University and which are hereby approved by The Faculty of the Division of Theoretical Sciences on June 11, 1960:
1. Failure of an officer to begin his duties on the first official day of the quarter for work in connection with the preparation of new students.
  2. Failure of an officer to begin his duties on the first official day of the quarter.
  3. Cancellation of instruction scheduled for twelve weeks into eight weeks or less, thus interrupting during this period with the work of other instructors, and leaving the class at the end of the period with an insufficient amount of work.
  4. Giving examinations before the dates fixed by The Council and then interrupting instruction into the work of students and other instructors.
  5. Failure of an instructor to continue the work to the last day of the quarter as prescribed by the University.
  6. Failure of an instructor to secure from students a sufficient amount of work to occupy the time of the student.
  7. Failure of an officer to report to the Senate at the end of each semester and at the end of the year.
  8. Failure of an officer to give his class the full time of the semester.
  9. Failure of an officer to include his class promptly at the end of the semester.
  10. Failure of an officer to include his class promptly at the end of the semester.
  11. Conducting an academic course which does not deserve to be so treated.
  12. The large use of the lecture method in classes.
  13. The exclusion of college students in courses intended primarily or exclusively for graduate students to the detriment of the graduate students.
  14. Failure to wear the official cap and gown upon occasions prescribed by statute.
  15. It is the opinion of the Faculty of The University of Chicago, The Senate, and The Faculty of Theoretical Sciences, that officers who for any ordinary reason have permitted themselves to fall into one or another of the habits listed above, will find it difficult to perform their duties to the University and the reputation of the Faculty.

BY ORDER OF THE PRESIDENT

George S. Goodwin,  
Secretary

June 12, 1960  
100-20-0-00

# EXECUTIVE BULLETIN

## NUMBER X.

TO OFFICERS OF THE UNIVERSITY OF CHICAGO:

The attention of instructors entering upon work in the University of Chicago, is invited to the following regulations and suggestions, *the strict observance of which is urgently requested*:

1. Instructors are expected to be in their department rooms on the first day of each quarter in order to consult with students during the consultation hours arranged with the Dean. On that day the assignment of work for each class should be posted on the department bulletin board, in order that recitations and lectures may be begun on the second day.

2. Instructors may not change the hour of meeting of classes, as published in the Semi Annual Announcements, except by permission of the University Council.

3. At the opening of the quarter an "Official Class List" will be sent to each instructor from the office of the Dean. This list contains the names of all students who are properly registered for the course. *It should be remembered that no student's registration is complete until University fees for the quarter are paid.* Students whose names are not on the Official List *should not be permitted to attend the class*, and their names should be sent to the Dean for investigation. Students whose names are on the list but who do not appear, should be reported promptly to the Dean.

4. All undergraduate classes are examined at the close of each quarter. The last three days of the quarter are assigned for examinations. Examinations for morning classes will be held on three successive mornings; for afternoon classes on three successive afternoons according to the schedule published quarterly in the *University Record*.

These hours may not be changed by the instructor. Requests on the part of students for special examinations out of regular time, should be denied, *unless written permission has been secured from the Examiner's office.*

5. Graduate students may or may not have examinations at the option of the instructor; but when examinations are not offered, instruction will continue to be given until the last day of the quarter. In such cases, the class may be held for its usual exercises during the two hours assigned for the quarterly examination, instead of meeting for one hour on each of the three days. But graduate students attending undergraduate courses must take the regular examinations in these courses, unless excused by the instructor. Students who are to receive Certificates of Graduation or the Bachelor's Degree, may be excused from examination in their final Quarter on the subjects which complete their curriculum, *if the class-work in these subjects is of satisfactory grade.* Notice will be sent by the University Examiner. If prescribed courses are taken in the last Quarter before the completion of the work of the Junior or Senior Colleges, *no excuse from examination will be granted.*

6. Instructors are requested (1) to keep an accurate record of the absences of undergraduate students, commencing with the second day of each course, *and to report the same weekly to the Dean*; (2) to keep a record of each student's work in each course so that the proper report may be made at its close, and (3) to report to the Dean any unsatisfactory work on the part of undergraduate students. But as a report of unsatisfactory work is acted upon at once by the Deans and Division Officers, it is important that the instructor should call the student's attention to his status before making such report. (4) Reports of courses must be rendered to the University Examiner on blanks provided for the purpose not later than three days after the close of the Quarter.

7. Instructors are not authorized to grant excuses for absence from class exercises or from examination.

8. In accordance with the vote of each Faculty in the University, instructors *are expected* to be present at the weekly Chapel-Assembly (10:30 A.M.) of that School or College with which their work is connected. If one's work is connected with more than one School or College, he will exercise his choice.

9. The regular meeting of each Faculty is held once a month. It is important that every member attend the meeting of the Faculty to which he belongs. The right of discussion is given every officer of instruction. The right to vote is limited by statute to those who are on appointment of two or more years. The day and hour of meetings of Faculties are announced eight days in advance in the *University Record*.

10. The last Sunday of each quarter is Baccalaureate Sunday. Instructors are invited to be present in cap and gown at the Baccalaureate prayer service and to join in the procession to the hall in which the Baccalaureate address is to be given.

11. Convocation occurs quarterly on the first day of the quarter. Instructors are expected to be present in cap and gown and to join the Convocation procession and sit upon the platform.

12. The University Congregation meets each quarter at a time announced three weeks beforehand. Officers of instruction, of the rank of instructor and above, are members of the Congregation and are expected to be present. This body is made up of members of all the Faculties and representatives of the alumni, and reviews in detail the actions of the various Faculties.

13. The salaries of instructors are paid, unless otherwise arranged, in twelve payments on the first of the month following the beginning of service. A check for the amount due is sent through the Faculty Exchange.

14. The attention of instructors is invited to the Statutes of the University, established by the Board of Trustees and printed on pages six to ten of the *Annual Register*.

BY ORDER OF THE PRESIDENT

GEORGE S. GOODSPEED,

Recorder.

October 1, 1898.

2936-350-9-98



# The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

## EXECUTIVE BULLETIN

### NUMBER XII.

#### REGISTRATION FOR THE SECOND TERM.

TO OFFICERS AND STUDENTS OF THE UNIVERSITY OF CHICAGO :

Attention is called to the following action of the University Council, taken July 15, 1899, in reference to registration of summer students in the Second Term of the Summer Quarter. This action is understood to go into effect at once. Officers of administration, officers of instruction, and students of the University are requested to cooperate in conducting the registration for the Second Term of the Summer Quarter in accordance with these regulations :

1. Students in residence throughout the First Term of the Summer Quarter may register for two weeks, three weeks, or four weeks of the Second Term, paying University bills pro rata for such period.
2. Credit on the University records for the work of the Second Term will be given as follows :
  - 1) Those who remain in residence throughout the term and complete the work receive full credit.
  - 2) Those who remain in residence not less than four weeks, who register and pay tuition bills for the whole term, and who are able to complete the entire work of the term to the satisfaction of Instructors, receive full credit. It is understood in such case that Instructors are authorized to give special examinations or other suitable tests.
  - 3) Those who register for not less than three weeks, paying tuition bills pro rata, may receive for the work of the entire nine weeks in any course continued from the First Term *three fourths* ( $\frac{3}{4}$ ) of the full quarter's credit. It is understood that in such case Instructors are authorized to give special examinations or other suitable tests.
  - 4) In many cases courses left incomplete by partial registration for the Second Term may be completed by Correspondence under the usual conditions. Information on this head may be obtained from the Secretary of the Correspondence-study Department of the University Extension, Room 5A, Cobb Hall.
3. Registration for the Second Term, either in part or as a whole, may be effected at the hours announced for the respective deans.

GEORGE S. GOODSPEED,  
*Recorder.*

WILLIAM R. HARPER,  
*President.*

THE UNIVERSITY OF CHICAGO,  
August 7, 1900.



The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

# EXECUTIVE BULLETIN

NUMBER XIII.

## ANNOUNCEMENT TO UNDERGRADUATE STUDENTS.

### TO UNDERGRADUATE STUDENTS:

The attention of undergraduate students *in absentia* during the Summer Quarter is called to the courses of instruction offered in various departments during the Second Term of the Summer Quarter. Attention is specially invited to those courses which are entirely completed within the period of six weeks, beginning August 12. It will be observed that a large number of double minor courses and minor courses are so arranged that by entering August 12 important progress may be made toward the completion of the college course. Credit may thus be obtained to the amount of at least one and one half majors.

For those whose work has been irregular, or for those who desire to make up deficiencies, this arrangement makes especial provision. During the Second Term of the Summer Quarter, 1899, there are offered twenty-four courses, completed within the term, as over against twelve for the Second Term of the Summer Quarter, 1898:

Introductory Ethics; Advanced Ethics; Civil Government in the United States; Homer, Iliad, Elementary Course; Thucydides, Selections; Sophocles, Selected Plays; Virgil, Æneid; Roman General Administration; Roman Law; Elementary French; Italian Historical Prose; Milton's Poetry; The Gospel of Mark; Primitive Christian Institutions; Solid Geometry; Field Class in Geology; The Pathogenic Bacteria; Water and Water Supplies; Advanced Bacteriology; Elements of Histology; Introductory Physiology; Elementary Botany; Field Botany.

GEORGE S. GOODSPEED,  
*Recorder.*

WILLIAM R. HARPER,  
*President.*

THE UNIVERSITY OF CHICAGO,  
July 24, 1899.

The University of Chicago

Founded in 1837

# EXECUTIVE BULLETIN

NUMBER XIII.

## ANNOUNCEMENT TO UNDERGRADUATE STUDENTS

To Undergraduate Students:

The attention of undergraduate students is called to the fact that the University of Chicago is now offering a special program of instruction in the field of the history of the United States. This program is designed to give students a broad and deep knowledge of the history of the United States, and to provide them with the tools and methods of historical research. The program is open to all students who are interested in the history of the United States, and who are willing to devote a certain amount of time and effort to the study of the subject. The program is organized into a series of courses, which are taught by the faculty of the University. The courses are designed to provide students with a comprehensive knowledge of the history of the United States, and to provide them with the tools and methods of historical research. The program is open to all students who are interested in the history of the United States, and who are willing to devote a certain amount of time and effort to the study of the subject.

Undergraduate students who are interested in the history of the United States should consult the following list of courses, which are offered by the University of Chicago. The list is arranged in alphabetical order of the names of the instructors. The courses are designed to provide students with a comprehensive knowledge of the history of the United States, and to provide them with the tools and methods of historical research. The program is open to all students who are interested in the history of the United States, and who are willing to devote a certain amount of time and effort to the study of the subject.

WILLIAM B. ECKHART  
President

GEORGE B. GOODE  
Dean

THE UNIVERSITY OF CHICAGO  
CHICAGO, ILL.

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

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# EXECUTIVE BULLETIN

NUMBER XIV.

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TO OFFICERS AND INSTRUCTORS OF THE UNIVERSITY :

The attention of officers and instructors in the University is invited to the following *Changes affecting the distribution of University official documents.*

On and after November 1, 1899, all University official documents will be distributed through the University Press Division upon the order of the University Recorder.

Administrative and departmental officers will be supplied from the Recorder's office with printed forms on which to make request for the sending of documents. These requests should be forwarded to the Recorder, from whom they will be sent as mailing orders to the University Press.

By this means it is believed that a more successful distribution of documents will be made in the interests of the avoidance of duplication and the securing of promptness, economy and accuracy.

WILLIAM R. HARPER,  
*President.*



The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

# EXECUTIVE BULLETIN

NUMBER XV

## UNIVERSITY OFFICIAL TUTORS

TO OFFICERS AND STUDENTS OF THE UNIVERSITY OF CHICAGO :

Attention is called to the action of the University Council, taken November 18, 1896, in reference to University Official Tutors, as follows :

"A list of Official Tutors shall be authorized by the University, to whom students doing work outside of classes may be recommended. The principles governing appointments to this list are as follows :

- 1) The Tutor is recommended by the Head of the Department of work in which instruction is given.
- 2) The appointment is made by the President.
- 3) The supervision of the system is exercised by the University Extension Division."

In accordance with this action an official list of Tutors has been prepared and is kept on file in the Office of the University Extension Division. All inquiries for Tutors and requests for tutorial employment may be made at that office.

GEORGE S. GOODSPEED,  
*Recorder.*

WILLIAM R. HARPER,  
*President.*

THE UNIVERSITY OF CHICAGO,  
September 1, 1900.

The University of Chicago  
PUBLISHED BY JOHN F. WATKINS

# EXECUTIVE BULLETIN

NUMBER XV

UNIVERSITY OFFICIAL TITORS

TO OFFICERS AND MEMBERS OF THE UNIVERSITY OF CHICAGO:  
Attention is called to the action of the University Council, taken November 15, 1929, in relation to  
University Official Titres as follows:  
"A list of Official Titres shall be submitted by the University to each applicant before a title outside of  
those now authorized. The committee reviewing applications for this list are as follows:  
1. The Titres recommended by the Board of the Department of Arts in which instruction is given.  
2. The Titres recommended by the Faculty of the Department of Arts in which instruction is given.  
3. The Titres recommended by the Faculty of the Department of Science in which instruction is given.  
4. The Titres recommended by the Faculty of the Department of Medicine in which instruction is given.  
5. The Titres recommended by the Faculty of the Department of Divinity in which instruction is given.  
6. The Titres recommended by the Faculty of the Department of Education in which instruction is given.  
7. The Titres recommended by the Faculty of the Department of Law in which instruction is given.  
8. The Titres recommended by the Faculty of the Department of Business Administration in which instruction is given.  
9. The Titres recommended by the Faculty of the Department of Public Administration in which instruction is given.  
10. The Titres recommended by the Faculty of the Department of Social Sciences in which instruction is given.  
11. The Titres recommended by the Faculty of the Department of Political Science in which instruction is given.  
12. The Titres recommended by the Faculty of the Department of History in which instruction is given.  
13. The Titres recommended by the Faculty of the Department of Literature in which instruction is given.  
14. The Titres recommended by the Faculty of the Department of Languages in which instruction is given.  
15. The Titres recommended by the Faculty of the Department of Music in which instruction is given.  
16. The Titres recommended by the Faculty of the Department of Fine Arts in which instruction is given.  
17. The Titres recommended by the Faculty of the Department of Architecture in which instruction is given.  
18. The Titres recommended by the Faculty of the Department of Engineering in which instruction is given.  
19. The Titres recommended by the Faculty of the Department of Agriculture in which instruction is given.  
20. The Titres recommended by the Faculty of the Department of Forestry in which instruction is given.  
21. The Titres recommended by the Faculty of the Department of Veterinary Medicine in which instruction is given.  
22. The Titres recommended by the Faculty of the Department of Pharmacy in which instruction is given.  
23. The Titres recommended by the Faculty of the Department of Dentistry in which instruction is given.  
24. The Titres recommended by the Faculty of the Department of Medicine in which instruction is given.  
25. The Titres recommended by the Faculty of the Department of Surgery in which instruction is given.  
26. The Titres recommended by the Faculty of the Department of Obstetrics and Gynecology in which instruction is given.  
27. The Titres recommended by the Faculty of the Department of Pediatrics in which instruction is given.  
28. The Titres recommended by the Faculty of the Department of Pathology in which instruction is given.  
29. The Titres recommended by the Faculty of the Department of Bacteriology in which instruction is given.  
30. The Titres recommended by the Faculty of the Department of Physiology in which instruction is given.  
31. The Titres recommended by the Faculty of the Department of Pharmacology in which instruction is given.  
32. The Titres recommended by the Faculty of the Department of Toxicology in which instruction is given.  
33. The Titres recommended by the Faculty of the Department of Therapeutics in which instruction is given.  
34. The Titres recommended by the Faculty of the Department of Hygiene in which instruction is given.  
35. The Titres recommended by the Faculty of the Department of Preventive Medicine in which instruction is given.  
36. The Titres recommended by the Faculty of the Department of Public Health in which instruction is given.  
37. The Titres recommended by the Faculty of the Department of Social Medicine in which instruction is given.  
38. The Titres recommended by the Faculty of the Department of Community Medicine in which instruction is given.  
39. The Titres recommended by the Faculty of the Department of Occupational Medicine in which instruction is given.  
40. The Titres recommended by the Faculty of the Department of Environmental Medicine in which instruction is given.  
41. The Titres recommended by the Faculty of the Department of Industrial Medicine in which instruction is given.  
42. The Titres recommended by the Faculty of the Department of Agricultural Medicine in which instruction is given.  
43. The Titres recommended by the Faculty of the Department of Marine Medicine in which instruction is given.  
44. The Titres recommended by the Faculty of the Department of Aviation Medicine in which instruction is given.  
45. The Titres recommended by the Faculty of the Department of Space Medicine in which instruction is given.  
46. The Titres recommended by the Faculty of the Department of Atomic Medicine in which instruction is given.  
47. The Titres recommended by the Faculty of the Department of Cosmic Medicine in which instruction is given.  
48. The Titres recommended by the Faculty of the Department of Planetary Medicine in which instruction is given.  
49. The Titres recommended by the Faculty of the Department of Stellar Medicine in which instruction is given.  
50. The Titres recommended by the Faculty of the Department of Galactic Medicine in which instruction is given.  
51. The Titres recommended by the Faculty of the Department of Universal Medicine in which instruction is given.  
52. The Titres recommended by the Faculty of the Department of Infinite Medicine in which instruction is given.  
53. The Titres recommended by the Faculty of the Department of Eternal Medicine in which instruction is given.  
54. The Titres recommended by the Faculty of the Department of Everlasting Medicine in which instruction is given.  
55. The Titres recommended by the Faculty of the Department of Immortal Medicine in which instruction is given.  
56. The Titres recommended by the Faculty of the Department of Undying Medicine in which instruction is given.  
57. The Titres recommended by the Faculty of the Department of Ageless Medicine in which instruction is given.  
58. The Titres recommended by the Faculty of the Department of Timeless Medicine in which instruction is given.  
59. The Titres recommended by the Faculty of the Department of Spaceless Medicine in which instruction is given.  
60. The Titres recommended by the Faculty of the Department of Dimensionless Medicine in which instruction is given.  
61. The Titres recommended by the Faculty of the Department of Unitless Medicine in which instruction is given.  
62. The Titres recommended by the Faculty of the Department of Measureless Medicine in which instruction is given.  
63. The Titres recommended by the Faculty of the Department of Limitless Medicine in which instruction is given.  
64. The Titres recommended by the Faculty of the Department of Boundless Medicine in which instruction is given.  
65. The Titres recommended by the Faculty of the Department of Vast Medicine in which instruction is given.  
66. The Titres recommended by the Faculty of the Department of Immense Medicine in which instruction is given.  
67. The Titres recommended by the Faculty of the Department of Huge Medicine in which instruction is given.  
68. The Titres recommended by the Faculty of the Department of Great Medicine in which instruction is given.  
69. The Titres recommended by the Faculty of the Department of Large Medicine in which instruction is given.  
70. The Titres recommended by the Faculty of the Department of Big Medicine in which instruction is given.  
71. The Titres recommended by the Faculty of the Department of Tall Medicine in which instruction is given.  
72. The Titres recommended by the Faculty of the Department of Deep Medicine in which instruction is given.  
73. The Titres recommended by the Faculty of the Department of Long Medicine in which instruction is given.  
74. The Titres recommended by the Faculty of the Department of Old Medicine in which instruction is given.  
75. The Titres recommended by the Faculty of the Department of Ancient Medicine in which instruction is given.  
76. The Titres recommended by the Faculty of the Department of Medieval Medicine in which instruction is given.  
77. The Titres recommended by the Faculty of the Department of Modern Medicine in which instruction is given.  
78. The Titres recommended by the Faculty of the Department of Contemporary Medicine in which instruction is given.  
79. The Titres recommended by the Faculty of the Department of Current Medicine in which instruction is given.  
80. The Titres recommended by the Faculty of the Department of Recent Medicine in which instruction is given.  
81. The Titres recommended by the Faculty of the Department of Late Medicine in which instruction is given.  
82. The Titres recommended by the Faculty of the Department of Early Medicine in which instruction is given.  
83. The Titres recommended by the Faculty of the Department of Primitive Medicine in which instruction is given.  
84. The Titres recommended by the Faculty of the Department of Simple Medicine in which instruction is given.  
85. The Titres recommended by the Faculty of the Department of Basic Medicine in which instruction is given.  
86. The Titres recommended by the Faculty of the Department of Fundamental Medicine in which instruction is given.  
87. The Titres recommended by the Faculty of the Department of Elementary Medicine in which instruction is given.  
88. The Titres recommended by the Faculty of the Department of Primary Medicine in which instruction is given.  
89. The Titres recommended by the Faculty of the Department of Secondary Medicine in which instruction is given.  
90. The Titres recommended by the Faculty of the Department of Tertiary Medicine in which instruction is given.  
91. The Titres recommended by the Faculty of the Department of Quaternary Medicine in which instruction is given.  
92. The Titres recommended by the Faculty of the Department of Quinary Medicine in which instruction is given.  
93. The Titres recommended by the Faculty of the Department of Senary Medicine in which instruction is given.  
94. The Titres recommended by the Faculty of the Department of Senary Medicine in which instruction is given.  
95. The Titres recommended by the Faculty of the Department of Senary Medicine in which instruction is given.  
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100. The Titres recommended by the Faculty of the Department of Senary Medicine in which instruction is given.

WILLIAM E. HAYNES  
President

CHARLES A. COOPER  
Secretary

The University of Chicago  
September 1, 1929

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

# EXECUTIVE BULLETIN

## NUMBER XV

### UNIVERSITY OFFICIAL TUTORS \*

TO OFFICERS AND STUDENTS OF THE UNIVERSITY OF CHICAGO :

Attention is called to the action of the University Council, taken November 18, 1896, in reference to University Official Tutors, as follows :

"A list of Official Tutors shall be authorized by the University, to whom students doing work outside of classes may be recommended. The principles governing appointments to this list are as follows :

- 1) The Tutor is recommended by the Head of the Department of work in which instruction is given.
- 2) The appointment is made by the President.
- 3) The supervision of the system is exercised by the University Extension Division."

In accordance with this action an official list of Tutors has been prepared and is kept on file in the Office of the University Extension Division. All inquiries for Tutors and requests for tutorial employment may be made at that office.

GEORGE S. GOODSPEED,  
*Recorder.*

WILLIAM R. HARPER,  
*President.*

THE UNIVERSITY OF CHICAGO,  
September 1, 1900.

The University of Chicago  
FOUNDED BY JOHN D. ROCKEFELLER

# EXECUTIVE BULLETIN

NUMBER XV

UNIVERSITY OFFICIAL TITLES

To Officers and Members of the University of Chicago:  
Attention is called to the fact that the University Council, when it met on November 18, 1910, in reference to  
the University of Chicago, has decided to appoint a committee to investigate the situation of the University  
and to report to the Council at its next meeting. The committee is composed of the following members:  
The President, the Vice-President, the Treasurer, the Secretary, and the members of the Council.  
The committee is authorized to investigate the situation of the University and to report to the Council at its next meeting.  
The committee is also authorized to make such recommendations as it may deem proper to the Council.  
The committee is requested to report to the Council at its next meeting.

*Mr. Richardson*

WILLIAM H. HARRIS  
President

The University of Chicago  
September 1, 1910

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

# EXECUTIVE BULLETIN

NUMBER XV

## UNIVERSITY OFFICIAL TUTORS

TO OFFICERS AND STUDENTS OF THE UNIVERSITY OF CHICAGO :

Attention is called to the action of the University Council, taken November 18, 1896, in reference to University Official Tutors, as follows :

"A list of Official Tutors shall be authorized by the University, to whom students doing work outside of classes may be recommended. The principles governing appointments to this list are as follows :

- 1) The Tutor is recommended by the Head of the Department of work in which instruction is given.
- 2) The appointment is made by the President.
- 3) The supervision of the system is exercised by the University Extension Division."

In accordance with this action an official list of Tutors has been prepared and is kept on file in the Office of the University Extension Division. All inquiries for Tutors and requests for tutorial employment may be made at that office.

GEORGE S. GOODSPEED,  
*Recorder.*

WILLIAM R. HARPER,  
*President.*

THE UNIVERSITY OF CHICAGO,  
September 1, 1900.

The University of Chicago  
Library of The University of Chicago

# EXECUTIVE BULLETIN

NUMBER XV

## UNIVERSITY OFFICIAL TITORS

To Graduate and Executive on the University of Chicago:  
Attention is called to the action of the University Council taken November 18, 1920, in reference to  
University Official Tutors as follows:  
1. A list of Official Tutors shall be submitted to the University in which students doing work toward a  
degree may be recommended. The following provisions apply to the list as follows:  
a. The list is recommended by the Head of the Department of work in which instruction is given.  
b. The appointment is made by the President.  
c. The appointment of the tutor is restricted by the University Extension Division.  
In accordance with this action an official list of tutors has been prepared and is kept on file in the Office  
of the University Extension Division. All inquiries for tutors and requests for tutorial employment may be  
made at that office.

WILLIAM E. HARTER  
President

GEORGE A. GOODRICH  
President

The University of Chicago  
September 1, 1920

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

# EXECUTIVE BULLETIN

NUMBER XV

## UNIVERSITY OFFICIAL TUTORS

TO OFFICERS AND STUDENTS OF THE UNIVERSITY OF CHICAGO :

Attention is called to the action of the University Council, taken November 18, 1896, in reference to University Official Tutors, as follows :

"A list of Official Tutors shall be authorized by the University, to whom students doing work outside of classes may be recommended. The principles governing appointments to this list are as follows :

- 1) The Tutor is recommended by the Head of the Department of work in which instruction is given.
- 2) The appointment is made by the President.
- 3) The supervision of the system is exercised by the University Extension Division."

In accordance with this action an official list of Tutors has been prepared and is kept on file in the Office of the University Extension Division. All inquiries for Tutors and requests for tutorial employment may be made at that office.

GEORGE S. GOODSPEED,  
*Recorder.*

WILLIAM R. HARPER,  
*President.*

THE UNIVERSITY OF CHICAGO,  
September 1, 1900.

The University of Chicago  
PUBLISHED BY JOHN D. ROCKEFELLER

# EXECUTIVE BULLETIN

NUMBER XV

## UNIVERSITY OFFICIAL TITORS

To Officers and Directors of the University of Chicago:  
Attention is called to the fact that the University Council, taken November 18, 1900, in reference to University Official Titres is as follows:  
"A list of Official Titres shall be authorized by the University, to whom a certain degree with certain claims may be recommended. The principles governing appointments to this list are as follows:  
1. The Titres is recommended by the Board of the Department of work in which distinction is given.  
2. The appointment is made by the President.  
3. The members of the system is granted by the University Extension Division."  
In accordance with this notice an official list of Titres has been prepared and is kept on file in the Office of the University Extension Division. All requests for Titres and requests for removal of appointments may be made at that office.

WILLIAM R. HARRIS,  
President.

GEORGE A. COOPER,  
Secretary.

The University of Chicago,  
September 1, 1901.

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

BULLETIN OF INFORMATION, NO. I.

TUESDAY, JUNE 30.

9:00-4:00 p.m.—Matriculation and Registration of Incoming Students.

*Cobb Lecture Hall.*

Incoming Students should:

- 1.—Present themselves at the Examiner's Office and procure a Matriculation Card.
- 2.—Present this Matriculation Card at the Registrar's Office and upon the payment of \$5.00 have it properly stamped.
- 3.—Secure from the racks one appropriate Registration Card and three or more Course Cards according to the number of courses chosen.
- 4.—Present these cards properly filled out, to the Dean of the College in which work is to be taken, and secure the Dean's approval and signature.

N. B.—University ushers in cap and gown will be in the different offices to furnish explanations and render necessary assistance.

4:00 p.m.—The second game of baseball in the Chicago-Brown series.

*Marshall Field.*

6:00 p.m.—The Annual Dinner of the Associated Alumni.

*Cobb Lecture Hall,—Chapel.*

Tickets for the dinner may be obtained at the University Press Book Store, Cobb Lecture Hall. Price \$1.50.

Cloak-Rooms will be found on the second floor of Cobb Lecture Hall: for Women in the Women's Waiting Room and for Men in 9 B.

A procession will be formed in the corridor on the second floor immediately preceding the dinner. The Alumni are requested to find places in the line according to the year of graduation.

N.B.—Graduates of the Old University of Chicago, who are to receive the diploma of the University, are requested to report in cap and gown at *Walker Museum*, Wednesday, at 2:30 P.M.

WEDNESDAY, JULY 1.—CONVOCATION DAY.

8:00 a.m.—The Graduate Matutinal for candidates taking higher degrees.

8:30-3:00 p.m.—Matriculation and Registration of Incoming Students. (See under Tuesday, June 30.)

10:30 a.m.—The First Presentation of the Synagogue Service of the Times of Christ.

*Haskell Oriental Museum,—Assembly Room.*

The service will be presented by twenty men in Oriental costume using the Hebrew language and old Hebrew chants.

N. B.—Those holding tickets will present them at the door.

12:30 p.m.—The University Luncheon to Associated Alumni.

*Cobb Lecture Hall,—Chapel.*  
Tickets for the luncheon will be furnished all Alumni at the University Press Book Store, Cobb Lecture Hall, upon application.

1:30 p.m.—The Convocation Chapel Service.

*Kent Theater.*  
Visiting Alumni and friends are invited to be present.

2:00 p.m.—The Annual Business Meetings of the Associated Alumni.

|                  |                                                |
|------------------|------------------------------------------------|
| Divinity Alumni. | <i>Haskell Oriental Museum,—Assembly Room.</i> |
| President,       | DR. C. A. HOBBS, '71                           |
| Secretary,       | PROFESSOR IRA M. PRICE, '82                    |

|                  |                                         |
|------------------|-----------------------------------------|
| Graduate Alumni. | <i>Cobb Lecture Hall,—Lecture Room.</i> |
| President,       | DR. EDMUND BUCKLEY, '94                 |
| Secretary,       | DR. MYRA REYNOLDS, '95                  |

|                    |                                |
|--------------------|--------------------------------|
| Collegiate Alumni. | <i>Kent Theater</i>            |
| President,         | MR. HENRY A. GARDNER, JR., '68 |
| Secretary,         | MR. EDGAR A. BUZZELL, '86      |

2:00 p.m.—Music, - - - - - FIRST REGIMENT BAND

2:45 p.m.—The Assembling of the Several Divisions of the Convocation Procession, as follows:

- |                                                                      |   |   |   |   |                                                                                        |
|----------------------------------------------------------------------|---|---|---|---|----------------------------------------------------------------------------------------|
| Head Marshal,                                                        | - | - | - | - | WILLIAM SCOTT BOND                                                                     |
| 1 Candidates for all Degrees,                                        | - | - | - | - | Marshal, JAMES SCOTT BROWN.                                                            |
| 2 Members of the Junior Colleges,                                    | - | - | - | - | <i>Walker Museum.</i><br>Marshal, GILBERT AMES BLISS                                   |
| 3 Members of the Senior Colleges,                                    | - | - | - | - | <i>Cobb Lecture Hall,—Chapel.</i><br>Marshal, HARVEY ANDREW PETERSON                   |
| 4 Members of the Graduate Schools,                                   | - | - | - | - | <i>Cobb Lecture Hall,—Lecture Room.</i><br>Marshal, GEORGE TUNELL.                     |
| 5 Members of the Divinity School,                                    | - | - | - | - | <i>Snell Hall.</i><br>Marshal, WILLIAM E. CHALMERS.                                    |
| 6 All Alumni of the University,                                      | - | - | - | - | <i>Kent Chemical Laboratory.</i><br>Marshal, VERNON P. SQUIRES.                        |
| 7 Members of the Academy and Affiliated Schools,                     | - | - | - | - | <i>Ryerson Physical Laboratory.</i><br>Marshal, EDWARD O. SISSON.                      |
| 8 Representatives of University Extension Centres,                   | - | - | - | - | <i>Southeast Corner of Library.</i><br>Marshal, NEWMAN L. MILLER.                      |
| 9 Officers and Instructors of the University and Affiliated Schools, | - | - | - | - | <i>Northeast Corner of Library.</i><br>Marshal, ASS'T PROFESSOR G. C. HOWLAND.         |
| 10 Guests of the University,                                         | - | - | - | - | <i>Haskell Oriental Museum,—Faculty Room.</i><br>Marshal, ASS'T PROFESSOR F. J. MILLER |
| 11 The Trustees of the University and of the Divinity School,        | - | - | - | - | <i>Haskell Oriental Museum,—Assembly Room.</i><br>Marshal, FREDERICK J. GURNEY.        |
|                                                                      |   |   |   |   | <i>The President's House.</i>                                                          |

3:00 p.m.—The Convocation Procession.

The Procession of the Officers, Instructors, Students and Alumni of the University, members of Affiliated Institutions and Visitors will form in the Quadrangles and proceeding in cap and gown to the President's House will escort the Founder of the University, the Convocation Orator, the Convocation Chaplain and the Trustees of the University to the Convocation Tent. The line of march will be from Walker Museum to Cobb Lecture Hall, to Snell Hall, to Kent Chemical Laboratory, to Ryerson Physical Laboratory, to the Library and the President's House. Countermarching the procession will pass along the west fronts of Foster, Kelly and Beecher Halls between the line of University Instructors and Visitors, by Walker Museum to the Convocation Tent.

3:15 p.m.—The Exercises of the Fifteenth Convocation.

*Convocation Tent.*

8:30 p.m.—The Second Presentation of the Synagogue Service.

*Convocation Tent.*

At this time an opportunity will be afforded all who may desire to witness the service.

8:30 p.m.—The President's Reception (upon invitation). Members of the University will wear the cap and gown.

*President's House.*

N.B.—All classes will meet on Thursday and Friday at the assigned hours excepting those at 3:00 and 4:00 p.m. Instructors having classes at those hours are requested to arrange for other hours on those days.

N.B.—Chapel services during the week will be held in *Kent Theater*, at 1:30.

CS 14-1

## The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

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Graduate Alumni. *Cobb Lecture Hall,—Lecture Room.*  
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Secretary, DR. MYRA REYNOLDS, '95

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