

UA1982.09

## Loyola University of Chicago

### **The Graduate School**

#### **Office of the Dean records**

**Dates:** 1926-1975, Undated (Bulk 1929-1965)

**Creator:** Office of the Dean (1915-)

**Extent:** 2.5 linear feet

**Level of description:** Folder

**Processor & date:** Chelsea Denault, March 2014; updated by K. Young, January 2015.

#### **Administration Information**

**Restrictions:** Boxes 5 & 6 – applications – are restricted.

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**Citation:** Loyola University Chicago. Archives and Special Collections. *The Graduate School, Office of the Dean records, 1926-1975*. Box #, Folder.

**Provenance:** records were transferred to the University Archives in 1982 by the Graduate School.

**Separations:** Less than .25 linear feet of extraneous and duplicate materials were removed and disposed of during processing.

**See Also:**

#### **Administrative History**

The Graduate School was established at Loyola University in 1915 to offer higher educational and research opportunities to students beyond the baccalaureate degree offered by the College of Arts and Sciences. The dean of the Graduate School creates and implements policies for the academic departments that are part of the Graduate School.

#### **Scope and Content**

The Office of the Dean records consists of 2.5 linear feet spanning the years 1926 to 1975 and includes correspondence, reports, syllabi, memoranda, minutes, time records, and applications for fellowships and assistantships. Subjects include academic standards, accreditation, development, and assistantships.

#### **Series**

##### **Series 1: General, 1926-1961. Box 1**

This series contains correspondence, reports, minutes, agendas, memoranda, bulletins, and academic calendars.

##### **Series 2: Academic Departments, 1928-1969, Undated. Boxes 1-3**

This series contains minutes, reading lists, memoranda, correspondence, reports, syllabi, lists, lecture notes, and course descriptions.

**Series 3: Assistantships and Fellows, 1929-1947, 1960, 1968-1975. Boxes 3-4**

This series includes correspondence, minutes, and notebooks.

**Series 4: Restricted, 1959-1961. Boxes 5-6**

This series contains applications for fellowships and assistantships.

**Subjects:**

Loyola University

Academic standards

Admissions

Association of American University Women

Association of American Universities

Chicago Society of Catholic Psychologists

Council of Deans and Regents

Scholarships

Fellowships

Assistantships

Gerst, Francis, S.J.

Jesuit Education association

Libraries

**Accession No.: UA1982.09**

**Creator: Office of the Dean (1915-)**

<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
<b><u>Series 1: General, 1926-1961</u></b>			
<i>Correspondence</i>			
1	1	Correspondence	1932-1943
1	2	Correspondence	1947
<i>Administration</i>			
1	3	Graduate School Academic Policies & Procedures	1926-1948
1	4	Council of Regents & Deans	1948-1952
1	5	Calendar & Identification Card System	1952
1	6	Faculty Welfare Committee	1952-1954
1	7	Registration Statistics	1953-1956
1	8	Foreign Students	1954-1957
1	9	Report - Union Catalog of the holdings of Jesuit libraries	1953
1	10	Report on College Teaching	1955
1	11	Veterans Affairs Office	1955
1	12	Academic Calendar	1956-1957
1	13	Dempsey Graduate Research Collection	1956
1	14	Lewis Towers Library	1967
1	15	Student Attitude Survey	Undated
1	16	Tax Credit Plan for Tuition & Fees	Undated
<i>Meeting minutes</i>			
1	17	Meeting Minutes - Dumbach Hall use	1956
1	18	Minutes: L. T. Committee on Space	1961
<i>Newsletters</i>			
1	19	Bulletin on Public Relations and Fund-Raising for Colleges & Universities	1953-1955
1	20	Engineering and Scientific Manpower Newsletter	1954-1955
1	21	Market Trends	1955
1	22	Notes on Comparative Education	1955
<b><u>Series 2: Academic Departments, 1928-1969, Undated</u></b>			
1	23	Anthropology Department	1967-1969

1	24	Biology Department	1940-1949
2	1	Chemistry Department	1936-1947
2	2	Classics Department	1935-1967
2	3	College of Commerce	1948-1950
2	4	School of Dentistry	1947-1951
2	5	Economics Department	1947, Undated
2	6	Education Department	1928-1931
2	7	English Department	1933-1960
2	8	History Department	1935-1965
2	9	Marketing Department	1951, Undated
2	10	Mathematics Department	1935-1947
2	11	Stritch School of Medicine	1941-1953
3	1	Modern Languages Department	1933-1953
3	2	Philosophy Department	1933-1947
3	3	Psychology Department	1932-1962
3	4	Spanish Department	1931-1946
3	5	Speech Department	1949-1951

**Series 3: Assistantships & Fellows, 1929-1947, 1960, 1968-1975**

			1929-1937, 1941, 1947
3	6	Committee on Scholarships	
3	7	Fellowships & Scholarships	1936-1942
3	8	Assistants	1960
3	9	Departmental Assistants	1969-1973
4	1	Assistants & Fellows	1968-1969
4	2	Assistantships	1968-1973
4	3	Graduate Assistants	1974-1975
4	4	Assistantship Workbook	1974-1975

**Series 4: Restricted, 1959-1961**

5	1	Assistants & Fellows Applications (1 of 3)	1959
5	2	Assistants & Fellows Applications (2 of 3)	1959
5	3	Assistants & Fellows Applications (3 of 3)	1959
5	4	Assistants & Fellows Applications (1 of 3)	1960
5	5	Assistants & Fellows Applications (2 of 3)	1960
5	6	Assistants & Fellows Applications (3 of 3)	1960
6	1	Assistants & Fellows Applications (1 of 2)	1961
6	2	Assistants & Fellows Applications (2 of 2)	1961