The University of Chicago

University College

OFFICE OF THE DEAN

April 22, 1925

Mr. James H. Tufts
Faculty Exchange

My dear Mr. Tufts:

We shall have during the Spring Quarter occasional demands for special lecturers in connection with courses offered in University College. I have in mind now Professor Schmidt who is coming to Chicago for our Spring Conference. Mr. Woellner would like to use him in connection with a Saturday morning course offered in the College. It seems only fair that the College share with the Spring Conference, the expense of bringing Mr. Schmidt to Chicago. We have also had occasion to substitute for certain of our instructors during periods of illness. In some cases it does not appear desirable to charge the full cost of such substitution against the nominal salary paid the regular instructors in these courses. In order that the above items may be cared for, I recommend that a special lecture fund of $100.00 be set aside to cover these items during the Spring Quarter.

Very truly yours,

Emery Filbey

Dean

EF/EL

January 13, 1925

Dean E. T. Filbey,
Feculty Exchange

Dear Dean Filbey:

I have your letter of January 9 concerning Mr. T. D. Brooks of Baylor University.

On your recommendation I appoint him to give instruction in University College next autumn in the Courses named in your letter and at the compensation of $350 each.

Sincerely yours,

James H. Tufts

JHT:H

Copy to the Auditor

November 19, 1924

Dean Filbey,
Faculty Exchange.

Dear Dean Filbey:

Just before leaving the city last week I conferred with Mr. Plimpton on your budget and we approved the same, with the slight change that as a matter of book keeping the Auditor said the $3000 listed under prospective income should not be listed as a separate item there, but should rather be deducted from the $119,615 of estimated tuition fees. This arrangement would of course make no difference at all in the substance.

Sincerely yours,

James H. Tufts

July 29, 1924

Mr. N. C. Plimpton,
Faculty Exchange.

My dear Mr. Plimpton:

My reference in the July 25th letter to the disposition of the University College surplus fund for 1923-24 was prompted by the action taken last year in regard to the 1922-23 surplus. It is my understanding that by trustee action or by committee action, I am not sure which, the 1922-23 surplus was set aside for developmental work in the College subject to withdrawal on authorization from the President of the University.

Since University College has no endowment, it is necessary that we have some such fund against which to draw if new work is to be undertaken and if standards of service for work now under way are to be increased. The legitimate demands upon the College far exceed the limits of our income during a given year and the fact that a surplus accumulates does not indicate that such funds are not needed or that they may not be used to vey good advantage in connection with University College activities. There is an immediate need for much improved service through bringing into the College ranking instructors from the University and through providing more complete departmental advisory service. These items, if cared for, would immediately consume any surplus which tends to accumulate. This does not include provision for new activities which should be developed in the College, many of which should not undertake to be self-supporting. I refer in this connection to such service as has been proposed for the ministers of the Chicago district through providing in the downtown center courses dealing with church architecture and in fact with all phases of art in relation to religious experience. Such courses promise exceptional service, but it is very difficult

indeed to see how they would be self-supporting during the early period of development. At the present time the College is forced to consider very carefully the matter of income from any such course before going forward with its development. It should be possible to use or to rely upon certain accumulated funds for developmental purposes thus freeing certain desirable units of work from the necessity for immediate financial support from student fees.

The above is merely intended to indicate my point of view. I feel it would be most desirable to adopt a definite policy relative to the disposition ofsurplus income from University College. In our opinion any such surplus should be set aside as a University College capital fund to be expended upon such activities as may be approved by the President of the University on recommendation from the Dean of the College and with the approval of the Committee on Expenditures. It is not expected that this fund would include any income from matriculation fees which fund should be distributed as are other similar fees collected by the University.

Very sincerely yours,

Dean

EF/H

indeed to see how they would be self-supporting during the early period of development. At the present time the College is forced to consider very carefully the matter of income from any such course before going forward with its development. It should be possible to use or to rely upon certain accumulated funds for developmental purposes thus freeing certain desirable units of work from the necessity for immediate financial support from student fees.

The above is merely intended to indicate my point of view. I feel it would be most desirable to adopt a definite policy relative to the disposition of surplus income from University College. In our opinion any such surplus should be set aside as a University College capital fund to be expended upon such activities as may be approved by the President of the University on recommendation from the Dean of the College and with the approval of the Committee on Expenditures. It is not expected that this fund would include any income from matriculation fees which and should be distributed as are other similar fees collected by the University.

Very sincerely yours,

Dean

EW/H