

UNIVERSITY OF KANSAS
Lawrence

Office of the
Chancellor

May 23, 1946

To Chairmen of Departments:

The budget of your department for the 1946 summer session as approved by the Board of Regents is attached.

As in the past the pay for full time service will be 20 per cent of the nine months salary, with a maximum of \$800. Full time service is interpreted to mean a teaching load of eight credit hours. Any request for deviation from this formula should be submitted promptly to Dean E. B. Stouffer, chairman of the budget committee.

Please report to me any changes in personnel from the budget as it appears. Since notices to individual instructors are to be mailed on June 3, a prompt report from you will be greatly appreciated.

Sincerely yours,

RAYMOND NICHOLS
Executive Secretary

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