

UNIVERSITY OF KANSAS  
Lawrence

Office of  
The Chancellor

December 21, 1942

TO MEMBERS OF THE FACULTY:

Many shifts in the spring semester assignments of faculty members doubtless will need to be made because of the immediate plan of the Army and Navy for training young men. Among the types of changes which might be made in individual cases are the following:

Teaching other subjects for which there is a greater current demand (mathematics, chemistry, physics, etc.).

Assisting in laboratories.

Assisting in museums.

Office and clerical work.

Library work.

Teaching extension classes and grading correspondence study papers.

Will you please help us make the necessary adjustments quickly and wisely by filling in the blank below and returning it to this office at once?

DEANE W. MALOTT, Chancellor

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I. What work, other than what you are now doing, do you feel you are best qualified to do? Please list in order of preference and be as specific as possible.

II. What specific training or experience have you had to qualify you for such work?