

VICE PRESIDENT
ACADEMIC AFFAIRS
TELEPHONE: 250-2011

February 4, 1977

MEMORANDUM

TO: Deans and Chairmen, Division of Colleges

FROM: Lewis W. Cochran, Vice President for Academic Affairs

Lewis W. Cochran

Attached is a copy of the President's memorandum of August 12, 1974 dealing with information to be furnished for prospective and new faculty members and faculty files. Recent reports have indicated that the compliance with these two sets of regulations is somewhat variable among the Departments and Colleges. I wish to emphasize the need for full and careful compliance with these regulations in all Departments and Colleges in order that there could not be any individual or collective claim of procedural violations.

LWC:dkc

Attachment