

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

MAY 20 1942

TO MEMBERS OF THE STAFF:

Official notice of your appointment for the academic year beginning September 1 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 hope that none will be required this year.

The enclosed Information Card should be filled out and returned to the Chancellor's Office as soon as your Lawrence address for the new year is determined; in no case, however, should the card be held later than September 15. 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.

Sincerely yours,

DEANE W. MALOTT
Chancellor