

THE UNIVERSITY OF KANSAS  
OFFICE OF THE CHANCELLOR

*To The Person Addressed:*

Official notice of your appointment for 1944-45 is enclosed.

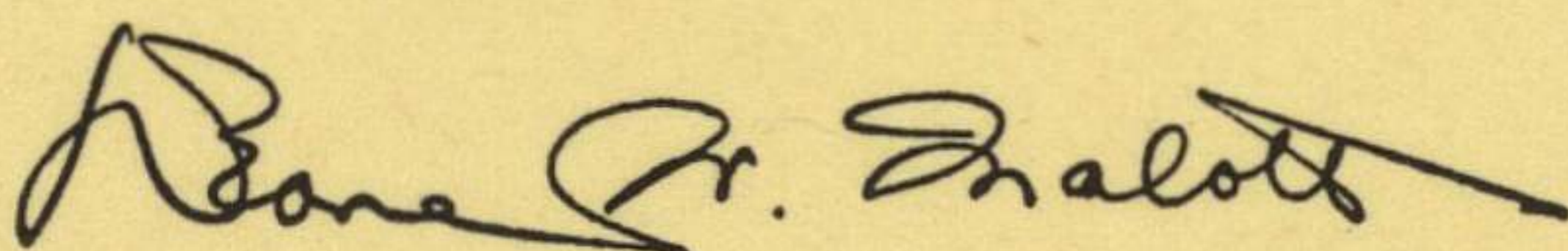
By order of the Board of Regents the appointment is contingent on enrollment. This is an annual contingency, but readjustment never has been necessary and I do not expect that one will be required this year.

The salary indicated is gross salary from which the Federal Withholding Tax will be deducted as required by law.

Members of the teaching staff (except in Engineering) will note that appointments for the regular term are for 9½ months of service beginning on September 16 and covering the 6-weeks Fall Term, the Winter Semester, and the Spring Semester. The compensation for this service will be 9½ months of salary—½ check for September and a full check for each month thereafter, October to June inclusive.

The enclosed Information Card should be filled out in detail and returned to the Chancellor's Office before the end of the first month of your appointment. The information requested is needed by the Chancellor's Office for compilation of the annual Directory of Employees and by the Business Office for disposition of the monthly salary checks.

Sincerely yours,



DEANE W. MALOTT, Chancellor