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THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

MEMORANDUM FOR THE RECORD
DATE: 10/20/2000
TO: ALL FACULTY
FROM: THE DEPARTMENT OF CHEMISTRY
SUBJECT: DEPARTMENTAL MEETING ON 10/20/2000
The meeting was held in the Departmental Conference Room, 5208 South University Avenue, Chicago, Illinois, on October 20, 2000. Present were all full-time faculty members of the Department of Chemistry. The meeting was presided over by Professor [Name], and the minutes were taken by [Name]. The following items were discussed:

1. Review of the Departmental Budget for the year 2000-2001.

2. Discussion of the proposed changes to the Departmental Policy on the Appointment of Postdoctoral Fellows.

3. Review of the Departmental Policy on the Appointment of Visiting Professors.

4. Discussion of the proposed changes to the Departmental Policy on the Appointment of Graduate Students.

5. Review of the Departmental Policy on the Appointment of Research Assistants.

6. Other business.

The meeting adjourned at 1:00 PM. The next meeting will be held on November 10, 2000, at 10:00 AM in the Departmental Conference Room. The minutes of this meeting will be distributed to all faculty members by October 25, 2000.

Respectfully,
[Name]
Chairman

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