

The University of Kansas
Lawrence

Office of
The Chancellor

May 24, 1939

TO HEADS OF ALL DEPARTMENTS:

Enclosed you will find the budget for your department, as recently approved by the Board of Regents.

In order that the records may be complete and accurate, you are requested to file in the Chancellor's office by return mail, if possible, appointment blanks for each person on the regular payroll in your department who has been or will be

- (a) Newly appointed
- (b) Promoted in rank
- (c) Re-employed for service in office or laboratory, or on the faculty with rank of instructor, assistant instructor, or assistant.

For members of departments of instruction, duplicate of each blank should be filed with the dean of the school to which the department is assigned. Appointment blanks may be obtained at the Chancellor's Office.

In order that appointment notices may be mailed before Commencement, prompt and complete cooperation on the part of the departments is requested.

Cordially yours,

E. H. LINDLEY,
Chancellor.

Appointment Blanks Required:

Items 3, 6 to 12 inclusive.