

THE UNIVERSITY OF KANSAS  
Lawrence

Office of  
the Chancellor

June 16, 1944

TO DEPARTMENT HEADS:

The budget of your department for the 1944 summer sessions as approved by the Board of Regents at their meeting on June 9 is attached. As in the past, the budget is contingent on enrollment and subject to readjustment.

Individual salary notices are in preparation and will be mailed within a day or two.

For the information of yourself and your staff, salaries will be paid as follows for the various summer terms, the 1944-45 salaries being used as bases:

- 6-weeks term - 15% of the 9-months salary
- ✓ 8-weeks term - 20% of the 9-months salary
- 16-weeks term - 1/3 of the 9-months salary.

The provision for half of a month's salary in June 1945 is to cover the period between June 15, when the 9 months appointments will expire, and June 30, when the spring semester will end. In other words, appointments next year actually will run  $9\frac{1}{2}$  months, or from September 16 to June 30.

I should be pleased to have you notify me if you discover any errors or inaccuracies in the budget.

RAYMOND NICHOLS,  
Executive Secretary