

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

March 23, 1943

To Heads of Departments:

The budget conference schedule for 1943-44 is enclosed.

Please be prepared to discuss the following:

- (1) Possible disposition of any surplus of teaching personnel which seems likely to develop before or by next fall.
- (2) Further streamlining of courses -- either by elimination, combination, or alternate semester or year offerings, to meet the possible curtailment of student enrollment.
- (3) Possible curtailment of secretarial, laboratory, or part-time assistance because of the serious shortage of manpower.
- (4) Any adjustments or developments of curricula, which may seem possible to you to increase the usefulness of your department to the war effort, or to the vital problems confronting the post-war world.

The budget committee is composed of Dean Stouffer (Chairman), Dean Lawson, Dean Moreau, Mr. Nichols, the dean or director of the division, and the head of the department concerned.

The maintenance and assistance report forms sent to you earlier should be filled in and brought to the conference. The conferences will be held in the Chancellor's Office.

DEANE W. MALOTT
Chancellor