

FACULTY BULLETIN

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COMMENCEMENT EXERCISES

Faculty members are urged to attend summer commencement exercises Friday evening, Aug. 22, and march in the academic procession.

Commencement exercises will begin at 8 p. m. in Ed Landreth Auditorium, with Vice-President D. Ray Lindley giving the address.

The procession will form at 7:45 p. m. immediately north of Jarvis Hall. Marshals are Dr. Comer Clay and Dr. Floyd Leggett. Faculty members who do not have academic regalia are asked to march in the procession also. It is not necessary to inform marshals in advance if you plan to attend, since sufficient reservations have already been made to take care of those present.

FALL FACULTY ORIENTATION

Your attention is directed by Dr. Lindley to the annual Fall Faculty Orientation, scheduled for Saturday, Sept. 13. Instead of the entire faculty meeting for the entire morning, the orientation this year will be divided into three parts. (1) All new faculty will meet at 8:30 a. m., at which time those matters will be dealt with which pertain only to incoming faculty. (2) At 10:30 a. m., there will be a period of coffee and fellowship. At this time the new faculty will be welcomed by the current staff. (3) From 11:00 to 12:30, the entire faculty, both old and new, will share together in consideration of matters which have to do specifically with the 1958-59 school year.

The faculty orientation this year will be held in the Fellowship Room of Dan Rogers Hall. It is extremely important that every member be present.

LIBRARY TO BE CLOSED

The Library will be closed beginning Aug. 25 for moving and other preparations for the fall semester. If possible it will be opened Sept. 14, but it may be necessary to be closed until Sept. 22.

The Library requests that lists of reserve books for fall semester classes be sent as far as possible in advance of the beginning of the semester. They may be sent at any time, beginning now. Instructions for placing books on reserve are contained in the Faculty Handbook.

FULBRIGHT FELLOWSHIPS FOR FACULTY MEMBERS

Information regarding application for post-doctoral Fulbright grants for teaching or research abroad in 1959-60 is available from Dr. Comer Clay, faculty coordinator for Fulbright grants. . . office, AD 214. Interested faculty members should contact Dr. Clay as soon as possible as completed application forms must be submitted prior to October 1.

ARE YOU INTERESTED IN TCU'S RETIREMENT PROGRAM?

All faculty who do not now have full coverage under TCU's Pension Fund Program will be interested in the fact that a representative of the Pension Fund of the Disciples of Christ will be on the campus Friday, Sept. 12, to explain the many benefits of this program. Regular full time faculty are eligible for enrollment after completion of two years' service with the university, at which time the school begins paying an equivalent of 10 1/2% of the employee's salary into the retirement program.

If you are not already covered, it will be valuable for you to share in the conference with Mr. Ervin Sheets of the Pension Fund. This includes not only all new employees but also employees who have been here for less than two years, and those employees who are eligible for enrollment.

Mr. Sheets will hold two conferences in the Faculty Lounge. At 2 p. m. he will meet with the faculty of the Harris College of Nursing to familiarize them with the benefits of this program which they have recently elected to enter. At 3:30 p. m. , he will have a second conference for all present or beginning faculty who are not yet enrolled in the program.

NOTES FROM HERE AND THERE

Sympathy is extended to Mrs. IRENE COX of the Library staff whose husband, John Arlie Cox, died on July 24.

Nien Lieh Wang, principal of Taoyuan Vocational Pilot School of Agriculture in Taiwan visited the campus July 28. He was in Fort Worth on a three-day tour observing agricultural patterns in this area. Escort during the visit was ARTHUR COURTADE, director of TCU's ranch training program.

Dr. JEFF HORN of Education recently won an RCA deluxe portable TV set by supplying the last line of a limerick in a contest sponsored by Roi-Tan Cigars. But then, he had previous experience: wrote his master's thesis on Elizabethan poetry!

TCU hosted some 1300 high school students Aug. 6-9 at the annual Texas CYF Convention. Vice-President D. RAY LINDLEY, Dean LAURENCE SMITH and Director of Religious Activities JAMES FARRAR spoke at a dinner given by the university for high school seniors attending the convention.

A two-day Life Insurance Leadership Training Institute of the Texas State Association of Life Underwriters met on campus Aug. 1-2, with Dr. KENNETH HERRICK, professor of insurance in the School of Business, in charge.

The class of '78: Pam Ellen Marrs, who weighed in at 7 lbs., 2 oz., Friday afternoon, Aug. 8. Proud parents are PHYLLIS and PAT MARRS of the printing and mailing department. Congratulations!



TEXAS CHRISTIAN UNIVERSITY
FORT WORTH, TEXAS

August 15, 1958

Dear Colleagues:

Again this year the University is giving a reception honoring summer graduates and their families. This one will be held in the Student Center Ballroom from 4 to 5 p.m. on Friday, August 22.

Since the students are always anxious for their parents (and spouses) to meet their teachers, we are asking that all of you help to serve as hosts and hostesses for the occasion.

Unless you have been assigned a special job, just mingle with the crowd and try to make people feel at home. We will be especially grateful if you'll help us look after the "lost" souls who sometimes seem to be wondering why they came.

Thanks in advance for your help.

Cordially,

Elizabeth Youngblood
Elizabeth Youngblood ^{LY}
Social Director

LY/js

ABOUT SECOND CLASS MAIL:

Second class mail includes all School Bulletins plus such other material as THE TRAIL DUST, a periodic publication of Brite College, a single sheet describing programs of study for office positions published by the School of Business and other official University publications. It is important to remember that all such Second Class Matter must be indorsed, in printing, that the matter is second class and is entered as such at the Post Office.

At a recent Postal Clinic we were informed that Second Class Mail is processed as soon as it is received at the Main Post Office, therefore, the impression, that many of us have had that Permit Mail is allowed to wait until the Department can conveniently begin work upon them is wrong.

The use of Second Class Mail may result in substantial savings to the Department. For instance a single copy of the AddRan Bulletin when sent to Dallas first class, costs .24. When sent as third class mail it costs .09 but when sent as Second Class it goes at the rate of .01 cent per pound.

The privilege of using Second Class Mail requires several services to be completed by us. Mail must be sorted into three categories: Mail for Fort Worth, other Texas Post Offices, and Mail for other States. Each month, a report must be made to the Second Class Mail Department at the Main Post Office. This inventory must include the number of individual Bulletins sent because the charges are determined by weight and each bulletin weighs differently.

It has been found that sorting the labels before they are attached to the envelopes containing the bulletins is more efficient. Therefore, upon receipt of the typed labels they are sorted into the three main classes; Fort Worth, miscellaneous Texas, and miscellaneous States. Within the category of miscellaneous Texas, any Post Office which is to receive six or more envelopes containing bulletins must be tied in separate packages. Within the classification of miscellaneous States, any state that is to receive 6 or more envelopes containing bulletins must be packaged separately and labeled as; Misc. Oklahoma. In addition, if there are 6 or more envelopes directed to a certain city within the state, these must be prepared as separate parcels.

After the above has been completed and the packages are placed in their labeled mail sacks, our Maintenance Department must be called to transport them to the Berry Street Post Office. (A Postal Regulation requires that Second Class Mail must be delivered to a Post Office and our TCU Station is not so classified). Due to the heavy call upon their services our Maintenance Department has requested that we call them before 11 A. M. on the day we have mail to be delivered.