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THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

JUN 7 1944
June 7 2 1944

TO HEADS OF DEPARTMENTS:

The budget of your department for 1944-45 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, with the endorsement of your dean, for each person on the regular payroll in 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 "the duties of the candidate."

We shall appreciate your prompt cooperation in order that individual appointment notices can be mailed before July 1. Blanks for your use are enclosed.

DEANE W. MALOTT
Chancellor

Appointment blanks are required for the following positions:

Mrs. Hulteen

As many of No.7-9 and 12 as you will need.

No.14-15.