Instructors are requested to give particular attention to the fact that no student is entitled to attend a course until his University fees have been paid. The official class list contains only the names of students who have the registrar's receipt for such fees. No others should be permitted to attend classes. It is not desired that names not on the official list be referred to the dean, but merely that such students be informed that they are not registered and entitled to attend the class. It is hoped that the regulations of the board of trustees will be strictly enforced.

Judson

Procedure

May Dear Mr. Nelson:

Why not have the names not registered?

Paul Richee?
The University of Chicago
Dec 27, 1923

President E. B. If. Harper

Dear Sir,

The examination of Mr. H. D. Johnson, for the degree of Doctor of Philosophy in Zoology, took place at the appointed time, Dec. 15, at the Kent Chemical Laboratory.

In the major subject, zoology, the examination was conducted by Prof. Whitman; in the minor subject, Neurology, by Prof. Donaldson. Dr. Loeb, Bauer, and Jordan were present.

The examination and the thesis (Morphology and Biology of...
The students, satisfied, that Mr. Johnson has completely fulfilled all the requirements for receiving the degree of Ph.D.

The thesis has already been published in the Journal of Morphology, Vol. VIII. No. 3, Aug. '93, and a copy of the same is presented herewith.

Your respectfully,

C. O. Whitman
To The President:

At a special meeting held Dec. 23, 1893, the Board of Administration of the Ogden Graduate School of Science voted to recommend to the Senate Mr. H. P. Johnson for the degree of Doctor of Philosophy in Zoology.

This action was based on the enclosed letter from the Head Professor of Zoology and the enclosed thesis.

Ott Moor
Secretary
My dear President Harper:

Since writing you about the purchase of the typewriter recently, I have had a talk with Mr. Rust, the Comptroller, and he has expressed it as his judgment that we would better purchase another Remington rather than one of these new machines. I, of course, heartily agreed with him, and would at his suggestion write to you that we should like to have for the use of the Recorder's office a Remington purchased on the grounds mentioned in the preceding letter.

The necessity of preparing material for the Record in good shape, the preparation of the minutes of the various faculties, the sending out of the notices of business transacted and of work to be done by committees, the various letters that have to be written,—all this calls for the almost constant use of the typewriter. I trust that you may see your way clear to recommend this. I write you thus promptly because Mr. Rust suggested that there was a meeting of the Trustees or of the Executive Committee next Tuesday.

I have requested the owners of the machine we are now using to come and get it, so that by next Tuesday we shall be without any machine. I desire to assure you that I have a perfectly definite arrangement with the owners of this machine whereby we are under no obligation to take it. It
CARE OF INTACTS IN FLIGHT

March 1, 1948

Capt. [Handwritten]

Dear Sir,

I am enclosing a copy of my letter to the Defense Secretary. I have had a copy of the letter for a while now and I wanted to give you a copy as well. The letter is regarding the care of intact aircraft in flight. I believe that it is important that we have proper procedures in place to ensure the safety of our pilots and aircraft.

Enclosures:
- Copy of letter to Defense Secretary

Sincerely,

[Handwritten]
was understood clearly that the machine was placed here entirely for the purpose of testing it to see whether it would be satisfactory for our work.

Very truly yours,
February 8, 1901

My dear Hobbs:

I do not know whether I wrote you about this matter or not, but I will repeat. At the Convocation, mention will be made of the death of Dr. Northrup, and the President will want all to stand while the band plays Pleyel's Hymn. I hope you will arrange this, and keep in mind the solemnity of the occasion. I can hum that tune as played by the band in a way to make it absolutely solemn and grand, and I know you will enter into the spirit of it. Let us make this one of the great features of the Convocation.

Yours very truly,

W. R. Harper
My dear Mr. Copland,

I do not know whether I wrote you since

the matter of not, that I will not lose. At the end of the

November, mention will be made of the sequel of the

construction of the Pearson will be a little to stand.

writhe the hand before his own. I hope you will

receive this and read to find the opportunity of the

occasion to write from the second letter and then send

to a way to make it properly register and present;

I know you will rather into the future of the

as make one of the great treasures of the country.

Yours sincerely,

W. R. Nelder
CHICAGO  February 28, 1901

My dear Dr. Harper-

In further explanation of my letter of February 20 with regard to students who have withdrawn, I would report as follows:-

Total number unaccounted for specifically in last letter, 206

Of these:

26 have returned to college
24 are on vacation
33 are teaching
15 have entered business
13 have entered a profession
13 have withdrawn for lack of funds
35 have gone to another institution
28 have left on account of ill health
1 to study music
1 to study art
1 to travel abroad
1 to get married
1 on account of mother's death
2 have left the city
1 has died
21 have withdrawn but indicated no reason; we are following these up.

Yours sincerely,

To President Harper

[Signature]
My dear Dr. Harper,

In further explanation of my letter of February 20,

with regard to students who have withdrawn, I would report the following:

- Iowa:
  - Total number of students from Iowa who have not returned to college
  - 3 have returned to college
  - 14 in no reception
  - 2 in no residence
  - 2 in no true residence
  - 2 in no residence or progress
  - 2 with withdrawal for lack of funds
  - 3 with withdrawal on account of ill health
  - 1 with withdrawal on account of illness
  - 1 with withdrawal for personal reasons
  - 1 with withdrawal for personal reasons

We are following these up.

Yours sincerely,

To President Harper
President William R. Harper,

My dear Doctor Harper:-

In accordance with your suggestion through Mr. Shepardson, arrangements have been made for the students who are to take the Associate title next week to appear in Cap and Gown at the general Chapel Assembly, Monday at 1030, in Kent. Are you planning to make a brief address to these students? I think this would be an important means adding dignity and meaning to the occasion. I am planning to make a short statement, chiefly statistical, concerning the work of the Quarter. But I am convinced that an address from you is an essential part of the plan, and I hope you agree with me.

Yours sincerely,

George G. Barden.

Dean.

To President Harper.
December 18, 1907

My dear Doctor Helser:

In accordance with your suggestion earlier in the week, I have taken the necessary steps to have the C.P.R. to accept the necessary 500,000 dollars. This sum will be available for the erection of a new science building. It will be used to a large extent for the purpose of building a new science building. I think this will be a great benefit to the students, and I am planning to make a special statement on this subject. If you can see fit, I will be happy to discuss this plan with you.

Yours sincerely,

[Signature]

To: President Helser.
My dear Dr. Coolidge:

The trustees decided yesterday afternoon that diplomas should be signed by the President of the University, the President of the Board of Trustees, the Secretary of the Board of Trustees, the two Deans and the Secretary of the Faculty.

Yours truly,

W. R. Harper
My dear Dr. Collector:

The purpose of this letter is to inform you of the appointment of the University's President of the Board of Trustees and the Secretary of the Board of Trustees.

The two names are the Secretary of the Faculty,
Dec. 28th, 1901.

My dear Dr. Harper,

Mr. Riccetto, who arrangements our diplomas for us, informs me that it will take a couple of minutes to change the plate of the diploma. It would be wise therefore to give him plenty of time, knowing that the Board of masters must very soon. I thought you might like to bring it up before them. The question is, who will sign the diplomas and how many times should be left for them. Your very truly,

[Signature]
My dear President Harper:

I am leaving tomorrow night for New York. The only matter that is at all pressing is the question of division lectures for the coming quarter. 

My dear Mr. Vincent:

Pending the outlining of your letter of March ninth, October, I have the following suggestions to make for the Spring Quarter:

Division lectures will go on as you have indicated.

For the Upper Juniors there will be annual lectures on the universities of different countries with a thorough material available for this purpose.

The closing exercises of each quarter in the Junior College and put them in the form of recommendations to the Junior College Faculty. In other words, let us get the Faculty to approve this plan, wish, unless I hear from you to the contrary, that the plan is such additional suggestions as can be made. I think you have outlined the matter in good shape. I should like to talk with you soon about the "quadrangle" plan. A very interesting phase.

As to the matter of emphasis, the exercises of each quarter in the Junior College and in its development has been reaching some stress upon the honors as well as upon the fact of receiving the title of Associate, I have the following suggestions to make:

1) That the present plan of having the exercises at the last Chapel Assembly of the quarter be continued.

2) That a special printed programme be prepared containing the order of exercises, the names of those receiving honors, and the list of candidates for the title of Associate.

Very truly yours,

W. R. Harper
April 8th, 1940.

Mr. President,

I am writing this letter to express my opinions and concerns regarding the recent developments in the area of college development.

I have been following the progress of the new college development closely and believe it is important that we proceed with caution. The college should be established on a solid foundation and not rushed into existence.

I am concerned about the lack of consultation with faculty and students in the planning process. It is crucial that we involve all stakeholders in the decision-making process to ensure the long-term success of the college.

Additionally, I believe that the financial aspects of the college development need to be carefully considered. We must ensure that the college is self-sufficient and not dependent on external funding.

I hope that you will take the time to carefully consider my suggestions. I look forward to hearing your thoughts on this matter.

Sincerely,

[Signature]

---

Dear President,

I am writing to express my concerns about the recent developments in the area of college development. I believe it is important that we proceed with caution and involve all stakeholders in the decision-making process.

I am concerned about the lack of consultation with faculty and students in the planning process. It is crucial that we ensure the long-term success of the college.

I also believe that the financial aspects of the college development need to be carefully considered. We must ensure that the college is self-sufficient and not dependent on external funding.

I look forward to hearing your thoughts on this matter.

Sincerely,

[Signature]
CHICAGO March 19, 1902.

dear President Harper: --

I am leaving tomorrow night for New York. The only matter that is at all pressing is the question of division lectures for the coming quarter.

Pending the outlining of new schemes to go into effect next October, I have the following suggestions to make for the Spring Quarter:

For the Upper Juniors the continuation of lectures on the universities of different countries. There is enough material available for this purpose.

For the Lower Juniors lectures by Dean MacClintock alternating with the chorus singing. This latter from all accounts has been eminently successful.

Unless I hear from you to the contrary or unless you wish to have a conference on the matter I will make arrangements on the above basis.

As to the matter of emphasizing the closing exercises of each quarter in the Junior College and laying some stress upon the honors as well as upon the fact of receiving the title of Associate, I have the following suggestions to make:

1) That the present plan of having the exercises at the last Chapel Assembly of the quarter be continued.

2) That a special printed programme be prepared containing the order of exercises, the names of those receiving honors, and the list of candidates for the title of Associate.
I am writing to inform you of the decision of the University of California at Berkeley to initiate the establishment of a new department in the College of Engineering. This decision was reached after careful consideration of the needs and potential contributions of such a department to the overall academic programs of the university.

In light of this decision, I am forwarding the following recommendations to the President of the University:

1. The establishment of a new department in the College of Engineering to focus on the development of a new computer science program.
2. The appointment of Dr. John Smith as the first Director of the new department.
3. The establishment of a new endowed chair in computer science.

I believe that this decision will have a significant impact on the future of the University of California and its role in the field of computer science.

If you have any questions or concerns regarding this matter, please do not hesitate to contact me.

Sincerely,

[Signature]
3) About the middle of the quarter the candidates for the title of Associate be called together and requested to select one of their number to make a brief valedictory address on the occasion of the final exercises. This would give a suggestion of "commencement."

4) That those who receive honors be asked to rise and come forward and a brief address be made to them.

5) That the candidates for the title be asked to rise and a brief address be made to them.

6) That if it is not deemed best to have a separate reception for the Junior College on Monday evening, that in the new club house or in one of the women's halls there be an afternoon reception or tea at which the candidates will be the guests of honor.

I believe that by some such device as this the significance of the closing exercises could be emphasized and the increasing student interest might be expected.

Yours sincerely,

George C. Vincent
Dean.
(2) Don't be misled by the manner of the committee for the first time.

(2) The committee. This would give a suggestion of "compliance".

(2) That those who receive honors do RPC to face and some

(2) That the committee for the little speech to face and a part

(2) That the committee be made to feel

(2) That if it is not necessary to have a separate recognition

for the junior college on Friday evening, first of the new year.

(2) That the committee be made to feel

(2) That the committee might be expected.

Yours sincerely,

[Signature]
November 19, 1902.

Dear Dr. Shepardson:

I think your suggestion of publishing in the order of collegiate seniority a desirable one. I suppose the enclosed list from last May’s Record gives the correct order. The only additional name, that of Miss Eleanor Smith as Associate Professor, would come after the name of Mr. Duncan. I notice, also, that in the May Record all the titles are given as Professor and teacher of a certain subject, while in the Bulletin I put them down as Professors. I suppose the former is official, and it would be better to follow that order. Of course, no attention need be paid to the names in the Record which do not appear in the Bulletin.

Yours very truly,

[Signature]
Dear Mr. Superintendent:

I think your suggestion of promoting in the order of seniority is a satisfactory one. I would agree that the seniority list is the key factor in hiring. However, I believe the only additional name that of the Negro Smith on the subject. This person has worked hard and is an excellent employee. He is a valuable asset to the department and I think it would be unfair to not hire him.

I think the letter is clear and to the point. I agree that we should hire the best candidate available.

Yours very truly,

[Signature]
Waco, Texas. June 4, 1903.

Pres. Wm. R. Harper,
University of Chicago,
Chicago, Ills.

Dear Sir:—

Yours of May 29 received. I must thank you for this additional favor. The prospects are good for a large Texas colony at the University this summer. I shall lose no opportunity of influencing others to go as I am convinced that no other institution, within my knowledge, offers such facilities for summer study.

Yours sincerely,

E. Emmet Reid
Dear Mr. Johnson,

I am writing to express my interest in the position at the University of Chicago. I believe my qualifications and experience make me a strong candidate for this role. I have enclosed my resume for your review.

I am particularly interested in your institution's commitment to research and innovation, and I am excited about the opportunity to contribute to your community.

Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,

[Signature]
June 14th, 1902.

Mr. E. Emmett Reid,

Baylor University, Waco, Texas.

Dear Sir:

Your request for the privileges granted to Doctors of Philosophy has been approved by the department of chemistry. You will be admitted to work on payment of the usual laboratory fee, without tuition charge.

Very truly yours,
June 10th, 1969

Mr. H. Kemper Key

6th Floor, University Bldg.

Dear Sir:

Your letter of the 1st February 1969 in which you requested that I be placed on the faculty of Philosophy has been carefully reviewed by the department of Philosophy.

You will be considered to work under the supervision of the head of the department.

Very truly yours,
Pres. Wm. R. Harper,
University of Chicago,
Chicago, Ills.

Dear Sir:

    I have to thank you for your kindness in granting me free tuition for the Summer quarter in Chicago University, and regret very much that circumstances are such that I cannot come. My father, Rev. T. A. Reid, at one time a missionary to Africa, died last Saturday, after an illness of not many days. As I am the only child I feel that it is my duty to remain at home with my mother who lives with me, and who is very much prostrated. I had looked forward with much pleasure to a Summer at Chicago but I hope to enjoy that some other time.

    Again thanking you for your kindness, I remain

Yours sincerely,

E. Emmet Reid
June 8, 1928

Dear Mr. Professor,

University of Chicago
Chicago, Ill.

Dear Sir:—

I have to thank you for your kindness in granting me time

and for the summer quarter at Chicago University and regret very much that

the circumstances are such that I can not come. My father, Per T. Harken, of

conditions were such that I could not come. My father, Per T. Harken, of

one from a distinguished to which they have devoted their lives to

and to which they have devoted their lives to

As I am the only ability I feel that I am in my way to remain

As I am the only ability I feel that I am in my way to remain

But with this I cannot live and I am not even much protected.

But with this I cannot live and I am not even much protected.

I was lowered to spend a sum of Chicago, but I hope to

I hope for the future.

I hope for the future.

Yours sincerely,

Yours sincerely,
Chicago January 17, 1905.

My dear Mr. Chandler:

Please go over the work of the Student Councils as far back as possible and let us see what suggestions have been made by the Councils which have been important; in other words, a summary of the work of the Councils as far back as we can go, with a view to formulating a statement of the influence of the Councils and the growth of that influence.

Yours very truly,

[Signature]
Secretary to the President

D. A. Robinson

Yours very truly,

Secretary to the President

Subject: Sophomore Class

Attention to conquer the Sophomore Class.

Purchase when the Sophomore Class as a whole are thoroughly drilled.

Preference, however, such as at the University of Notre Dame or 

Indiana University, the incoming class en masse to a limited number of 

Sophomores. Inducted members of the incoming class en masse to a 

one very often sees wrestling matches between a Freshman and a 

such things as class reunions. At the Reunion Club, however, 

business for the graduates. The upper classes have never felt it necessary to summon any 

down. The officers have never felt it necessary to summon any 

to add to the string of honors after their names into the cap and 

perfunctory and has included certain minor improvements. Young men are 

triumphant in the past, however, the election of officers has been 

Sophomore class, these classes were the ones in which we have organized. 

and Junior College, does not officially have a Sophomore Class or a 

youthful system, and because of the organization of Junior College. 

The University of Chicago, because of the 

My dear Sir, 

If you want in the form of the contract and goes to prove to be realistic, your 

isation of the Sophomore and Freshman classes at the University of Chicago, where any 

Drake University

Drake University

Drake University

Drake University

Drs. Robinson, 23, 1908

C. Ross

Department of Athletics

President's Office.
DRAKE UNIVERSITY

Student's Office,

Univ. of Chicago.

Mons: Do the Sophomore and Freshman classes at the Univ. of Chicago have any form of physical contest or "class scrap" at any time during the year? If so what is the form of the contest and does it prove to be satisfactory? We are looking for something to take the place of a football game between the two classes. An answer at your convenience will be appreciated.

Very truly yours,

[signature]

The election of officers has been perfunctory and has enabled certain enterprising young politicians to add to the string of honors after their names in the Cap and Gown. The officers have never felt it necessary to transact any business for the classes. The upper classmen of Chicago frown upon such things as class rushes. At the Reynolds Club smokers however one very often sees wrestling matches between a Freshman and a Sophomore. Individual members of the incoming class engage in a highly edifying blueberry pie-eating contest. There is no one occasion however, such as exists at Pennsylvania or Purdue or Princeton, when the Freshman Class as a whole or through delegates attempts to conquer the Sophomore Class.

Yours very truly,

D. A. Robertson
Secretary to the President

Secretary to the President
Dear Mr. Ross,

I am writing to inform you of the recent changes in the campus administration. Due to theseparator and the need for additional space, the University is considering expanding the current facilities.

The proposed changes include the construction of a new administration building and the renovation of existing structures. This will enhance the learning environment and accommodate the growing student population.

I am confident that these improvements will benefit the entire campus community. If you have any questions or concerns, please do not hesitate to contact me.

Thank you for your attention.

Sincerely,

[Signature]

D.A. Robertson
Secretary to the President

Drake University
During the absence of David A. Robertson, February, March and April 1914, the following have kindly taken upon themselves the authority to decide those matters not settled in the President's Office, in connection with the subject set opposite their names.

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Reynolds Club
Students' Fund Society
Summer Quarter
University Club Entertainment Committee
Y. M. C. A. Board

J. H. Breasted
F. D. Bramhall
R. T. Chamberlin
S. Mathews
J. A. Field (for Hitchcock)
M. H. Bickham (for Mandel)
The President
The President
R. A. Millikan
R. A. Millikan
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J. R. Angell
A. R. Baldwin
J. M. Coulter
Correspondence.
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Student's June Applications.
Pamphlets classifies.
Pamphlets catalog suspended.
Ann. Univ. Catalog file to date.
Maroon to 2 A.M.
June 11, 1913

My dear President Judson:

Referring to our conversation this morning with reference to the filing of documents of the most important character, let me say that after consulting with Mr. Arnett I find that the procedure in the past has been to make copies of communications of exceptional importance, like that, for instance, of Mr. La Verne Noyes, to file copies of the same here in the office but to place original documents in the hands of the Business Manager for deposit in the safety deposit vault.

Yours truly,

[Signature]

Secretary.

President H. P. Judson,
President's Office
June 11, 1915

Mr. President: I have the honor to call your attention to the following figures relating to our campaign for the election of Mr. A. B. Nagle. These figures are based on the report of Mr. J. W. Smith, postmaster of Chicago, who has informed me that the number of votes cast in favor of Mr. A. B. Nagle has increased by 20% since the last report. The total number of votes cast in favor of Mr. Nagle is now 3,000, while the number of votes cast in favor of Mr. Smith is 2,000. The difference in the number of votes is due to the increase in the number of registered voters in Chicago during the campaign.

I have the honor to remain,

Yours truly,

[Signature]

Secretary

President, H. J. Nagle

President's Office
June 6, 1914

Memorandum for Dean Angell:

On reaching the platform

Mr. Angell will find the President's Chair marked for him. When all are in place, he will remove his cap and seat himself, as a signal for all the others to be seated. At the same time the band stops playing. Rising and standing in front of his chair, Mr. Angell will say: "The Prayer will be offered by the University Chaplain, the Reverend Professor Charles Richmond Henderson, Chaplain of the University."

To introduce Mr. Francke,

Mr. Angell will rise and standing in front of his own chair, say: "The Convocation Address: The Unpopularity of German Literature, will be delivered by Kuno Francke, Professor of the History of German Culture and Curator of the Germanic Museum in Harvard University", and will bow slightly to Mr. Francke on his right as Mr. Francke rises, acknowledging the introduction and applause, and moves forward to the rostrum.

During the interlude by the band, the janitors will remove the desk. When the desk has been set to one side, Mr. Angell will proceed to the
Convocation Chair and seat himself, wearing the cap. At the conclusion of the band number, Mr. Angell will rise and say: "Attention is called to the Award of Honors:

Honorable Mention for excellence in the work of the Junior Colleges.

Honorable Mention for excellence in the work leading to the Certificate of the College of Education.

Scholarships in the Senior Colleges for excellence in the work of the Junior Colleges.

Julius Rosenwald Prize for excellence in oratory.

Florence James Adams Prize for excellence in artistic, reading -- ans so through the list.

He will then say: "Degrees and Titles will now be conferred. The candidates being in position, the Dean will present them. (See small sheets)."
Chicago, November 9, 1915

Dear Mr. Millikan:

I understand that your query relates to the status of members of the faculty who are appointed for a definite term. We appoint Assistant Professors for a four-year term, Instructors for three years, Associates for two years, and Assistants for one year or less. The appointment of any individual for any one of these positions for a fixed term does not guarantee his reappointment. Whether there should be reappointment or promotion will depend first of all on the character of the instructor in question; in the second place on his efficiency; and in the third place on the continued need for his services. In any specific case promotion or reappointment may be withheld from a given individual on the basis of any one of the considerations to which I have referred.

Very truly yours,

H.P.J. - L.

Mr. R. A. Millikan,
The University of Chicago.
Office, November 9, 1928

Dear Mr. Millican:

I understand that you desire to be appointed to the faculty of the University, and I am glad to report that we have recommended you for appointment to a ten-year term. We believe that you have the qualifications necessary for a ten-year term, and recommend you for appointment as Associate Professor for two years, and for one year as Associate Professor of my appointment at an interview here.

The appointment of a faculty member is an honor, and one of great distinction for a young career. We believe that the University will welcome you to its staff, and we are confident that you will prove yourself an efficient and effective member of the faculty.

I have the highest regard for you, and I am certain that your appointment to the University will be a great benefit to all concerned. I have been working on your appointment for some time, and I am sure that you will be a valuable addition to the University.

Very truly yours,

[Signature]

Mr. H. A. Millican
The University of Chicago
February 10, 1917.

My dear Sir:

It would be of real assistance to us here in defending ourselves against attack if you would give me the practice of your institution on the following points:

1. Leaves of absence with pay to members of the faculty.

2. Appropriations to enable members of the faculty to attend meetings of learned societies.

3. Appropriations for rousing the interest of the alumni.

I should greatly appreciate a prompt reply.

Very truly yours,

Dean of the Faculty.

President Harry P. Judson,
University of Chicago,
Chicago, Ill.
You are aware that our plan of organization contemplates four quarters in the year, and that any member of the faculty is expected to give instruction during three out of these four. He is allowed to give instruction during the fourth frequently, and such work may be credited as vacation, so that later the person in question may be absent to earn pay for a considerable time.

Dear Dr. Battle:

Your favor of the 10th inst. is received.

Very truly yours,

In answer to your questions:

1. Leave of absence with pay to members of the faculty is given rarely, and only for a particular reason. These reasons are in some cases those relating to the health of the individual in question; in other cases relating to a special piece of scientific work to be undertaken.

2. We make no specific appropriation to enable members of the faculty to attend the meetings of learned societies. Rarely a specific allowance is made in cases of meetings in which members of the faculty are sent to represent the University.

3. We have some appropriations for the development of close relations between the alumni and the University. Money so spent is, I think, very wisely spent.
Dear Mr. Becton,

Thank you for the job offer. I am aware of your decision.

As per your request, I am now attaching, not only for your perusal, but for the consideration of the committee, the revised plans for the initiation of the project in question. I have incorporated a specific piece of scientific work into my proposal.

We have made no specific propositions to anyone concerning the project or the committee to which the meetings of the committee shall be made. A specific allowance for the receipt of the committee members of the committee was sent to the department.

We have some observations for the government or else relations between the ministry and the university.

Yours sincerely,
You are aware that our plan of organization contemplates four quarters in the year, and that any member of the faculty is expected to give instruction during three out of those four. He is allowed to give instruction during the fourth frequently, and such work may be credited as vacation, so that later the person in question may be absent on full pay for a considerable time.

Very truly yours.

It would be of real assistance to us here in defending ourselves against attack if you would give me the practice of your institution on the following points:

1. Leaves of absence with pay to members of the faculty.
2. Appropriations to enable members of the faculty to attend meetings of learned societies.
3. Appropriations for rousing the interest of the alumni.

I should greatly appreciate a prompt reply.

Very truly yours,

Dean W. J. Battle
The University of Texas
Austin, Texas

P. Judson
University of Chicago
Chicago, Ill.

Dean of the Faculty
You are aware that one plan of organization contemplated

Your department in the year may find many members of the

secretary is expected to give instruction in the same one

office for you. He is allowed to give instruction in the

the sonor a summary, and such work may be conducted as

invention, or speech. You have to decide a decision may be

one upon any lift and not a comparable scale.

Your plan of the year and its conduct.

in manner to your department;

it is a concern of the insurance

secretary to give ragazzi, any only for a benefit in the

office of the law and to dispose of letters or other

papers in an inventory to be brought to an office and

reduced to a special place of scientific work to be

made.

2. We refer to nothing as the data of the

office and to receive the notice of financial

secretary a special assistance to make or cease of meetings to

offer receipt of the federal and need to implement the

initial bristling.

Dear Mr. B. Please refer to the report of the second

Aurora, Texas

of those instances. Permit the company and the

never as shown to the legitimate and precise amount.
November 22, 1917

President Harry P. Judson,
University of Chicago,
Chicago, Ill.

Dear Sir:

Will you be so kind as to ask someone to answer the three questions stated below and mail the answers in the enclosed stamped envelope? We shall be very grateful.

Yours very truly,

L. N. Flint

1. Have you adopted or do you contemplate adopting the plan of having "Chairmen" of departments, appointed annually, after a consultation with the teachers in the department, instead of having permanent "Heads"?

2. Are you using or do you contemplate the adoption of the four term year?

3. Has your institution made any general increase in salaries to meet war prices?
November
22,
1917

To J. Judson,
Chicago,

Chicago, November 24, 1917

Dear Sir:

Will you be so kind as to ask someone to answer the three questions stated below and mail the answers in the enclosed envelope? We shall be very grateful.

Your favor of the 22d inst. is received. In answer to your questions:

1. Some ten years ago we adopted the system of appointing Chairmen of Departments in lieu of permanent Heads. Chairman are appointed by the Board of Trustees on nomination of the President, for not to exceed a three-year term, but may be reappointed.

2. The four-quarter year has been in vogue at the University of Chicago ever since its foundation in 1892.

3. We have not made any general increase in salaries to meet war prices. We were able to offer a bonus to our younger men who are married for the past fiscal year.

Very truly yours,

H. F. J. - L.

Dear inquiry: Has your institution made any general increase in war prices?

Mr. L. F. Flint
University of Kansas
Lawrence, Kansas
Des Moines, Iowa, January 24, 1918.

Dr. Harry Pratt Judson,
President of the University of Chicago,
Chicago, Illinois.

My dear President Judson:

The members of the Iowa State Board of Education have heard conflicting reports concerning the general policy of colleges and universities in having the members of their faculties attend educational associations, learned and scientific meetings, etc., and in paying the traveling expenses of such faculty members, in whole or in part. In order that we may secure direct and official information regarding your practice, I am enclosing a number of questions; and I am asking that you answer them and send the information to me.

In answering these questions, the traveling expenses of the experiment station staff and the extension department staff should not be included. We want to know what your policy is in so far as the members of your regular faculty are concerned.

A self-addressed stamped envelope is enclosed, and I wish to thank you in advance for the information.

Yours very truly,

[Signature]

Secretary, Iowa State Board of Education.
The motion, made, seconded, and carried, was that the name of the committee be changed to a committee of the whole for the purpose of discussing the report and recommendations thereof.

After due consideration and examination of the report, the committee voted to accept the report in toto, with minor revisions and amendments.

It was further voted that the committee hold a public hearing to gather additional information and public opinions on the matter.

The motion was then carried unanimously.

The committee then adjourned to reconvene on the following Monday for further discussion and deliberation.
PAYMENT OF TRAVELING EXPENSES.

UNIVERSITY OF CHICAGO.

1. What meetings and associations do the members of your faculty attend during the school year at the expense, in whole or in part, of the institution?

2. Under what conditions do you pay all of the expenses?

3. When you do not pay all of the expenses, what part do you pay, and under what conditions?

4. What was the greatest number of days, during the year beginning January 1, 1917, that any member of your faculty was absent from the institution attending such meetings?

5. How many members of your faculty attended various meetings at the expense, in whole or in part, of the institution, during the year that began January 1, 1917?

6. Besides those whose expenses you pay, either in whole or in part, do many of the other members of the faculty attend educational meetings?

7. What was the total amount of traveling expenses of the members of the regular faculty (including railroad and Pullman fare, hotel bills, etc.) paid by the institution last year, not including the traveling expenses of the President?

8. Is it your rule to send faculty members to such meetings as representatives of the institution, or do they go on their own volition and at their own expense, in whole or in part?
Department of Traveling Experiences
University of Chicago

If what we seek and associate is the member of your faculty
attending during the school year at the experience, it's more or less the experience
of the institution.

What went so wrong in your view of the experience, what part do you
bear any under meant condition?

A What were the greatest number of your group for the week
beginning January 7? How many members of your faculty were
present from the institution attending each meeting?

What were members of your faculty attending various meetings?
The experience, in whole or in part, of the institution as in the
year that began January 7?

If members from whose experience you part on whole or in
part of the other members of the faculty still attending.

A What was the total amount of travel in experience of the
members of the regular faculty (including instructors and full-time teachers),
portable facilities, etc. being by the institution for the year, not including
the traveling experience of the President?

8. If your role of this faculty members to any meeting
as representatives of the institution, do they do so in their own
affiliation any of their own experience, in whole or in part?
Chicago, January 26, 1918

Dear Mr. Gemmill:

Your favor of the 24th inst., is received. The University of Chicago is not accustomed to pay the expenses of members of the faculty who attend educational associations, learned and scientific meetings, and the like. Exceptions to this general statement should apply occasionally to members of the Department of Education, and then only at the discretion of the President of the University. There are sometimes other occasions, not departmental but general in character, on which the University desires to be represented. In that case travelling expenses are paid, but again always at the discretion of the President of the University. The number of the faculty who have attended such meetings within the last year was very small, and the expenses did not amount to a considerable sum.

Very truly yours,

H.P.J. — L.

Mr. W. H. Gemmill
Des Moines, Iowa
Dear Mr. Gunter:

You have at the 73rd Annual meeting of the University of Chicago the honor of being in receipt of the enclosed check in the amount of $10,000. This amount is intended to support the general treasury fund of the University and to enable the University to continue its program of educational and scientific development.

Yours sincerely,

Very truly yours,

H. P. L. Gunter

Mr. W. H. Gunter

Dee Moines, Iowa
By Star Mr. Butler:

Dear Mr. Angell:

I am just back from two weeks absence in California and find your favor of February 15th regarding Public Lectures.

I have the carbon of your note of the 16th inst. to Mr. Butler. I did not understand that notices were to go to members of the faculty to be read in their classes. This is simply information to go in the Faculty Exchange with regard to the lecture. I see no reason why that shouldn't be done. It is a mere

I say in general that instructors very matter of advertising, nor do I understand why instructors should resent receiving information. Of course it might services degenerate to a bulletin board level. I shall, of be better to have the notices come from the Recorder's Office.

Dean J. R. Angell
The University of Chicago

Yours very truly,

James R. Angell
Dean.
Concerned to investigate the
results in the need

I have to inform you that I have received no
news from the office and have not been able to
reach the department to which I was to be
dispatched. I have therefore returned to the

office and am now ready to proceed to the

next place of destination.

Yours truly,

[Signature]

[Date]
February 18, 1918

Chicago, February 20, 1918

My dear Mr. Butler:

I am just back from two weeks absence in Washington and find your favor of February 15th regarding Public Lectures.

I shall be perfectly willing to have you prepare the notice to instructors regarding Governor Brough, but my office resources are pretty seriously pressed, and I should object very much to having any general principle established that we are responsible for getting out such notices as these. The Recorder's Office is certainly the more natural place, if there is to be any public agency of this kind.

I may say in general that instructors very much resent the sending of such notices with any frequency, and with this attitude I somewhat sympathize. We have for several years as a matter of administrative policy refrained from using the chapel service as an opportunity for general notices. The moment one starts on this policy, your chapel services degenerate to a bulletin board level. I shall, of course, respect any specific instructions from the President in such a matter, but I should be personally loath to go back to the old undignified and often embarrassing policy of reading general notices in the chapel.

I have no doubt your diagnosis is correct and that in the parlance of the day the public is "fed up" on war lectures. I think the moral of this is not to resort to abnormal methods of advertising, but for the time being to cut down the supply of lectures.

Yours very truly,

James R. Angell
Dean.
Dear Mr. President:

I am writing to express my strong support for your leadership and the policies you have implemented. I believe your administration has brought about significant changes that will benefit our country for many years to come.

I reject the notion of your opponents that you are, in any sense, a failure. Your policies have been well-received, and your commitment to the welfare of the American people is evident.

I have observed your speeches and have been impressed by your ability to articulate complex ideas in a clear and concise manner. Your leadership has been characterized by integrity, honesty, and a deep commitment to the principles of democracy.

I trust that your administration will continue to work tirelessly to improve the lives of all Americans. I believe that we are on the right path, and I am confident that you will guide us to a brighter future.

Sincerely,

[Signature]
March 15, 1917.

My dear President Judson:

This is a memorandum as a matter of record regarding your instructions to charge no matriculation fee for Doctor's of Philosophy who are guests of the University. A laboratory fee may be charged. The procedure involves the recommendation by a Head of one of our Departments to you, and we shall expect that the only records will be such as are found in your office in the form of approval of such recommendations. We shall not list such individuals in our statements of students in attendance.

Yours very truly,

JRA/C

Dean.
The exacting challenge of a modern university...

Your instruction in practice must prepare for the academic...

A rigorous and exacting program...

The objective involves the researcher...

In the end, to achieve...

I'm sure your section will be won by the hour in your...

The Office of the Vice-President of the Board of Regents...

In conclusion...

Yours truly,

[Signature]
Chicago, March 23, 1917

Dear Mr. Angell:

Yours of the 15th inst. relating to the record of the Doctors of Philosophy who are guests of the University is at hand, and the procedure is approved.

Very truly yours,

H. P. J. - L.

Dean J. R. Angell
The University of Chicago
Chico, May 25, 1917

Dear Mr. Alger:

I have the honor to refer to the recent announcement of the Doctor of Philosophy degree of the University of California and the receipt of the above.

Very truly yours,

[Signature]

Dean J. R. Alger
The University of Chicago
Pres. M. R. Harper
University of Chicago.

My dear Sir:—

When I was at the University several Summers ago you were kind enough to grant me free tuition on account of my having the doctor's degree from the Hopkins. You were kind enough to promise me the same favor last Summer but I was prevented from taking advantage of it by the illness and death of my mother. I am now making my plans to spend this Summer with you and write to ask if you can grant me the same favor this Summer. I think that we will have several Baylor people there this Summer. We still remember with much pleasure your visit to us. The honor you did us in coming was much appreciated and I think the message you brought us has done good.

Dear Sir:—

Your letter of recent date, asking whether because you are a Doctor from John Hopkins you may have free tuition at the University this summer is at hand. We shall be glad to grant this favor to you. Mr. R. A. Hall of Houston, Texas is arranging for reduced railroad rates for those who come from Texas. I send you one of our Open Lecture circulars which may be of interest to your mother.

Yours truly,

[Signature]
May 29th, 1938

Dear Mr. Smith,

Your letter of request for the granting of a leave of absence, which you may have been on

leave of absence, has been received. The University has the utmost confidence in your work and

appreciates the value of the leave of absence for your personal benefit. I am glad to

agree to your request to have the leave of absence extended for a period of two months.

Yours faithfully,

[Signature]
res. Wm. R. Harper,
University of Chicago.
My dear Sir:

When I was at the University several Summers ago you were kind enough to grant me free tuition on account of my having the doctor's degree from the Hopkins. You were kind enough to promise me the same favor last Summer but I was prevented from taking advantage of it by the illness and death of my father. I am now making my plans to spend this Summer with you and write to ask if you can grant me the same favor this Summer. I think that we will have several Baylor people there this Summer. We still remember with much pleasure your visit to us. The honor you did us in coming was much appreciated and I think the message you brought us has done good. My mother expects to come with me to the city though her student days are over.

Hoping to be with you before long, I remain

Yours sincerely,

C. Emmet Reid

[Signature]

San [illegible]
November 2, 1904

Professor C.M. Lewis,

540 Whitney Avenue,
New Haven, Connecticut.

After all is done, there will remain more or less conflicts. These, however, can not be avoided in any elective system. Our system is doubtless not ideal, but it has occurred to me that the Recorder is referred to me. Dr. Parker is ill at the present time and unable to attend to business.

Our method is thus: In planning the work for a given quarter, the head of a department in consultation with his colleagues submits a plan. This plan usually involves further consultation between the head of the department in question and the heads of closely related departments. The whole matter is then put in the hands of the Dean of the Faculty to who prepares the schedule on the basis of the departmental plans recommended. On an examination of this schedule, if it appears that there are unfortunate conflicts or that the periods through the day are badly balanced, the dean in consultation, of course, with the deans of the various faculties suggests suitable changes. These changes are generally made after consultation of the heads of the different departments concerned. It is, however, in the power of the University Council, a body including all the administrative officers, to alter any departmental schedule as most of our faculty like to have their courses in the morning hours and of course morning hours are in general most popular with
The general impression received was that the Department's financial position was not as critical as originally feared. The current situation seemed to be more manageable, and a plan was being developed to address the short-term needs and prepare for the long-term recovery. It was recommended that the Department continue to focus on cost-cutting measures and to explore opportunities for additional funding. The Department was advised to maintain close communication with the university administration and to keep all stakeholders informed of the latest developments.
New Haven, October 29, 1904.

may seem best for the interests of all concerned. Of course after all is done, there still will remain more or less conflicts. These, however, can not be avoided in any institution where there is a large elective system. Our

I have been put upon a committee by the faculty of Yale Col-
system is doubtless not ideal, but on the whole works pretty
lege to consider what reforms can be made in our time-table or cour-
well.

es, with a view to diminishing the number of harmful conflicts and

I was for a number of years in the Faculty of the

University of Minnesota. A somewhat similar function to
that vested in our University Council was there vested in

a Faculty Committee on Program. In my experience, it seems
plainly necessary that there should be some central power
capable of adapting departmental wishes to larger needs. In

I am told that it is the practice at some of our larger universi-
ties to let instructors put their courses at any hours that suit their
individual convenience. If the students, on account of conflicts,
disable to elect the courses they want; that is their misfortune
and they must stand it. Can you tell me in general how for you make
an effort to accommodate the probable desires of students in this mat-

W. B. Harper

ter? Of course complete satisfaction cannot be granted them; and
practically nothing can be done for them without subjecting instruc-
tors to a good deal of regulation, which they may find quite irksome;
but what, in general, are in your opinion the principles that ought
to guide us?

Most of our faculty like to have their courses in the morning
hours; and of course morning hours are in general most popular with
Conflict. Obviously, our institutions are still in conflict; we all remain more or less
of the same opinion as last time we talked. However, we cannot be expected to
reach a compromise in a large, effective, system of our own. The best that we can do
is to continue to deal with each other's problems as they arise.

I was for a number of years in the position of

University of Minnesota, and I was asked to

write a report on the faculty position.

Faculty Committee on Program, in my experience, it

necessary to have some period of time to

prepare for the next period. It is not until

the end of this period, however, that we can make

the best use of the period. It is necessary to

have the right kind of preparation to

make the best use of the period. It is necessary to

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have the best kind of preparation to
New Haven, October 29, 1904.

Rev. Dr. Alonzo Ketcham Parker,
University of Chicago.

Dear Sir:-

I have been put upon a committee by the faculty of Yale College to consider what reforms can be made in our time-table of courses, with a view to diminishing the number of harmful conflicts and of remedying other inconveniences of our present system. It has occurred to me that your experience must have been very similar to ours, and that you might be able, if you will be so good, to give us some very useful advice and information. May I make this my excuse for troubling you with some inquiries?

I am told that it is the practice at some of our larger universities to let instructors put their courses at any hours that suit their individual convenience. If the students, on account of conflicts, are unable to elect the courses they want, that is their misfortune and they must stand it. Can you tell me in general how far you make an effort to accommodate the probable desires of students in this matter? Of course complete satisfaction cannot be granted them; and practically nothing can be done for them without subjecting instructors to a good deal of regulation, which they may find quite irksome; but what, in general, are in your opinion the principles that ought to guide us?

Most of our faculty like to have their courses in the morning hours; and of course morning hours are in general most popular with
Dear Mr. Director,

I have been informed by our committee on the military at Yale that I
have been accepted for the summer session of the University of Calcutta.

I have been advised of the importance of the work to be performed by a
student of my background in order to make the most of the opportunity
offered. I am aware of the need for thorough preparation and study
prior to my arrival. I am looking forward to the challenge of this new
environment.

I am confident that I will be able to make the most of my time at
Calcutta and fully utilize the resources available to me.

Thank you for your consideration.

Sincerely,

[Signature]
to students. Saturday, too, is an unpopular day. I am puzzled as to how far it is well to authorize a committee to use compulsion in these matters. Shall we say to some professor who gives a popular and large course: "Here,—you must put your course at five o'clock, so as to relieve the congestion in the morning, for the benefit of some of the smaller scholarly courses." Considerations of senatorial courtesy are opposed to such methods. I should very much like to know how much weight you have found it wisest to give to such considerations.

These are the particular points on which it seems to me most likely that your experience may come to our assistance; but I should be glad, of course, of any suggestions that you may be kind enough to make on the general subject. Such a great number of courses are given in the University of Chicago that you must inevitably have grappled in some way or another with the same problems that confront my committee; and I am tempted to hope that you may have reached a satisfactory solution of them. For any light that you can throw upon them I shall be most sincerely grateful.

Very truly yours,

[Signature]
The statement relating to the appropriation of the Federal funds allocated to the State for the construction of a new hospital and the transfer of the old hospital to the Federal government is important. I am writing to inform you that in accordance with the regulations set forth in the appropriation, I have transferred the old hospital to the Federal government. I understand that the new hospital will be opened soon and that efforts are being made to ensure its smooth operation.

I am enclosing the necessary documents for your review. Please let me know if you have any questions or concerns.

Very truly yours,

[Signature]
December 7, 1904

My dear President Harper:

This morning you will remember that I submitted to you enclosure A as a form for the invitations for the reception to the Associations, December 29th, and you instructed me to strike out the heading "The University of Chicago &c." Mr. Shepardson now points out, however, that if the heading is omitted, the title "President" is unexplained and therefore the invitations should properly go out in the name of Mr. and Mrs. Harper. Inasmuch as this difficulty did not occur to us this morning, I am sending you drafts of the invitation in both forms in order that you may reconsider your choice if you wish. If you desire to strike out the heading, but still retain the first line "The President and Mrs. Harper" we could add a second line "of the University of Chicago", but that might crowd the page.

If when you get this letter you will wire me in case either form meets with your approval, the one which you prefer, I shall be able to send copy to the engraver at once, inasmuch as I have had copies made to correspond with the ones which I enclose.

Yours very truly,

H. P. Judson
December 1, 1900

My dear President Herder:

This morning you will remember

that I announced to you on December 28th

the occasion for the reception of the Association of the University

and you suggested we go to the meeting "The President and

Mr. Herder" to meet you there.

If you wish to come to the meeting, I will

attend to your letter and answer in order to warn you.

If you have any question let me have it.

I am writing to arrange the place

and also to arrange the time for the meeting and

that we may be able to meet at the University of

Chicago and that we may make the arrangements.

I will be here.

Yours very truly,

[Signature]
P.S. The typewritten forms are not very attractive in appearance, but of course the engraver can take care of the form, redistributing the words and letters, if we can get the form of statement to satisfy us.

This morning you will remember that I submitted to you enclosures as a form for the invitations for the reception to the Associations, December 29th, and you instructed me to strike out the heading "The University of Chicago Re." Mr. Shepardson now points out, however, that if the heading is omitted, the title "President" is unexplained and therefore the invitations should properly go out in the name of Mr. and Mrs. Harper. Inasmuch as this difficulty did not occur to us this morning, I am sending you drafts of the invitation in both forms in order that you may reconsider your choice if you wish. If you desire to strike out the heading, but still retain the first line "The President and Mrs. Harper" we could add a second line "of the University of Chicago", but that might crowd the page.

If when you get this letter you will wire me in case either form meets with your approval, the one which you prefer. I shall be able to send copy to the engraver at once, inasmuch as I have had copies made to correspond with the ones which I enclose.

Yours very truly,

H. P. Jackson
it is possible to take in guests without any difficulty. Any
person may enter the dining hall without challenge. In the case
of the students the system is different because in Swarthmore
College is planned to make some change in the food item
the commons for men and a commons for women. The last annual
statement concerning the business of each department will be found
in the President's Annual Report which I am directing the Press
to forward to you. The illustrated Bulletin of General Informa-
tion containing a picture of the exterior and of the interior of
Hutchinson Hall and the Commons for Men I am glad to send to you.

When Hutchinson Hall was opened in the large dining room there
was a table d'hôte service; in the café an à la carte service.

It soon became evident however that the students desired the
greater variety possible under the à la carte service; therefore
the main dining room has been managed on the à la carte basis
for some years past. A specimen of the bill of fare I am re-
questing the Manager of the Commons to forward to you. I am
asking him also to give such information as he may think inter-
esting to you.

Alumni are not entertained free of charge. Visiting ex-
students are not entertained free of charge. No regulations
govern either of above persons. Of course in the Men's Commons

Signed

D. A. Robertson

Secretary to the President

Dec. 12, 1907

December 13, 1907
The University of Chicago Laboratory

This year, I'll report

I am a common for man and a common for woman, the least amount of statement concerning the presence of each department will be found

in the president's annual report which I am writing this year.

The interesting feature of General Information is how confronts a picture of the exterior and the interior of Mather Science Hall and the common room, which I am living in and going to now.

When information Hall will be opened to the large dining room.

was a table and benches in the center, as a center of activity.

It soon became apparent that the student reached the

greater activity because nearby the center of activity, and

the main dining room and main lecture hall is a center of

for some reason, but a location of the building, I am now

describing the location of the common room to your mind.

Making him with the main information after you can write

assertion to him.

Whether you not expressing taste of another, actividad?

suggestion are not expressing taste of another. No regulation

concerning the men's common
Answered

David A. Robertson, 
President 

Dec. 9, 1907.

it is possible to take in guests without any difficulty. Any person may enter the dining Hall without challenge. In the case of the Women's Halls the system is different because in each of the Women's Halls the system is different because in each Swarthmore College is planning to make some changes in the management. I am requesting Miss Yeomans to give to you whatever information of its dining-room and will consider it she thinks would be of value to you. All this data I hope will be of value to you. If not a favor if you will kindly answer, or very soon reach you, hand to the proper person to answer the enclosed questions.

On behalf of the College, 

D. A. Robertson
Secretary to the President

To the Registrar,

Univ. of Chicago,

Chicago, Ill.

Yours very truly,

Chester Robert
Superintendent.

Faxed: Signed:
My dear Registrar:

Swarthmore College is planning to make some changes in the management of its dining-room and will consider it a favor if you will kindly answer, or hand to the proper person to answer, the enclosed questions.

On behalf of the College,

Superintendent.

To the Registrar,

Univ. of Chicago,

Chicago, Ill.

Dated:  

Signed:
Does your institution furnish board to its students or is it furnished by private individuals?

2. Do the students pay for board by the meal, week, or month? What are the rates in each case?

3. Are visiting alumni entertained free of charge? If not what regulations have you concerning same?

4. Are visiting ex-students entertained free of charge? If not what regulations have you concerning same?

When Ralphson Hall was opened in the large dining room there was a table d'hote service; in the café an à la carte service.

5. What regulations have you concerning the entertainment of guests? Are meal tickets required? Is notice required before admission to the dining room?

The café dining room has been managed on the à la carte basis for some years past. A specimen of the bill of fare I am requesting the manager of the Commons to forward to you. I am asking him also to give such information as he may think best of forwarding to you.

6. Please give any other information which you think will be of use.

Alumni are not entertained free of charge. Visiting ex-students are not entertained free of charge. No regulations govern either student or special persons. Of course in the Men's Commons...

Dated:          Signed:
I. Does your institution employ or plan to employ anyone to do
the following?

S. Do the students pay for power on the main campus?

G. Are aid officers familiar with the type of assistance? If not
what regulations have you concerning same?

H. Are aid officers sufficiently expert in your field of

It may be well to keep abreast of regulations by keeping

a. Please give any other information which you think will

be of use.

Name:

Date: