

University Archives and Records Center  
University of Pennsylvania

College of Arts and Sciences  
Office of the Dean Records, 1833 - 1993

UPB 1.4

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INVENTORY

[GTV P] Correspondence of the College Faculty Secretary, 1833-1834

**General Correspondence, 1911-1959**

- Box 1      General correspondence, 1911 Spring & Fall  
            Dean's Correspondence, 1911 Spring & Fall
- Box 2      General correspondence, 1912 Spring & Fall and 1912-1913, A - J  
            Dean's Correspondence, 1912 Spring & Fall and 1912-1913, A - J
- Box 3      General correspondence, 1912-1913, K - Z  
            Quinn's correspondence as President of Association of College Preparatory  
            School of Mid Atlantic  
            Dean's correspondence  
                    1912-1913, K - Z  
                    1915-1916, A - B
- Box 4      Dean's correspondence, 1915-1916, C - Z
- Box 5      General correspondence, 1917-1918, A - M  
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**General Correspondence, 1911-1959**

- Box 6      General correspondence, 1917-1918, N - Z
- Dean's correspondence, 1917-1918, N - Z
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- SATC correspondence, etc., 1917-1918
- Box 7      General correspondence, 1918-1919, 1919-1920
- Dean's correspondence, 1918-1919, 1919-1920, 1910-1920
- Box 8      Dean's correspondence, 1910-1920 (cont.)
- Box 9      General correspondence, 1920-1923, A - N
- Dean's correspondence, 1920-1923, A - Z
- Box 10     General correspondence
- 1920-1923, O - Z
- 1923-1924, A - L
- Box 11     General correspondence
- 1923-1924, M - Z
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- Box 12     General correspondence, 1924-1925, P - Z
- Dean's correspondence, 1925-1926, A - Q
- Box 13     General correspondence, 1926-1927, A - L
- Box 13     Dean's correspondence, 1925-1926, R - Z

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- Box 14      General correspondence  
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- Box 15      General correspondence, 1924-1927, F - Z
- Box 16      General correspondence, 1927-1928, A - Z
- Box 17      General correspondence, 1928-1929, A - Z
- Box 18      Dean's correspondence, 1929-1930, A - Z
- Box 19      General correspondence, 1929-1930, A - Z  
                    Dean's correspondence, 1930-1931, A - H
- Box 20      General correspondence, 1930-1931, A - Z  
                    Dean's correspondence, 1930-1931, Ho - Z
- Box 21      Dean's correspondence, 1931-1932, A - Z
- Box 22      General correspondence, 1931-1932, A - Z  
                    Dean's correspondence, 1932-1933, A - M
- Box 23      General correspondence, 1932-1933, A - Z  
                    Dean's correspondence, 1932-1933, N - Z
- Box 24      General correspondence, 1933-1934, A - L  
                    Dean's correspondence, 1933-1934, A - Z
- Box 25      General correspondence, 1933-1934, M - Z  
                    Dean's correspondence, 1934-1935, A - Z

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- Box 26      General correspondence, 1934-1935, A - Z  
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- Box 27      General correspondence, 1935-1936, A - Z  
              Dean's correspondence, 1936-1937, A - Sa
- Box 28      General correspondence, 1936-1937, A - Z  
              Dean's correspondence  
                  1936-1937, Se - Z  
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- Box 29      General correspondence, 1937-1938, A - Z  
              Dean's correspondence  
                  1937-1938, E - Z  
                  1938-1939, A - C
- Box 30      General correspondence, 1938-1939, A - Z
- Box 30      Dean's correspondence  
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- Box 31      General correspondence, 1939-1940, A - Z  
              Dean's correspondence, 1939-1940, A - Z
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Dean's correspondence, 1941-1942, S - Z

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Dean's correspondence

1942-1943, A - Z

1943-1944, A - R

Box 36      General correspondence

1943-1944, S - Z

1944-1945, A - Z

1945-1946, A - M

Box 36      Dean's correspondence

1943-1944, S - Z

1944-1945, A - Z

1945-1946, A - M

Box 37      General correspondence

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- Box 39      General correspondence, 1949-1950, A - R  
                    Dean's correspondence, 1948-1949, A - Z
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                    Dean's correspondence, 1949-1950, A - Z
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                    Dean's correspondence, 1950-1951, A - Z
- Box 42      General correspondence  
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- Box 42      Dean's correspondence  
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**Office of the Dean Records, 1939-1979**

Box 43      Dean's correspondence, 1950-1953

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              Committee on the Burr Book Prize

              Committee on the Deanship, 1952

              Dean's publications, 1951-1952

              Committee on the Faculty Personnel, 1952

              Committee on Faculty Citizenship, 1942

              Committee on Faculty Evaluation, 1950-1953

              Committee on Instruction, 1951-1952

              Committee on New Instructors, 1951-1952

              Committee Faculty List, 1951-1952

              Committee on Faculty Members Abroad, 1950

              Committee on Faculty Meetings, 1951-1952

              Committee on Faculty Memoriams, 1949-1952

              Committee on Conferring Honorary Degrees, 1951-1952

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Box 43      Distinction Certificates, 1949-1952

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                 General Literature 100, 1951-1952

                 General Building Repair Budget, 1951-1952

                 Invitations and Appointments, Social, 1951-1952

                 Mimeographed material, 1951-1952

                 Manager, Office, 1951-1952

                 Philosophy, 1952

                 Journal of Symbolic Logic, 1950

                 Pre-medical Committee, 1951-1952

                 Publicity Bureau, 1952

                 Purchasing Agent, 1951-1952

                 Recommendations, members of the Faculty, 1951-1952

                 Registrations, 1950-1951

                 ROTC, Coordinator, 1951-1952

                 Secretary's Office, 1951

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                 Recommendations, Members of the Faculty, 1951 - 1952

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Box 43      Secretary's Office, 1951

                 Stationery Order, 1951 - 1952

                 Student Affairs, Office of, 1951 - 1952

                 Student Correspondence, 1951 - 1952

                 Student Recommendations, 1951 - 1952

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                 Treasurer, 1951

                 Acknowledgments, Answers to Inquiries, 1952 - 1953

                 Admissions, 1952 - 1953

                 Advisory Committee on College Policy, 1952 - 1953

                 Alumni, 1952 - 1953

                 Applications for Positions, 1952 - 1953

                 Athletics, 1952 - 1953

                 Buildings and Grounds, 1952 - 1953

                 General Building Repair Budget, 1952 - 1953

                 Classical Studies, 1952 - 1953

                 Comptroller, 1952 - 1953

                 Committee on conferring Honorary Degrees, 1952 - 1953

                 Departmental Chairman, 1952 - 1953

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- Faculty Memoriams, 1952 - 1953
- Faculty Personnel Panel, 1952 - 1953
- Freshmen Orientation
- History, 1950 - 1953
- Committee on Instruction
- New Instructors, 1952 - 1953
- Invitations and Appointments
- Mimeographed Material
- Stationery Order
- Veterans
- Dean's Correspondence, 1952 - 1957
- Box 44      Academic Freedom and Responsibility 1953 - 1957
- College Advisory Committee for Educational, Survey 1957
- Committee, Advisory of College Policy, 1953 - 195
- Committee, on Major in American Civilization, 1956
- Committee on Burr Book Prize, 1952 - 1957
- Committee of Deans, Subcommittee on Tenure, 1954 - 1955
- Committee on General Literature, 1954 - 1956

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Box 44      Committee on Conferring Honorary Degrees, 1953 - 1957

                 Committee on Instruction, 1956 - 1957

                 Committee on Interdepartmental, on Major in, Biology

                 Committee on International Relations, 1949-1957

                 Committee on Major in Microbiology

                 Committee on Major in Natural Sciences, 1948 - 1957

                 Committee on Pre-Medical, 1954 - 1957

                 Committee on Russian Studies, 1954 - 1955

                 Dean of Men, Office of, 1955

                 Departmental Chairmen, 1954 - 1957

                 Faculty, Executive Committee of, 1951 - 1957

                 Faculty, List, 1954 - 1957

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                 Faculty Recommendations, members of the, College Faculty, 1954 - 1955

                 Faculty Staff Newsletter, 1955 - 1957

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                 Gazette, Pennsylvania, 1956

                 Invitations and Appointments

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Box 44      Mimeographed Materials

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                Phi Beta Kappa, 1954 - 1957

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                ROTC, Coordinator, 1954 - 1957

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                Speeches, the Dean's 28 Oct. 1952

                Seybert, Adam: Fund

                Stationary Orders

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- Wharton School. 1952 - 1955
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- Adult Education, 1945
- Audio-Visual Aids, 1953
- Chaplain, University, 1950
- College Collateral Courses, 1952 - 1953
- Classes, combined courses, 1948 - 1949
- Classes, Distribution of Grades, 1945 - 1951
- Classes, Size of, 1946 - 1949
- Classes, College Graduates, earnings
- Conference, Eastern ROTC, 1947
- Conference, Pre-Professional, 1949 - 1950
- Educational Opportunities for Women, 1945
- Faculty Appointment, Richard D. Schafer, 1948 - 1950
- Faculty Fellowships, 1952 - 1955
- Ford Foundation Grants, 1955
- The Foundation for Integrated Education, 1950
- Freshman Orientation, 1954
- Fulbright Act, 1948 - 1951

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- Box 45      General Studies, Proposal for a Division of, 1946 - 1949
- Graduate Record Examination, 1943 - 1950
- General Education, Internships for, 1952 - 1953
- Junior Year Abroad, 1948 - 1950
- Loyalty Act, Pennsylvania Certification Forms, 1953
- Loyalty Oath Bill, 1951 - 1952
- Military: Air Force Language Program, 1951 - 195 2
- Military: NROTC Students, Academic achievement of, 1948 - 1949
- Military: Compulsory Military Training, 1951
- Military: Selective Service, 1950 - 1952
- Personnel Office Reports, 1939 - 1942, 1950
- Placement Service, 1948 - 1954
- Research Projects, 1950
- Space and Building Assignment, Committee on, 1952
- Veterans, 1946 - 1952
- Box 46      Dean's General Information, 1942 - 1958
- Committee on Personnel Benefits, 1956
- Phi Beta Kappa, 1944 - 1954
- Philosophy, 1st place in Universities, 1942, 1945
- Registration Procedures (n.d.)

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- UNESCO, 1951
- University Senate, 8 Dec. 1953 - 27 Feb. 1956
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- U.S. Educational Exchange activities, 1950 - 1952
- Work Study Program, 1953
- Young Progressives, 1951
- Box 47      Dean's General Information, Dean's Committees, 1940 - 1956
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- Administrative Council, 1944 - 1945
- Administrative Council, 1945 - 1946
- Administrative Council, 1946 - 1947
- Administrative Council, 1947 - 1948
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- Admissions, 1945 - 1952
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- Advising, 1949 - 1950
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1948 - 1949

1949 - 1950

1950 - 1951

1951 - 1952

1952 - 1953

Commission of Middle Atlantic States Association of Colleges and Secondary Schools, 1953

College Entrance Examination Board, 1948 - 1952 Committee, American

Veterans, 1948 - 1949

Committee on Educational Policy

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1945 - 1946

1946 - 1947

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- 1949 - 1950
- 1950 - 1951
- Committee on Educational Policy, 1954
- Committee on Inter-American Studies, 1939, 1945
- Committee, Pre-Medical, 1950, 1952
- Committee, Special: On the establishment of Medical and Veterinary Schools at Penn State, 1951
- Committee, Student Advisory, 1947 - 1953
- Committee, on Space Utilization, 1956
- Committee, Summer School, 1954 - 1956
- Committee, Special: On Traveling Expenses, 1949
- Yale Committee, its report (nothing in folder)
- Examinations, Conduct during (Wharton) 1946, 1949
- Education Programs Abroad, (Subcommittee on educational policy), 1950
- Graduate Record Examination, 1946 - 1947 Inquiry
- Graduate Studies in Religion, 1947 - 1948
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- Box 48      Dean's Miscellaneous, 1937 - 1955

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Box 48      "Let's Ask the Alumni" Opinion Poll of Graduates of College of Liberal Arts  
June, 1948

"Would you send your son to college?" 1948

Alumni Survey, 1949

Alumni Survey Correspondence, 1946 - 1948

"College Alumni Judge" 1948

The Society of the Alumni, 1947 - 1948

Research Cards for "Would you send your son to College" 2 batches

Questionnaire on Course vs. Credit Addresses to College Alumni, 1947 - 1952

General Alumni Society, 1946 - 1954

Annual Giving, 1950 - 1954

Term Appointments and Promotions, 1941 - 1949

Development Fund 1946 - 1949

Publicity, 1949

Society of the Alumni of the College, Board of Managers, 1944 - 1952

Pennsylvania School of Social Work, 1947

Institute of State and Local Govt. 1937 - 1947

Summer School, 1952 - 1955

The Annual Report, 1938 - 1947

Budget, 1951 - 1952, 1952 - 1953, 1952 - 1953

Equipment, 1948 - 1953

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Box 50      Dean's Correspondence 1959 - 1960

English 1959-1960

Committee on Academic Appointments and Promotions, 1959-1960

President, 1959-1960

Provost, 1959-1960

College General

Provost, Jonathan Rhoads

Vice- Provost

Acknowledgments, Answers to Inquiries

Academic. Freedom and responsibilities

Major in American Civilization

Assistant Professors, Reappointment of whose Term expire 0/6/59

Assistant Professors, Whose terms expire June, 1960

Committee on Burr Book Prize

Buildings and Grounds

Business Vice-President

Chapel

College of General Studies and Summer School

College for Women

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Box 50      Dean's Correspondence 1959-1960 (cont.)

Comptroller's Office

Convocation Associates

Daily Pennsylvanian

Dean of Men's

Dean's Student Advisory Board

Departmental Chairmen

Education

Educational Survey

Engineering

Executive Committee

Faculty Meetings

Faculty List

Fine Arts

Committee on General Literature

Graduate School of Arts and Sciences

Committee on Instruction

Committee on Instruction, folder two

Invitations and Appointments

Language Laboratory

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Box 50      Dean's Correspondence 1959-1960 (cont.)

College for Women

Law School

Mimeographed material

MLA Local Committee

Major in Natural Sciences

Nominating Committee

Faculty Personnel Panel

Pre-Medical Committee

ROTC

Registrar's Office

Scholarships and Student-Aid

Secretary's Office

Student Correspondence

Traveling Expenses

Wharton School

Box 51      College of Arts and Sciences--Budget Material, 1959-1960

College Budget

Board of Freshmen - Sophomore Advisors

Comptroller's Bulletin's

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Box 51      College of Arts and Sciences--Budget Material, 1959-1960 (cont.)

Anthropology

Astronomy

Chemistry

Biology

Classical Studies

Earth Science

History

History of Art

Linguistics

Music

Psychology

Religious Thought

Romance Languages

Slavic languages

Box 52      Dean Springer's Correspondence, 1960-1961

College Committee on Academic Programs Abroad

Academic Freedom and Responsibilities

Acknowledgments, Answers to Inquiries

Admissions Committee

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Box 52      Dean Springer's Correspondence, 1960-1961 (cont.)

Advancement Placement Committee

Major In American Civilization

American Council on Education

Annual report, the College

Assistant Instructors

Baccalaureate Council

Buildings and Grounds

Burr Book Prize

Business Vice President'

Calendar Committee

Chairmen Discussions

Chapel

Chaplain Committee

College of General Studies and Summer School

College for Women

Comptroller's Office

Conference Committee

Convocation Associates

Daily Pennsylvanian

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Box 52      Dean Springer's Correspondence, 1960-1961 (cont.)

Dean of the College

Dean of Men's Office

Departmental Chairmen

Dean's Speeches

Dean's Student Advisory Committee

Education

Engineering

Executive Committee

Faculty Meetings, 1960-1961

Fine Arts

Office of foreign Students

Forthcoming Meetings

Board of Freshmen-Student Advisors

General Education

Committee on General Literature

Honorary Degrees

Honors Program

Box 53      Dean Springer's Correspondence, 1960-1961

Committee on Instruction Committee on International Relations

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Box 53      Dean Springer's Correspondence, 1960-1961 (cont.)

- Committee on Operations of the Integrated/Development Plan
- Integrated Development Plan
- Institute of Humanistic Studies for Executives
- Language Laboratories
- Law School
- Adolf and Felicia Leon Lectures
- Major Programs.(Honors)
- Middle States Association
- Mimeographed Material
- Position of the U. of P. in regard to the National Defense
- Education Act
- Natural Science - Wharton
- Major in Natural Sciences
- New Student Week
- Nominating Committee
- Non-Western Civilizations
- Parents Day
- Faculty Personnel Panel
- Personnel Office

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Box 53            Committee on Instruction Committee on International Relations (cont.)

    Petty Cash

    Phi Beta Kappa

    Physical Sciences Building

    Placement Service

    Pre-Medical Committee

    Professionalism in the College

    Registrar's Office

    Registration Committee ROTC

Box 54            Scholarships and Student Aid

    Secretary's Office

    Space Assignments Committee

    Dr. Springer's Personal

    Office of Student Affairs

    Student Correspondence

    Student Health

    Telephone Bills

    Telephone Service

    Traveling Expenses

    Sub-Committee's Wharton Curriculum

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Box 54      Dr. Springer's Correspondence, 1960-1961 (cont.)

Wharton School

Vice- Presidents

Vice-Provost

Hess, Arleigh P., Jr.

Provost

Provost's Staff Conference

President

College General

College Budget

Budget Material

Anthropology

Astronomy

Biology

Chemistry

Classical Studies

Earth Sciences

German, 1960-61

German, 1959-60

German Major Guide

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- History
  - Linguistics
- Box 55      Mathematics
- Mathematics, 1959-1960
  - Mathematics, 1960-61
  - Music
  - Philosophy
  - Physics
  - Psychology
  - Religious Thought
  - Romance Languages
  - Slavic Languages
- Box 56      Personnel Panel Folders, 1965 - 1966
- Box 57      Supply Panel Folders - Concerning Reappointment
- Financial Statements - College collateral Courses 1929-1937
  - Financial Statements - College Collateral courses 1937-1945
  - Curriculum Committee, 1930
  - University Committee on Roster Policies
  - Valley Forge

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- Box 57      College Budgets
- Navy V - 12 Program
- Institute of Experimental Method
- ASTP
- Faculty Questionnaires
- Trustees' report - The College
- Publicity
- Arts Association
- Department of Physics
- College Reorganization Plan - 1912
- Analysis of term teaching records, fall 1958
- Term Teaching Records, Spring, 1959
- Box 58      Dean's correspondence, 1961-1962, A - E
- Box 59      Dean's correspondence, 1961-1962, F - N
- Box 60      Dean's correspondence, 1961-1962, P - Z
- Box 61      Dean's Files, 1962-1963
- Academic Discipline
- Academic Freedom and Responsibilities
- Acknowledgments; Answers to Inquiries
- Admissions, Committee on Admissions

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Box 61      Dean's Files, 1962-1963 (cont.)

Advanced Placement

Advancement on Research, Committee on the

Advising, Committee on

Africa

Almanac

Alumni

American Civilization

Annenberg School of Communications

Annual Report - The College' The University

Ashton Scholarship Committee

Assistant Instructors

Assistant Professors whose terms expire, 1963

Average Salaries

Baccalaureate Council

Base Salaries Committee

Biology Committee

Buildings and Grounds

Burr Book Prize

Calendar Committee

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Box 61      Dean's Files, 1962-1963 (cont.)

- Chairmen
- Chairmen discussions
- Chairman, Slavic Department
- Chaplain
- College
- College Faculty
- College of General Studies
- College Hall
- College for Women
- Comptroller's Office
- Commencement
- Computer Center
- Coordinated University Planning
- Course Unit System
- Daily Pennsylvanian
- Dean of Men's Office
- Deans, Committee of
- Dean's Reports
- Departmental Chairmen

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Box 61      Dean's Files, 1962-1963 (cont.)

- Directory
- Distinctions
- Divinity School
- Do
- Education
- Educational Council
- Educational Policy Committee
- Engineering
- English for Foreign Students
- Enrollment in College Courses
- Examinations, Committee on
- Executive Committee
- Extra Compensation
- Faculty List
- Faculty Offices
- Faculty Meetings
- Faculty Personnel Panel
- Faculty Representatives
- Faculty Research

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Box 61      Dean's Files, 1962-1963 (cont.)

- Office of Fellowship Information and Study Program Abroad
- Fine Arts
- Foreign Students' Office
- Fraternities
- Freshman Class, 1962-1963
- Freshman-Sophomore Advisers, Board of
- General Alumni Society
- General Correspondence
- General Education
- General Honors Program
- General Literature
- Graduate School
- Hanek Prize Committee
- Harrisburg
- Honorary Degrees
- Housing
- Humanities Building, Committee for
- Humanities Complex

Box 62      Institute for Cooperative Research

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Box 62      Dean's Files, 1962-1963 (cont.)

- Instruction, Committee on
- Integrated Development
- International Relations, Committee on
- Interviews with prospective faculty
- Introductory Course Syllabi
- Job Description
- Journalism
- Language Laboratory
- Law School
- Leon Lecture Series
- Library
- Loyalty Act
- Major Program, 1961-1962
- Matt
- Medical School
- Meetings and Forthcoming events
- Mimeographed Material
- Middle States
- Moving Expenses

**College of Arts and Sciences. Office of the Dean  
UPB 1.4  
Inventory  
Office of the Dean Records, 1939-1979**

Box 62      Dean's Files, 1962-1963 (cont.)

- Multi-Section Courses
- Museum
- National Defense Act
- Natural Science - Major in
- Natural Science - Wharton
- New Appointments
- New Student Week
- Nominating Committee
- Non-Western Civilization
- Office Equipment
- Parents' Day
- Personnel Benefits Committee
- Personnel Office
- Personnel Panel
- Petty Cash
- Philomathean Society
- Philosophy Journal
- Phi Beta Kappa
- Placement Service

**College of Arts and Sciences. Office of the Dean**  
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**Office of the Dean Records, 1939-1979**

Box 62      Dean's Files, 1962-1963 (cont.)

- Planning, Long-Range
- Potter Hall
- Premedical Advisory Board
- Prizes
- Printing Office
- Project Research and Grants
- Publicity
- Recommendations
- Registrar's Office
- Registration Committee
- R.O.T.C
- Schoolman's Week
- Scholarship and Student Financial Aid
- Secretary's Office
- Slots in College Departments (Faculty)
- Small Courses Problem
- Space for Non-Science Departments
- Space Utilization Committee
- Structure of the University

**College of Arts and Sciences. Office of the Dean**  
**UPB 1.4**  
**Inventory**  
**Office of the Dean Records, 1939-1979**

Box 62	Dean's Files, 1962-1963 (cont.)  Student Affairs, Office of  Student-Faculty Afternoon Hours  Student Health  Student Tutor Society  Study of Colleges of Arts and Sciences Sizes  Summer School Office  Teacher Preparation  Teaching Fellows  Telephone Service  Tenure, Academic  Travel Expenses
Box 63	Trustees-Humanities Board  Undergraduate Deans Committee  Undergraduate Education  University Book Store - Ad Hoc Committee  University Council  University Senate  Urban Responsibilities  Vice Dean

**College of Arts and Sciences. Office of the Dean  
UPB 1.4  
Inventory  
Office of the Dean Records, 1939-1979**

- Box 63      Dean's Files, 1962-1963 (cont.)
- Wharton Curriculum
  - Wharton School
  - President
  - Provost
  - Provost's Staff Conference
  - Hess, Arleigh P.
  - Nichols, Roy F.
  - Departmental Correspondence (mostly financial) 1962-1963
  - College: general office and budget
  - Anthropology-Mathematics
- Box 64      Music - Slavic Languages
- Requisitions, 1962-1963 Budgets, Departmental and General
  - Contract Correspondence
  - Air Force - Office of Naval Research
- Box 65      U.S. Public Health Service; Departments (Anthropology-Slavic Languages)
- Contract Budgets, 1959-1960 - 1962-1963
- Box 66      Annual Report to the President (copies of Annual reports of all Divisions and schools) 1962-1963, 1963-1964
- Annual report, The College, and college academic departments, 1963-1964

**College of Arts and Sciences. Office of the Dean  
UPB 1.4  
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Office of the Dean Records, 1939-1979**

- Box 67      Dean's Files, 1962-1963 (cont.)
- Budget Materials (Departmental Requests, other proposed expenses)  
1962-1963, 1963-
- Miscellaneous Budget items, 1963, 1964
- Box 67      Dean's Files, 1944-1962
- Departmental Correspondence, 1944-1959 American Civilization -  
Zoology
- College Collateral Courses
- Committee on the Morris Arboretum
- College for Women
- Library
- Development of Faculty Personnel
- Candidates for Teaching Positions
- Physical Education
- Faculty Personnel and Tenure
- Evaluation of Teaching
- Group Insurance
- Outside Activities
- Part-time Instructors
- Sabbatical Leaves
- Retirement Income

**College of Arts and Sciences. Office of the Dean  
UPB 1.4  
Inventory  
Office of the Dean Records, 1939-1979**

- Box 67      Dean's Files, 1944-1962 (cont.)
- Retirement List
  - Salaries
  - Scholarships
  - Social Security
  - Summer School
- Box 68      Dean's Correspondence, 1963-1964
- Academic Distinction
  - Academic Freedom and Responsibilities
  - Admissions
  - Advanced Placement
  - Committee on Advising
  - Almanac, U. of P.
  - Alumni
  - American Civilization Committee
  - American Council on Education
  - Annenberg School of Communications
  - Bennett Hall
  - Building Administrator
  - Buildings and Grounds

**College of Arts and Sciences. Office of the Dean  
UPB 1.4  
Inventory  
Office of the Dean Records, 1939-1979**

Box 68      Dean's Correspondence, 1963-1964 (cont.)

Burr Book Prize

Calendar Committee

Chairmen Discussions

Chaplain

College

College of General Studies

College Program for Teachers

College for Women

Comptroller's Bulletin

Comptroller's Office

Computer Center

Daily Pennsylvanian

Dean of Men's Office

College Department Activities

Department of Public Instruction--Harrisburg

Divinity School

Employment Opportunities

Engineering

Faculty Club

**College of Arts and Sciences. Office of the Dean**  
**UPB 1.4**  
**Inventory**  
**Office of the Dean Records, 1939-1979**

Box 68      Dean's Correspondence, 1963-1964 (cont.)

- Faculty Meetings
- Faculty Offices
- Faculty List Next
- Faculty Meeting
- Faculty Awards, Honors, Fellowships
- Office of Fellowship Information and Study Abroad Program
- Fine Arts
- Folklore (Graduate Dept. of )
- Forthcoming Events
- Board of Freshmen- Sophomore Advisers
- General Correspondence
- General Honors Program /General Literature Graduate School /Committee
- Haney Prize Committee- Haney Foundation Awards
- Honorary Degrees
- Housing
- Houston Hall
- Humanistic Studies, Board of
- Institute of International Education
- Committee on International Exchanges

**College of Arts and Sciences. Office of the Dean  
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Inventory  
Office of the Dean Records, 1939-1979**

- Box 68      Dean's Correspondence, 1963-1964 (cont.)
- International Relations Committee
  - Language Laboratory
  - Leon Lecture Series- budget material correspondence
- Box 69      Marriage Council of Philadelphia, Inc.
- Men's Student Government
  - Middle States
  - Moving Expenses
  - Museum
  - National Council of Alumni
  - National Council Seminar
  - Northeast Conference on Teaching of Foreign Languages
  - Personnel Office
  - Personnel Panel
  - Phi Beta Kappa
  - Philomathian Society
  - Placement Service
  - Pre-medical Advisory Board
  - Prizes (Awards)
  - Program Services

**College of Arts and Sciences. Office of the Dean  
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Inventory  
Office of the Dean Records, 1939-1979**

Box 69      Dean's Correspondence, 1963-1964 (cont.)

Project Research and Grants

Publicity

Reed College

Recommendations

Registrar's Office

R.O.T.C.

Secretary's Office

Space Utilization Committee

State Board of Education

Office of Student Affairs

Student Correspondence

Student-Faculty Afternoon Hours

Student Financial Aid

Student Tutor Society

Telephone Service

Travel Expenses

Travel, Foreign

Travel subvention- chairmen

Trustees-Humanities Board

**College of Arts and Sciences. Office of the Dean**  
**UPB 1.4**  
**Inventory**  
**Office of the Dean Records, 1939-1979**

- Box 69      Dean's Correspondence, 1963-1964 (cont.)
- University Council
  - Undergraduate Affairs Standing Committee (University Council) 3 folders
  - Undergraduate Dean's Committee
  - University Senate
  - Vice-Dean
  - Wharton School
  - Wharton Natural Science Course
  - Woodrow Wilson
  - Provost
  - Provost's Staff Conference
  - President
  - Vice-Presidents
  - Dr. Hess
  - Dr. Nichols
- Box 70      Dean's correspondence- Candidates Considered for Faculty-not accepted
- Box 71      Dean's Correspondence, 1964-1965
- American Civilization Committee
  - Board of Humanistic Studies
  - Burr Book Prize

**College of Arts and Sciences. Office of the Dean  
UPB 1.4  
Inventory  
Office of the Dean Records, 1939-1979**

Box 71      Dean's Correspondence, 1964-1965 (cont.)

- Calendar Committee
- English Department. Committee for Selecting Chairman
- Freshman-Sophomore Advisory Board
- General Honors Committee
- General Literature Committee
- Committee for a Greater Pennsylvania
- John L. Haney Prize for Literature Committee
- Hamilton Watch Award Committee
- Honorary Degrees, Committee on
- International Exchange, Committee on
- International Relations, Committee
- Language Laboratory Committee
- Natural Sciences, Committee on
- Adolf and Felicia Leon Lecture committee
- National Humanities Foundation, Federal Proposals for
- Personnel Panel
- Committee on Space Utilization
- University Council
- Admissions

**College of Arts and Sciences. Office of the Dean**  
**UPB 1.4**  
**Inventory**  
**Office of the Dean Records, 1939-1979**

Box 71      Dean's Correspondence, 1964-1965 (cont.)

Advanced Placement

Almanac, U.of P.

American Council on Education

Annenberg School of Communications

Associate Dean

Berlin Exchange

Chairmen Discussions

Chairman's Meetings

College Hall

Building Administrator

Buildings and Grounds

Business Office

Calendar and Chronicle

Chaplain

Christian Association

College of General Studies

College Program for Teachers

College for Women

Comptroller's Office

**College of Arts and Sciences. Office of the Dean**  
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**Inventory**  
**Office of the Dean Records, 1939-1979**

Box 71      Dean's Correspondence, 1964-1965 (cont.)

Computer Center

Daily Pennsylvanian

Dean's Memorandum

Dean of Men's Office

Dean's Student Advisory Board

Development Program

Divinity School

Box 72

Engineering

Employment Opportunities

Eastern Association of College Deans

Faculty Club

Faculty Campaign

Faculty Fund Drive

Faculty List

Faculty Meeting, next

Faculty meetings 1964-1965

Faculty Recruiting

Fellowship Information and Study Programs Abroad

Foreign Students' Office

**College of Arts and Sciences. Office of the Dean**  
**UPB 1.4**  
**Inventory**  
**Office of the Dean Records, 1939-1979**

Box 72      Dean's Correspondence, 1964-1965 (cont.)

Forthcoming Events

General Correspondence

Graduate School

Graduation with Honors

Housing

Houston Hall

Leon Lecture Series

Major Advisory Hours

Major Programs

Medieval Studies

Men's Student Government

Middle States Association

Moving Expenses

National Council of Alumni

Netherlandic Studies

New Student Week

Northeast Conference on teaching of foreign languages

Peace Corps

Pennsylvania Department of Public Instruction, Harrisburg

**College of Arts and Sciences. Office of the Dean**  
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**Inventory**  
**Office of the Dean Records, 1939-1979**

Box 72      Dean's Correspondence, 1964-1965 (cont.)

    Pennsylvania Academic Deans

    Personnel Office

    Phi Beta Kappa

    Philomathean Society

    Placement Service

    Potter Hall

    Post Baccalaureate Affairs

    Pre-law Advisory Board

    Pre-Medical Advisory Board

    Program Services

    Project Research and Grants

    Publicity

    Research Club of the U.of P.

    Recommendations

    Registrar's Office

    R.O.T.C.

    Scandinavian-American Foundation

    Secretary's Office

    Sp-Personal

**College of Arts and Sciences. Office of the Dean**  
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Box 72      Dean's Correspondence, 1964-1965 (cont.)

Student Activities

Student Affairs, office of

Student Awards, Honors, Fellowships, Prizes

Student Correspondence

Student- faculty afternoon hours

Student Financial Aid

Student Personnel Officer

Summer School

Teaching Fellows

Travel, Foreign

Travel Expenses

Travel, subvention- chairmen

Trustees, Humanities Board

University Expansion Plan

Wharton School

Woodrow Wilson National Fellowship Foundation

President

Vice-president

Provost

**College of Arts and Sciences. Office of the Dean  
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Office of the Dean Records, 1939-1979**

- Box 72      Dean's Correspondence, 1964-1965 (cont.)
- Dr. Nichols
- Dr. Hess
- Provost's Staff Conference
- Box 73      Dean's Correspondence, 1965-1966
- Committees A-Z General
- Correpondence, A to Col
- Box 74      Correspondence Com - Z
- Box 75      Dean's Correspondence 1966-1967
- A - N
- Box 76      P - Z
- Provost Conferences
- Box 77      Departments: (1966-1967)
- Anthropology to Slovics
- English Program for Students from Abroad
- General Honors Program
- President (1965-1966)
- Vice President (1965-1966)
- Provost (1965-1966)
- Provost's Staff Conference (1965-1966)

**College of Arts and Sciences. Office of the Dean**  
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**Office of the Dean Records, 1939-1979**

- Box 77      Dean's Correspondence 1966-1967 (cont.)
- Dr. Nichols (1965-1966)
- Correspondence re Budgets, appointments, and Salaries 1965-1966
- Task Force Report-Committee on Undergraduate Affairs - 1965
- Box 78      Departments (1966-1967), Anthropology to Slavics
- General Honors Program
- Project Research Grants (1966-1967), Anthropology to Slavics (2 series)
- Box 79      Dean's Correspondence, 1967-1968
- A-L & College Committees
- Box 80      M-Z & Department Correspondence, Anthropology - Slavics
- Box 81      Dean's Correspondence, 1968-1969
- Committees
- Correspondence, A - O
- Box 82      Correspondence, P - Z
- Departments, A - Z
- Cumulative Budget Statements
- Box 83      Dean's Correspondence, 1969-1970, A - C
- Associate Dean
- Society of Alumni of the College
- Bennett Hall Refurbishing

**College of Arts and Sciences. Office of the Dean**  
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Box 83      Dean's Correspondence, 1969-1970, A - C (cont.)

Biology - Electron Microscopy

College Hall renovations

Commonwealth Relations of U. of P.

Latin - American Studies

Search Committee for Linguistics

Music Chairmanship

Religious Thought Chairmanship

Staff Liaison Committee

Search Committee to Advise on new University President

Instruction Committee 1969-1970

University Council

University Senate 1968-1970

Budget 1969-1970

Chairmen Discussions - Carter Report

Chairmen Discussions

Chairmen Meetings

Chairmen, Notices to

College for Women

Computer Work, Humanities

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Box 84      Dean's Correspondence, 1969-1970, D - W

- Computer Center
- Dean's Memoranda 1969-1970
- Dean of Students Office
- Faculty Recruiting
- New Faculty Party (Nov. 12, 1969)
- Faculty Response to End War in Vietnam
- Fels Institute
- Folklore Studies
- Foreign Language Requirements
- Graduate School
- Institute for Cooperative Research
- International Services, Office of
- Critical Languages, Cooperative Undergraduate Program
- Library
- Medieval Studies
- NDEA Language Area Center
- Near East Center
- Oriental Studies Faculty
- Personnel Panel

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- Box 84      Dean's Correspondence, 1969-1970, D - W (cont.)
- Placement Service
  - Registrar's Office
  - R.O.T.C.
  - Space
  - Student Committee on Undergraduate Education
  - Summer School
  - Title I H.E.W.
  - Undergraduate Affairs
  - Undergraduate Plans Committee
  - Urbanism and Related Human Resources, Council on
  - West Philadelphia
  - Wharton School
- Box 85      Dean's Correspondence, 1969-1970
- President
  - Vice President
  - Vice Provost
  - College Office
  - Provost
  - Departmental correspondence, A - Z

**College of Arts and Sciences. Office of the Dean  
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Box 85      Dean's Correspondence, 1969-1970  
                    Departmental correspondence, A - Z (cont.)

Anthropology

Art History

Astronomy

Biology

Chemistry

Classical Studies

General Honors

English

Geology

German

History

Linguistics

Mathematics

Music

Philosophy

Physics

Psychology

Religious Thought

Romance Languages

**College of Arts and Sciences. Office of the Dean  
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- Box 85      Dean's Correspondence, 1969-1970  
                    Departmental correspondence, A - Z (cont.)  
  
                    Slavics
- Box 86      Dean's Correspondence, 1970-1971, A - E  
  
                    Anthropology - Chairmanship  
  
                    Dept. of Biology Chairmanship  
  
                    Board of Humanities - Social Sciences  
  
                    Instruction Committee 1970-1971  
  
                    Committee to Advise the Pres. on selection of a Provost  
  
                    Undergraduate Dean's Comm.  
  
                    Faculty Studies  
  
                    Graduate School  
  
                    Graduate School of Education  
  
                    Office of Institutional Studies and Planning  
  
                    March 4 Day  
  
                    Men's Student Government  
  
                    Moratorium Oct. 15 Assembly  
  
                    Premedical Advisory Board  
  
                    University Press  
  
                    Reappointments  
  
                    Recommendations

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Box 86      Dean's Correspondence, 1970-1971, A - E (cont.)

Secretary's Office

Selective Service

Space

Spice Rack

Student Activities

Student Correspondence

Student Affairs, Office of

S.C.U.E.

Student Employment Office

Summer School

Unstructured Period Oct. 24 - Nov. 3, 1970

President

Undergraduate Teaching

Office of Admissions

Society of Alumni of the College

Chairman 1964-1971

College Assembly Hall

College for Women

College of General Studies

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Box 87      Dean's Correspondence, 1970-1971

- Dean of Student's Office
- Engineering 1966-1970
- Vice President
- Provost's Staff Conference
- Provost
- Provost's Memoranda
- Vice Provost
- Vice Dean
- Departmental Correspondence, A - Z
  - Business Manager College
  - Anthropology
  - Art History
  - Astronomy
  - Biology
  - Chemistry
  - Classical Studies
  - General Honors
  - English
  - Geology

**College of Arts and Sciences. Office of the Dean  
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Box 87      Dean's Correspondence, 1970-1971  
                    Departmental Correspondence, A - Z (cont.)

                    German

                    History

                    Language Lab

                    Linguistics

                    Mathematics

                    Music

                    Philosophy

                    Physics

                    Psychology

                    Religious Thought

                    Romance Languages

                    Slavic Languages

                    Cumulative Budget Status

Box 88      Office of the Dean

                    College Committees

                    Reports on the Organization of the Faculty

                    Restruction of the University

                    Memorials

                    Marian Anderson

**College of Arts and Sciences. Office of the Dean  
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Box 88	Office of the Dean (cont.)  Alexander Haig  Franz Werfel  Geology  Dop  Hob  Phe  Rac  Wid
Box 89	Advisory Committee on Women  Calendar Committee  Grading dispute [ <i>record closed</i> ]  Applied Mathematics Institute  College, Experimental  Commonwealth proposal  Communications major  Integrated Science program  Mayan Studies  Theatre Arts major  Dropsie University

**College of Arts and Sciences. Office of the Dean  
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Box 89      Office of the Dean (cont.)

Peace Science departmental proposal

Philadelphia Social History Project

Regional Science, proposed merger with SPUP

Romance Languages, proposed split

Box 90

Annual reports for Middle East Center, 1976, 1977, 1979

Annual reports for the College for Women, 1960-1961, 1962/1963 to 1974/1975

Annual reports for the College, 1969/1970 to 1973/1974

Annual report for the College of General Studies, 1974/1975

FAS Annual Reports, 1975/1976 to 1978/1979

Five Year Report to the Faculty of Arts and Sciences, 1974 to 1979

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Annual Reports and Departmental Reviews, 1976-1987**

**“Dean's Papers,” Annual Reports and Department Reviews, 1976-1987**

Box 91	SAS Annual Reports, 1984-1985
FF 1	Index
FF 2	American Civilization - Classical Studies Departments
FF 3	English Department
FF 4	Folklore and Folklife - History Departments
FF 5	History and Sociology of Science Department
FF 6	Linguistics Department
FF 7	Interdepartmental
FF 8	Graduate Group
FF 9	Centers and Institutes
FF 10	Academic Divisions
FF 11	Committees
	SAS Annual Reports, 1985-1986
FF 12	Index
FF 13	American Civilization - Economics Departments
FF 14	English Department
FF 15	Geology - Music Departments
FF 16	Oriental Studies - South Asia Departments

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Box 91           SAS Annual Reports, 1985-1986 (cont.)

- FF 17            Interdisciplinary
- FF 18            Graduate Groups
- FF 19            Programs
- FF 20            Centers and Institutes
- FF 21            Academic Divisions
- FF 22            Committees

SAS Annual Reports, 1986-1987

- FF 23            Index
- FF 24            American Civilization - Economics Departments
- FF 25            English Department
- FF 26            Germanic Languages - South Asia Departments
- FF 27            Interdisciplinary
- FF 28            Graduate Groups
- FF 29            Programs
- FF 30            Centers
- FF 31            Academic Divisions -- College
- FF 32            Academic Divisions -- College of General Studies
- FF 33            Academic Divisions -- School of Arts and Sciences
- FF 34            Committees

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- Box 91      SAS Annual Reports, 1986-1987 (cont.)
- FF 35              Index
  - FF 36              American Civilization - Germanic Languages Departments
  - FF 37              History - South Asia Departments
  - FF 38              Interdisciplinary majors
  - FF 39              Graduate Groups
  - FF 40              Centers and Institutes -- CADE - Institute for Law and Economics
  - FF 41              Centers and Institutes -- Middle East Center - Center for Organizational  
                         Innovation
  - FF 42              Committees
  - FF 43              Academic Divisions
- Box 92      SAS Department Reviews
- American Civilization, 1979
  - FF 1                      Committee
  - FF 2                      Evaluation and Responses
  - FF 3                      Department Profile
  - FF 4                      History
  - FF 5                      Faculty Curriculum Vitae
  - FF 6                      Faculty Research
  - FF 7                      Enrollments

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Box 92	SAS Department Reviews American Civilization, 1979 (cont.)
FF 8	Undergraduate Program
FF 9	Graduate Program
FF 10	Ph.D. Dissertation Abstracts
FF 11	Alumni
FF 12	Future Plans
	Anthropology, 1979
FF 13	Committee
FF 14	Evaluation and Responses
FF 15	Statistical Profile
FF 16	History
FF 17	Faculty Curriculum Vitae, A-F
FF 18	Faculty Curriculum Vitae, G-K
FF 19	Faculty Curriculum Vitae, L-Z
FF 20	Faculty Research Interests
FF 21	Future Plans
FF 22	Administrative Structure
FF 23	Course Enrollment
FF 24	Undergraduate Major Programs
FF 25	Graduate Program

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Box 92	SAS Department Reviews Anthropology, 1979 (cont.)
FF 26	Ph.D. Abstracts
	Chemistry, 1976
FF 27	Committee
FF 28	Evaluation and Responses
FF 29	Statistical Profile
FF 30	Administrative Organization
FF 31	Research Activities
FF 32	Faculty Publications
FF 33	Undergraduate and Graduate Programs
FF 34	Faculty Curriculum Vitae
FF 35	Organizational Chart
	English, 1978
FF 36	Committee
FF 37	Evaluation and Responses
FF 38	Statistical Profile
FF 39	Departmental Administration
FF 40	Department Bylaws
FF 41	Faculty Research Interests
FF 42	Faculty Curriculum Vitae, A-L

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Box 92	SAS Department Reviews English, 1978 (cont.)
FF 43	Faculty Curriculum Vitae, M-Z
FF 44	Ph.D. Alumni and Dissertation Abstracts
FF 45	Recommendations in the Graduate Program
FF 46	Major Requirements
FF 47	Comparative Literature Proposal
	History, 1978
FF 48	Committee
FF 49	Evaluation and Responses
FF 50	Statistical Profile
FF 51	History of Department
FF 52	Department Administration
FF 53	Faculty Curriculum Vitae
FF 54	Faculty Research
FF 55	Course Information
FF 56	Graduate Information
FF 57	Alumni and Dissertation Abstracts
FF 58	Undergraduate Information
Box 93	History of Art, 1980
FF 1	Committee

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Box 93	SAS Department Reviews History of Art, 1980 (cont.)
FF 2	Evaluation and Responses
FF 3	History of Department
FF 4	Faculty Curriculum Vitae
FF 5	Undergraduate and Graduate Programs
FF 6	Statistical Profile
	Linguistics, 1980
FF 7	Committee
FF 8	Evaluation and Responses
FF 9	Statistical Profile
FF 10	History of the Department
FF 11	Administrative Organization
FF 12	Future Plans
FF 13	Faculty Curriculum Vitae
FF 14	Faculty Research
FF 15	Enrollment
FF 16	Undergraduate and Graduate Programs
FF 17	Ph.D. Abstracts
FF 18	Alumni

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Box 93	SAS Department Reviews Mathematics, 1978 (cont.)
FF 19	Committee
FF 20	Evaluation and Responses
FF 21	Statistical Profile Bound Volume -- Profile
FF 23	Philosophy, 1978 Physics, 1981
FF 24	Committee
FF 25	Evaluation and Response
FF 26	Statistical Profile
FF 27	Research Programs
FF 28	Condensed Matter Experiment
FF 29	Particle Experiment
FF 30	Astrophysics Experiment
FF 31	Nuclear Experiment
FF 32	Nuclear and Particle Theory
FF 33	Undergraduate and Graduate Programs
FF 34	Future Plans Sociology, 1977
FF 35	Committee

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Box 93	SAS Department Reviews Sociology, 1977 (cont.)
FF 36	Evaluation and Responses
FF 37	Statistical Profile
FF 38	History
FF 39	Organization
FF 40	Faculty Curriculum Vitae, A-G
FF 41	Faculty Curriculum Vitae, H-K
FF 42	Faculty Curriculum Vitae, L-Z
FF 43	Graduate Program
FF 44	Graduate Requirements
FF 45	Alumni
FF 46	Dissertation Abstracts
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