

C University of Missouri, Department of History, Records, 1916-1965
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INTRODUCTION

The records of the University of Missouri Department of History contain administrative, interdepartmental, and personal correspondence; minutes of meetings; administrative records; graduate files; applications for positions; federal relief programs, military training programs; university committees; Alpha Pi Zeta; Social Studies Council; and records of the semi-centennial dinner.

DONOR INFORMATION

The records were donated to the University of Missouri by the History Department on 30 August 1967 (Accession No. 3736).

ORGANIZATIONAL SKETCH

The records of the University of Missouri Department of History covers the tenures of the following department chairs: Norman Trenholme, 1902-1926; Jonas Viles, 1926-1936; Charles Mullett, 1936-1937; Jonas Viles, 1937-1939; Thomas Brady, 1939-1944; Lewis Atherton, 1944-1950; Harvey Deweed, 1950-1953; Walter Scholes, 1953-1956; David Pinkney, 1956-1959; James L. Bugg, Jr., 1959-1963; and Roderick McGrew, 1963-1966.

FOLDER LIST

Correspondence Series

- f. 1-168 1916-1962. Administrative, inter-departmental, and personal correspondence concerning teaching positions, fellowships, graduate assistance, recommendations, appointments, graduate theses, degree requirements, courses, schedules, grades, salaries, teaching loads, personnel, expenses and equipment, library acquisitions, World War II (servicemen's letters), speaking engagements, book reviews, publications, and research facilities. The last file consists of photographs and an Army songbook from Thomas A. Brady's files. The papers are chronologically arranged.

Department Meetings Series

- f. 169-177 1940-1954. Notices of meetings, agenda, personal and departmental memos, and minutes of the meetings. These papers refer to general administrative duties. The last file consists of memos, reports, and some correspondence concerning the initial stages and growth of Western Historical Manuscripts Collection, 1942-1951. The papers are

chronologically arranged.

Departmental Organization and Staff Files Series

- f. 178-208 Consists of tenure regulations, teaching loads and salary sheets, payroll vouchers, correspondence and appropriation ledgers concerning departmental expenses and equipment, inventories of departmental property, and textbook orders. Arranged chronologically.
- f. 178-179 Tenure Regulations, teaching loads and salary sheets, 1944-1952
 - f. 180-188 Payroll vouchers, 1949-1955
 - f. 189-191 Expenses and Equipment: Correspondence, 1939-1953
 - f. 192-200 Expenses and Equipment: Appropriation Ledgers, 1939-1954
 - f. 201-202 Inventories: Departmental property
 - f. 203-208 Textbook Orders, 1948-1954
- f. 209-245 Consists of appointments (employment contracts); correspondence on Claude Meredith, former graduate assistant; and correspondence and newspaper clippings on Max Wolff, professor in free speech case. Arranged chronologically.
- f. 209-242 Appointments, 1936-1962
 - f. 243 Claude Meredith, 1939-1942
 - f. 244-245 Max Wolff, 1944-1945
- f. 246-276 Consists of faculty statistics on publications, speeches, and Harvard degrees, and correspondence and lists concerning courses, schedules, enrollment statistics, and preparation of the university catalog. Arranged chronologically.
- f. 246 Faculty Statistics: Publications, speeches, and Harvard degrees, 1939-1946.
 - f. 247-276 Courses, Schedules, and Enrollment Statistics, 1925-1962.

History Requirements and Degrees Series

- f. 277-281 1903-1948. Consists of the History Department's requirements for undergraduate and graduate degrees, prerequisites for high school teachers, correspondence on the requirements for a Master of Arts degree in Social Studies, and statistics on the graduate degrees granted in History since 1903. Arranged chronologically.
- f. 277 Undergraduate Requirements, 1940-1948
 - f. 278 Graduate Requirements, 1939-1940
 - f. 279 High School Teachers Requirements, 1937-1941
 - f. 280 Master of Arts in Social Studies, 1944
 - f. 281 Graduate degrees granted in History since 1903

Advising Material and Graduate Files Series

- f. 282-314 Chronologically arranged are advisee lists, graduate enrollment statistics, graduate ratings, graduate and theses lists, and schedules of

graduate exams. Alphabetically arranged are the graduate files consisting of academic records, applications for Master of Arts degrees, and some correspondence concerning courses, grades, theses, and exams.

- f. 282-285 Graduate lists: theses, exam schedules, enrollment, and ratings, 1940-1946
- f. 286-287 Advisee lists, 1945-1961
- f. 288-314 Graduate Files: records, applications, and correspondence, 1927-1960

Graduate Assistantships, Fellowships, and Teaching Applications Series

- f. 315-350 Consists of applications for graduate assistantships, fellowships, and teaching positions; letters of recommendation; academic transcripts; biographical data; and correspondence. Some applicants enclosed publications, book reviews, or article reprints with their correspondence. The files are arranged alphabetically by the applicant's file.
 - f. 315-348 Applicant Files, 1940-1949
 - f. 349 List of Yale Candidates for Teaching Positions, 1940-1942
 - f. 350 List of Graduate Assistants and Ratings, 1941-1949
 - f. 351-373 Applicant Files, 1950-1951
 - f. 374-399 Applicant Files, 1952-1953
 - f. 400-428 Applicant Files, 1954-1955
 - f. 429-432 Applicant Files, 1956
 - f. 433-437 Applicant Files, 1959-1961

Material on Fellowships, and Teaching Positions Series

- f. 438 1940-1965. Information bulletins and correspondence on grants, fellowships, and teaching opportunities at the University of Missouri and other educational institutions.

Federal Relief Projects Series

- f. 439-447 1933-1939. Concern relief projects instituted by New Deal federal agencies, but administered by the History Department. The papers focus on projects for the Federal Emergency Relief Administration and the Works Progress Administration; but there are references to the Public Works Administration, the Civil Works Administration, and the National Youth Administration. The papers are arranged chronologically and consist of applications for employment, memos, conference proceedings, reports, project descriptions, student time sheets, payroll vouchers, and correspondence.

Armed Forces Training Programs Series

- f. 448-452 1943-1944. Files concern the administrative and professional activities of the History Department while engaged in the Army Specialized Training Program and the Army Air Force Program. The papers are chronologically arranged and consist of correspondence, memos, teaching schedules, staff lists, expenditure accounts, course outlines, exams, and textbook orders.

Accredited Schools and Colleges Committee Series

- f. 453-504 Concern administrative activities of the Accredited Schools and Colleges Committee, an accrediting agency for Missouri high schools and colleges. Elmer Ellis is chairman for the 1938-1939 period. The papers consist of general correspondence between the University of Missouri and educational institutions; memos; reports; and minutes of meetings. The files are chronologically arranged.
- f. 453-455 General Correspondence, October, 1938-July, 1939
 - f. 456 Committee Reports, 1938-1939
 - f. 457-458 Minutes of Meetings, 1938-1939
 - f. 459-461 Curriculum Study, 1930-1939, C-W
 - f. 462-463 Schools Not Considered For Study, C-W
 - f. 464-504 School Correspondence, 1938-1939, C-W

Group Term Life Insurance Subcommittee, 1948 Series

- f. 505-511 Concern the administrative activities of the Group Term Life Insurance Subcommittee, a faculty body established to evaluate various insurance plans and to submit a program to the Administration and Board of Curators. Lewis Atherton is chairman of the subcommittee. The files consist of rough drafts of letters to insurance companies, memos, correspondence with insurance companies, and outlines of various plans. The papers are arranged chronologically.
- f. 512-550 Concern the administrative activities of the Group Term Life Insurance Subcommittee, a faculty body established to evaluate various insurance plans and to submit a program to the Administration and Board of Curators. Lewis Atherton is chairman of the subcommittee. The files consist of mailing lists and insurance questionnaires for full-time faculty members. The questionnaires are arranged by academic rank, i.e., professor, associate professor, instructor, etc., and simultaneously by the faculty member's last name.

Miscellaneous Committees Series

- f. 551-557 1941-1955. Consists of lists of committees and members, memos, committee reports, minutes of meetings, and correspondence between

committee members and University of Missouri officials concerning teaching loads, sabbatical leaves, freshman and sophomore requirements, graduation with distinction, improvement of instruction, personnel policies, and science requirements. The papers are arranged chronologically.

Alpha Zeta Pi Series

- f. 558-560 1916-1917. Consists of 1916 constitution and bylaws, membership lists, and correspondence concerning announcements of meetings and elections, and nominations for membership. The papers are arranged chronologically.

University of Missouri Forums Series

- f. 561 1940s. Concerns the University of Missouri's forum on "Adapting the Missouri Course of Study in Social Studies to the War Emergency" and the History Department's forum on "Teaching of International Problems." The papers consist of forum schedules, and announcements of meetings, discussion leaders, and subject matter. The file is arranged chronologically.

Council on Social Studies Series

- f. 562-568 1940-1945. Consists of memos; reports; minutes of meetings; and correspondence which refers to Inter-American Affairs and related educational projects, Latin American studies, international relations of the University of Missouri in the post-war period, formation of the Council on Social Studies, organization and activities of the Council, requirements for the Social Studies program, and administration of the Ph.D. language requirement. Lewis Atherton is chairman of the Council on Social Studies. The papers are arranged chronologically.

College of Arts and Science, Semi-centennial Dinner, Correspondence Series

- f. 569 Consists of mailing lists, invitations, acceptance lists, Arts and Science Week programs, photographs, and correspondence (mostly thank you notes), 1941-1942. The papers are arranged chronologically.
- f. 570 Arts and Science Week correspondence, 1941-1942

Departmental Social Functions Series

- f. 571 Consists of mailing lists, food lists, expense accounts, and personal receipts from the History Department's summer picnic, 1942 and Christmas party, 1943.

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