

UNIVERSITY OF KANSAS
Lawrence

Office of the
Chancellor

September 29, 1943

HEADS OF DEPARTMENTS:

Effective immediately, the Board of Regents has ordered that all changes in the payroll be sent to them for consideration not later than the date they are to become effective. This covers both routine minutes that come within the budget, such as resignations and appointments and emergency items which require expansion of the budget, such as salary adjustments and new positions.

In order that this office may meet the requirements of the Board the following suggestions are made to departments:

- (1) Resignations should be reported promptly, as far in advance of the date they are to become effective as possible.
- (2) Appointments to positions provided in the budget should be made in advance of the effective date, as soon as the new employee has been secured.
- (3) Requests for positions not provided for in the budget should be submitted to the Chancellor as far in advance of the date of beginning of employment as possible.
- (4) Recommendations on adjustments in salaries should be submitted to the Chancellor considerably in advance of the date they are to be made effective.
- (5) Requests for any other expansions of the budget, such as Maintenance Allotment or Assistance Fund, should be submitted in advance.

Since the Board does not have regular meeting dates it is imperative that departments anticipate their needs and submit their requests to the Chancellor considerably in advance of the dates on which they would like to have changes made.

In case of real emergency, the Chancellor will attempt to secure special action of the Board. With the exceptions of these emergency cases it is believed that the new order of the Board will not seriously affect the procedures of appointment which have been followed up to now. With a little planning most of the budget problems in the University can, I am sure, be anticipated and presented to the Board for approval in advance of the dates we want them to become effective.

Sincerely yours,

RAYMOND NICHOLS
Executive Secretary

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