

1933-1956

PROFESSORS

Academic Personnel

MEMBERS

ASSISTANTS

✓ GENERAL

Personnel

Directory by years--Terms in Director's Offices. On top of file cabinets in Barbara Beechan's room. (Now Velma Mumper's room).

Directory

1940-1942

LIBRARY

Facilities

GENERAL

Personnel

HALMOS, MRS. DOROTHY M.

Biographical

REUSS, DOROTHY M.

Apparently, Mrs. Dorothy M. Halmos was the first librarian, and the first time the collection of books and the cataloging of books in the ~~Library~~ Common Library may have been about this date. (First correspondence with Mrs. Halmos shows the date of September 24, 1940.)

Mrs. Halmos left after the 1941-42 academic year, and Dorothy M. Reuss was employed as Librarian.

D, Library, 1931-1945

1940

9/25

PARTICIPATION IN ADMINISTRATION

Academic Personnel

✓ GENERAL (SECRETARIAL)

Personnel

Aydelotte reported that a secretary to American
Committee for International Studies had been added to staff
of I. A. S. (Mrs. Hartz?)

Faculty Minutes, 9/25/40

1941

1/23

SCHOOL OF HUMANISTIC STUDIES

Academic Organization

BUILDINGS AND GROUNDS

Facilities

✓ GENERAL

Personnel

BLACK

Biographical

BREASTED

Maria C. Eichelser to Aydelotte, January 23, 1941, covering
the above headings.

See source.

PA (Elsa Jenkins) 3/19/57, File no. 4.

1945

2/1

LIBRARY

Facilities

✓ GENERAL

Personnel

Aydelotte to Stewart, February 1, 1945, informing him that the members of the Standing Committee of the Faculty discussed the suggestion of Stewart that Miss Persons be elevated from Assistant Librarian to Librarian, but the Faculty felt that while Weyl's term of office should terminate as Librarian, he should be succeeded by members of the Faculty of the other two Schools in turn. Mrs. Persons' title was changed to Associate Librarian.

D, Library; 1931-1945

1945

8/31

GIFTS

✓ GENERAL

EARLE, E. M.

HARTZ, MARION

Finance

Personnel

Biographical

Earle to Aydelotte, August 31, 1945, on arrangements at the time--one-half of Mrs. Hartz's salary is paid by the Institute and the remaining half paid from Carnegie funds. "Effective October 1, would you please charge only one-fourth to the Carnegie $\frac{1}{4}$ fund and one-fourth to the \$1000 which I have given to the Institute for studies in military affairs, as I am eager to conserve the $\frac{1}{4}$ rapidly dwindling Carnegie funds for other purposes."

Notes Aydelotte has assured him beginning July 1, 1946 the Institute would assume the entire responsibility for Mrs. Hartz's salary.

Earle files, Institute--1944-45 - General Correspondence

LIBRARY

✓ GENERAL

SACHS, JUDITH

Facilities

Personnel

Biographical

Miss Judith Sachs, an emigré from to America, April 4, 1938, citizenship granted spring, 1944; assistant cataloger, Swarthmore College Library, 1940-1944; graduated with a Bachelor's Degree from the Columbia University School of Library Service, 1939; speaks both French and German as well as good English; she studied Greek, Latin, Italian, and Spanish; was appointed Librarian on the departure of Mrs. Dorothy Persons, June 11, 1946. In 1944 to assist in cataloging and to carry out research and library projects in the School of Humanistic Studies for which Dr. Lowe and Mrs. Persons recommended an increase in salary.

D, Library Personnel

1946

9/13

PARTICIPATION IN ADMINISTRATION

Academic Personnel

BUILDINGS AND GROUNDS

Facilities

GENERAL

Personnel

Director:

(1) Though League of Nations group gone and their offices freed, there would be congestion of office space;

(2) The Standing Committee decided on a differential of \$200 a year between furnished and unfurnished apartments.

(3) Committee recommended Institute go on five-day week, but all secretaries and other employees should give at least one Saturday morning per month;

(4) Faculty luncheons set for October, November, December.

Faculty Minutes, 9/13/46

9/14
9/17

✓ GENERAL

Personnel

AYDELOTTE, F.

Biographical

Aydelotte to Schaap, September 14, 1946.

He plans to submit to the Trustees a plan agreed upon by the Standing Committee to put the staff on a five-day week, with the understanding that secretaries and other employees be asked to give one Saturday morning per month to the Institute, enabling services to be maintained.

"I want to secure the approval of the faculty since most of our professors work seven days a in the week and I want to make sure that they will not be incommoded."

Schaap to Aydelotte, September 17, 1946.

"I think the plan agreed upon by the Standing Committee... is an excellent one and I am sure goes as far as is feasible for our Institute. It's too bad about the professors working sometimes seven days a week, but I think it has been well

understood from the most ancient times that professors, like ministers of religion, have no rights which anyone else is bound to respect, and I don't know what can be done toward changing that situation. Much the same is true of executives in our establishment, and I think in many industries. Long after we adopted the 5-day week here, we grudgingly framed a rule that executives must take off one working day every two weeks, but I fear even that rule receives as much honor in the breach as in the observance. I fully approve your plan."

D, Schaap, Michael

1946

APPOINTMENTS
BUILDINGS AND HOUSES
HOUSING
MITVANY
✓ GENERAL

9/16

Academic Personnel
Facilities

Biographical
Personnel

Committee action for five-day week was affirmed.

Director reported on housing, including protests of the Newlin Road neighbors. Harle judged Nixville houses satisfactory having seen them. Fawcisky said Newlin Road inhabitants protected by appropriate screen and placing of Nixville houses.

Director reported congestion might make it necessary for some of the members to live in their offices. Alexander questioned legality of using offices for such a purpose.

Director announced Mitvany accepted permanent membership under terms approved by Board. Pauli to remain in Zurich.

Horse emphasized importance of new appointments to the Faculty "in order to restore the balance between the three Schools."
Faculty Minutes, 9/16/46

1946
GENERAL

9/16
Personnel

Professor Stewart moved and it was unanimously carried that the five-day week for the employees and secretarial staff of the Institute be adopted.

D File, Faculty Minutes, September 16, 1946

1947

1/24

GENERAL

Personnel

Regarding five-day week.

Filed in Chronological File under 1947, 1/24.

(Attitude toward secretaries and administrative staff of
Director's office personnel).

A, 10/30/56, IAS

1947

4/24

✓ GENERAL

Personnel

To Aydelotte & Schaap with power by Maass' approval
(Aydelotte to Schaap, 4/29/47).

Letter filed in Chronological file under 1947, 4/24.

D, Schaap, M.

1947

10/8

✓ GENERAL

BUDGET

LEARY, ELEANOR

OPPENHEIMER, R.

Personnel

Finance

Biographical

Oppenheimer informed faculty Mrs. Leary was organizing secretarial staff with view to creating a secretarial pool. Corrected to show view to providing increased secretarial service to staff.

D, Faculty Minutes, Draft

1947

10/8

✓GENERAL (STENO POOL)

Personnel

POLICY

Administration

PARTICIPATION IN ADMINISTRATION

Academic Personnel

OPPENHEIMER, R.

Biographical

Draft Minutes Faculty Meeting. IAS a school?

Filed in Chronological file under 1947, 10/8.

A, 10/30/56, IAS

12/16

GENERAL

Personnel

BRADLEY, WM. (Supt. Bldg. and Grds.)

Biographical

William Bradley was to start work on Dec. 17th as the new Superintendent of Buildings and Grounds. Because of his Army and construction experience, and Mr. Leidesdorf's favorable impression of him, the Director felt sure he would prove useful in the running of the mechanics of the Institute plant.

Tr. Min. 12/16/47 p. 8

1748
✓ GENERAL

Personnel

✓ MILLER, BERNETTA

Biographical

The Director reported Miss Miller had been relieved of her duties as Housing Administrator. The Institute paid her salary to June 30, 1949, and furnishes her with an apartment to June 1, 1948, and will contribute 5 per cent of her salary to her TIAA account up to and including June 30, 1949.

Executive Committee Meeting Minutes, February 10, 1948

1950

12/29

✓ GENERAL

Personnel

~~ADMINISTRATIVE~~ DIRECTOR

Administration

Director announces engagement of H. K. Fleming at \$9,000 a year as General Manager, and termination of the salary of William Bradley as of January 1, 1951, with unstated arrangement for terminal pay for latter.

Exec. Comm. Minutes, 12/29/50

1953

10/26

✓ GENERAL

Personnel

MORGAN, MINOT

Biographical

Appointment of Morgan as Manager.

Letter from Dr. Oppenheimer and newspaper clippings filed
in Chronological file under 1953, 10/26.

D, Morgan