

Office of the  
Chancellor

THE UNIVERSITY OF KANSAS  
Lawrence

June 15, 1946

TO HEADS OF DEPARTMENTS:

The budget of your department for 1946-47 as approved by the Board of Regents on June 14 is attached.

In order that individual appointment notices may be mailed to members of your staff before July 1 it is suggested that you file in my office the usual appointment blanks, with the endorsement of your Dean if you are the head of a teaching department, for each person on the regular payroll of your department who is

- (1) Newly appointed
- (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 teaching departments a duplicate blank in each case should be filed with the Dean.

In all cases please state briefly "the qualifications of the candidate" and "duties of the candidate".

Special maintenance allotments are not indicated in the budget. Any amount allotted will be covered by special letter at a later date.

Sincerely yours,

DEANE W. MALOTT  
Chancellor

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Appointment blanks are required for the following positions:

No. 2, 3, 5, 7, 8, 12, 14, 15