

INDIANA UNIVERSITY
SOUTH BEND CAMPUS

TO: All Instructional Staff
FROM: Lester M. Wolfson, Dean
SUBJ. Miscellaneous

Faculty Memo No. 4
Fall Semester, 1966-67
DATE. September 22, 1966

Several items of concern should be solved soon--at least within the limits of our space possibilities. Other procedural matters are also included in the numbered list below:

1. All new resident (full-time) faculty and staff members should see my secretary, Mrs. Meuninck, about arrangements for getting a University given identification card. Former full-time faculty and staff members should also see Mrs. Meuninck in order to arrange for validation for this year. Associate (part-time) faculty members will shortly be sent local identification cards by Mr. Ladewski's office.

2. Parking arrangements will soon be made final, and Mr. Ladewski's office will be giving out the necessary information.

3. All new resident faculty and staff should consult with Mrs. Harlan, Librarian, regarding privileges at the Notre Dame Library. Further information is found on page 8 of the 1966-67 South Bend Campus Faculty Handbook.

4. Information will soon be forthcoming from Mr. Ladewski's office about use of the new Xerox machine and other aids.

5. At the October faculty meeting, scheduled for the fifth, I will be seeking advice concerning a decision we wish to make about a key policy for resident faculty members. Associate faculty who are returning to the South Bend Campus from last spring or summer will find that their keys

to the Faculty Lounge will also open the room reserved for associate faculty in room 118 of Greenlawn Hall. New associate faculty members who do not yet have keys should get in touch with Mr. Ladewski's office.

6. By Friday, September 30, all resident faculty should have turned in to Mrs. Meuninck a listing of their regular office hours for this semester.

LMW:rm