

The University of Kansas  
Lawrence

Office of  
The Chancellor

TO HEADS OF DEPARTMENTS:

The budget for the coming year for your department,  
as approved by the Board of Regents, is enclosed.

In order that our records may be complete and accurate  
will you please file in my office appointment blanks for each person  
on the regular pay roll in your department who is

- (1) Newly appointed for next year
- (2) Promoted in rank
- (3) Re-employed for service in office or laboratory,  
or on the faculty with the rank of instructor,  
assistant instructor, or assistant.

In addition, a duplicate blank for each member of the  
instructional staff should be filed with your dean.

In order that appointment notices may be mailed before  
Commencement, we shall greatly appreciate your prompt cooperation.  
Blanks for your use are enclosed.

Deane W. Malott,

Chancellor

P.S. For information of the Chancellor, the appointment blanks should  
state completely the "qualifications" and "duties."