

NOTICE OF APPOINTMENT
Academic and General Administrative Personnel

Date
JUL 25 1957

Name: **Henry W. Blackburn**
Department: **U. S. Public Health Service**
College:

I am pleased to advise you that the Board of Regents confirms your status in the academic staff as follows*:

Title: **Research Associate**

Rate of Pay: **\$2,250** per term **AH** for **30** per cent of time

Period of appointment: from **July 1, 1957 to **June 30, 1958**

(Regardless of the exact academic period covered by the fall quarter, service for pay purposes is compensated by six equal semi-monthly pay checks, the first delivered on October 1 and the last on December 15. In like manner, the first winter quarter check is delivered on January 1 and the last on March 15; for the spring quarter, the first check is delivered April 1 and the last on June 15. In short, for pay purposes, but without regard to the exact dates for the quarter or the academic year, the fall quarter extends from September 16 to December 15, the winter quarter from December 16 to March 15, and the spring quarter from March 16 to June 15.)

* Subject where applicable to satisfactory completion of the physical examination prescribed by the Board of Regents.
** All appointments on research contracts or special funds are subject to availability of funds and need for continuance of the position. Appointment term designations are as follows:

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| A—Twelve Months | H—Part Time |
| B—Academic Year, September 16 to June 15 | P—Permanent Tenure Achieved |
| C—Special Term as Noted | T—The Position Is Temporary |
| D—Six Months, October 1 to March 31 | X—The Incumbent Is Temporary in This Position |
| E—Nine Months, October 1 to June 30 | |

GROUP INSURANCE, RETIREMENT, VACATION, TENURE, GROUP HOSPITALIZATION, AND BLUE SHIELD PRIVILEGES

Group Insurance: Participation in the \$10,000 Group Death and Disability Insurance is required of the following: Full-time members of the teaching and research staff (not including T or X appointees) of the rank of instructor or above serving not less than nine months during the academic year.

- Professors and Associate Professors immediately on attainment of permanent tenure.
- Assistant Professors and Research Associates after completion of one full academic year of service.
- Instructors and Research Fellows after completion of two full consecutive academic years of service.

Retirement: Opportunity to participate in the Retirement Plan will be given October 1 to each staff member covered by group insurance on the previous June 30.

OASI: Upon appointment to a position eligible for the Faculty Retirement Plan, staff members are required at once to have payroll deductions made for Old Age and Survivors Insurance (OASI).

Vacation: All members of the academic staff on regular payroll on twelve months' full-time appointments are entitled to annual vacation of four weeks with pay. General Administrative Officers, Deans, and Directors are entitled to at least one month.

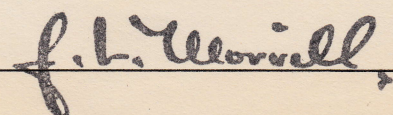
Tenure: For regulations governing tenure see special pamphlet, *University of Minnesota Regulations Concerning Faculty Tenure*, approved by the Board of Regents, July 11, 1952.

Group Hospitalization: A member of the academic staff becomes eligible for membership in the University of Minnesota Group Hospitalization Service upon appointment to a position which calls for not less than three months' full-time continuous service or its equivalent during a fiscal year.

Individuals who do not make application within sixty (60) days after becoming eligible may not become members until the following September 16.
The hospitalization booklet provides more complete information.

Blue Shield: A member of the academic staff becomes eligible for membership in the University of Minnesota Group in "Blue Shield" (a plan for medical and surgical care) upon appointment to a position which calls for four and one-half months' full-time continuous service or its equivalent during a fiscal year.

Individuals who do not make application within thirty (30) days after becoming eligible may not become members until the following October 15.
The "Blue Shield" booklet provides more complete information.



President