

UNIVERSITY OF OREGON  
MEDICAL SCHOOL

OFFICE OF THE DEAN

PORTLAND, OREGON.

November 16, 1929.

Miss Valentine Prichard,  
Portland Free Dispensary,  
4th & Jefferson Streets,  
Portland, Oregon.

Dear Miss Prichard:

Henceforth, in order to have a file of records in the office of the Medical School, and also to have available a list of applicants for various positions, it will be the rule that any employment in a non-academic capacity in the Medical School shall be made through a formal application for the position in accord with the form that I am enclosing herewith. This will enable the filing of all applications for positions in a systematic manner and prevent the loss of letters from good applicants which may be filed under the alphabetical name of the applicant. Moreover, from the general standpoint of administration, it is best that the actual employment of any employee be made after application to the administrative office, said application being submitted to the departmental head for approval, and arrangements for the beginning of the service and the salary to be definitely understood in the office at the time of employment.

Therefore, in the future, if it is the intention of any department to employ any applicant, the applicant should be instructed to go to the dean's office and file a formal application for the position.

Very truly yours,

*Richard B. Dillehunt*  
Richard B. Dillehunt,  
Dean.