

The University of Kansas
Lawrence

Office of
The Chancellor

June 2, 1941

TO HEADS OF DEPARTMENTS:

The budget for the coming year for your department, 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 pay roll 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.

On account of the late date, we shall greatly appreciate your prompt cooperation. Blanks for your use are enclosed.

DEANE W. MALOTT,
Chancellor