

UNIVERSITY of PENNSYLVANIA



The University Archives
and Records Center

A Guide to the
Office of the Provost
Josiah H. Penniman (1868-1941), 1921-1940,
Records, 1887-1941

11 Cubic ft.

UPA 6.2 P

Prepared by Kaiyi Chen

August, 2000

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**Guide to the
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PROVENANCE

The Josiah H. Penniman papers were transferred to the University Archives in 1968. Originally, the collection included both administrative files and Penniman's personal and family papers. The latter part has been set apart and re-classified under UPT 50 P 414.

ARRANGEMENT

The collection has been arranged alphabetically. The General Correspondence has been maintained in its original order of being filed alphabetically either by the initial of the name of the correspondent or by subject.

AGENCY HISTORY

Historically, before the final establishment of the institution of the Office of the University President in 1930, the Provost used to be the head of the University of Pennsylvania

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responsible for both academic and administrative activities of the School. Quick growth of the University and great expansion of the scope of its multifarious activities gave rise to the need for some fundamental changes in the mechanism of the school leadership. In the decade from early 1920s to early 1930s, the University went through a zigzag course in exploring for an appropriate way to reorganize its leadership system. The twists and turns in the course underlined a struggle between the forces in favor of the changes and the resilience of the existing order.

The movement began in the election of General Leonard Wood as the chief executive of the University of Pennsylvania in March 1921. In nominating General Wood as head of the University, the Board of Trustees left two points open. One was what title the General was to be given. The consensus was that Penn should join Yale and several other universities to create a new office of the University President. The other point undecided was the relationship between the office of the President and the office of the Provost. With the second point, the Trustees resolved at the same meeting for the nomination of General Wood on March 21 that the “scheme of administration for the University” was to be decided between General Wood and the Acting Provost Josiah H. Penniman on the return of the General from the Philippines. The Trustees stressed, however, that the educational interests of the University “shall take precedence of everything else” in the University government.

The uncertainty over the relationship between the two leading University offices apparently pleased neither the President-to-be nor Josiah H. Penniman who had been Acting Provost since the retirement of Edgar Fah Smith in 1920. From his nomination in the spring of 1921 to late 1922, General Wood extended his leave of absence again and again. In December 1922, Wood formally tendered his resignation “in view of the impossibility” of giving a definite date for his return.

The initiative to have a new office of University President, however, continued. In December 1922 the University Trustees decided that “in recognition of the great growth and

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development of the University and its activities,” the University was to create the office of the University President as the “Executive and Administrative Head of the University” while re-defining the office of Provost “as the Educational or Academic head of the University.” The proposal conceived the idea of having two separate and parallel institutions, for the Provost was to have “all of the powers, duties and functions heretofore vested in and devolved upon the Provost, which shall not be vested in the President of the University.” A Special Committee of Five Trustees was formed for further discussion of the duties of the two Executive Officers, the changes in the existing Statutes necessitated by the creation of the new Office of President and the selection of a suitable person to fill the office.

In its report to the Trustees in January 1923, the Special Committee of Five expanded the responsibility of the Office of the University President by re-defining the University President as “Head of the University.” The Trustees adopted the report and appointed a committee of four to approach the incumbent Provost for his endorsement of the change. Although, in January 1923, Provost Penniman nominally accepted, “after prolonged discussion [with a Committee of Four] and much consideration,” the new arrangement as well as his election as Provost “in accordance with the report of the Special Committee of Five,” he later asserted his position to the Trustees more than once that “the educational head of the University ought not to be subordinate to any other official.” To keep his service, the Trustees, instead of finding a new person to fill the office of President, selected in July Penniman President of the University of Pennsylvania, who was in the meantime requested to “act as Provost until a new Provost shall have been chosen.” As Penniman was now President and Provost concurrently, the Trustees raised his annual salary from \$15,000 to \$25,000 in November 1923.

The movement of relapse finished a full cycle by late 1926. On November 15, the Trustees approved “in principle” the consolidation of the offices of the President and Provost under the title of Provost. In December, the Trustees formally abrogated the title of University President and restored the Provost as head of the University. To assist the Provost, the Trustees

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decided to create the positions of three or more Vice Provosts to share the responsibilities in such fields of activities as faculty matters, student matters and the relations with the public.

The momentum for change surged again five years later. In January 1931, the Trustees approved the revised Statutes of the University. The new Statutes stipulated that the collective of University Officers consisted of “a President, a Provost, four or more Vice-Presidents, a Treasurer, a Secretary, a Comptroller, a General Counsel, a Librarian and such a number of Deans and Directors as the Trustees may from time to time approve.” The Trustees, again, made the President of the University “head of the University” to whom “all officers of the University shall be responsible.” The role of the Provost was re-defined as “the senior educational officer of the University” who “shall be a member of every Faculty of the University” and “shall advise the President upon the educational policies and development of the University.” The first person elected to the newly-defined head position was Thomas S. Gates while Josiah H. Penniman retained the position of Provost.

The new executive and administrative system of the University, which took a whole decade to shape and emerge out of drastic twists and turns, has been in existence since then. It has functioned without much change in the past half century and more.

Beginning in the late 1920s, positions of Vice Provosts were gradually created as various needs arose. In 1928, the Trustees established three Vice Provost positions. One was to supervise the Undergraduate Schools and the Graduate School of Arts and Sciences; the second to be in charge of the Medical Schools, Institutes and Departments; the third to exercise supervision over the administrative business of the University as well as over departments not attached to any one school or group of schools. All three Vice Provosts were responsible to the Provost and to the Trustees. One of them (in the order designated by the Trustees) would act as Provost during the absence or inability of the Provost or during a vacancy in the Office of

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Provost. The Vice Provost in charge of the Undergraduate Schools would also serve as Chairman of a Committee on Student Welfare.

In January 1954, at the recommendation of President Gaylord P. Harnwell, the Trustees appointed two more Vice Provosts to strengthen the Office of the Provost. One was to be responsible for research funds and awards, research publicity and relationships with learned societies; the other for budget matters, teachings loads and records, Summer School, Undergraduate calendar, etc. In 1973, a new position of Vice Provost for Graduate Studies and Research was created. A committee was formed to search for the position. In the same year, another committee was constituted to search for a Vice Provost for University Life. The two latter offices were alternatively named in later years as Vice Provost for Research and Vice Provost for Undergraduate Studies and University Life respectively.

The Office of the Provost was most recently reorganized in the summer of 1999 by Provost Robert L. Barchi. Under his direction the principal functions of the Office are managed by an Associate Provost, a Deputy Provost, and four Vice Provosts. The Vice Provosts include one for the University Libraries, one for Information Systems and Computing, one for Research, and one for University Life.

The Associate Provost manages the academic personnel process including recruitment, appointments, promotions, tenure cases, grievances, oversight of faculty policy changes, and administrative review of faculty policies. In addition, the Office of Student Conduct reports to the Associate Provost. The Associate Provost therefore also reports to the Provost on matters related to the student judicial process in cases of academic integrity and student conduct violations. The Center for Greater Philadelphia also reports to the Associate Provost.

The Deputy Provost is the Provost's chief advisor. He works closely with the Provost and is responsible for both undergraduate and graduate education. He chairs the Council of

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Undergraduate Deans, the Council of Graduate Deans, and the Graduate Faculties. In addition, a number of academic and cultural units on campus report to him. They include the Annenberg Center for Performing Arts, the Institute for Contemporary Art (ICA), the Arthur Ross Gallery, the University Museum, the University Press, and the Office of International Programs.

The Vice Provost and Director of Libraries. He is responsible, under the Provost's direction, for planning, acquiring, managing and preserving the knowledge and informational resources that support Penn's instructional and research programs. The Vice Provost and Director of Libraries has responsibility for fourteen centrally administered libraries on campus (excluding Law), the Center for Judaic Studies Library in center-city Philadelphia, and the rapidly growing "sixteenth" library -- Penn's digital Library on the World Wide Web. The Vice Provost also represents Penn's interest in national and regional library consortia, such as the Research Libraries Group, the Coalition for Networked Information and the Association of Research Libraries, that enhance scholarly access to information, and advocate libraries in public and government arenas. The Vice Provost advises the Provost on all matters pertaining to academic information resources.

The Vice Provost for Information Systems and Computing is responsible for providing core administrative information systems and the campus data network, as well as advising the Provost and President on issues involving information technology. His office serves as facilitator for addressing information technology service issues shared among service providers in the schools as well as central administrative units. It also seeks to be an innovator in the use of information technologies for teaching.

The Vice Provost for Research is the spokesman for the University on research related matters. The Vice Provost for Research also has responsibility for the development and implementation of policies and procedures which promote excellence in research across the University. In this capacity the Vice Provost advises the Provost on all research programs and

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planning initiatives related to research. The Vice Provost is responsible for administering and coordinating a wide variety of activities at Penn, including the Provost's Council on Research, the Research Foundation, and the Research Facilities Development Fund. The Vice Provost for Research has ongoing, direct supervisory responsibility for the Office of Research Administration (ORA) (joint with the Vice President for Finance), the Center for Technology Transfer (CTT), University Laboratory Animal Resources (ULAR), the Office of Environmental Health and Radiation Safety (EHRS), the Laboratory for Research on the Structure of Matter (LRSM), and other interdisciplinary institutes.

The Vice Provost for University Life (VPUL) has administrative responsibility for offices and programs which support Penn's 22,000 undergraduate, graduate, and professional students and the faculty and staff who nurture their interests and aspirations. The following are areas for which the Vice Provost for University Life has oversight in partnership with students, faculty, and the twelve schools of the University: co-curricular academic programs; student affairs, organizations, and student union facilities; campus resource, student health, and student support services; and University Life Information and Technology Services.

The Office of the Provost is also managed by eight senior administrators: the Director of College Houses and Academic Services; the Dean of Undergraduate Admissions; the Director of Athletics; the Director of Institutional Research; the Executive Director of Administrative Services; the Executive Assistant to the Provost; the Executive Director of External Affairs; and the Assistant Vice Provost for Graduate Education.

The Director of College Houses and Academic Services (CHAS) is responsible for supporting the staff, programming, and academic mission of Penn's twelve College Houses. The Director is the chair of the Residential Faculty Council (RFC), comprising the Faculty Masters of the twelve houses. The Penn Video Network is also part of CHAS.

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The Dean of Undergraduate Admissions oversees the recruitment, selection, and enrollment of students for the four undergraduate schools at Penn. He sits on university wide committees and serves as a Trustee member of The College Board.

The Director of the Division of Recreation and Intercollegiate Athletics also serves as Assistant to the Provost. Penn Athletics supports 32 intercollegiate athletic programs with more than 1,100 student-athlete participants. The Athletic Director also oversees Penn's numerous recreational, intramural and community programs. This is an important service to the University community and a significant priority for Penn athletics and the recreation department.

The Director of Institutional Research and Analysis directs the office which provides institutional research supporting the policy and planning goals of the University. The Office of Institutional Research and Analysis also prepares the numerous reports and analysis required by external agencies. It also plays a significant supporting role with the external school reviews, which are coordinated by the Associate Provost.

The Executive Director of Administrative Affairs for the Office of the Provost is responsible for the administration of the Provost's budget centers, and takes an active role in the financial administration for the administrative and resource centers reporting to the Provost. In addition, the Executive Director works with the Provost on university budget issues. The Executive Director represents the Provost on a number of University committees including the Network Policy Task Force and Capital Advisory Group.

The Executive Assistant to the Provost provides extensive administrative assistance to the Provost, ensuring the implementation of his academic priorities. The Executive Assistant coordinates the activities of the Provost and his associates both within the Office as well as with other administrative offices in the University. She also prepares or manages the preparation of the Provost's correspondence, position papers, agendas and reports; performs research activities

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including data-gathering, analysis and interpretation; and staffs various committees. In recent years, the Executive Assistant has also assisted the Provost on office and classroom space issues. The Executive Director of External Affairs assists the Provost with his communications to external constituencies including alumni, trustees, donors, public officials, community leaders and the media. She also takes an active role in the development of communications strategies for other administrative and resource centers reporting to the Provost. In addition, the Executive Director of External Affairs supports the Provost in his numerous interactions with student groups and student leaders. She has led several major communications efforts while at Penn, including a comprehensive assessment of undergraduate communications and the initial marketing efforts for Penn's College House system.

The Assistant Vice Provost for Graduate Education in the Office of the Deputy Provost assists the Deputy Provost and works on student outreach and fellowships, coordinates the Exchange Scholars program, and advises students, faculty and staff with questions about University policy.

SCOPE AND CONTENT

This collection documents the operation of the Provost Office under the administration of Josiah Harmar Penniman, 1921-1939. Also included are files from Penniman's office when he was Vice Dean of the College, 1896-1897; Dean of the College, 1897-1909; and Vice Provost, 1911-1920.

The bulk of the collection is in general correspondence. Among the major correspondents were former Provosts Charles Custis Harrison and Edgar Fah Smith, Vice Provosts George A. Brakeley and J. Hartley Merrick, Treasurer F. Corlies Morgan, Secretary of the University Edward W. Mumford, Comptroller William E. Mikell, Dean of School of

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Education J. H. Minnick, Dean of Medical School William Pepper, heads of various academic departments, and Director of Placement Service C. E. Clewell. The subject of the correspondence covers a wide range from academic and financial matters to the planning of the development of the University.

Other important files of the collection are Addresses and Articles, reports and correspondence to the University Trustees, and Weekly Calendar. Addresses and articles include commencement addresses, opening addresses of each academic year, and addresses Penniman made on various occasions to mark major events on campus. The Weekly Calendar continues from 1911 to 1938 and carries Penniman's notes on his schedule.

The collection also includes a small collection of books and other publications kept by the Provost Office for reference.

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INVENTORY

Box 1

Addresses and Articles

- | | | |
|----|----|--|
| FF | 1 | “Shall Industrial or Vocational Subjects be Accepted for Admission to College?” [1911] |
| FF | 2 | “The University of Pennsylvania: Past, Present and Future,” [1924?] |
| FF | 3 | “Universities: from Paris to Pennsylvania,” 1930 |
| FF | 4 | Address to Alumni, 1920 Oct. 16 |
| FF | 5 | Address to the Association of Descendants of the Schwenkfeldian Exiles, 1930 Nov. 21 |
| FF | 6 | Associated Pennsylvania Clubs, 1929 Nov. 15 |
| FF | 7 | Baccalaureate Address, 1924 June 15 |
| FF | 8 | Before the Penn Alumni at Chicago, 1929 |
| FF | 9 | Benjamin Franklin and the University of Pennsylvania, n.d. |
| FF | 10 | College Graduates Credo, 1924 June 9 |

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Box 1	Addresses and Articles (cont.)
	Commencement address
FF 11	1909
FF 12	1929
FF 13	1934 June 11
FF 14	Commencement address, Muhlenberg College, 1929
FF 15	Commencement and convocation, 1924-1933
FF 16	Dedication of the Horace Howard Furness Memorial, 1932 April 23
FF 17	Founder' s Day address, Lafayette College, 1933 Oct. 20
FF 18	Founder' s Day Address, Lehigh School, 1934 Oct. 3
FF 19	General Committee of University of Pennsylvania Fund, 1927 Nov. 23
FF 20	Graduate School members, Address to, 1933 Oct. 31
FF 21	Honorary degree presentation, 1931 Feb. 23
FF 22	Introducing Sir Arthur Currie, 1922 Feb. 22
FF 23	Matheson (Kenneth Gordon) Memorial Meeting, 1931 Dec. 7
FF 24	New York Alumni Dinner, 1923 April 7
	Opening address
FF 25	1908 Sept. 25
FF 26	1922-25
FF 27	1928 Sept. 28
FF 28	1929-1932

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Box 1	Addresses and Articles
	Opening address (cont.)
FF 29	Opening Exercises, 1924 Sept. 26
FF 30	Opening of fund drive, 1925 May 1st
FF 31	Philadelphia Award, 1925 March 25
FF 32	Radio Christmas message, 1928 Dec. 24
FF 33	Remarks on presenting the Spingarn Medal at the 15th Annual Conference of the National Association for the Advancement of Colored People, 1924 July 1
FF 34	Retirement of Edgar F. Smith, 1920 June 30
FF 35	Tower Hill School, 1920 Jan. 15
FF 36	Wanamaker Heads of Departments, address to, 1911 Nov. 13th
FF 37	Welfare Campaign, opening and closing prayers, 1931
FF 38	Administrative Committee, Minutes, 1927
FF 39	Administrative Committee, Minutes, 1928
FF 40	Admissions, 1922-1924
FF 41	Admissions, Summary, 1925-1926
FF 42	Alumni Association and clubs, 1929-1930
FF 43	Alumni Register, 1924 March
FF 44	Architectural Commission, "Report to the Board of Trustees of the University of Pennsylvania upon the Future Development of Buildings and Grounds and the Conservation of Surrounding Territory," 1913

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Box 1 Books and publications

Carnegie Foundation for the Advancement of Teaching

FF 45 A third of a Century of Teachers Retirement, 1940

FF 46 Annual Report, 34th, 1939

Carnegie Foundation for the Advancement of Teaching (cont.)

FF 47 Annual Report, 35th, 1939-1940

FF 48 Bulletin No. 30, Studies in Early Graduate Education, 1939

FF 49 Bulletin No. 31, An Experiment in Responsible Learning, 1940

FF 50 Letter of Gift, Act of Incorporation, By-laws, etc., 1929, 1940

FF 51 Penn Charter Rules and Statutes of the Corporation, 1912, and University
Policy, reprint 1922

FF 52 University of Pennsylvania, Statutes of the Corporation, 1940

FF 53 University publications, miscellaneous, 1913-1939

FF 54 Business Education, Board of, Minutes, 1928-1930

FF 55 College Courses for Teachers and admission of women, Reports and minutes,
1930-1931

FF 56 Committee on Contacts, Minutes, 1930

FF 57 Committee on Finance and Property, Minutes, 1927-1928

Box 12 (oversize)

FF 1 Confidential Statement by the Provost, "The Present Financial Condition of the
University of Pennsylvania," 1929

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Box 1

- FF 58 Correspondence of the Dean of the College and of Vice Provost, 1903-1918
Dean of College correspondence
- FF 59 1898-1907
- FF 60 1899-1908
- FF 61 1901-1905 (I)
- FF 62 1901-1905 (II)

Box 12 (oversize)

- FF 2 Committee of the Law Faculty to confer with the College Authorities on Preparatory course for Law, report, [1901]

Box 1

- FF 63 Educational Council, 1931
- FF 64 Engineering Education, Board, 1930-1931
- FF 65 Engineering Education, Board of, Minutes, 1929-1930

Box 2

- FF 1 Evans Institute (Dental School), Meeting with the Provost, 1930 April 17
Executive Board
- FF 2 1930-1931
- FF 3 Minutes and reports, 1929
- FF 4 Minutes, 1929-1930

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Box 2		Executive Committee, Administrative Council
FF	5	Minutes, 1931 February-1931 September
FF	6	Minutes, 1931 Oct. - 1932 March
FF	7	Financial Report for the Year Ended June 30, 1924,
FF	8	Fine Arts, Board of, Minutes, etc., 1929-1930
FF	9	Flower Observatory, 1927-1928
FF	10	Ford, Albert E., Correspondence and estate, 1923-1930
FF	11	Fund campaign facts, 1929
		General Correspondence
FF	12	1921-1941
FF	13	A, 1922-1924
FF	14	A, 1923-1924
FF	15	A, 1925 (I)
FF	16	A, 1925 (II)
FF	17	A, 1926-1927
FF	18	A, 1927-1928
FF	19	A, 1928
FF	20	A, 1929-1931
FF	21	A-B, 1929
FF	22	Achelis, Elizabeth (World Calendar Association), 1930-1931
FF	23	Al-Ay, 1930-1931

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Box 2	General Correspondence (cont.)	
FF 24		B, 1924 (I)
FF 25		B, 1924(II)
FF 26		B, 1926-1927
FF 27		B, 1928-1929
FF 28		B, 1929
FF 29		B, 1930
FF 30		Ba-Be, 1927-1928
FF 31		Ba-Be, 1930-1931
FF 32		Ba-Bem, 1923-1924
FF 33		Ba-BI, 1925
FF 34		Ba-Brown, 1925
FF 35		Barnes Foundation, 1924-1926
FF 36		Be-Bu, 1927-1928
FF 37		Ben-Bor, 1923-1924
FF 38		Bi-Bu, 1930-1931
FF 39		Board of Deans, 1927
FF 40		Bo-Bryant, 1925
Box 3		
FF 1		Bor-Bu, 1923-1924
FF 2		Borie, C. L., 1929-1930

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Box 3	General Correspondence (cont.)	
FF 3		Borie, Charles L., architect, 1926-1927
FF 4		Borie, Charles L., Chairman of Committee on Buildings and Grounds, 1927-1928
		Brakeley, George A.
FF 5		1929-1930
FF 6		Administrative Vice President, 1931
FF 7		Vice Provost, 1926-1927
FF 8		Vice Provost, 1927-1928
FF 9		Vice Provost, 1927-1930
FF 10		Vice Provost, 1929
FF 11		Br-Bu, 1929
FF 12		Brooks-Bryce Foundation, 1925-1930
FF 13		Brownlee-Butt, 1925
FF 14		Bu, 1925-1926
FF 15		Budgets, 1930-1932
FF 16		C, 1925
FF 17		C, 1929
FF 18		C, 1930-1931
FF 19		Ca- Co, 1926-1927
FF 20		Ca, 1927-1928

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Box 3	General Correspondence (cont.)
FF 21	Ca-Ch, 1923-1924
FF 22	Ca-Ch, 1925-1926
FF 23	Ca-Co, 1930
FF 24	Ca-Cr, 1924
FF 25	C-D, 1928
FF 26	Ch-Co, 1928
FF 27	Ch-Cr, 1927-1928
FF 28	Ch-Cu, 1923-1924
FF 29	Cl-Cu, 1925-1926
FF 30	Clewell, C. E., Director of Placement Service, 1930
FF 31	Clewell, C. E., Director of Placement Service, 1931
FF 32	Clippings, miscellaneous, 1887-1931
FF 33	Co-Cu, 1926-1927
FF 34	Co-Cu, 1930
FF 35	Crosby, H. L., Dean of Graduate School, 1930-1931
FF 36	Curtis Organ recital, 1929
FF 37	D, 1923-1924
FF 38	D, 1925
FF 39	D, 1925-1926
FF 40	D, 1926-1927

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Box 3 General Correspondence (cont.)

FF 41 D, 1927-1928

Box 4

FF 1 D, 1929

FF 2 D, 1930

FF 3 D, 1930-1931

FF 4 Da-Do, 1924

FF 5 Dickinson, Asa Don, Librarian, 1930-1932

FF 6 DuBarry, Wiliam H., 1919-1930

FF 7 E, 1922-1923

FF 8 E, 1924

FF 9 E, 1925

FF 10 E, 1925-1926

FF 11 E, 1926-1927

FF 12 E, 1927-1928

FF 13 E, 1928

FF 14 E, 1929-1930

FF 15 E, 1930-1931

FF 16 F, 1923-1924

FF 17 F, 1925

FF 18 F, 1926-1927

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Box 4	General Correspondence (cont.)	
FF 19	F, 1927-1928	
FF 20	F, 1928	
FF 21	F, 1929	
FF 22	F, 1930	
FF 23	F, 1930-1931	
FF 24	Fa-Fo, 1925-1926	
FF 25	Fa-Fr, 1924	
FF 26	Fernald, Robert H., Director, Department of Mechanical Engineering, 1929-1930	
FF 27	Fine Arts, Board of, 1930-1931	
FF 28	Flower Observatory, 1922-1927	
FF 29	Franklin Field Illustrated, 1928	
FF 30	Frazer, John, Dean of Towne School, 1926-1927	
FF 31	Fr-Fu, 1925-1926	
FF 32	Furness, Horace Howard, Jr., Will	
FF 33	G, 1924	
FF 34	G, 1924-1928	
FF 35	G, 1925	
FF 36	G, 1928	
FF 37	G, 1928-1929	

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Box 4		General Correspondence (cont.)
FF	38	G, 1929
FF	39	G, 1930
FF	40	G, 1930-1931
FF	41	Ga-Gh
FF	42	Ga-Gi, 1925-1926
FF	43	Ga-Gr, 1926-1927
FF	44	Gates, Thomas S., 1929-1930

Box 5

FF	1	Gi-Gu
FF	2	Gi-Gu, 1925-1926
FF	3	H, 1924
FF	4	H, 1925-1926
FF	5	H, 1928
FF	6	H, 1929
FF	7	H, 1930-1931
FF	8	Ha, 1923-1924
FF	9	Haa-Has, 1926-1927
FF	10	Ha-He, 1924-1926
FF	11	Ha-He, 1927-1928
FF	12	Ha-He, 1929-1930

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Box 5 General Correspondence (cont.)

FF	13	Har-Hen, 1923-1924
FF	14	Hat-Hy, 1926-1927
FF	15	He-Hu, 1927-1928
FF	16	He-Hy, 1925-1926
FF	17	Her-Hol
FF	18	Ho-Hu, 1929-1930
FF	19	Hoo-Hy
FF	20	I, 1922-1924
FF	21	I, 1925-1926
FF	22	I, 1926-1931
FF	23	I-J, 1928
FF	24	J, 1923-1924
FF	25	J, 1924
FF	26	J, 1925
FF	27	J, 1929
FF	28	J, 1929-1930
FF	29	J, 1930-1931
FF	30	Ja-Jo, 1925-1926
FF	31	Ja-Jo, 1927
FF	32	Ja-Jo, 1927-1928

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FF 33 Jo, 1925-1926

FF 34 K

FF 35 K, 1924

FF 36 K, 1925

FF 37 K, 1925-1926

Box 6

FF 1 K, 1926-1927

FF 2 K, 1927-1928

FF 3 K, 1928

FF 4 K, 1929

FF 5 K, 1930

FF 6 K, 1930-1931

FF 7 L, 1924

FF 8 L, 1925

FF 9 L, 1925-1926

FF 10 L, 1926-1927

FF 11 L, 1927-1928

FF 12 L, 1928

FF 13 L, 1929

FF 14 L, 1929-1930

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FF	15	L, 1930-1931
FF	16	Laird, Warren P., Dean of Fine Arts, 1929-1932
FF	17	La-Lei
FF	18	Law, Board of, 1930-1931
FF	19	Le-Lu
FF	20	Letter to the Alumni of the University of Pennsylvania, 1925, and Notes on the Present Situation at the University of Pennsylvania, n.d.
FF	21	Liberal Arts, Board of, 1930-1931
FF	22	M, 1924-1926
FF	23	M, 1928
FF	24	M, 1929
FF	25	M, 1929-1930
FF	26	Mac-Mad
FF	27	Mac-Mas, 1924-1926
FF	28	Mac-Mc, 1927-1928
FF	29	Mac-Mc, 1929
FF	30	Mag-Mar
FF	31	Ma-Mc, 1925-1926
FF	32	Ma-Mc, 1925-1927
FF	33	Ma-Mc, 1929-1930

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Box 6 General Correspondence (cont.)

FF	34	Ma-Mc, 1930-1931
FF	35	Martin-McClelland
FF	36	Mat-Mc, 1924-1925
FF	37	Mc
FF	38	Mc, 1925-1926
FF	39	Mc, 1927-1928

Box 7

FF	1	Mc-Mi, 1929-1930
FF	2	Medical Affairs, Board of, 1931
FF	3	Meeker-Merriam, 1923-1924
FF	4	Me-Morgan, F., 1930-1931
FF	5	Me-Mu, 1925-1926
FF	6	Me-Mu, 1926-1927
FF	7	Me-Mu, 1928
FF	8	Mer-Mon
FF	9	Merrick Merrick, J. Hartley
FF	10	University Council on Welfare and Student Activities, 1925-1927
FF	11	Vice Provost (Director of University Council on Welfare), 1925-1926

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Box 7	General Correspondence (cont.)	
FF 12	Mikell, William E., Dean of Law School, 1929	
	Miller, William O, Comptroller	
FF 13	1923-1924	
FF 14	1924-1925	
FF 15	1926	
FF 16	1926-1927	
FF 17	1928	
FF 18	1929	
FF 19	1930	
FF 20	Minnick, J. H., Dean of School of Education, 1927-1930	
FF 21	Minnick, J. H., re meeting of the Board of Deans, 1921-1925	
FF 22	Minnick, J. H., re meeting of the Board of Deans, 1925-1926	
FF 23	Miscellaneous, 1920-1930	
FF 24	Miscellaneous, 1921-1937	
FF 25	Mon-Mor	
	Morgan, F. Corlies, Treasurer	
FF 26	1925	
FF 27	1926	
FF 28	1926-1927	
FF 29	1927-1928	

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Box 7	General Correspondence Morgan, F. Corlies, Treasurer (cont.)
FF 30	1928-1929
FF 31	1929-1930
FF 32	Morgan, J. - Mu, 1930-1931
FF 33	Morgan, Randal, 1923-1924
FF 34	Mor-Mus Mumford, Edward W., Secretary
FF 35	1924
FF 36	1925 June - Dec.
FF 37	1926 Jan. - Sept.
FF 38	1926 July - Dec.
FF 39	1927
FF 40	1928
FF 41	1929, with material related to University Musical Club
Box 8	
FF 1	1930
FF 2	1930-1931
FF 3	University Press, 1926-1927
FF 4	Musser, Paul H., College Dean, 1929-1930
FF 5	N, 1923-1925

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Box 8 General Correspondence (cont.)

FF	6	N, 1926-1927
FF	7	N, 1927-1928
FF	8	N, 1930
FF	9	N, 1930-1931
FF	10	N-O, 1928
FF	11	N-O, 1929
FF	12	O, 1923-1927
FF	13	O, 1928
FF	14	O, 1929-1931
FF	15	P, 1924
FF	16	P, 1924-1925
FF	17	P, 1925-1926 (I)
FF	18	P, 1925-1926 (II)
FF	19	P, 1928
FF	20	P, 1929
FF	21	P, 1929
FF	22	P, 1929-1931
FF	23	Pa-Pe, 1925
FF	24	Pa-Pe, 1926-1927
FF	25	Pa-Pen

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Box 8		General Correspondence (cont.)
FF	26	Pa-Pr, 1927-1928
FF	27	Pen-Pin
FF	28	Pepper, George W., 1929-1930 Pepper, William, Dean of Medical School
FF	29	1926-1927
FF	30	1927-1928
FF	31	1929-1930
FF	32	1930-1931
FF	33	Pe-Pr, 1926-1927
FF	34	Pol-Pur
FF	35	Preliminary Gifts Committee, minutes, 1929
FF	36	Presser Foundation, 1923-1924
FF	37	Proposed Letter from University President to Students Peace Society, 1935, with posters of a student demonstration and lectures supporting Soviet Russia
FF	38	Q, 1923-1927
FF	39	Quinn, Arthur H., 1927-1928
FF	40	R, 1924
FF	41	R, 1925-1926 (I)
FF	42	R, 1925-1926 (II)
FF	43	R, 1926-1927

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Box 8		General Correspondence (cont.)
FF	44	R, 1927-1928
FF	45	R, 1928
FF	46	R, 1929
FF	47	R, 1930-1931
FF	48	Ra-Rice
FF	49	Rhodes Scholarship, 1925-1926
FF	50	Rhodes Scholarship, 1927-1928
FF	51	Richards-Roosevelt
FF	52	Ros-Row
Box 9		
FF	1	S, 1924
FF	2	S, 1926-1927
FF	3	S, 1927-1928
FF	4	S, 1928
FF	5	S, 1929
FF	6	Sa-Sh
FF	7	Sa-Sh, 1924-1925
FF	8	Sa-Sm, 1930-1932
FF	9	Sa-Smith, 1925-1926
FF	10	Sa-Smith, 1926-1928

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Box 9		General Correspondence (cont.)
FF	11	Scholarships, 1921-1922
FF	12	School of Hygiene, 1929
FF	13	Sher-Snow
FF	14	Si-Sy, 1924-1925
FF	15	Smith-Swing, 1925-1926
FF	16	Sm-Sp, 1927-1928
FF	17	Snyder-Stephenson
FF	18	So-Sw, 1930-1931
FF	19	Stevens-Sway
FF	20	T, 1922-1924
FF	21	T, 1925-1926
FF	22	T, 1925-1926
FF	23	T, 1926-1927
FF	24	T, 1927
FF	25	T, 1928
FF	26	T, 1929
FF	27	T, 1930-1931
FF	28	Trustee minutes, 1923-1925
FF	29	Trustee minutes, 1923-1926
FF	30	U, 1921-1923

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Box 9 General Correspondence (cont.)

- FF 31 U, 1926
- FF 32 University Museum, financial situation, 1929
- FF 33 University Placement Service, 1929
- FF 34 University Press, 1930
- FF 35 U-V, 1925-1931
- FF 36 V (including Veterinary School), 1920-1924
- FF 37 V (including Veterinary School), 1925-1927
- FF 38 V, 1928
- FF 39 Valley Forge Committee minutes and reports, 1929-1930

Box 10

- FF 1 W, 1923-1924
- FF 2 W, 1924-1926
- FF 3 W, 1926-1927
- FF 4 W, 1927-1928
- FF 5 W, 1928-1929
- FF 6 W, 1928-1929
- FF 7 W, 1930-1932
- FF 8 Wa-Wit
- FF 9 Wa-Wi, 1926-1927

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Box 10	General Correspondence (cont.)	
FF 10		Welsh, Francis Ralston, with mimeographed material re Communism and Russia, 1928
FF 11		Wi-Wr, 1925-1926
FF 12		W-Z, 1929
FF 13		Y, 1925-1926
FF 14		Y-Z, 1924-1925
FF 15		Y-Z, 1928
FF 16		Y-Z, 1930-1931
FF 17		General Education Board,, 1928
FF 18		Graduate Education and Research, Board of, 1931
FF 19		Graduate Hospital, Board of Managers minutes, 1929
FF 20		Honorary Degree, Lists, 1921-1930
FF 21		Honorary Degree, 1925-1932
FF 22		Howard-Graduate Hospital merger, 1929
FF 23		Law, Board of, Minutes, 1929-1930
FF 24		Liberal Arts, Board of, Minutes and Dean of College correspondence, 1929-1930
FF 25		Medical Affairs, Board of, Minutes, 1929-1930
FF 26		Moore School of Electrical Engineering, Supplemental Agreement between the School' s Trustees and Penn Trustees, 1925
		Nomination of General Leonard Wood
FF 27		Clippings, 1921

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Box 10 General Correspondence (cont.)

- FF 28 With appointment of J.H. Penniman as Acting Provost, 1921-1923
- FF 29 Pennsylvania calendar, 1921

Box 12 (oversize)

- FF 3 Report of the Survey Committee of the University of Pennsylvania, Galley proof, with Digest of A Survey and Plan for the University of Pennsylvania by John Price Jones Corporation, [1924?]

Box 10 Report to the Trustees

- FF 30 1923-1928
- FF 31 Biennial report to the Trustees, 1927-1929
- FF 32 “The Present Financial Condition of the University of Pennsylvania,” 1929
- FF 33 1929 May 8
- FF 34 Research Committee, Report to the Trustees, 1930
- FF 35 Research Committee, Report, 1930
- FF 36 State Appropriations, 1929

Box 12 (oversize)

- FF 4 Statement by the Treasurer of the University and the Dean of the Medico-Chirurgical College and Hospital--Graduate School of Medicine of the University of Pennsylvania, 1926,

Box 10

- FF 37 Sub-Committee on Selection of Provost, Report to the Committee of One Hundred of the General Alumni Society, 1923

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Box 12 (oversize)

- FF 5 Trans-Atlantic Telephony, Transcript of a conversation between Provost Penniman in Philadelphia and Lord Dawson in England, 1927 Jan., with newspaper clippings

Box 10

- FF 38 Trips to Cincinnati (OH) and the South, 1904
- Trustees
- FF 39 Committee on Finance and Property, Minutes and reports, 1921-1922
- FF 40 Dinner to Provost Harrison, remarks, 1906 May 23
- FF 41 Executive Board, minutes, 1928 June - Dec.
- FF 42 Executive Board, minutes, 1928 May
- FF 43 Executive Board, miscellaneous material regarding State aid, 1928
- FF 44 Minutes of a special meeting, etc., 1929
- FF 45 Report of architects upon the Future Development of Buildings and Grounds and the Conservation of Surrounding Territory, 1913
- FF 46 Report of the Provost, 1927-1929
- FF 47 Resolution and minutes, 1928
- FF 48 Special Committee on Administrative Reorganization, Report, 1927
Nov. 3
- FF 49 Trustees' Committee on Valley Forge, 1929
- FF 50 Tuition survey and discussion, 1925-1926
- FF 51 University Budget Survey of Proposed Expenditures and Estimated Income, 1928
- FF 52 University Council on Welfare and Student Activities, Minutes, etc., 1923-1927

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Box 10

- FF 53 University Council on Welfare and Student Activities, Minutes, 1925-1928
University Education and Financial Policy
- FF 54 Alumni report, etc., 1921-1924
- FF 55 Correspondence with Trustees prior to Statement, 1923-1924
- FF 56 Report to the Trustees, 1924 Oct. 15

Box 12 (oversize)

- FF 6 University Education and Financial Policy, Survey report (typescript, incomplete) and reference material, 1923-1930

Box 11

- FF 1 University Museum, Fund statement, 1929-1930
- FF 2 University of Pennsylvania, Statutes of the Corporation, n.d.
- FF 3 University Placement Service, 1926-1927
- FF 4 University Placement Service, 1927-1928
- FF 5 University Policy, Memorandum and clippings, 1924
- FF 6 University President as a new office, 1921-1924

Weekly Calendar

- FF 7 1911
- FF 8 1912
- FF 9 1913
- FF 10 1914

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Box 11	Weekly Calendar (cont.)
FF 11	1915
FF 12	1916
FF 13	1917
FF 14	1918
FF 15	1919
FF 16	1920
FF 17	1921
FF 18	1922
FF 19	1923
FF 20	1924
FF 21	1925
FF 22	1926
FF 23	1927
FF 24	1927 (engagement calendar)
FF 25	1928
FF 26	1929
FF 27	1930
FF 28	1931
FF 29	1932
FF 30	1933

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Box 11		Weekly Calendar (cont.)
FF	31	1934
FF	32	1935
FF	33	1936
FF	34	1937
FF	35	1938
FF	36	Wistar party, Lists of people invited, 1928

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