Judson

Instructors are requested to give particular attention to the fact that no student is entitled to attend a course until his university fees have been paid. The official class lists contain only the names of students who have the registrar's receipt for such fees. No others should be permitted to attend classes. It is not desired that names not on the official list be reported to the dean, but merely that such students be informed that they are not registered or entitled to attend the class. It is hoped that the regulations of the board of trustees will be rigidly enforced by all instructors.

no date

Procedure

Dear Mr Judson:

Why not have the names not registered sent to the Deans?

MRT

~~Whitman~~ Johnson

Procedure Degree

The University of Chicago.

Dec. 22, '98.

~~Send~~ File

President W. R. Harper.

Dear Sir. The examination of Mr. H. P. Johnson, for the degree of Doctor of Philosophy in Zoology, took place at the appointed time, Dec. 15, at the Kent Chemical Laboratory.

In the major subject, Zoology, the examination was conducted by Prof. Whitman; in the minor subject, Neurology, by Prof. Donaldson. Drs. Loeb, Barr, and Jordan were present.

The examination and the thesis (Morphology and Biology of

the Stentors") satisfied the Examiners that Mr. Johnson has amply fulfilled all the requirements for receiving the degree of Ph.D.

The thesis has already been published in the Journal of Morphology, Vol. VIII. No. 3. Aug. '93, and a copy of the same is presented herewith.

Yours respectfully,

C. O. Whitman

Johnson

THE GRADUATE SCHOOL

THE PRESIDENT
Acting Dean

THE UNIVERSITY OF CHICAGO

Founded by JOHN D. ROCKEFELLER

WILLIAM R. HARPER, President

Senate / File

CHICAGO Dec. 23, 1893

To

The President:

At a special meeting held Dec. 23, 1893 the Board of Administration of the Ogden Graduate School of Science voted to recommend to the Senate Mr. H. P. Johnson for the degree of Doctor of Philosophy in Zoology.

This action was based on the enclosed letter from the Head Professor of Zoology and the enclosed thesis.

Elt Moore

Secretary

OFFICE OF THE RECORDER

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

Gordafeed

Extra Power Procedure

CHICAGO April 10, 1896.

My dear President Harper:

Since writing you about the purchase of the typewriter recently, I have had a talk with Mr. Rust, the Comptroller, and he has expressed it as his judgment that we would better purchase another Remington rather than one of these new machines. I, of course, heartily agreed with him, and would at his suggestion write to you that we should like to have for the use of the Recorder's office a Remington purchased on the grounds mentioned in the preceding letter.

The necessity of preparing material for the Record in good shape, the preparation of the minutes of the various faculties, the sending out of the notices of business transacted and of work to be done by committees, the various letters that have to be written,--all this calls for the almost constant use of the typewriter. I trust that you may see your way clear to recommend this. I write you thus promptly because Mr. Rust suggested that there was a meeting of the Trustees or of the Executive Committee next Tuesday.

I have requested the owners of the machine we are now using to come and get it, so that by next Tuesday we shall be without any machine. I desire to assure you that I have a perfectly definite arrangement with the owners of this machine whereby we are under no obligation to take it. It

OFFICE OF THE RECORDER

The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

CHICAGO

was understood clearly that the machine was placed here entirely for the purpose of testing it to see whether it would be satisfactory for our work.

Very truly yours,

G. S. Goodspeed

Procedure

February 8, 1901

My dear Hobbs:

I do not know whether I wrote you about this matter or not, but I will repeat. At the Convocation, mention will be made of the death of Dr. Northrup, and the President will want all to stand while the band plays Pleyel's Hymn. I hope you will arrange this, and keep in mind the solemnity of the occasion. I can hum that tune as played by the band in a way to make it absolutely solemn and grand, and I know you will enter into the spirit of it. Let us make this one of the great features of the Convocation.

Yours very truly,

W. R. Harper

February 8, 1901

My dear Hobbs:

I do not know whether I wrote you about this matter or not, but I will repeat. At the Convocation, mention will be made of the death of Dr. Northrup, and the President will want all to stand while the band plays Floyd's Hymn. I hope you will arrange this, and keep in mind the solemnity of the occasion. I can hum that tune as played by the band in a way to make it absolutely solemn and grand, and I know you will enter into the spirit of it. Let us make this one of the great features of the Convocation.

Yours very truly,

W. R. Harper

THE FACULTIES OF
ARTS, LITERATURE, AND SCIENCE

OFFICE OF THE DEAN OF THE
JUNIOR COLLEGES

The University of Chicago
FOUNDED BY JOHN D. ROCKEFELLER

Procedure

CHICAGO February 28, 1901

My dear Dr. Harper-

In further explanation of my letter of February 20 with regard to students who have withdrawn, I would report as follows:-

Total number unaccounted for specifically in last letter, 206

Of these:

26 have returned to college
24 are on vacation
X 33 are teaching
15 have entered business
13 have entered a profession
X 13 have withdrawn for lack of funds
35 have gone to another institution
X 28 have left on account of ill health
1 to study music
1 to study art
1 to travel abroad
1 to get married
1 on account of mother's death
2 have left the city
1 has died
21 have withdrawn but indicated no reason; we are following these up.

Yours sincerely,

George E. Vincent.

To President Harper

February 28, 1901

My dear Dr. Harper-

In further explanation of my letter of February 20 with regard to students who have withdrawn, I would report as follows:-

Total number unaccounted for specifically in last letter, 206

Of these:

26 have returned to college

24 are on vacation

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2 have left the city

1 has died

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Yours sincerely,

To President Harper

THE FACULTIES OF
ARTS, LITERATURE, AND SCIENCE

OFFICE OF THE DEAN OF THE
JUNIOR COLLEGES

The University of Chicago
FOUNDED BY JOHN D. ROCKEFELLER

CHICAGO December 12, 1901.

Procedure

President William R. Harper,

My dear Doctor Harper:-

In accordance with your suggestion through Mr. Shepardson, arrangements have been made for the students who are to take the Associate title next week to appear in Cap and Gown at the general Chapel Assembly, Monday at 1030, in Kent. Are you planning to make a brief address to these students ? I think this would be an important means adding dignity and meaning to the occasion. I am planning to make a short statement, chiefly statistical, concerning the work of the Quarter. But I am convinced that an address from you is an essential part of the plan, and I hope you agree with me.

Yours sincerely,
George E. Vincent.

Dean.

To President Harper.

December 12, 1901.

President William R. Harper,

My dear Doctor Harper:-

In accordance with your suggestion through Mr. Shepardson, arrangements have been made for the students who are to take the Associate title next week to appear in Cap and Gown at the general Chapel Assembly, Monday at 1030, in Kent. Are you planning to make a brief address to these students ? I think this would be an important means adding dignity and meaning to the occasion. I am planning to make a short statement, chiefly statistical, concerning the work of the Quarter. But I am convinced that an address from you is an essential part of the plan, and I hope you agree with me.

Yours sincerely,

Dean.

To President Harper.

DR. F. S. COOLIDGE,
910 COLUMBUS MEMORIAL BLDG.
103 STATE STREET.
CHICAGO.

Dec.28th, 1901.

My dear Dr. Coolidge:-

The trustees decided yesterday afternoon that diplomas should be signed by the President of the University, the President of the Board of Trustees, the Secretary of the Board of Trustees, the two Deans and the Secretary of the Faculty.

Yours truly,

W. R. Harper

Dec.28th, 1901.

My dear Dr. Coolidge:-

The trustees decided yesterday afternoon that diplomas should be signed by the President of the University, the President of the Board of Trustees, the Secretary of the Board of Trustees, the two Deans and the Secretary of the Faculty.

Yours truly,

W. R. Harper

Dec. 28th, 1901.

...IAL BLDG.
...STREET,
...HICAGO.

(1)

Dec 30th 1901.

Read Wed Board of Trustees

My dear Dr. Harper

Mr. Ricketts, who engrams our diplomas for us, informs me that it will take a couple of months to change the plate of the diploma. It would be nice therefore to give him plenty of time. Knowing that the Board of Trustees meet my sure I thought you might like to bring it up before them. The question is, who will sign the diplomas and how many lines should be left for them.

Yours very truly
F. Ebersbridge.

THE FACULTIES OF
ARTS, LITERATURE, AND SCIENCE
OFFICE OF THE DEAN OF THE
JUNIOR COLLEGES

The University of Chicago

CHICAGO

April 2nd, 1902.

My dear Mr. Vincent:

Your letter of March nineteenth has been received. I understand that the division lectures will go on as you have indicated. I wish also to propose that you take the points suggested in your letter with reference to emphasizing the closing exercises of each quarter in the Junior College and put them in the form of recommendations to the Junior College Faculty. In other words, let us get the Faculty to approve this plan, wish such additional suggestions as can be made. I think you have outlined the matter in good shape.

I should like to talk with you soon about the "quadrangle" plan. A very interesting phase in its development has been reached.

Very truly yours,

W. R. Harper

April 2nd, 1902.

My dear Mr. Vincent:

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Very truly yours,

W. R. Harper

The University of Chicago
FOUNDED BY JOHN D. ROCKEFELLER

28

CHICAGO March 19, 1902.

Dear President Harper:--

I am leaving tomorrow night for New York. The only matter that is at all pressing is the question of division lectures for the coming quarter.

Pending the outlining of new schemes to go into effect next October, I have the following suggestions to make for the Spring Quarter:

For the Upper Juniors the continuation of lectures on the universities of different countries. There is enough material available for this purpose.

For the Lower Juniors lectures by Dean MacClintock alternating with the chorus singing. This latter from all accounts has been eminently successful.

Unless I hear from you to the contrary or unless you wish to have a conference on the matter I will make arrangements on the above basis.

As to the matter of emphasizing the closing exercises of each quarterin the Junior College and laying some stress upon the honors as well as upon the fact of receiving the title of Associate, I have the following suggestions to make:

1) That the present plan of having the exercises at the last Chapel Assembly of the quarter be continued.

2) That a special printed programme be prepared containing the order of exercises, the names of those receiving honors, and the list of candidates for the title of Associate.

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THE FACULTIES OF
ARTS, LITERATURE, AND SCIENCE

OFFICE OF THE DEAN OF THE
JUNIOR COLLEGES

The University of Chicago
FOUNDED BY JOHN D. ROCKEFELLER

CHICAGO

3) About the middle of the quarter the candidates for the title of Associate be called together and requested to select one of their number to make a brief valedictory address on the occasion of the final exercises. This would give a suggestion of "commencement."

4) That those who receive honors be asked to rise and come forward and a brief address be made to them.

5) That the candidates for the title be asked to rise and a brief address be made to them.

6) That if it is not deemed best to have a separate reception for the Junior College on Monday evening, that in the new club house or in one of the women's halls there be an afternoon reception or tea at which the candidates will be the guests of honor.

I believe that by some such device as this the significance of the closing exercises could be emphasized and the increasing student interest might be expected.

Yours sincerely,

George E. Vincent.

Dean.

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Yours sincerely,

Dean.

The School of Education
JOHN DEWEY, *Director*
Office of the Director

The University of Chicago
FOUNDED BY JOHN D. ROCKEFELLER

Procedure

3

CHICAGO November 19,1902.

Dear Dr. Shepardson:-

I think your suggestion of publishing in the order of collegiate seniority a desirable one. I suppose the enclosed list from last May's Record gives the correct order. The only additional name, that of Miss Eleanor Smith as Associate Professor,would come after the name of Mr. Duncan. I notice,also, that in the May Record all the titles are given as Professor and teacher of a certain subject,while in the Bulletin I put them down as Professors. I suppose the former is official, and it would be better to follow that order. Of course,no attention need be paid to the names in the Record which do not appear in the Bulletin.

Yours very truly,

John Dewey
V

November 19,1902.

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Yours very truly,

Baylor University.
Department of Chemistry.
E. Emmet Reid, Ph.D.

Waco, Texas. June 4, 1903.

Pres. Wm.R.Harper,
University of Chicago,
Chicago, Ills.

Dear Sir:--

Yours of May 29 received. I must thank you for this additional favor. The prospects are good for a large Texas colony at the University this summer. I shall loose no opportunity of influencing others to go as I am convinced that no other institution, within my knowledge, offers such facilities for summer study.

Yours sincerely,

E. Emmet Reid

June 14th, 1902.

Mr. R. Emmett Reid,

Baylor University, Waco, Texas.

Dear Sir:

Your request for the privileges granted to Doctors of Philosophy has been approved by the department of chemistry. You will be admitted to work onpayment of the usual laboratory fee, without tuition charge.

Very truly yours,

June 14th, 1902.

Mr. R. Emmett Reid,

Baylor University, Waco, Texas.

Dear Sir:

Your request for the privileges granted to Doctors of Philosophy has been approved by the department of chemistry. You will be admitted to work onpayment of the usual laboratory fee, without tuition charge.

Very truly yours,

Answered JUL 2 1902
Francis W. Shepardson,
Secretary to the President.

File

Baylor University, Waco, Texas
June 28, 1902.

Pres. Wm. R.Harper,
University of Chicago,
Chicago, Ills.

Dear Sir:--

I have to thank you for your kindness in granting me free tuition for the Summer quarter in Chicago University, and regret very much that circumstances are such that I can not come. My father, Rev. T.A.Reid, at one time a missionary to Africa, died last Saturday, after an illness of not many days. As I am the only child I feel that it is my duty to remain at home for the present with my mother who lives with me, and who is very much prostrated. I had looked forward with much plasure to a Summer at Chicago but I hope to enjoy that some other time.

Again thanking you for your kindness, I remain

Yours sincerely,

E. Emmett Reid

Answered JUL 2 1902

Francis W. Shepardson,

Secretary to the President.

Baylor University, Waco, Texas

June 28, 1902.

Pres. Wm. R. Harper,

University of Chicago,

Chicago, Ills.

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Again thanking you for your kindness, I remain

Yours sincerely,

E. Tennessee Reid

The University of Chicago
Founded by John D. Rockefeller
Office of the President

Procedure

Chicago January 17, 1905.

My dear Mr. Chandler:-

Please go over the work of the Student Councils as far back as possible and let us see what suggestions have been made by the Councils which have been important; in other words, a summary of the work of the Councils as far back as we can go, with a view to formulating a statement of the influence of the Councils and the growth of that influence.

Yours very truly,

William R. Harper

The University of Chicago
Harper by John D. Rockefeller
Office of the President

Chicago January 27, 1903.

My dear Mr. Chandler:-

Please go over the work of the Student Councils as far back as possible and let us see what suggestions have been made by the Councils which have been important; in other words, a summary of the work of the Councils as far back as we can go, with a view to formulating a statement of the influence of the Councils and the growth of that influence.

Yours very truly,

DRAKE UNIVERSITY

(2)

L. S. ROSS
Department of Biology

Procedure

DES MOINES, February 13, 1908

Mr. L. S. Ross,
Drake University,
Des Moines, Iowa.

My dear Sir:-

The University of Chicago, because of its quarter system, and because of the organization of Junior College and Senior College, does not officially have a Freshman Class or a Sophomore Class. These classes nevertheless do have organizations. In the past however the election of officers has been perfunctory and has enabled certain enterprising young politicians to add to the string of honors after their names in the Cap and Gown. The officers have never felt it necessary to transact any business for the classes. The upper classmen of Chicago frown upon such things as class rushes. At the Reynolds Club smokers however one very often sees wrestling matches between a Freshman and a Sophomore. Individual members of the incoming class engage in a highly edifying blueberry pie-eating contest. There is no one occasion however, such as exists at Pennsylvania or Purdue or Princeton, when the Freshman Class as a whole or through delegates attempts to conquer the Sophomore Class.

Yours very truly,

D. A. Robertson
Secretary to the President

Secretary to the President

February 13, 1908

Mr. L. S. Rose,

Drake University,

Des Moines, Iowa.

My dear Sir:-

The University of Chicago, because of its quarter system, and because of the organization of Junior College and Senior College, does not officially have a Freshman Class or a Sophomore Class. These classes nevertheless do have organizations. In the past however the election of officers has been perfunctory and has enabled certain enterprising young politicians to add to the string of honors after their names in the Cap and Gown. The officers have never felt it necessary to transact any business for the classes. The upper classmen of Chicago frown upon such things as class rushes. At the Reynolds Club smokers however one very often sees wrestling matches between a Freshman and a Sophomore. Individual members of the incoming class engage in a highly edifying blueberry pie-eating contest. There is no one occasion however, such as exists at Pennsylvania or Purdue or Princeton, when the Freshman Class as a whole or through delegates attempts to conquer the Sophomore Class.

Yours very truly,

D. A. Robertson

Secretary to the President

Secretary to the President

DRAKE UNIVERSITY

ology

DES MOINES, IOWA Feb. 10 1908

dent's Office,

Univ. of Chicago.

irs: Do the Sophomore and Freshman classes at the Univ. of Chicago have any form of physical contest or " class scrap" at any time during the year? If so what is the form of the contest and does it prove to be satisfactory? We are lookinw for something to take the place of a football game between the two classes.

An answer at your convenience will be appreciated.

Very truly L S Rose

... however the election of officers has been perfunctory and has enabled certain enterprising young politicians to add to the string of honors after their names in the Cap and Gown. The officers have never felt it necessary to transact any business for the classes. The upper classmen of Chicago frown upon such things as class rushes. At the Reynolds Club smokers however one very often sees wrestling matches between a Freshman and a Sophomore. Individual members of the incoming class engage in a highly edifying blueberry pie-eating contest. There is no one occasion however, such as exists at Pennsylvania or Purdue or Princeton, when the Freshman Class as a whole or through delegates attempts to conquer the Sophomore Class.

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Secretary to the President

Secretary to the President

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Yours very truly,

D. A. Robertson

Secretary to the President

Secretary to the President

DBK

Procedure

During the absence of David A. Robertson, February, March and April 1914, the following have kindly taken upon themselves the authority to decide those matters not settled in the President's Office, in connection with the subject set opposite their names.

Alumni	J. W. Linn
Blackfriars	P. H. Boynton
Buildings and Grounds	The President
"Chicago Group"	C. A. Paltzer
Chimes	J. S. Laughlin
Celebrations	The President
Convocation	J. A. Field
Correspondence	The President
Dramatics	P. H. Boynton
Employment	J. F. Moulds
English Department	R. M. Lovett
Foreman Fund	Trevor Arnett
Gunsaulus Collection Exhibitions	E. D. Burton
Hitchcock House	J. A. Field
Magazine	J. W. Linn
Marshals and Aides	J. A. Field
Music Library	J. C. M. Hanson
News Letter	J. R. Angell
Official Publications	J. R. Angell
Official Entertainment	

During the absence of David R. Rosenthal, February, March and April 1973, the following have kindly taken upon themselves the authority to handle those matters not settled in the President's office, in consultation with the members not opposite their names.

Alumni	J. W. Lind
Bookstore	J. R. Ferston
Buildings and Grounds	The President
"Chicago Group"	D. L. Palmer
Choices	J. E. Dugmile
Curriculum	The Curriculum
Education	J. A. Viola
Correspondence	The President
Finance	J. R. Boyrom
Employment	J. F. Donis
English Department	M. L. Dwyer
Foreign Food	Trevor Arnett
Insurance Collection Exhibitions	E. D. Burton
Kitchen Hours	J. A. Viola
Language	J. T. Linn
Marshals and Ushers	J. A. Viola
Music Library	J. C. E. Hanson
Open Letter	J. T. Angell
Official Publications	J. R. Angell
Official Announcements	

Orchestral Association	J. H. Breasted
Phi Beta Kappa	F. D. Bramhall
Phi Gamma Delta	R. T. Chamberlin
Preachers'Committee	S. Mathews
Preachers' Entertainment	J. A. Field (for Hitchcock) M. H. Bickham (for Mandel)
President's Cancellations	The President
President's Office	The President
Publicity	
Public Lectures	R. A. Millikan
Reynolds Club	R. A. Millikan
Students' Fund Society	J. R. Angell
Summer Quarter	J. R. Angell
University Club Entertainment Committee	A. R. Baldwin
Y. M. C. A. Board	J. M. Coulter

Requisitions
Complaints

Miss Dunderdale.

Correspondence.

✓ Convocation details.

✓ Public Lecture announcements

✓ Students' Fund Applications.

Pamphlets classified.

Pamphlet catalog & prendist.

✓ Am. Univ. Catalog file - to date

✓ Marvin to D.A.R.

The University of Chicago

The Board of Trustees

OFFICE OF THE SECRETARY

Procedure

7

June 11, 1913

My dear President Judson:-

Referring to our conversation this morning with reference to the filing of documents of the most important character, let me say that after consulting with Mr. Arnett I find that the procedure in the past has been to make copies of communications of exceptional importance, like that, for instance, of Mr. La Verne Noyes, to file copies of the same here in the office but to place original documents in the hands of the Business Manager for deposit in the safety deposit vault.

Yours truly,

J. S. Dickerson

Secretary.

President H. P. Judson,

President's Office

June 11, 1913

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Yours truly,

Secretary.

President H. P. Judson,
President's Office

Procedure

June 8, 1914

Memorandum for Dean Angell:

On reaching the platform Mr. Angell will find the President's Chair marked for him. When all are in place, he will remove his cap and seat himself, as a signal for all the others to be seated. At the same time the band stops playing. Rising and standing in front of his chair, Mr. Angell will say: "The Prayer will be offered by the University Chaplain, the Reverend Professor Charles Richmond Henderson, Chaplain of the University."

To introduce Mr. Francke, Mr. Angell will rise and standing in front of his own chair, say: "The Convocation Address: The Unpopularity of German Literature, will be delivered by Kuno Francke, Professor of the History of German Culture and Curator of the Germanic Museum in Harvard University", and will bow slightly to Mr. Francke on his right as Mr. Francke rises, acknowledging the introduction and applause, and moves forward to the rostrum.

During the interlude by the band, the janitors will remove the desk. When the desk has been set to one side, Mr. Angell will proceed to the

Convocation Chair and seat himself, wearing the cap. At the conclusion of the band number, Mr. Angell will rise and say: "Attention is called to the Award of Honors:

Honorable Mention for excellence in the work of the Junior Colleges.

Honorable Mention for excellence in the work leading to the Certificate of the College of Education.

Scholarships in the Senior Colleges for excellence in the work of the Junior Colleges.

Julius Rosenwald Prize for excellence in oratory.

Florence James Adams Prize for excellence in artistic reading -- ans so through the list.

He will then say: "Degrees and Titles will now be conferred. The candidates being in position, the Dean will present them. (See small sheets).

Procedure

Chicago, November 9, 1915

Dear Mr. Millikan:-

I understand that your query relates to the status of members of the faculty who are appointed for a definite term. We appoint Assistant Professors for a four-year term, Instructors for three years, Associates for two years, and Assistants for one year or less. The appointment of any individual ~~for~~ to any one of these positions for a fixed term does not guarantee his reappointment. Whether there should be reappointment or promotion will depend first of all on the character of the instructor in question; in the second place on his efficiency; and in the third place on the continued need for his services. In any specific case promotion or reappointment may be withheld from a given individual on the basis of any one of the considerations to which I have referred.

Very truly yours,

H.P.J. - L.

Mr. R. A. Millikan,
The University of Chicago.

Chicago, November 9, 1918

Dear Mr. Millikan:-

I understand that your query relates to the status of members of the faculty who are appointed for a definite term. We appoint Assistant Professors for a four-year term, Instructors for three years, Associates for two years, and Assistants for one year or less. The appointment of any individual for any one of these positions for a fixed term does not guarantee his reappointment. Whether there should be reappointment or promotion will depend first of all on the character of the instructor in question; in the second place on his efficiency; and in the third place on the continued need for his services. In any specific case promotion or reappointment may be withheld from a given individual on the basis of any one of the considerations to which I have referred.

Very truly yours,

H.P.J. - L.

Mr. R. A. Millikan,
The University of Chicago.

THE UNIVERSITY OF TEXAS
AUSTIN

OFFICE OF
THE DEAN OF THE FACULTY

9 1

Procedure

February 10, 1917.

My dear Sir:

It would be of real assistance to us here in defending ourselves against attack if you would give me the practice of your institution on the following points:

1. Leaves of absence with pay to members of the faculty.

2. Appropriations to enable members of the faculty to attend meetings of learned societies.

3. Appropriations for rousing the interest of the alumni.

I should greatly appreciate a prompt reply.

Very truly yours,

L. J. Battle

Dean of the Faculty.

President Harry P. Judson,
University of Chicago,
Chicago, Ill.

Chicago, February 15, 1917

Dear Dr. Battle:

Your favor of the 10th inst. is received.

In answer to your questions:

1. Leave of absence with pay to members of the faculty is given rarely, and only for a particular reason. These reasons are in some cases those relating to the health of the individual in question; in other cases relating to a special piece of scientific work to be undertaken.

2. We make no specific appropriation to enable members of the faculty to attend the meetings of learned societies. Rarely a specific allowance is made in cases of meetings in which members of the faculty are sent to represent the University.

3. We have some appropriations for the development of close relations between the alumni and the University. Money so spent is, I think, very wisely spent.

Chicago, February 15, 1917

Dear Dr. Battle:

Your favor of the 10th inst. is received.

In answer to your questions:

1. Leave of absence with pay to members of the faculty is given rarely, and only for a particular reason. These reasons are in some cases those relating to the health of the individual in question; in other cases relating to a special piece of scientific work to be undertaken.

2. We make no specific appropriation to enable members of the faculty to attend the meetings of learned societies. Rarely a specific allowance is made in cases of meetings in which members of the faculty are sent to represent the University.

3. We have some appropriations for the development of close relations between the alumni and the University. Money so spent is, I think, very wisely spent.

You are aware that our plan of organization contemplates four quarters in the year, and that any member of the faculty is expected to give instruction during three out of those four. He is allowed to give instruction during the fourth frequently, and such work may be credited as vacation, so that later the person in question may be absent on full pay for a considerable time.

Very truly yours,

H.P.J. - L.

Dean W. J. Battle
The University of Texas
Austin, Texas

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Very truly yours,

H.P.J. - L.

Dean W. J. Battle
The University of Texas
Austin, Texas

152

THE UNIVERSITY OF KANSAS
DEPARTMENT OF JOURNALISM
LAWRENCE

L. N. FLINT
S. O. RICE
VAUGHN BRYANT
WILLIAM A. DILL
W. B. BROWN

Procedure

November
22,
1917

President Harry P. Judson,
University of Chicago,
Chicago, Ill.

Dear Sir:

Will you be so kind as to ask someone to answer the three questions stated below and mail the answers in the enclosed stamped envelope? We shall be very grateful.

Yours very truly,

L. N. Flint.

LNF:GY

(If you can spare the time, please answer more fully than by a mere "yes" or "no.")

First inquiry: Have you adopted or do you contemplate adopting the plan of having "Chairmen" of departments, appointed annually, after a consultation with the teachers in the department, instead of having permanent "Heads?"

Second inquiry: Are you using or do you contemplate the adoption of the four term year?

Third inquiry: Has your institution made any general increase in salaries to meet war prices?

THE UNIVERSITY OF KANSAS
DEPARTMENT OF JOURNALISM
LAWRENCE

Chicago, November 24, 1917

Dear Sir:

Your favor of the 22d inst. is received. In answer to your questions:

1. Some ten years ago we adopted the system of appointing Chairmen of Departments in lieu of permanent Heads. Chairmen are appointed by the Board of Trustees on nomination of the President, for not to exceed a three-year term, but may be reappointed.

2. The four-quarter year has been in vogue at the University of Chicago ever since its foundation in 1892.

3. We have not made any general increase in salaries to meet war prices. We were able to offer a bonus to our younger men who are married for the past fiscal year.

Very truly yours,

H.P.J. - L.

Mr. L. N. Flint
University of Kansas
Lawrence, Kansas

Chicago, November 24, 1917

Dear Sir:

Your favor of the 22d inst. is received. In answer to your questions:

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Very truly yours,

H.P.J. - L.

Mr. L. H. Pitts
University of Kansas
Lawrence, Kansas

249

Iowa State Board of Education

STATE UNIVERSITY - Iowa City
STATE COLLEGE OF AGRICULTURE AND MECHANIC ARTS - Ames
STATE TEACHERS COLLEGE Cedar Falls
COLLEGE FOR THE BLIND - Vinton
SCHOOL FOR THE DEAF - Council Bluffs

Procedure

Des Moines, Iowa, January 24, 1918.

Dr. Harry Pratt Judson,
President of the University of Chicago,
Chicago, Illinois.

My dear President Judson:

The members of the Iowa State Board of Education have heard conflicting reports concerning the general policy of colleges and universities in having the members of their faculties attend educational associations, learned and scientific meetings, etc., and in paying the traveling expenses of such faculty members, in whole or in part. In order that we may secure direct and official information regarding your practice, I am enclosing a number of questions; and I am asking that you answer them and send the information to me.

In answering these questions, the traveling expenses of the experiment station staff and the extension department staff should not be included. We want to know what your policy is in so far as the members of your regular faculty are concerned.

A self-addressed stamped envelope is enclosed, and I wish to thank you in advance for the information.

Yours very truly,
W. H. Gemmill
Secretary, Iowa State Board of Education.

PAYMENT OF TRAVELING EXPENSES.

UNIVERSITY OF CHICAGO.

1. What meetings and associations do the members of your faculty attend during the school year at the expense, in whole or in part, of the institution?

2. Under what conditions do you pay all of the expenses?

3. When you do not pay all of the expenses, what part do you pay, and under what conditions?

4. What was the greatest number of days, during the year beginning January 1, 1917, that any member of your faculty was absent from the institution attending such meetings?

5. How many members of your faculty attended various meetings at the expense, in whole or in part, of the institution, during the year that began January 1, 1917?

6. Besides those whose expenses you pay, either in whole or in part, do many of the other members of the faculty attend educational meetings?

7. What was the total amount of traveling expenses of the members of the regular faculty (including railroad and Pullman fare, hotel bills, etc.) paid by the institution last year, not including the traveling expenses of the President?

8. Is it your rule to send faculty members to such meetings as representatives of the institution, or do they go on their own volition and at their own expense, in whole or in part?

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8. Is it your rule to send faculty members to such meetings as representatives of the institution, or do they go on their own volition and at their own expense, in whole or in part?

Chicago, January 26, 1918

Dear Mr. Gemmill:

Your favor of the 24th inst. is received. The University of Chicago is not accustomed to pay the expenses of members of the faculty who attend educational associations, learned and scientific meetings, and the like. Exceptions to this general statement should apply occasionally to members of the Department of Education, and then only at the discretion of the President of the University. There are sometimes other occasions, not departmental but general in character, on which the University desires to be represented. In that case travelling expenses are paid, but again always at the discretion of the President of the University. The number of the faculty who have attended such meetings within the last year was very small, and the expenses did not amount to a considerable sum.

Very truly yours,

H.P.J. - L.

Mr. W. H. Gemmill
Des Moines, Iowa

Chicago, January 26, 1918

Dear Mr. Gammill:

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Very truly yours,

H.P.J. - L.

Mr. W. H. Gammill
Des Moines, Iowa

Copy to President Judson

Precedent

Chicago, February 20, 1918

Dear Mr. Angell:

I have the carbon of your note of the 18th inst. to Mr. Butler. I did not understand that notices were to go to members of the faculty to be read in their classes. This is simply information to go in the Faculty Exchange with regard to the lecture. I see no reason why that shouldn't be done. It is a mere matter of advertising, nor do I understand why instructors should resent receiving information. Of course it might be better to have the notices come from the Recorder's Office.

Very truly yours,

H.P.J. - L.

Dean J. R. Angell
The University of Chicago

JRA/C

Chicago, February 20, 1919

Dear Mr. Angell:

I have the carbon of your note of the 19th inst. to Mr. Butler. I did not understand that notices were to go to members of the faculty to be read in their classes. This is simply information to go in the Faculty Exchange with regard to the lecture. I see no reason why that should be done. It is a mere matter of advertising, nor do I understand why instructors should resent receiving information. Of course it might be better to have the notices come from the Recorder's office.

Very truly yours,

H.P.J. - K.

Dean J. R. Angell
The University of Chicago

Copy to President Judson

February 18, 1918

My dear Mr. Butler:

I am just back from two weeks absence in Washington and find your favor of February 15th regarding Public Lectures.

I shall be perfectly willing to have you prepare the notice to instructors regarding Governor Brough, but my office resources are pretty seriously pressed, and I should object very much to having any general principle established that we are responsible for getting out such notices as these. The Recorder's Office is certainly the more natural place, if there is to be any public agency of this kind.

I may say in general that instructors very much resent the sending of such notices with any frequency, and with this attitude I somewhat sympathize. We have for several years as a matter of administrative policy refrained from using the chapel service as an opportunity for general notices. The moment one starts on this policy, your chapel services degenerate to a bulletin board level. I shall, of course, respect any specific instructions from the President in such a matter, but I should be personally loath to go back to the old undignified and often embarrassing policy of reading general notices in the chapel.

I have no doubt your diagnosis is correct and that in the parlance of the day the public is "fed up" on war lectures. I think the moral of this is not to resort to abnormal methods of advertising, but for the time being to cut down the supply of lectures.

Yours very truly,

James R. Angell

Dean.

JRA/C

Copy to President Judson

February 18, 1918

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Yours very truly,

James R. Angell

Dean.

JRA/O

1-2 20

The University of Chicago

The Faculties of Arts, Literature, and Science

OFFICE OF THE DEAN

Procedure

March 15, 1917.

My dear President Judson:

This is a memorandum as a matter of record regarding your instructions to charge no matriculation fee for Doctor's of Philosophy who are guests of the University. A laboratory fee may be charged. The procedure involves the recommendation by a Head of one of our Departments to you, and we shall expect that the only records will be such as are found in your office in the form of approval of such recommendations. We shall not list such individuals in our statements of students in attendance.

Yours very truly,

JRA/C

Dean.

Chicago, March 23, 1917

Dear Mr. Angell:

Yours of the 15th inst. relating to the record of the Doctors of Philosophy who are guests of the University is at hand, and the procedure is approved.

Very truly yours,

H.P.J. - L.

Dean J. R. Angell
The University of Chicago

Chicago, March 23, 1917

Dear Mr. Angell:

Yours of the 18th inst. relating to the record of the Doctors of Philosophy who are guests of the University is at hand, and the procedure is approved.

Very truly yours,

H.P.J. - L.

Dean J. R. Angell
The University of Chicago

Baylor University,
Department of Chemistry.
E. Emmet Reid, Ph.D.

Answered MAY 28 1903
Francis W. Shepardson,
Secretary to the President.

(27)

Waco, Texas. May 20, 1903.

Pres. Wm. R. Harper,
University of Chicago.

My Dear Sir:---

When I was at the University several Summers ago you were kind enough to grant me free tuition on account of my having the doctor's degree from the Hopkins. You were kind enough to promise me the same favor last Summer but I was prevented from taking advantage of it by the illness and death of my father. I am now making my plans to spend this Summer with you and write to ask if you can grant me the same favor this Summer. I think that we will have several Baylor people there this Summer. We still remember with much pleasure your visit to us. The honor you did us in coming was much appreciated and I think the message you brought us has done good. My mother expects to come with me to the city though her student days are over.

I hope to be with you before long. I remain

Yours sincerely,

E. Emmet Reid

President (3)

Mr. E. Emmet Reid,
Baylor University,
Waco, Texas.

Dear Sir:-

Your letter of recent date asking whether because you are a Doctor from John Hopkins you may have free tuition at the University this summer is at hand. We shall be glad to grant thisfavor to you. Mr. R. A. Hall of Houston, Texas is arranging for reduced railroad rates for those who come from Texas. I send you one of our Open Lecture circulars which may be of interest to your mother.

Yours truly,

Pres

Sec

May 29th, 1903.

Mr. E. Emmet Reid,

Baylor University,

Waco, Texas.

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Hoping to be with you before long, I remain

Yours sincerely,

E. Emmet Reid

Shep
Say yes

University Procedure

November 2, 1904

Professor C.M.Lewis,
540 Whitney Avenue,
New Haven, Connecticut.

My dear Professor Lewis:

Yours of October 29th to the Recorder is referred to me. Dr.Parker is ill at the present time and unable to attend to business.

Our method is thus: In planning the work for a given quarter, the head of a department in consultation with his colleagues submits a plan. This plan usually involves further consultation between the head of the department in question and the heads of closely related departments. The whole matter is then put in the hands of the Dean of the Faculty who prepares the schedule on the basis of the departmental plans recommended. On an examination of this schedule, if it appears that there are unfortunate conflicts or that the periods through the day are badly balanced, the dean in consultation, of course, with the deans of the various faculties suggests suitable changes. These changes are generally made after consultation of the heads of the different departments concerned. It is, however, in the power of the University Council, a body including all the administrative officers, to alter any departmental schedule as

540 Whitney Avenue,

New Haven, Connecticut.

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New Haven, October 29, 1904.

may seem best for the interests of all concerned. Of course after all is done, there still will remain more or less conflicts. These, however, can not be avoided in any institution where there is a large elective system. Our system is doubtless not ideal, but on the whole works pretty well.

I was for a number of years in the Faculty of the University of Minnesota. A somewhat similar function to that vested in our University Council was there vested in a Faculty Committee on Program. In my experience, it seems plainly necessary that there should be some central power capable of adapting departmental wishes to larger needs. In the use of this power, however, it is usually not difficult to secure the assent of the departments.

Yours very truly,

W. R. Harper

My dear Professor Levin:

Yours of October 20th to the President is referred to me. Mr. Parker is ill and present and will undoubtedly be attended to by the President.

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I was for a number of years in the Faculty of the University of Minnesota. A somewhat similar function to that vested in our University Council was there vested in a Faculty Committee on Program. In my experience, it seems plainly necessary that there should be some central power capable of adopting departmental wishes to larger needs. In the use of this power, however, it is usually not difficult to secure the assent of the departments.

Yours very truly,

W. R. Harper

New Haven, October 29, 1904.

Rev.Dr.Alonzo Ketchan Parker,

University of Chicago.

Dear Sir:-

I have been put upon a committee by the faculty of Yale College to consider what reforms can be made in our time-table of courses, with a view to diminishing the number of harmful conflicts and remedying other inconveniences of our present system. It has occurred to me that your experience must have been very similar to ours, and that you might be able, if you will be so good, to give us some very useful advice and information. May I make this my excuse for troubling you with some inquiries ?

I am told that it is the practice at some of our larger universities to let instructors put their courses at any hours that suit their individual convenience. If the students, on account of conflicts, are unable to elect the courses they want, that is their misfortune and they must stand it. Can you tell me in general how far you make an effort to accommodate the probable desires of students in this matter ? Of course complete satisfaction cannot be granted them; and practically nothing can be done for them without subjecting instructors to a good deal of regulation, which they may find quite irksome; but what, in general, are in your opinion the principles that ought to guide us ?

Most of our faculty like to have their courses in the morning hours; and of course morning hours are in general most popular with

students.

students. Saturday, too, is an unpopular day. I am puzzled as to how far it is well to authorize a committee to use compulsion in these matters. Shall we say to some professor who gives a popular and large course; "Here,—you must put your course at five o'clock, so as to relieve the congestion in the morning, for the benefit of some of the smaller scholarly courses." Considerations of senatorial courtesy are opposed to such methods. I should very much like to know how much weight you have found it wisest to give to such considerations.

These are the particular points on which it seems to me most likely that your experience may come to our assistance; but I should be glad, of course, of any suggestions that you may be kind enough to make on the general subject. Such a great number of courses are given in the University of Chicago that you must inevitably have grappled in some way or another with the same problems that confront my committee; and I am tempted to hope that you may have reached a satisfactory solution of them. For any light that you can throw upon them I shall be most sincerely grateful.

Very truly yours,

Charlton M. Lewis

(A.K.P. 2)

the students. Saturday, too, is an unpopular day. I am puzzled as to how far it is well to authorize a committee to use compulsion in these matters. Shall we say to some professor who gives a popular and large course; "Here,—you must put your course at five o'clock, so as to relieve the congestion in the morning, for the benefit of some of the smaller zoological courses." Consideration of anatomical courtesy are opposed to such methods. I should very much like to know how much weight you have found it wisest to give to such considerations.

These are the particular points on which it seems to me most likely that your experience may come to our assistance; but I should be glad, of course, of any suggestions that you may be kind enough to make on the general subject. Such a great number of courses are given in the University of Chicago that you must inevitably have struggled in some way or another with the same problems that confronts my committee; and I am tempted to hope that you may have reached a satisfactory solution of them. For any light that you can throw upon them I shall be most sincerely grateful.

Very truly yours,

Charles Zeo. Stone

December 7, 1904

P.S. The typewritten forms are not very attractive in appearance, but of course the engraver can take care of the page, redistributing the words and letters , if we can get the form of statement to satisfy us.

Precedence

My dear President Harper:

This morning you will remember that I submitted to you enclosure A as a form for the invitations for the reception to the Associations, December 29th, and you instructed me to strike out the heading "The University of Chicago &c.". Mr.Shepardson now points out, however, that if the heading is omitted, the title"President"is unexplained and therefore the invitations should properly go out in the name of Mr.and Mrs.Harper. Inasmuch as this difficulty did not occur to us this morning, I am sending you drafts of the invitation in both forms in order that you may reconsider your choice if you wish. If you desire to strike out the heading, but still retain the first line "The President and Mrs.Harper" we could add a second line "of the University of Chicago", but that might crowd the page

If when you get this letter you will wire me in case either form meets with your approval, the one which you prefer, I shall be able to send copy to the engraver at once, inasmuch as I have had copies made to correspond with the ones which I enclose.

Yours very truly,

H. P. Judson

December 7, 1904

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Yours very truly,

H. P. Judson

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Procedure

(2)

December 13, 1907

My dear Mr. Roberts:-

The University of Chicago maintains a commons for men and a commons for women. The last annual statment concerning the business of each department will be found in the President's Annual Report which I am directing the Press to forward to you. The illustrated Bulletin of General Information containing a picture of the exterior and of the interior of Hutchinson Hall and the Commons for Men I am glad to send to you.

When Hutchinson Hall was opened in the large dining room there was a table d'hôte service; in the café an à la carte service. It soon became evident however that the students desired the greater variety possible under the à la carte service; therefore the main dining room has been managed on the à la carte basis for some years past. A specimen of the bill of fare I am requesting the Manager of the Commons to forward to you. I am asking him also to give such information as he may think interesting to you.

Alumni are not entertained free of charge. Visiting ex-students are not entertained free of charge. No regulations govern either class of persons. Of course in the Men's Commons

December 13, 1907

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HMORE COLLEGE
SWARTHMORE, PA.

Answered DEC 1 2 1907

David A. Robertson,
Secretary to the President

OFFICE OF REGISTRAR.

Dec. 9, 1907.

y dear Registrar:

Swarthmore College is planning to make some changes in the management of its dining-room and will consider it a favor if you will kindly answer, or hand to the proper person to answer, the enclosed questions.

On behalf of the College,

Chester Roberts

Superintendent.

To the Registrar,
Univ. of Chicago,
Chicago, Ill.

it is possible to take in guests without any difficulty. Any person may enter the dining Hall without challenge. In the case of the Women's Halls the system is different because in each hall there is a table managed by the Head of the Women's Commons. I am requesting Miss Yeomans to give to you whatever information she thinks would be of value to you. All this data I hope will very soon reach you.

Yours very truly,

D. A. Robertson
Secretary to the President

Mr. Chester Roberts,
Swarthmore College,
Swarthmore, Pa.

Dated:

Signed-

It is possible to take it serene without any difficulty. Any person may enter the dining hall without challenge. In the case of the Women's Hall the system is different because in each case a double door retains the air in the main dining room. If soon become evident that the accommodation demand the Student Auxiliary hospital moved from the Le Conte Memorial Chapel to the main dining room and need management on the Le Conte Plaza for some hours hence. A shortage of the hall is here I am desirous the Commons to forward to you. I am making this claim to give such information as we may find convenient to Dr. Kopetzky.

Yours very truly,

D. A. Kopetzky
Secretary to the President

Secretary to the President

Mr. Chester Rogers
Southwestern College
Winfield, Kansas

Dear Mr. Rogers:

Enclosed find a copy of the letter which has been sent to the Women's Commons. Of course in the men's Commons we have a double door entrance in the main hall, in the Le Conte Dining Room. In the Women's Hall the system is different because in each of the Women's Halls the system is different because in each case the Head of the Women's Commons. Hall there is a single managed by the Head of the Women's Commons. I am requesting Miss Jeomans to give to you whatever information Miss Jeomans could do of value to you. All Miss Jeomans I hope will very soon reach you.

Yours very truly,

D. A. Kopetzky
Secretary to the President

HMORE COLLEGE
SWARTHMORE, PA.

Answered DEC 12 1907
David A. Robertson,
Secretary to the President.

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students are not entertained free of charge. No regulations govern either class of persons. Of course in the Men's Commons

Dated: Signed-

1. Does
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2.

Does your institution furnish board to its students or is it furnished by private individuals?

2. Do the students pay for board by the meal, week, or month? What are the rates in each case?

3. Are visiting alumni entertained free of charge? If not what regulations have you concerning same?

4. Are visiting ex-students entertained free of charge? If not what regulations have you concerning same?

5. What regulations have you concerning the entertainment of guests? Are meal tickets required? Is notice required before admission to the dining room?

6. Please give any other information which you think will be of use.

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