

DOC. BOX NO. 155 FOLDER NO. 2600

PERSON Calverley, Edwin Elliott

MATERIAL Papers (related to A.U.C.)

ITEM NO. DESCRIPTION

71508	report of the Committee on Financial Matters, March 10, 1958
71509	a memorandum to A.U.C. Trustees not present at the Cairo meetings, March 18, 1958
71510	the financial position of the American University at Cairo, April 2, 1958
71511	a letter to the Colleagues on the A.U.C. Board of Trustees, April 9, 1958; by Douglas Horton
71512	a policy statement on the nature, purposes and program of the A.U.C., April 23, 1958
71513	a letter by Douglas Horton, September 2, 1958
71514	a letter by George L. Robinson, August 19, 1958; attached to 71513
71515	the paper "American Private Enterprise in the Middle East"
71516	
71517	summary and analysis of income and expenditures, September 1, 1958 - May 31, 1959
71518	expenses; attached to 71517
71519	recapitulation; attached to 71517
71520	the Fourth Revision, Working Paper, May 11, 1959: "The Basic Responsibilities of the American University at Cairo"
71521	a letter to Miss Lister (Anna Lister), May 22, 1959; by Miner D. Crary, Jr.
71522	form of a letter regarding contribution to the A.U.C., May 26, 1959 (a draft) attached to 71521
71523	same as 71522
71524	a proposed five year program of curriculum development for the American University at Cairo, June 6, 1959
71525	preliminary expenditures budget, 1959-1960
71526	a statement of agreement (a blank form)
71527	memorandum of agreement (a blank form)
71528	a blank form of agreement
71529	a letter by Douglas Horton, June 5, 1959
71530	a letter to Douglas Horton, by Raymond F. McLain, May 28, 1959
71531	a letter by Anna Lister, July 20, 1959
71532	agenda of the annual meeting of the Board of Trustees, June 20, 1959
21533	resolution for the sale of the Pyramids Road Property of the American University at Cairo, June 20, 1959
71534	the paper "Progress Report of the University and the Egyptian Education Law (180 of 1958)"
71535	minutes of special meeting of the Board of Trustees, June 20, 1959
71536	supplementary statement on the proposed agreement with the United States Government," June 20, 1959
71537	"Report of the Staffing Situation," June 20, 1959
71538	status of the U.S. Government grants and requests
71539	minutes of the Christian Study Seminar on Islam, November 20, 21, 1959

DOC. BOX NO. 155 FOLDER NO. 2601

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MATERIAL Papers (related to A.U.C.)

ITEM NO. DESCRIPTION

71540	The Chronicle, Winter, 1960-1961
71541	minutes of the meeting of the Board of Trustees, A.U.C., March 18, 1961
71542	agenda of the meeting of the Board of Trustees, March 18, 1961
61543	the paper "Program Development for the American University at Cairo," March 18, 1961
71544	full time professional staff salaries, 1960-1961, and proposal for 1961-1962
71545	the paper "Teaching and Administrative Staff Needs at the American University at Cairo..." September 1, 1961
71546	the Newsletter, Vol. 1, No. 5, April, 1961
71547	Campus Caravan, May 1, 1961
71548	Campus Caravan, February 24, 1962
71549	budget statement, February 28, 1962
71550	agenda of the meeting of the Board of Trustees, March 13, 1962
71551	Campus Caravan, March 19, 1962
71552	a letter by Raymond F. McLain, April 24, 1962, and the paper "Recommendations of the Committee on Graduate Training, Research and Publications at the American University at Cairo," April 18, 1962
71553	a letter to President McLain, by Marsden Jones, April 18, 1962; attached to 71552
71554	a letter to McLain, by W. R. Kuhn, April 28, 1962; comparison of gifts, 1960-61; and 1961-1962; total gifts received, 1961-62; corporations contracted, 1961-62; foundations contracted, 1961-62; corporations; foundations; attached to 71553
71555	recommendations for administrative salaries, April 28, 1962; attached to 71553
71556	report on new western staffing 1962-63, April 28, 1962; attached to 71553
71557	
71558	a letter by Raymond F. McLain, December 11, 1962
71559	the President's report, April 28, 1962
71560	a letter by Raymond McLain, April 28, 1962
71561	the paper "Personnel Policies and Procedures: A Progress Report, April 28, 1962; attached to 71560
71562	supplementary statement for the files (Personnel policies and Procedures), March 8, 1962; attached to 71561

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PERSON Calverley, Edwin Elliott

MATERIAL Papers (related to A.U.C.)

ITEM NO. DESCRIPTION

71563	a memorandum by Raymond F. McLain, April 28, 1962
71563 <sup>a</sup>	the paper "Proposed Organization and Functions of the Faculty, the University Council, the Academic Board of the American University at Cairo;" attached to 71563
71564	proposed agenda of the meeting of the Board of Trustees, April 29, 1962
71565	the paper "Foreign Higher Education in Egypt During the Nationalistic Era: the American University at Cairo," by E. Freeman Gossett, May 1, 1962
71566	a memorandum by Raymond F. McLain, December 4, 1962
71566a	the paper "The Use of Pilot Communities as an Approach to Nubian Resettlement;" May, 1962; attached to 71566
71567	analysis of needs for current fiscal year, 1961-1962; attached to 71566a

DOC. BOX NO. 156 FOLDER NO. 2603

PERSON Calverley, Edwin Elliott

MATERIAL Papers (related to A.U.C.)

ITEM NO. DESCRIPTION

71568	copy of a letter to Raymond F. McLain, by David E. Bell, February 2, 1963
71569	minutes of the meeting of the Executive Committee, and Financial Development Committee of the Board of Trustees, February 12, 1963
71570	the paper "A 'No-Year Appropriation Request' Directed to the United States Government," February 27, 1963
71571	the American University at Cairo Endowment Fund #2801; February 27, 1963
71572	profile of the American University at Cairo, 1972 - 1972; Scholarship and Fellowship Budget (revised February, 1963)
71572a	profile of the A.U.C.; 1952-1972; Plant Construction and Acquisitions Budget (revised February, 1963)
71572b	profile of the A.U.C., 1952-1973; Details of Fund Raising (revised February, 1963)
71572c	profile of A.U.C., 1952-1972; Additional Information for Division of Public Services (Revised, February 1963)
71572d	profile of the A.U.C., 1952-1972 ; expenses and income
71573	Cairo Administration, 1962-1963 and 1963-1964; March 21, 1963
71574	the paper "Analysis of Washington Support Situation," March 13, 1963
71575	the Board of Trustees and its committees, March 13, 1963
71576	details of New York expense budget, March 13, 1963
71577	tentative budget of the A.U.C., March 13, 1963
71578	minutes of meeting of the Board of Trustees, March 13, 1963
71579	a letter by President Raymond F. McLain, March 25, 1963
71580	proposed organization of the Board of Trustees, March, 1963
71581	the Chronicle, Summer, 1963
71582	final report of the Committee on Studying New Programs at the A.U.C., April, 1969
71583	retirement resolution, (non-U.A.R.), October 1, 1963
71583a	names suggested for University at Cairo Board
71584	digest of application and references for Mr. James Davidson Picton
71585	biographical data of Raymond F. McLain
71586	curriculum vitae of Donal M. Typer
71587	life history of Julius Arthur Brown (to January 1954)
71588	references for Dr. Charles D. Cremeans
71589	digest of application and references of Mr. Joseph E. Targett
71590	resume of application of Ralph F. Ruhlén
71591	a statement regarding the Committee on Education
71592	<b>guides for ranking teaching personnel</b>
71593	<b>restatement of salary and allowances proposal</b>
71594	guides for ranking teaching personnel
71595	guides for ranking teaching personnel
71596	job description, salary and qualification of clerical and secretarial staff
71597	salary scale for Americans on appointment from the U.S.A.
71598	salary schedules for other institutions
71599	retirement provisions
71600	minutes of a meeting of Teaching and Administrative Personnel
71601	the government "Kadr" or grade system

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MATERIAL Papers (related to A.U.C.)

ITEM NO. DESCRIPTION

- 71602 draft minutes of a meeting of Committee on Teaching and Administrative Personnel
- 71603 same as 71602
- 71604 public lectures program of the Division of Extension ("Builders of 20th Century"
- 71605 forum program of the Division of Extension ("The Message of Education After Evacuation")
- 71606 statements regarding the library from the Library Committee
- 71607 description of duties of some staff members
- 71608 draft minutes of the Committee on Teaching and Administrative Personnel
- 71609 same as 71608
- 71610 a statement from the University Committees for Self-Study
- 71611 draft minutes of a meeting of Committee on Teaching and Administrative Personnel
- 71612 approved minutes of the meeting of Committee on Teaching and Administrative Personnel
- 71613 same as 71610
- 71614 information about academic qualifications
- 71615 a memo by Hanna Rizk
- 71616 notice to teachers of the Faculty and Lincoln School (regarding "Quarterly Scholastic Reports")
- 71617 minutes of meeting of Committee on Teaching and Administrative Personnel
- 71618 a blank form to be filled for the Committee on Present Facilities and Schedules
- 71619 draft proposal: The American Institute of Islamic Studies
- 71620 a statement about the A.U.C. (its Christian idealism)
- 71621 a leaflet; "Building to Meet Tomorrow's Challenge"
- 71622 a pamphlet; "The American University at Cairo, Egypt" (private and confidential)
- 71623 a pamphlet; "What is the Big Idea?" by Charles Roger Watson
- 71624
- 71625 a notice by Hermann A. Lum; regarding the honor conferred by King Farouk on Watson
- 71626 a notice to all teachers; by the Registrar
- 71627 an announcement from the School of Oriental Studies regarding the Arabic Instructions
- 71628 a statement about and outline of the book A Medical Phrasebook and Vocabulary in English and Arabic, by Atallah Athanasius
- 71629 same as 71628
- 71630 same as 71628
- 71631 same as 71628
- 71632 same as 71628
- 71633 a note in Arabic
- 71634 a quotation from Ziya Pasha
- 71635 an Arabic inscription
- 71636 an Arabic inscription
- 71637 an Arabic inscription
- 71638 an Arabic inscription
- 71639 an Arabic inscription
- 71640 an Arabic inscription
- 71641 an Arabic inscription
- 71642 an Arabic inscription
- 71643 an Arabic inscription

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71644	a leaflet; "Why the American University at Cairo"
71645	a leaflet; "Where They Came From and Where They Go"
71646	picture and plan of the A.U.C. campus
71647	resume of application of Robert Virgil Smith
71648	references for Robert V. Smith; attached to 71647
71649	curriculum vitae of Harold Boyd Smith
71650	resume of application of Louis H. Edmondson
71651	curriculum vitae of Myron Bement Smith
71652	application of Armas Edwin Suvanto
71652	a statement regarding Kermit Schoonover