

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

TO MEMBERS OF THE STAFF:

Official notice of your appointment for the new academic year is enclosed. By order of the Board of Regents the appointment is contingent on enrollment. This is an annual contingency, but no readjustment ever has been necessary and we do not expect that one will be required this year. The salary indicated is gross salary, from which the new Federal Withholding Tax is to be deducted, starting in July.

The enclosed Information Card should be filled out and returned to the Chancellor's Office before the end of the first month of your service in the new fiscal year -- before August first, if you are teaching in the summer session; before October first, if you are not teaching in the summer session. The information requested is needed by the Chancellor's Office for compilation of the Staff Directory and by the Business Office for disposition of the monthly salary warrants.

DEANE W. MALOTT
Chancellor