

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

June 18, 1943

TO HEADS OF DEPARTMENTS:

The budget of your department for 1943-44 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 payroll 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 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 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:

6, 7, 8, and 10 inclusive