

UNIVERSITY OF KANSAS

Date Aug. 27, 1940

To the Chancellor:

I hereby recommend the ^{appointment} ~~reappointment~~ _{promotion} of Lauretta Gerstenberger ^(Married) ~~(Single)~~

whose present address is.....

to the position of Secretary at a salary of \$ 75.00 ^(per month) ~~(per year)~~ ~~(per semester)~~

for 12 months' service. Service to begin September 1, 1940 New position? No

Or to take the place of Alberta Hulston whose salary was \$ 75.00 ^(per month) ~~(per year)~~ ~~(per semester)~~

This salary is provided in Section..... Item No..... Page..... of the budget.

The qualifications of the candidate are:

Graduate Rudora Rural High School; completion of course in secretarial training at Lawrence Business College; three years of work at University of Kansas. Has been employed as stenographer and secretary at League of Kansas Municipalities, K.S.R.C., and Department of Sociology, K.U.

The duties of the candidate will be:

General duties of secretary of department.

(Signed).....

Approval or statements of deans concerned and chairman of budget committee:

Head of the department of Physical Education

CONFIRMATION OF APPOINTMENT:

The appointment is approved at a salary of \$..... (.....per month for.....months, beginning.....)

Title.....

Dated..... (Signed).....