

UNIVERSITY of PENNSYLVANIA



The University Archives
and Records Center

A Guide to the
Office of the Executive Vice President.
Paul H. Musser Administration
Records, 1922 – 1948 (bulk 1940 – 1946)

4 Cubic ft.

UPA 7.1 M

Prepared by Jason A. Bodnar
under the direction of J.M. Duffin

August 2000

The University Archives and Records Center
3401 Market Street, Suite 210
Philadelphia, PA 19104-3358
215.898.7024
Fax: 215.573.2036
<http://www.archives.upenn.edu/>
Mark Frazier Lloyd, Director

**Guide to the
Office of the Executive Vice President
Records, 1922 – 1948 (bulk 1940 – 1946)**

(Paul H. Musser Administration, 1939 - 1944)

UPA 7.1 M

4 Cubic ft.

Prepared by Jason A. Bodnar
under the direction of J.M. Duffin
August 2000

Access is granted in accordance with the [Protocols for the University Archives and Records Center](#).

PROVENANCE

Transferred from the Office of the President, accessioned 1976 (1976-22). The majority of this collection was originally classified as UPA10, University Activity During World War II Records.

ARRANGEMENT

The Office of the Executive Vice President, Paul H. Musser Administration Records are organized into two series, Administration, 1940-1946, and Publications, 1922-1948. Both series are arranged alphabetically.

BIOGRAPHICAL NOTE

Paul Howard Musser was born the son of Cryus John and Hennetta Edith on March 27, 1892 in Bedford, Pennsylvania. He graduated from Mercersburg Academy in 1912 and attended Franklin and Marshall College for one year before matriculating into the University of Pennsylvania. Musser began to move up the administrative ladder at the University of Pennsylvania shortly after he earned his Bachelor of Arts degree from Penn in 1916. Starting as a reader for then-Vice Provost and professor of English Josiah H. Penniman, Musser soon progressed to the position of instructor in English and was elected assistant professor in 1924.

Musser, who married Mary Thaddeaus Carr in 1925, earned his doctoral degree in philosophy from the University of Pennsylvania in 1928 and was named Dean of the College of Arts and Sciences and director of the College Collateral Courses in 1929. Musser was promoted to Administrative Vice President of the University of Pennsylvania in July of 1939. During World War II, Musser held the important position as the chairman of the University Committee on National Defense which coordinated the University's war efforts. He served in that position under Thomas S. Gates until he became Provost on June 30, 1944. Musser served as Provost until July 1, 1951, when he was appointed Chairman of the University of Pennsylvania.

Paul Howard Musser died on November 21 1951 – less than five months after being named Chairman. He was the father of one son, John Carr, and two daughters, Janet Anne and Virginia Ellen.

In addition to his work at the University, Musser served on the boards of number of professional groups and educational institutions, the most prominent being Pennsylvania Association of Colleges and Universities, the Pennsylvania School for the Deaf, and the Franklin and Marshall College.

SCOPE AND CONTENT

The Paul Office of the Executive Vice President, Paul H. Musser Administration Records consist of documents, publications, and the correspondence of Musser with regard to the University of Pennsylvania and the Second World War, particularly in Musser's capacity of the chair of the University Committee on National Defense.

The bulk of the collection is the Administration series, which consists largely of Musser's correspondence from his positions of Administrative Vice President and Provost of the University of Pennsylvania in the years, 1940-1946. Included in this series are the minutes of the meetings of several war-time committees, as well as a number of publications – most notably a series of bulletins written by the American Council on Education. Also notable in this series are several surveys and questionnaires relating to the war, as well as a good deal of direct correspondence between Musser and divisions of the military. Additionally, this collection includes a folder of correspondence between Dr. George W. McClelland and the University War Council.

The Publications series, 1922-1948, consists of loose pamphlets and booklets from the collection. With only a few exceptions, these pamphlets and booklets are from the same general time period, 1940-1946, as the Administration series, and most deal with either the University of Pennsylvania during the war, or World War II in general.

**University Archives and Records Center
University of Pennsylvania**

**Office of the Executive Vice President
Records, 1922 - 1948 (bulk 1940 - 1946)**

UPA 7.1M

Paul H. Musser Administration

Access is granted in accordance with the [Protocols for the University Archives and Records Center](#).

INVENTORY

Administration

| | | |
|-------|-------|--------------------------------|
| Box 1 | FF 1 | A, 1941-1945 |
| | FF 2 | Accelerated Program, 1941-1942 |
| | | American Council on Education |
| | FF 3 | Bulletins 1-32, 1940-1942 |
| | FF 4 | Bulletins 33-40, 1942 |
| | FF 5 | Bulletins 41-48, 1942-1943 |
| | FF 6 | Bulletins 49-60, 1943 |
| | FF 7 | Bulletins 61-74, 1943-1944 |
| | FF 8 | Bulletins 75-93, 1945 |
| | FF 9 | Bulletins 94-108, 1946-1947 |
| | FF 10 | Correspondence, 1940-1943 |
| | FF 11 | Correspondence, 1944-1946 |
| | FF 12 | Questionnaire, 1942 |

Office of the Exec. Vice Pres. Musser Adm.
UPA 7.1M
Inventory

Administration (cont.)

American Council on Education

| | | |
|-------|-------|---|
| Box 1 | FF 13 | Study for the National Roster of Scientific and Specialized Personnel, 1942 |
| | FF 14 | War Service Opportunities, 1942-1943 |
| | | Army |
| | FF 15 | Headquarters Third Service Command, 1942-1944 |
| | FF 16 | Letters of Intent, 1943-1944 |
| | FF 17 | Specialization Training Program, 1945 |
| | FF 18 | War Show, 1942 |
| | FF 19 | Army-Navy Plan, 1943 |
| | FF 20 | Association of American Colleges, 1940-1941 |
| | FF 21 | Association of American Colleges, 1942-1946 |
| | FF 22 | Association of College Presidents of Pennsylvania, 1940-1942 |
| | FF 23 | Association of College Presidents of Pennsylvania, 1943-1946 |
| | FF 24 | B, 1941-1944 |
| | FF 25 | Bills, in the United States Senate, 1943-1944 |
| | FF 26 | C, 1940-1943 |
| | FF 27 | Camouflage, Course in, 1941-1943 |
| | | Committee on Civilian Defense |
| | FF 28 | Chairman Dr. Hiram S. Lukens, 1941-1944 |

Office of the Exec. Vice Pres. Musser Adm.
UPA 7.1M
Inventory

Administration (cont.)

| | | Committee on Civilian Defense |
|-------|-------|---|
| Box 1 | FF 29 | Requisitions, 1941-1942 |
| | FF 30 | Sub-committee on Air Raid Wardens, 1941-1943 |
| | FF 31 | Sub-committee on Red Cross, 1942 |
| | FF 32 | Committee on Physical Exams for Discharged Servicemen Applying for Admission, 1944-1945 |
| | FF 33 | Committee on Post-War Physical Plans for Campus, ca. 1945 |
| | FF 34 | Comptroller, 1941-1943 |
| | FF 35 | D, 1941-1943 |
| | FF 36 | Deans, Letters To, 1940-1943 |
| Box 2 | FF 1 | Degrees, For Students Called into Service, 1941-1945 |
| | FF 2 | Deferments, Students and Faculty, 1940-1945 |
| | FF 3 | Duplication of Student Records, 1942 |
| | FF 4 | E, 1940-1944 |
| | FF 5 | Educational Policies Commission, 1940-1941 |
| | FF 6 | Engineering Defense Training, Sub-committee, 1941-1942 |
| | FF 7 | Executive Engineer, 1942-1944 |
| | FF 8 | F, 1940-1943 |
| | FF 9 | Faculty Engaged In War Activities, 1942-1945 |

Office of the Exec. Vice Pres. Musser Adm.
UPA 7.1M
Inventory

Administration (cont.)

| | | |
|-------|-------|--|
| Box 2 | FF 10 | Forms and Policy, 1941 |
| | FF 11 | G, 1941-1944 |
| | FF 12 | General Information, 1942 |
| | FF 13 | German, Concentrated Program, 1945 |
| | FF 14 | H, 1940-1944 |
| | FF 15 | Honor Roll, 1944 |
| | FF 16 | Hostesses Committee, 1943 |
| | FF 17 | Houston Hall, 1941-1944 |
| | FF 18 | I, 1943 |
| | FF 19 | J, 1940 |
| | FF 20 | Joint Committee for the Recognition of War Services of Alumni, 1944-1945 |
| | FF 21 | K, 1941-1944 |
| | FF 22 | Key Center of Information and Training, 1942-1943 |
| | FF 23 | L, 1940-1943 |
| | FF 24 | Leaves of Absence, 1941-1943 |
| | FF 25 | Legislative Bills Having to do With Training and Education of Servicemen, 1943-1944 |
| | FF 26 | Liaison Officer, 1942-1943 |

Office of the Exec. Vice Pres. Musser Adm.
UPA 7.1M
Inventory

Administration (cont.)

| | | |
|-------|-------|---|
| Box 2 | FF 27 | Lippincott Library, 1940-1941 |
| | FF 28 | M, 1940-1942 |
| | FF 29 | MacFarland, George A., 1942-1946 |
| | FF 30 | Mc, 1942-1944 |
| | FF 31 | Military Police Training School Unit, 1942-1943 |
| | FF 32 | Military R.O.T.C., 1941-1943 |
| | | Minutes |
| | FF 33 | Committee on National Defense, 1940-1941 |
| | FF 34 | Executive Committee of the American Council on Education, 1940-1942 |
| | FF 35 | Executive Committee of the American Council on Education, 1943-1945 |
| | FF 36 | University War Council, 1942 |
| | FF 37 | University War Council, 1943 |
| | FF 38 | University War Council, 1944 |
| | FF 39 | Miscellaneous Correspondence, A-Z, 1941-1946 |
| | FF 40 | N, 1940-1943 |
| | FF 41 | National Defense Research Committee, 1940-1942 |
| | FF 42 | National Research Council Questionnaire, 1942 |

Office of the Exec. Vice Pres. Musser Adm.
UPA 7.1M
Inventory

Administration (cont.)

| | | |
|-------|-------|--|
| Box 2 | FF 43 | National Roster of Scientific and Specialized Personnel, 1942-1945 |
| | FF 44 | Naval Flight Preparatory School, 1941-1942 |
| | FF 45 | Naval Flight Preparatory School, 1943 |
| | FF 46 | Naval Flight Preparatory School, 1944 |
| | FF 47 | Naval R.O.T.C., 1942-1945 |
| | | Navy |
| | FF 48 | Fourth Naval District, Staff Headquarters, 1942-1945 |
| | FF 49 | Specialized Training Program, 1945 |
| | FF 50 | V-1 Plan, 1942-1943 |
| | FF 51 | V-12, Foundations of National Power, 1944-1945 |
| | FF 52 | V-12 Program, 1943 |
| Box 3 | FF 1 | V-12 Program, 1944 |
| | FF 2 | V-12 Program, 1945-1946 |
| | FF 3 | V-12 Program, Tentative Course Outline, 1944 |
| | | Navy Department |
| | FF 4 | Bureau of Aeronautics, 1942 |
| | FF 5 | Bureau of Navy Personnel, 1942-1946 |
| | FF 6 | Bureau of Navigation, 1940-1942 |
| | FF 7 | O, 1941-1945 |

Office of the Exec. Vice Pres. Musser Adm.
UPA 7.1M
Inventory

Administration (cont.)

| | | |
|-------|-------|---|
| Box 3 | FF 8 | P, 1940-1944 |
| | FF 9 | Proposed Air R.O.T.C. Program, 1945 |
| | FF 10 | Public Instruction, Department of, 1940-1944 |
| | FF 11 | Publicity, 1940-1944 |
| | FF 12 | Q, 1941 |
| | FF 13 | Questionnaire for Visiting Naval Board, 1943 |
| | FF 14 | R, 1941-1945 |
| | FF 15 | R.O.T.C. Bulletins, 1940-1941 |
| | FF 16 | S, 1940-1943 |
| | | Selective Service |
| | FF 17 | National Director, Lewis B. Hershey, 1941-1944 |
| | FF 18 | Pennsylvania Director, Dr. William Mather Lewis, 1940-1944 |
| | FF 19 | University Committee on, 1941-1944 |
| | FF 21 | Service Projects, 1942 |
| | FF 22 | Society for the Promotion of Engineering Education, 1941-1942 |
| | FF 23 | State Council of Defense, 1942 |
| | FF 24 | Statement of Policy, 1941 |
| | FF 25 | T, 1940-1944 |

Office of the Exec. Vice Pres. Musser Adm.
UPA 7.1M
Inventory

Administration (cont.)

| | | |
|-------|-------|--|
| Box 3 | FF 26 | U, 1941-1945 |
| | | United States Office of Education |
| | FF 27 | Correspondence, 1940-1945 |
| | FF 28 | Questionnaire, 1942 |
| | FF 29 | University War Council, 1940-1943 |
| | FF 30 | University War Council, From Dr. George W. McClelland's Files, 1941-1942 |
| | FF 31 | V, 1941-1945 |
| | FF 32 | Vault, Northeast Corner of 36th and Walnut Streets, 1941-1942 |
| | FF 33 | Veterans Administration Rehabilitation, 1943-1944 |
| | FF 34 | Veterans Advisement Center, 1944-1945 |
| | FF 35 | W, 1940-1945 |
| | | War Department |
| | FF 36 | Adjutant General's Office, 1940-1943 |
| | FF 37 | Bureau of Public Relations, 1942-1943 |
| | FF 38 | War, Impact on Education, 1942-1943 |
| | | War Manpower Commission |
| | FF 39 | Correspondence, 1943-1945 |
| | FF 40 | Questionnaire, 1942-1943 |
| | FF 41 | War Service Opportunities, 1941-1943 |

Office of the Exec. Vice Pres. Musser Adm.
UPA 7.1M
Inventory

Administration (cont.)

- | | | |
|-------|-------|--|
| Box 3 | FF 42 | War Service Opportunities, Extra Copies, 1942-1943 |
| | FF 43 | Watson Laboratories, Air Technical Service Command, 1946 |

Publications

- | | | |
|-------|------|--|
| Box 4 | FF 1 | Conscription and War Service, 1940-1942 |
| | FF 2 | Conscription and War Service, 1943-1945 |
| | FF 3 | Miscellaneous, 1941-1944 |
| | FF 4 | Miscellaneous, 1945-1948 |
| | FF 5 | Printed by the American Council on Education, 1940-1944 |
| | FF 6 | Printed by the American Council on Education, 1945-1946 |
| | FF 7 | Printed by the University of Pennsylvania, 1922-1944 |
| | FF 8 | Printed by the University of Pennsylvania, ca. 1940-1945 |

Return to main page for this collection



[University Archives](#) | [University of Pennsylvania](#)