

University of Chicago Library

# Guide to the University of Chicago Office of the President, Hutchins Administration Records 1892-1951



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## **Descriptive Summary**

|                   |  |
|-------------------|--|
| <b>Identifier</b> | ICU.SPCL.OFCPRESHUTCHINS   |
| <b>Title</b>      | University of Chicago. Office of the President. Hutchins Administration. Records   |
| <b>Date</b>       | 1892-1951  |
| <b>Size</b>       | 200.5 linear feet (394 boxes)  |
| <b>Repository</b> | Special Collections Research Center<br>University of Chicago Library<br>1100 East 57th Street<br>Chicago, Illinois 60637 U.S.A.  |
| <b>Abstract</b>   | This collection contains records of the University of Chicago Office of the President, covering the administration of Robert M. Hutchins, who served as President from 1929-1945, then as Chancellor from 1945-1951, after the title of the office was changed. Included are administrative records such as correspondence, reports, publications, budgets and personnel material. |

## **Information on Use**

### **Access**

The records of the University of Chicago Office of the President, Hutchins Administration, contain no restrictions and are open for research in accordance with the University of Chicago Library's "Policies and Regulations Governing the Use of Manuscript and Archival Collections."

### **Citation**

When quoting material from this collection, the preferred citation is: University of Chicago. Office of the President. Hutchins Administration. Records, [Box #, Folder #], Special Collections Research Center, University of Chicago Library

### **Historical Note**

Robert Maynard Hutchins, (1899-1977) was educated at Oberlin and Yale. A dynamic lecturer and administrator, Hutchins began his career as a professor and administrator at Yale Law School. Following the 1928 resignation of Max Mason, Hutchins was considered as part of a long list of candidates for President. His experience and qualifications were much debated, but Hutchins was finally elected in 1929, at the age of 30.

Almost immediately, Hutchins began making high-profile media appearances, and gained a national presence as a public intellectual and representative of academic ideals. His visionary and

sometimes iconoclastic positions promoted the University as a site of vital, innovative intellectual activity.

Seeing his role as one of leadership and public relationship, Hutchins had his title changed to "Chancellor" in 1945. The title of "President" now referred to the university's administrative chief, a post filled by Ernest Cadman Colwell. The title of "Chancellor" was changed back to "President" in 1961, early in the administration of George W. Beadle.

Hutchins spearheaded dramatic and often controversial changes to the university's administrative structure. Graduate departments were reformed within divisions of biological sciences, physical sciences, humanities, and social sciences. A critic of undergraduate specialization and vocational study, Hutchins overhauled the bachelor's degree program to focus on liberal education, "Great Books," and general studies. Undergraduate programs within academic departments were consolidated into the College, reporting to a single Dean. Causing the most public controversy was the elimination of varsity football, which Hutchins and his supporters saw as a distraction from the mission of the university.

Hutchins attracted loyal admirers who supported the University of Chicago through difficult and contentious times, including the Great Depression, World War II, and challenges to academic freedom. While many of his positions were controversial, and some of his reforms were overturned in later years, the ideals of the University of Chicago, as well as its public image, are largely the legacy of the Hutchins administration.

### **Scope Note**

The records of the Office of the President, Hutchins Administration, represent the activities of Robert Maynard Hutchins as President and Chancellor, his immediate circle of Central Administration associates, and personnel in the University of Chicago's divisions, departments, committees, and other administrative units. The collection thus constitutes not only documentation of the Office of the President, but a varied record of the administrative workings of the university.

While most of the documents in the collection date from the years in which Hutchins served as President or Chancellor, material dating to earlier administrations can also be found - staff of the office often collected such material for internal research, or to provide historical or biographical context for a current topic.

The collection is divided into nine series, each of which is organized into alphabetical or chronological files. This organization, including the file headings themselves, is generally consistent with the original arrangement of files kept by staff in the Office of the President.

Series I, General Files, contains a wide variety of correspondence, publications, reports, minutes and other administrative material. The series is arranged alphabetically by topic. File headings include personal names, administrative units, and topical terms. Headings are sometimes very general ("France") while others are quite precise ("American Meat Institute, dedication of new research laboratory building and placing of plaque"). Oversize material from this series has been transferred to Series IX.

Series II contains budgets and letters of appointment, also arranged alphabetically; headings generally correspond to the name of individual administrative units such as departments, divisions, and schools. Related correspondence, notes and drafts are also filed with appointments and budgets.

Series III consists of materials reporting the activities of the Board of Trustees, as well as material generated by the Board's work. This series is further divided into two subseries. Subseries 1 contains subject files of documents such as reports, correspondence, biographical files, meeting minutes, and speeches. Subseries 2 consists of dockets presented to the Board by the university's administrative officers. Both subseries are arranged in individual alphabetical sequences. Additional material related to the Board of Trustees is found in Series I, filed under the names or titles of individuals and groups that formed the Board.

Series IV collects materials relating to the Citizens' Board, a lay group charged with endorsing the University of Chicago to the civic community, and interpreting the university's work for a broad audience. Like Series III, this series includes both materials generated by the Citizens' Board, as well as President's Office records about the group's membership and activities. Materials span the years 1940-1951, and include correspondence, minutes, publications, programs, speeches, and biographical material. This series is arranged chronologically by the earliest date in each folder.

Series V consists of bound annual reports of the Comptroller from the years 1926-1949. The reports are arranged chronologically by the first year included in each bound volume. Additional reports and other material from the Comptroller's Office can be found in Series I under various headings, in Series II under "Comptroller," and in Series III, Subseries 2 under "Comptroller."

Series VI, President's Report Files, contains correspondence, manuscripts, reports, and research material used in the preparation of reports of the President or Chancellor. Included in this series are reports of university divisions, departments and other administrative units. These in turn shaped the President or Chancellor's report on the university as a whole. Final versions of the President's Reports are not regularly found in this series, though some examples are included. The series is arranged chronologically by the earliest date found in each folder.

Series VII, Lecture Arrangements, contains correspondence, programs, and other material related to the organization of lecture events on campus during the years 1909-1951. This series does not regularly include copies of the actual lectures given - however, some examples are found in the form of publications, manuscripts or transcripts. The arrangement of this series includes an alphabetical file of lecturers, files of invitations and offers to lecture, and a folder containing lists of lecturers. Lists of some of the individual lecturers represented in this series are available in earlier, obsolete inventories of these files. For additional material related to lectures, see Series I, filed under the names of individuals, events, and administrative units related to lecture organization.

Series VIII consists of administrative material from the University of Chicago Settlement, a philanthropic organization that served immigrant communities around the Chicago stockyards. This material spans the years 1931-1950, and includes minutes of board meetings, reports and balance sheets. This series is organized chronologically.

Series IX contains oversize materials transferred from Series I. The location from which the material was originally transferred is indicated in the folder headings.

Most researchers will find it necessary to browse or keyword-search the inventory in order to identify files relevant to a specific subject. For example, a study of academic freedom might involve consultation of Series I files such as "Buildings, dormitories and residence halls," "Dean of Students," "Housing, student," "Ida Noyes Hall," "Student Government," "Student organizations," "Student Publications, Committee on," "Student Union," and so on.

Correspondence of key administrators is also distributed across the collection, some of it located under the name of the individual and some under the name of a department, school, or other institutional unit. To search for the correspondence of important administrators such as Frederic C. Woodward, Ernest C. Colwell or Harold Swift, the researcher will need to be aware of which administrative responsibilities each held and locate headings in the inventory related to those roles.

## **Related Resources**

The following related resources are located in the Department of Special Collections:

<http://www.lib.uchicago.edu/e/spcl/select.html>

Hutchins, Robert M. Papers

Swift, Harold. Papers

University of Chicago. Board of Trustees. Minutes

University of Chicago. Office of the President. Harper, Judson and Burton Administrations. Records

University of Chicago. Office of the President. Mason Administration. Records

University of Chicago. Office of the President. Kimpton Administration. Records

University of Chicago. Office of the President. Beadle Administration. Records

University of Chicago. Office of the President. Levi Administration. Records

University of Chicago. Office of the President. Wilson Administration. Records

University of Chicago. Office of the President. Gray Administration. Records

University of Chicago. Office of the President. Sonnenschein Administration. Records

## **Subject Headings**

- Colwell, Ernest Cadman, 1901-
- Hutchins, Robert Maynard, 1899-
- Woodward, Frederic Campbell, 1874-
- University of Chicago -- Administration
- University of Chicago -- History
- University of Chicago -- Presidents
- University of Chicago. Office of the President

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