

University of Chicago Library

Guide to the University
of Chicago School
of Social Service
Administration Office of
the Dean, Alton Linford,
Records 1956-1969



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Descriptive Summary

Identifier	ICU.SPCL.SSA2
Title	University of Chicago. School of Social Service Administration. Office of the Dean. Alton Linford. Records
Date	1923-1969
Date	bulk 1956-1969
Size	45.5 linear feet (86 boxes)
Repository	Special Collections Research Center University of Chicago Library 1100 East 57th Street Chicago, Illinois 60637 U.S.A.
Abstract	Founded in 1920, the University of Chicago's School of Social Service Administration prepares students for leadership in fields of social work. As one of the university's professional schools, SSA offers graduate-level coursework leading to master's and doctoral degrees. The collection consists of the records of the University of Chicago's School of Social Service Administration. Records span 1923-1969, but are concentrated in the years 1956-1969, when Alton Linford served as Dean of SSA. Much of the collection consists of administrative materials, including reports, meeting minutes and agendas, correspondence, and financial records. Also included are course materials, student records, curricular material, publications, photographs, and architectural materials.

Information on Use

Access

Series VII contains student examinations and other evaluative information on individual students. This material is restricted for 80 years.

The remainder of the collection is open for research.

Citation

When quoting material from this collection, the preferred citation is: University of Chicago. School of Social Service Administration. Office of the Dean. Alton Linford. Records, 1956-1969, [Box #, Folder #], Special Collections Research Center, University of Chicago Library

Historical Note

Founded in 1920, the University of Chicago's School of Social Service Administration prepares students for leadership in fields of social work. As one of the university's professional schools, SSA offers graduate-level coursework leading to master's and doctoral degrees.

Early deans of SSA led the school from its founding as an experimental program that stressed social research and theoretical studies, into its establishment as a model for innovative social work education and a national influence on social policy. In 1956 Alton Linford, a student of Edith Abbott and a faculty member since 1945, became dean of the school. Under his administration, the school enjoyed a substantial increase in funding. Linford's guidance provided for further curriculum development, increased enrollment, and greater diversity in the faculty and student body. Linford's leadership extended to the journal *Social Service Review*, where he served as chair of the editorial board. He also played an important role in developing the Council on Social Work Education, a national association of social workers, and an accrediting agency of schools of social work.

The construction of a new SSA Building was a public symbol of the school's renewed vigor and status during this period. Designed by the Modernist master Ludwig Mies van der Rohe, the glass, steel, and brick building was dedicated on November 3, 1965. Standing at 969 E. 60th Street, the building was part of a controversial expansion of the university into neighborhoods south of the Midway.

Alton Linford stepped down as dean of SSA in 1969, and was replaced by Harold Richman, who would serve in the position until 1978.

Scope Note

The collection consists of the records of the University of Chicago's School of Social Service Administration. Records span 1923-1969, but are concentrated in the years 1956-1969, when Alton Linford served as Dean of SSA. Much of the collection consists of administrative materials, including reports, meeting minutes and agendas, correspondence, and financial records. Also included are course materials, student records, curricular material, publications, photographs, and architectural materials.

Series I: Correspondence of the Dean, consists of Alton Linford's incoming and outgoing correspondence with SSA faculty, administrators, students and staff; University of Chicago administrators; and others in the larger social work community. Correspondence includes letters, memoranda, newsletters, announcements, and press releases. Some larger files also include reports and meeting materials. This series is organized alphabetically by correspondent or subject; however, the files are evidently complete only through the letter "M", with a very small number of files afterwards. Correspondence is concentrated in 1956-1969, though some items date as early as 1941.

Series II: Financial, contains material related to the School of Social Service Administration's work in fundraising, development, and financial management. Most of this material was originally received or generated by the Office of the Dean. It includes files on the funding of faculty research, student financial aid, curriculum development, administration, operations, and training and staff development. Materials include budgets, proposals, reports, applications, ledgers, statements, invoices, vouchers, receipts, transfer requests and related correspondence. Materials span 1923-1969, but are heavily concentrated in the years 1956-1969.

Series III: Faculty, Students and Curriculum, documents academic administration and teaching at SSA. Represented are faculty research and teaching; committee work; courses and curricular programs; and student admissions, enrollment and registration. Materials span 1931-1969 but are heavily concentrated in the years 1956-1969. Included are meeting minutes and agendas, reports, proposals, administrative statements, correspondence, course materials, curricular studies, examinations, statistics, surveys and manuals.

Series IV: SSA Building, contains records documenting the School of Social Service Administration's building at 969 E. 60th Street. This series also contains materials related to SSA's struggles with previous facilities in Cobb Hall, and funding for the Social Service Research Center. Material in this series consists primarily of correspondence between Dean Alton Linford, SSA faculty and administrators, donors, and university administrators. There are also architectural renderings and plans, as well as financial records, publicity materials and photographs. Correspondence, architectural renderings and technical specifications documenting the work of Mies van der Rohe are included with files on design and construction. Materials in this series span 1952-1966.

Series V: Events, consists of administrative records of SSA and university events. This series contains the records of administrative committees charged with handling the aftermath of the 1969 occupation of the university's Administration Building following the dismissal of Professor Marlene Dixon. Also discussed is a demonstration at the Center for Urban Studies. Other events documented in this series include convocations, SSA's fiftieth anniversary, the seventy-fifth anniversary of the University of Chicago, and a variety of speeches, lectures, dinners, and luncheons. Materials in this series span 1942-1969 and include programs, degree lists, pamphlets, exhibition materials, correspondence, reports, broadsides, financial records, and drafts of speeches and lectures.

Series VI: Council on Social Work Education, documents SSA's relations with CSWE, a national association of social work educators, professionals, and organizations. Much of the material in this series relates to CSWE's accreditation of SSA and other social work education programs. There are also files on CSWE's annual meetings, its Board of Directors, and SSA annual reporting of statistics to the council. This series spans 1948-1968 and includes correspondence, meeting minutes, reports, programs and publications.

Series VII: Restricted, consists of files on examinations, transferred from Series III: Subseries 6. Files include grade reports and other evaluative information on individual students.

Related Resources

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

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

Linford, Alton. Papers

Perlman, Helen Harris. Papers

Richman, Harold. Papers

Simon, Bernece. Papers

Spergel, Irving. Papers

University of Chicago. School of Social Service Administration. Records 1920-1956

Subject Headings

- Linford, Alton A.
- Mies van der Rohe, Ludwig, 1886-1969
- Council on Social Work Education
- University of Chicago. School of Social Service Administration
- Architecture, Modern
- Social service
- Social work education
- Social workers

INVENTORY

Series I: Correspondence of the Dean

This series consists of Alton Linford's incoming and outgoing correspondence with SSA faculty, administrators, students and staff; University of Chicago administrators; and others in the larger social work community. Correspondence includes letters, memoranda, newsletters, announcements, and press releases. Some larger files also include reports and meeting materials.

This series is organized alphabetically by correspondent or subject; however, the files are evidently complete only through the letter "M", with a very small number of files afterwards. Correspondence is concentrated in 1956-1969, though some items date as early as 1941.

Other correspondence of the dean and his staff is found throughout the collection, organized along with other materials in Series II-VI.

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This series contains material related to the School of Social Service Administration's work in fundraising, development, and financial management. Most of this material was originally received or generated by the Office of the Dean. It includes files on the funding of faculty research, student financial aid, curriculum development, administration, operations, and training and staff development.

This series is divided into three subseries:

Subseries 1: Budgets, 1957-1964, is organized chronologically, and contains annual budget projections, correspondence related to budget planning and modification, and records of expenditures.

Subseries 2: Funding, 1956-1969, documents the school's relations with major sources of public and private funding. Materials include proposals, reports, applications, and correspondence.

Subseries 3: General Records, 1923-1969, contains a wide variety of financial materials. Much of this subseries consists of routine financial documents such as ledgers, statements, invoices, vouchers, receipts, and transfer requests. Also included are grant proposals, reports, budgets, and applications, as well as correspondence with funding agencies and individual donors. While this subseries is heavily concentrated in the years 1954-1969, some files in this subseries date contain documents dating as early as the 1920s-1940s.

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Series III: Faculty, Students and Curriculum

This series documents academic administration and teaching in the School of Social Service Administration. Represented are faculty research and teaching; committee work; courses and curricular programs; and student admissions, enrollment and registration. Materials span 1931-1969 but are heavily concentrated in the years 1956-1969. This series is organized into nine subseries.

Subseries 1: Faculty Meetings, spans 1952-1969 and contains meeting minutes and agendas, along with reports, proposals, administrative statements and other materials submitted for faculty review. The first part of this subseries consists of a set of meeting materials kept by faculty member Rachel Marks. The second part of the subseries is a general aggregation of meeting materials kept by Alton Linford and other faculty members.

Subseries 2: Committees, spans 1947-1969 and contains the records of faculty committees, as well as several student committees. Most committee material deals with SSA curriculum development. Other committees handled policy matters and student affairs. Materials in this subseries include meeting minutes, agendas, reports, proposals, administrative statements, and correspondence. Included are files kept by the Office of the Dean, as well as by several different faculty members and administrators. Files are organized alphabetically.

Subseries 3: Field Education, spans 1931-1969 and contains material related to the administration of SSA's field work curriculum. Included are files on field placements, performance standards, evaluations, and curriculum developments. Materials include proposals, reports, studies, course materials, agreements and correspondence. Much of the correspondence is among instructors, consultants, and administrators, and deals with negotiations to place students at agencies. Most files were kept by the Office of the Dean, or by field education administrators. Files are organized alphabetically.

Subseries 4: Case Records, consists of sample case materials used in teaching social casework courses. These files were kept by casework instructors, or by the SSA Library. Some records are bound together as casebooks for specific courses. The instructor and course number are identified on some of the records. Most materials are undated, but were used in classes taught in the 1950s-1960s.

Subseries 5: Course Readings, contains copies of articles, studies, reports, case records and other materials assigned for SSA courses. These files were kept by instructors, or by the SSA Library. Files are arranged by course number and span 1957-1968.

Subseries 6: Examinations, contains one volume of comprehensive and degree candidacy exams from 1946-1961, one volume of A.M. final exams from 1938-1959, and a file of examinations for SSA 360-361, Social Welfare Policy and Services, taught in 1966-1968. Files containing examination grade reports are restricted and have been transferred to Series VII.

Subseries 7: Curriculum Development, spans 1956-1969, with files arranged alphabetically. Included are proposals, reports, correspondence and studies. There are files on curriculum studies and surveys, fundraising for training programs, planning for Summer Institutes and special seminars, and the development of international programs. Most files were kept by the Office of the Dean.

Subseries 8: Statistics and Guides, contains a variety of cumulative and procedural information related to students, curriculum, faculty and personnel. Included are several versions of SSA's administrative manuals; admissions statistics from 1952-1966; statistics on course instructors and student enrollment from 1944-1959; registration statistics from 1956-1964; statistical publications on social work education; a student manual describing SSA's faculty, publications, curriculum, and degree requirements; and lists of students and staff. Files are arranged alphabetically.

Subseries 9: Faculty Files, consists of files from the Office of the Dean, as well as a small collection of administrative material kept by faculty member Dorothy Aikin. Material from

the Office of the Dean includes files on faculty assignments, as well as material on individual faculty members. There are several files of correspondence and memorial materials on Charlotte Towle. There are also research articles, reports, and proposals produced by faculty of SSA in the 1950s-1960s.

Files related primarily to the financial administration of research and teaching are in Series II. Files on student and faculty events are in Series V. Series VI contains material on SSA's academic accreditation.

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Series IV: SSA Building

This series contains records documenting the School of Social Service Administration's building at 969 E. 60th Street. This series also contains materials related to SSA's struggles with previous facilities in Cobb Hall, and funding for the Social Service Research Center. Files are organized to reflect the activities of planning, funding, design and construction, groundbreaking, dedication, and facilities use. Material in this series consists primarily of correspondence between Dean

Alton Linford, SSA faculty and administrators, donors, and university administrators. There are also architectural renderings and plans, as well as financial records, publicity materials and photographs. Oversize material, including architectural plans, photographs and newspaper clippings, are at the end of this series. Correspondence, architectural renderings and technical specifications documenting the work of Mies van der Rohe are included with files on design and construction. Materials in this series span 1952-1966.

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Series V: Events

This series consists of administrative records of SSA and university events. Most of the files in this series were kept by the Office of the Dean; also included are files kept by Margaret Rosenheim, who led some faculty initiatives related to SSA events, and copies of speeches retained by the SSA Library.

Subseries 1: Student Demonstrations, contains the records of administrative committees charged with handling the aftermath of the 1969 occupation of the university's Administration Building following the dismissal of professor Marlene Dixon. Also included are memoranda and reports discussing an event at the Center for Urban Studies, at which demonstrators protested the university's expansion into the Woodlawn neighborhood. Materials date from 1969.

Subseries 2: Convocations, contains convocation programs, lists of students receiving degrees, and related press releases. Materials span 1957-1967 but are not present for all years.

Subseries 3: Anniversaries, consists of material related to the fiftieth anniversary of SSA (1959) and the seventy-fifth anniversary of the University of Chicago (1966). SSA's fiftieth anniversary materials include several files on an exhibit that showcased the history of the school: In these files are pamphlets, historical outlines, and biographical materials on faculty and other important figures in the history of SSA. Also included are correspondence, reports, event programs, statements, addresses, and financial records. Materials related to the seventy-fifth anniversary of the university mainly focus on SSA's involvement in anniversary events. Included here are correspondence, broadsides, and financial records.

Subseries 4: Speeches and Lectures, contains material related to special lectures held at SSA, as well as lectures and speeches given by Alton Linford as Dean of SSA. Included are drafts of speeches and lectures, correspondence, publicity material, and biographical material spanning 1942-1969.

Subseries 5: Dinners and Luncheons, consists of a file on a faculty-staff dinner held at the Quadrangle Club, a file on an honorary dinner held for Alton Linford when he stepped down as Dean of SSA, and a file of general material on event planning and expenses. Materials span 1965-1969 and include correspondence, invitations, programs, and financial records.

Materials related to the groundbreaking and dedication of the SSA Building are in Series IV.

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The majority of material in this series is correspondence between Alton Linford and CSWE administrators. Also included are meeting minutes, reports, programs and publications. Materials span 1948-1968, with files arranged alphabetically.

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