

DEC 21 1976

TO: Vice Chancellor John B. Ellery
FROM: S. Joseph Woodka, Dean, College of Letters and Science
SUBJECT: Appointment of Joan Taylor
DATE: December 20, 1976

This is merely to inform you that I have authorized the appointment of Ms. Joan Taylor (formerly of our staff) as an Adjunct Instructor for the second semester of the current year.

Ms. Taylor has been with us for 4.25 years in the past, and is a Code 4. Her base salary would be \$10,840. Given her assignment of a three-credit course for one semester her salary should be \$1,355. She will not only teach the basic course in the new Women's Studies Program, but will also serve as the Coordinator of this program during this first semester.

Your getting out an official letter of appointment at your earliest convenience would be greatly appreciated.

SJW:nw

cc: Ms. Donna Garr, Affirmative Action Officer for Women