

October 3, 1934

My dear Miss Wallace:

The President has authorized the appointment of a Board composed of the heads of women's houses, and one representative from the student members of each house. The President appoints the Dean of Women as chairman of this Board. The Board is to meet at the call of the chairman or any three members of the Board once a quarter for the discussion of policies and methods of administration. Accordingly the first meeting for this quarter will be held at the call of the chairman.

Very truly yours,

Secretary to the President.

Miss Elizabeth Wallace
The University of Chicago

NB/R

Similar letter sent to all the heads of ^{women's} houses.
^

October 3, 1934

My dear Miss Wallace:

The President has authorized the appointment of a Board composed of the heads of women's houses, and one representative from the student members of each house. The President appoints the Dean of Women as chairman of this Board. The Board is to meet at the call of the chairman or any three members of the Board once a quarter for the discussion of policies and methods of administration. Accordingly the first meeting for this quarter will be held at the call of the chairman.

Very truly yours,

Secretary to the President.

Miss Elizabeth Wallace
The University of Chicago

WB/R

Similar letter sent to all the heads of houses.

The University of Chicago

CHICAGO, ILLINOIS

Office of the President

HEADS OF WOMEN'S HALLS

SUMMER QUARTER

1924

OK
Foster Hall

Miss Underhill is leaving in two weeks for the entire Summer, but will return in the Fall. She recommends Miss Sara Van Meter as Acting Head for the Summer Quarter. Miss Van Meter has spent the past seven summers in Foster, and her appointment has Miss Talbot's approval. She is working for her Master's, and during the year teaches in one of the Kansas City High Schools.

OK
Kelly Hall

Miss Frances Gillespie, who has been Head of Kelly Hall for the past academic year, wishes to remain for the Summer Quarter. Does this have your approval?

OK
Beecher Hall

Miss Grace E. Storm, who has been Head of Beecher Hall for the past academic year, wishes to remain for the Summer Quarter. Does this have your approval?

OK
Green Hall

Miss Breckinridge usually takes Miss Talbot's place every summer, when Miss Talbot is at her summer place. Does this arrangement have your approval this year?

OK
Kenwood House

Miss Faith McAuley, who has been Head of Kenwood House for the past few years, will be in residence this Summer.

OK
Greenwood Hall

Mrs. Mayme Logsdon, who has been Head of Greenwood Hall for the past academic year, will be in residence this Summer.

OK
Drexel House

Miss Mata Roman, who has been Head of Drexel House for the past academic year, will be out of residence all Summer, and recommends Miss Florence Heden as Acting Head. Miss Roman will return in the Fall. Miss Heden has lived in Drexel House for three years, and was Acting Head last Summer for six weeks. Does her appointment as Acting Head for this Summer have your approval?

The University of Chicago

CHICAGO, ILLINOIS

Office of the President

REPORT OF WOMAN'S MALL

SUMMER QUARTER

1934

Student Mail

Miss Underhill is leaving in two weeks for the summer, but will return in the fall. The recommendations of Miss Underhill as Acting Head for the Summer Quarter. Miss Underhill has spent the past seven months in Paris, and her appointment has been subject to approval. This is working for her Master's, and during the year residence in one of the Kansas City High Schools.

Faculty Mail

Miss Underhill is leaving in two weeks for the summer, but will return in the fall. The recommendations of Miss Underhill as Acting Head for the Summer Quarter. Miss Underhill has spent the past seven months in Paris, and her appointment has been subject to approval. This is working for her Master's, and during the year residence in one of the Kansas City High Schools.

Summer Mail

Miss Underhill is leaving in two weeks for the summer, but will return in the fall. The recommendations of Miss Underhill as Acting Head for the Summer Quarter. Miss Underhill has spent the past seven months in Paris, and her appointment has been subject to approval. This is working for her Master's, and during the year residence in one of the Kansas City High Schools.

Faculty Mail

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Summer Mail

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The University of Chicago

CHICAGO, ILLINOIS

Office of the President

Woodlawn House

✓ Miss Elizabeth Brook, who has been Head of Woodlawn House for the past two Quarters, would like to remain for the Summer Quarter. Do you approve her appointment as Head for the Summer Quarter? A new Head must be selected for the Fall.

✓ D.K.E. House (5725 Woodlawn Avenue)

Miss Louise Overacker is Head for the Summer Quarter.

For University of Chicago
CHICAGO, ILLINOIS
Office of the President

Respectfully

After Elizabeth Brock, who has been Head of Western House
for the past two quarters, would like to remain for the
Summer Quarter. Do you approve her appointment as Head
for the Summer Quarter? A new Head must be selected for
the Fall.

H. E. Meyer (5755 Goodwin Avenue)
Head of the Overseas is Head for the Summer Quarter.

The University of Chicago

Office of the Cashier

ROOM 1, PRESS BUILDING

August 15, 1924.

Secretary to the President,
President's Office,
Faculty Exchange.

My dear Mr. Butler:

I should like to apply for the position of assistant head of Woodlawn House, to live at 5824 Woodlawn Avenue for the coming year, if there is a vacancy there. I lived at this hall for a part of the Spring Quarter, 1924. I will be doing graduate work in the English Department next year.

I have been connected with the University for six years. I am known to Mr. Tufts, Mr. Wilkins, Mr. Arnett, and to Miss Piper, who is now assistant head at Woodlawn.

Very truly yours,

Gladys L. Finn

To Little Point Sable, Michigan
Shelby →

The University of Chicago

Office of the Registrar

August 15, 1924

Secretary to the President,
President's Office,
Faculty Exchange.

My dear Mr. Butler:

I should like to apply for the position
of assistant head of Woodlawn House, to live
at 5824 Woodlawn Avenue for the coming year.
I have been connected with the University
for six years. I am known to Mr. Tuttle, Mr.
Willing, Mr. Arnold, and to Miss Fisher, who is
now assistant head at Woodlawn.
I will be doing graduate work in the English
Department next year.

I have been connected with the University
for six years. I am known to Mr. Tuttle, Mr.
Willing, Mr. Arnold, and to Miss Fisher, who is
now assistant head at Woodlawn.

Very truly yours,

Robert L. Fisher

Robert L. Fisher
Chicago, Illinois

The University of Chicago

Office of the Cashier

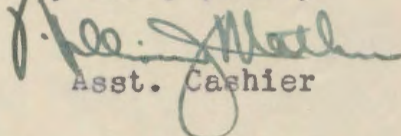
ROOM 1, PRESS BUILDING

August 21, 1924.

Dear Mr. Scott:

Mr. Moulds has asked me to write to you recommending Miss Gladys Finn to succeed Miss Hazel Piper as assistant head of Woodlawn House for the Autumn Quarter. I wrote Dr. Butler a few days ago about it, not realizing that the power of appointment lay in your hands. I hope you will pardon my oversight.

Very truly yours,


Asst. Cashier

Mr. W. E. Scott
Secretary to the
President

WJM-I

University of Chicago

Office of the Registrar

Form 10-10-10

August 21, 1924.

Dear Mr. Condit:

Mr. Condit has asked me to write to you regarding the Miss Gladys Case to succeed Miss Hazel P. as assistant and head of Woodlawn House for the Autumn Quarter. I wrote Dr. Butler a few days ago about it, not realizing that the power of appointment lay in your hands. I hope you will not

be my oversight.

Very truly yours,

W. E. Condit

Mr. W. E. Condit
Secretary to the
President

WUM-1

The University of Chicago

Office of the Cashier

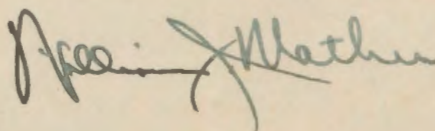
ROOM 1, PRESS BUILDING

August 15, 1924.

Dear Dr. Butler:

With the departure of Miss Hazel Piper, I assume that there will be a vacancy as Assistant Head of Woodlawn House. For that position I recommend for your consideration, the name of Miss Gladys Finn, a graduate student in English. Miss Finn has been in and about the University for six years, and we, in the business offices, have great respect, not only for her business ability but also for her fine character. She lived in Woodlawn House part of the Spring Quarter, 1924.

Very truly yours,



Dr. Butler
The President's Office

WJM-I

The University of Chicago

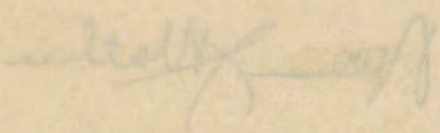
Office of the President

August 15, 1924.

Dear Dr. Butler:

With the departure of Miss Hazel Ripper, I assume that there will be a vacancy in the position of Assistant Head of Woodlawn House. For that position I recommend for your consideration, the name of Miss Gladys Finn, a graduate student in English. Miss Finn has been in and about the University for six years, and as, in the business office, have great respect, not only for her business ability but also for her fine character. She lived in Woodlawn House part of the Spring Quarter, 1924.

Very truly yours,



Dr. Butler
The President's Office

WM-1

August 30, 1924.

My dear Miss Talbot:

I find that all the Women's Halls have been provided with Heads for the Fall Quarter with the following exceptions: In Foster Hall the Headship has been offered to Miss Underhill, but as yet no reply has been received from her. I am writing again to Miss Underhill, and I presume that she will accept. Woodlawn House,--no appointment. Miss Piper's leaving also necessitates the appointment of an Assistant Head. Mr. Moulds has recommended Miss Gladys Finn to succeed Miss Piper as Assistant Head. Miss Marietta Stevenson, a Fellow in Political Science, has also applied for this appointment. The only application that we had in this Office for a Headship has been that of Miss Sara E. Branham, of whom I wrote you sometime ago. Viewed from this Office, the situation seems to be a relatively easy one. If you have any further recommendations or suggestions to make at this time, I shall be glad to place them in the hands of Dr. Butler, who will return to this Office September 9th.

Truly yours,

Secretary to the President.

Miss Marion Talbot,
Holderness, New Hampshire.

August 26, 1924

My dear Dr. Butler:

Mr. Mather writes that he has recommended Miss Gladys Finn to succeed Miss Hazel Piper as assistant head of Woodlawn House for the autumn quarter.

(7)
This brings up a question of appointments to the headships and assistant headships of the woman's houses. I have had some correspondence of no material significance with Miss Talbot in this regard. Before going upon my vacation next week I shall advise her as to which houses have not yet had heads or assistant heads appointed for the fall quarter, as well as a list of the names of those persons who have applied for those posts. Have you any suggestions to make at this time?

You will remember that there was correspondence with Miss Talbot just before you left that left the actual burden of the choice upon the Dean of Women, the President's office simply advising of vacancies and making appointments after the Dean's recommendations.

Things are very quiet hereabouts these days. Convocation preparations have been proceeding smoothly, but I find myself in the necessity of following your example in the matter of forgery. Do you know that some fifty of the diplomas for Rush Medical candidates were never signed?

Cordially yours,

WES-A
Dr. Nathaniel Butler,
Box 402,
Bay View, Mich.

August 26, 1934

My dear Dr. Butler:

Mr. Mather writes that he has recommended Miss Gladys
Piper as assistant head of
Nebraska House for the autumn quarter.

This brings up a question of appointments to the head-
ships and assistant headships of the women's houses.
I have had some correspondence of no material signifi-
cance with Miss Talbot in this regard. Before going
upon my vacation next week I shall advise her as to
which houses have not yet had heads or assistant heads
appointed for the fall quarter, as well as a list of
the names of those persons who have applied for those
posts. Have you any suggestions to make at this time?

You will remember that there was correspondence with
Miss Talbot just before you left that left the actual
burden of the choice upon the Dean of Women, the
President's office simply advising of vacancies and
making appointments after the Dean's recommendations.

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cation preparations have been proceeding smoothly,
but I find myself in the necessity of following your
example in the matter of leaving. Do you know that
some fifty of the diplomas for Rush Medical candidates
were never signed?

Cordially yours,

WES-A
Dr. Nathaniel Butler,
Box 403,
Box View, Mich.

September 3, 1924

My dear Miss Finn:

Your letter to Mrs. Sullivan arrived in her absence from the city.

The appointment of heads and assistant heads of halls will probably be made during the latter part of this month. At that time we shall be very glad to notify you of further developments.

Cordially yours,

Secretary to Dr. Butler.

Miss Gladys L. Finn
Juka, Illinois

R

September 3, 1934

My dear Miss Winn:

Your letter to Mrs. Sullivan
arrived in her absence from the city.

The appointment of heads and
assistant heads of halls will probably
be made during the latter part of this
month. At that time we shall be very
glad to notify you of further developments.

Cordially yours,

Secretary to Dr. Butler.

Miss Gladys L. Winn
Joliet, Illinois

June

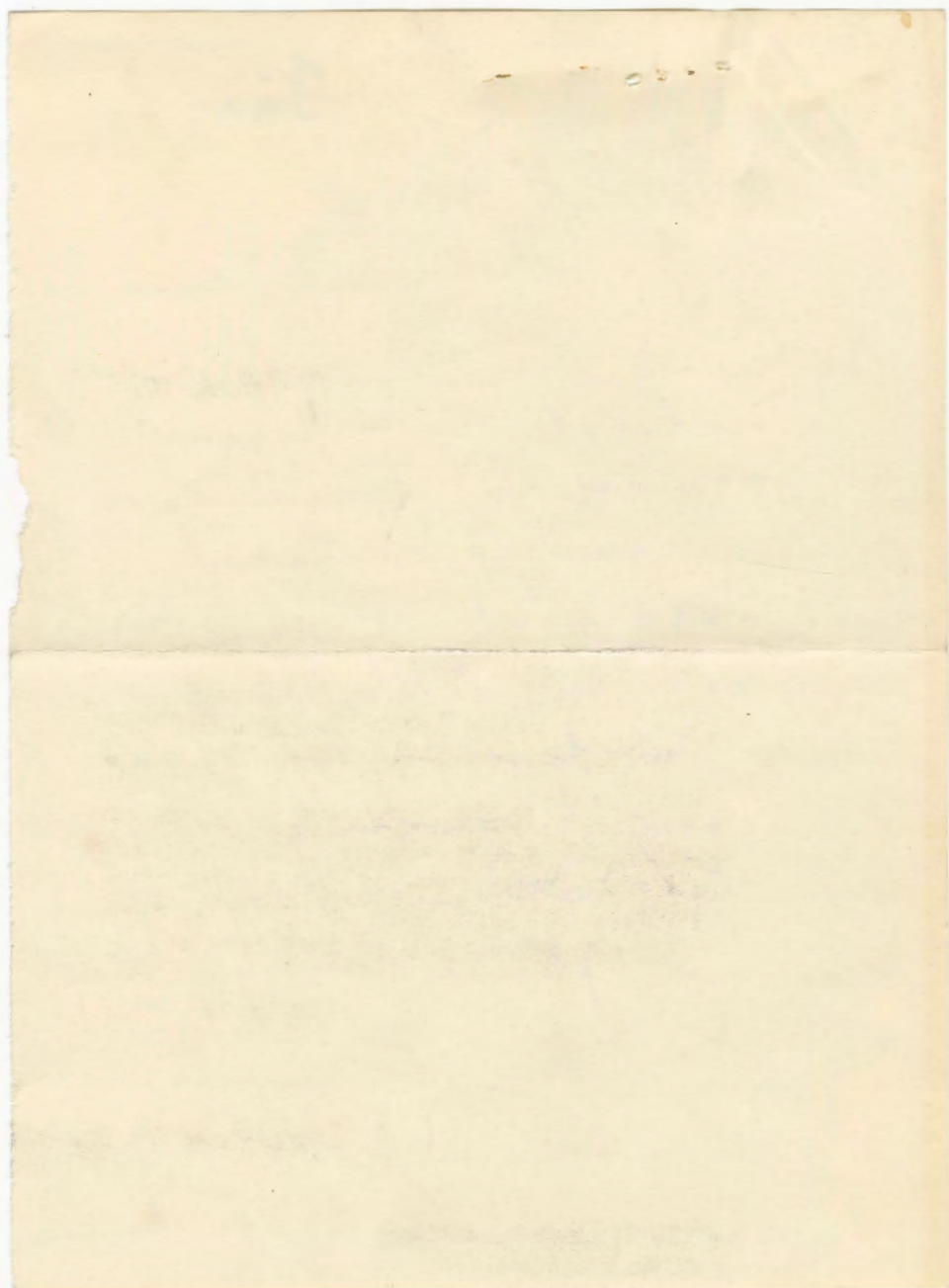
The Presidents' Office
Attention: Mrs. Sullivan.

My dear Mrs. Sullivan:

I asked to be notified
as soon as the Woodlawn
Home assistant head
was appointed. I gave my
address as Little Point
Sable, Michigan. However,
I decided to prolong my
southern Illinois sojourn.
Will you please notify me
at Juka, Illinois.

Thank you -

Gladys L. Finn



5725 Woodlawn Ave.,
June 19, 1924

My dear Mrs. Sullivan:

I shall be very
glad to accept the
appointment as Head of the
D. K. E. House for the
Summer quarter, 1924.

Very truly yours,

Louise Overacker

Mrs. Anne Sullivan,
Office of the President.

My dear

2752
June 1, 1924

My dear Mr. [illegible]

I shall be very
glad to accept the
appointment as [illegible]
of the [illegible] for the
summer months 1924

Very truly yours

[illegible]

The [illegible]
Office of the [illegible]

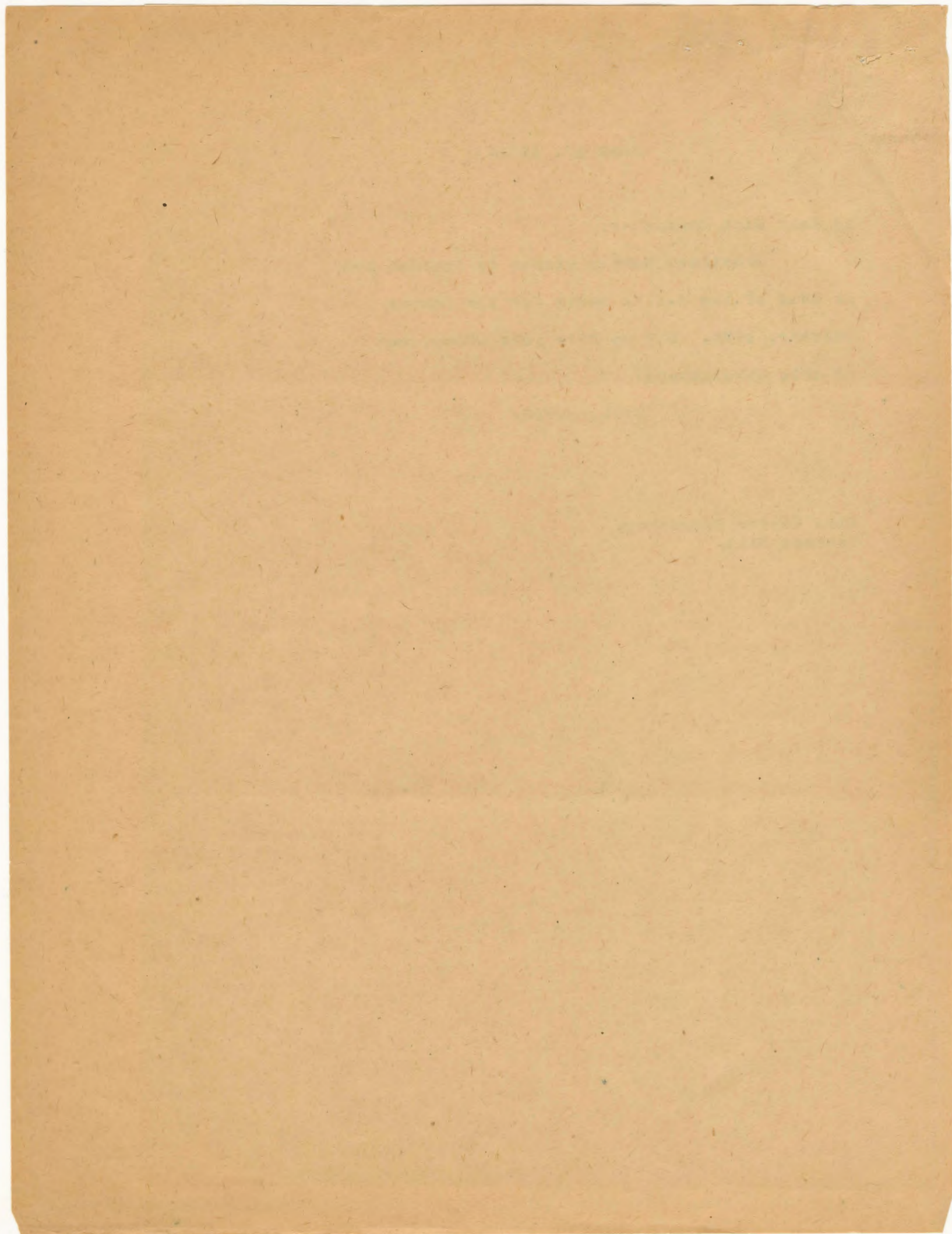
June 17, 1924.

My dear Miss Overacker:

President Burton wishes to appoint you
as Head of the D.K.E. House for the Summer
Quarter, 1924. May we have your acceptance
of this appointment?

Truly yours,

Miss Louise Overacker,
Beecher Hall.



The University of Chicago
Office of the Cashier

*Will the President
approve?
E. J. G.*

June 13, 1924.

Dear Mr. Goodspeed:

I recommend the appointment of Miss Louise Overacker as Head of the D.K.E. House, a Residence Hall for Women, for the Summer Quarter. Miss Overacker is a graduate student of Political Science, and has been a resident of Beecher Hall for a number of Quarters.

This recommendation has been discussed with Dean Talbot, Miss Dana, and Miss Etnyre and I believe they will concur.

I further recommend that the compensation for Miss Overacker consist of her room, and a payment of \$38.50 for the Quarter, to be paid in cash.

Very truly yours,

William Mathew
Assistant Cashier

OK GSD

Mr. E. G. Goodspeed
The President's Office

WJM-MI

My dear Mr. Mather:

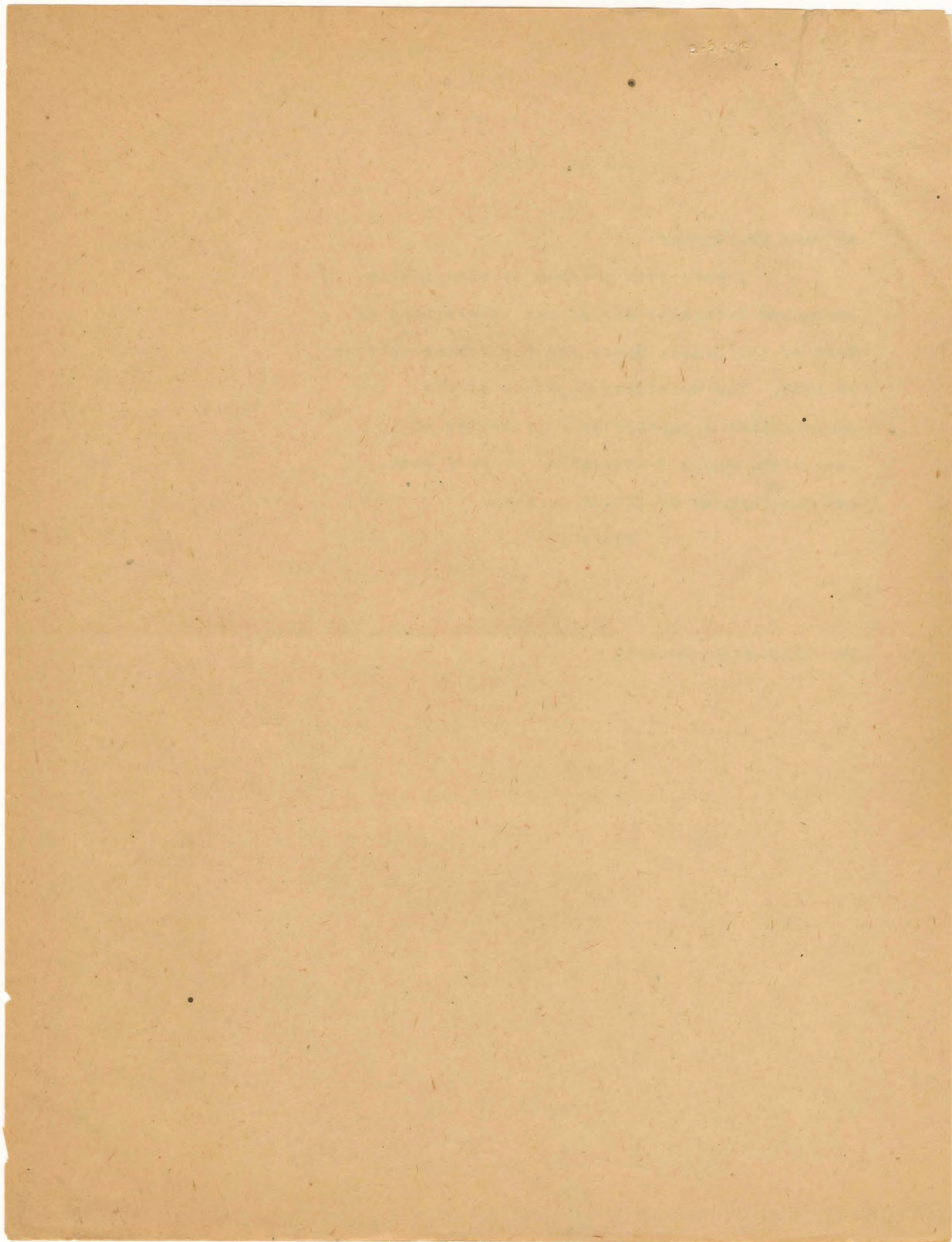
June 17., 1924.

My dear Mr. Mather:

I have just written to Miss Louise Overacker informing her of her appointment as Head of the D.K.E. House for the Summer Quarter of 1924. The President approves of the compensation suggested in your letter of June 13th, which I understand to be a room, and the payment of \$38.50 in cash.

Truly yours,

Mr. William J. Mather.



CROSS REFERENCE SHEET

Name or Subject Women's University Council

File No.

Regarding

Date

SEE

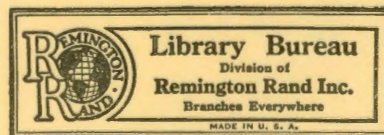
Name or Subject

Dean of Women

File No.

Marion Talbot

File cross reference form under name or subject at top of the sheet and by the latest date of papers. Describe matter for identification purposes. The papers, themselves should be filed under name or subject after "SEE."



Cat. No. 30-5902
For use in all Filing Systems

CROSS REFERENCE SHEET

Name or Subject Women's University Council File No.

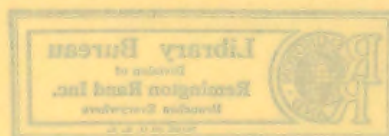
Regarding Date

SEE

Name or Subject Dean of Women File No.

Marion Talbot

For use in all Filing Systems



Cal. No. 30-8902

File cross reference form under name or subject at top of the sheet and by the index date of paper. Describe matter for identification purposes. The paper, themselves should be filed under name or subject after "SEE".

The University of Chicago
The Colleges of Arts, Literature, and Science

OFFICE OF THE DEAN

Women's
Univ. Council

Returned
by E.H.W.

May 2nd, 1925.

Mr. James H. Tufts,
Faculty Exchange.

My dear Mr. Tufts:

The committee of three, which you appointed to consider the situation arising out of the retirement of the Dean of Women, decided to call into conference not only the group which met originally in your office but Mrs. Logsdon and Miss Rickert as well. After two harmonious and fruitful sessions we have made the rough outlines of a plan which seems to us satisfactory. It is based on certain clearly defined convictions:

1. that the University of Chicago has been a leader among educational institutions in its conception of the dignity, importance, and scope of the functions of the Dean of Women.
2. that it is vitally necessary for the major functions of the office to be conserved and developed for the welfare both of this institution and of others
3. that in the course of years the scope of the office has so enlarged that it is not possible for one person, coming new to the task, to administer it.

The University of Chicago
The College of Arts, Literature, and Science

OFFICE OF THE DEAN

May 2nd, 1935.

Mr. James H. Duff,
Faculty Exchange.

My dear Mr. Duff:

The committee of three, which you appointed to consider the situation arising out of the retirement of the Dean of Women, decided to call into conference not only the group which met regularly in your office but Mrs. Logsdon and Miss Nichols as well. After two hour-long and fruitful sessions we have made the rough outline of a plan which seems to us satisfactory. It is

based on certain clearly defined convictions:

1. That the University of Chicago has been a leader among educational institutions in its conception of the rights, importance, and scope of the function of the Dean of Women.
2. That it is vitally necessary for the major function of the office to be conceived and developed for the welfare both of this institution and of others.
3. That in the course of years the scope of the office has so enlarged that it is not possible for one person, acting now or hereafter, to administer it.

Accordingly we have suggested that a certain group of functions be exercised by a body of women, and another certain group by an individual. For a third group, very important, and affecting both men and women, we cannot propose a concrete plan at the present time; we have confined ourselves to suggesting the general direction in which a solution of the problems involved should be looked for.

It has seemed to us more important, in view of the urgency of the situation, to present the outline of the scheme at as early a date as possible, than to work it out carefully in detail. Such a rough draft, accordingly, I present on behalf of the committee, Miss Talbot, Miss Wallace, and Mrs. Flint, and with the assistance and concordance of Miss Breckinridge, Miss Dudley, Miss Blunt, Mrs. Logsdon and Miss Rickert.

Very truly yours,

Edith Foster Flint

EFF.HB

Accordingly we have suggested that a certain group of
functions be exercised by a body of women, and another certain
group by an individual. For a third group, very important, and
affecting both men and women, we cannot propose a concrete plan
at the present time; we have confined ourselves to suggesting
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It has seemed to us more important, in view of the urgency
of the situation, to present the outline of the scheme at an
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Such a rough draft, accordingly, I present on behalf of the committee,
Miss Talbot, Miss Wallace, and Mrs. Flint, and with the assistance
and concurrence of Miss Frickhoffer, Miss Dudley, Miss Elmer, Mrs.
Logsdon and Miss Roberts.

Very truly yours,

Miss F. C. Flint

EWY:ME

I. A Women's University Council

A. to consist of

- 1) a chairman (a woman) who shall be a Vice-President of the University
- 2) the senior women of the faculties
- 3) all women deans
- 4) the Director of Physical Culture for Women
- 5) a Medical Adviser for Women
- 6) the chairman of the Inter-House Council
- 7) the Social Director (see below)
- 8) a member or members to be appointed by the President from time to time as desired.

B. to meet monthly

C. to have an executive committee of three,- meeting weekly

D. to have at least one member attending each important faculty and board meeting of the University

E. to have an office with a high grade clerk attached

F. to handle, through this office and clerk, all correspondence from outside the University concerning primarily women.

II. A Social Director

A.

- 1) to be a teaching member of the S.S.A. or another faculty
- 2) to be in close touch with
 - a) the director of Ida Noyes Club House
 - b) the Heads of Houses
 - c) the Director of the Reynolds Club
 - d) student organizations
- 3) to give approval for all arrangements for social affairs
- 4) to act as liaison officer between the students, in their social concerns, and the Council.

An Aid and Information Bureau to serve both men and women

to deal with all scholarships and funds

to centralize, coordinate, and make more efficient the scattered agencies which are now serving students in the cashier's office, employment bureau, information office, etc.

to emphasize that it serves the whole University by having its headquarters in a general University office.

I. A Women's University Council

- A. to consist of:
 - 1) a chairman (a woman) who shall be a Vice-President of the University
 - 2) the senior women of the faculties
 - 3) all women deans
 - 4) the Director of Physical Culture for Women
 - 5) a Medical Adviser for Women
 - 6) the chairman of the Inter-House Council
 - 7) the Social Director (see below)
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B. to meet monthly

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D. to have at least one member attending each important faculty and board meeting of the University

E. to have an office with a high grade clerk attached

F. to handle, through this office and clerk, all correspondence from outside the University concerning primarily women.

II. A Social Director

- A.
 - 1) to be a teaching member of the S.E.A. or another faculty
 - 2) to be in close touch with:
 - a) the Director of the House
 - b) the H. de of Houses
 - c) the Director of the House
 - d) student organizations
 - 3) to give approval for all arrangements for social affairs
 - 4) to act as liaison officer between the students, in their social, competitive, and the Council.

In the Information Bureau to serve both men and women

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to emphasize that it serves the whole University by having its headquarters in a General University office.

24*

John Flint
Wyoming, W. Y.

May 2nd, 1925.

Mr. James H. Tufts,
Faculty Exchange.

My dear Mr. Tufts:

The committee of three, which you appointed to consider the situation arising out of the retirement of the Dean of Women, decided to call into conference not only the group which met originally in your office but Mrs. Logsdon and Miss Rickert as well. After two harmonious and fruitful sessions we have made the rough outlines of a plan which seems to us satisfactory. It is based on certain clearly defined convictions:

1. that the University of Chicago has been a leader among educational institutions in its conception of the dignity, importance, and scope of the functions of the Dean of Women.
2. that it is vitally necessary for the major functions of the office to be conserved and developed for the welfare both of this institution and of others
3. that in the course of years the scope of the office has so enlarged that it is not possible for one person, coming new to the task, to administer it.

Accordingly we have suggested that a certain group of functions be exercised by a body of women, and another certain group by an individual. For a third group, very important, and affecting both men and women, we cannot propose a concrete plan at the present time; we have confined ourselves to suggesting the general direction in which a solution of the problems involved should be looked for, and to pointing out the necessity of

May 2nd, 1933.

Mr. James H. Tuttle,
Faculty Exchange.

My dear Mr. Tuttle:

The committee of three, which you appointed

to consider the situation arising out of the retirement of the

Dean of Women, decided to call into conference not only the

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Miss Ricketts as well. After two harmonious and fruitful sessions

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3. That in the course of years the scope of the office has

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new to the task, to administer it.

Accordingly we have suggested that a certain group of

functions be exercised by a body of women, and another certain

group by an individual. For a third group, very important, and

attracting both men and women, we cannot propose a concrete plan

at the present time; we have confined ourselves to suggesting

the general direction in which a solution of the problems invol-

ved should be looked for, and to pointing out the necessity of

2.

awaiting the results of Mr. Arnett's projected survey.

It has seemed to us more important, in view of the urgency of the situation, to present the outline of the scheme at as early a date as possible, than to work it out carefully in detail. Such a rough draft, accordingly, I present on behalf of the committee, Miss Talbot, Miss Wallace and Mrs. Flint, and with the assistance and concordance of Miss Breckinridge, Miss Blunt, Miss Dudley, Mrs. Logsdon, and Miss Rickert.

Very truly yours,

EFF:HB

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- 2) the senior women of the faculties
- 3) all women deans
- 4) the Director of Physical Culture for Women
- 5) a Medical Adviser for Women
- 6) the chairman of the Inter-House Council
- 7) the Social Director
- 8) a member or members to be appointed by the President from time to time as desired.

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F. to handle, through this office and clerk, all correspondence from outside the University concerning primarily women.

II. A Social Director

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 - b) the Heads of Houses
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 - d) student organizations
- 3) to give approval for all arrangements for social affairs
- 4) to act as liaison officer between the students, in their social concerns, and the Council.

An Aid and Information Bureau to serve both men and women

to deal with all scholarships and funds

to centralize, coordinate, and make more efficient the scattered agencies which are now serving students in the cashier's office, employment bureau, information office, etc.

to emphasize that it serves the whole University by having its headquarters in a general University office.

I. A Women's University Council

- A. to consist of
- 1) a chairman (a woman) who shall be a Vice-President of the University
 - 2) the senior women of the faculties
 - 3) all women deans
 - 4) the Director of Physical Culture for Women
 - 5) a Medical Adviser for Women
 - 6) the chairman of the Inter-House Council
 - 7) the Social Director
 - 8) a member or members to be appointed by the President from time to time as desired.

B. to meet monthly

C. to have an executive committee of three, meeting weekly

D. to have at least one member attending each important faculty and board meeting of the University

E. to have an office with a high grade clerk attached

F. to handle, through this office and clerk, all correspondence from outside the University concerning primarily women.

II. A Social Director

- 1) to be a teaching member of the S.E.A. or another faculty
- 2) to be in close touch with
- 3) the Director of the Hoyer Club House
- 4) the Heads of Houses
- 5) the Director of the Reynolds Club
- 6) student organizations

3) to give approval for all arrangements for social affairs

4) to act as liaison officer between the students, in their social concerns, and the Council.

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