



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Division of Epidemiology  
School of Public Health  
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*Newman*

*done*

→ July 10, 1986

MEMORANDUM

TO: G. Newman  
FROM: H. Blackburn  
RE: Recruitment Procedure

*B*

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Send me along the faculty recruitment checklist and let's update it from what we have learned from this experience. The checklist should include careful detailing of research and teaching experience for the APT Committee, including courses taught, courses directed, students supervised, years of experience.

On the search procedure, the summaries of the reason for acceptance and rejection of candidates should be done not by administration, but by the chairman of the search committee so that we are absolutely precise in those reasons. There should be a summary letter prepared for the Office of Equal Opportunity and for Academic Administration and signed by the chairman of the search committee and reviewed by the division director, or signed jointly by them both, to precisely characterize the reasons for the decisions made.

Reason should be given also for inviting and not inviting candidates out for subsequent view here. Very specific reasons should be given for not inviting out women and minority candidates so that there is no question.

We must clearly distinguish in our mind the issue of the assistant and associate position and be sure we are not in a trap with that. I noticed in Prineas correspondence to Calkins that he mentioned the assistant professor position. She is perfectly qualified for that. The reason we have a broad category is to get the more experienced associate if possible. If this is a complication we need to work it out and not advertise such positions jointly in the future.

/st

P.S. We need attached to checklist the SPH document on appointments with crucial aspects added to the checklist. Thanks.

university  
of  
minnesota  
memo

Date <sup>done</sup> June 4, 1986

To Gretchen Newman, Dean Surbey

From H. Blackburn

Subject 

*Compton - Newman*

We need major help, either to sue the contractor for our Gate 20 air conditioning system or to get somebody to change it. The environment is unlivable in Gate 20. We knew that we were in trouble from the first week of its operation. Why can't we get satisfaction? I'm afraid we should have moved more promptly, but it seems to me we've got to have it evaluated and fixed now. I don't think we should expose people or insist on people having to work in such an environment. Certainly I can't and will not work there unless we get individual room control or get the whole thing set at a more propitious level. Of course, it's not critical that I work there, but it is important that everybody else work there in comfort and good health.

Please respond.



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*Done  
2-26-86*

February 25, 1986

MEMORANDUM

*file*

TO: G. Newman  
FROM: H. Blackburn

*we discussed*

As you know, I am unhappy with the cold nature of the communications going out to applicants for faculty positions. I believe one can write warm letters without violating equal opportunity laws. Since you are using more or less standard replies, I would like to work on those standard replies with you.

I personally feel that the Chairperson of search committees should not send form letters, but should send individual letters which are easily dictated as an addition to a form letter. They will at least indicate that we are aware of the characteristics of the individual. For example, Greg Wilkinson's application for the cancer job is from an outstanding person who's worked with a close colleague, Saxon Graham. Though he doesn't fit our preconceived idea of what we want in this position very well, a much warmer letter thanking him for his inquiry, his interest in our program, his interest in the position and acknowledging his particular skills would be far more appropriate than a cold form letter. Why don't you give me a couple of form letter copies and let's see if I can modify them. If you think there's a danger in this, in terms of discrimination, please let me know.

What happened to the Robert Wise application? What happened to the Kamafmath application? Was it withdrawn? How about the Davanipour application? Was it withdrawn, or was it eliminated by the committee?

I'm puzzled not to find a reply to the specific questions asked us in the letter by Dr. Cindy Wood of South Carolina. Even if she was deemed by the search committee not eligible for the job, the questions should not have gone unanswered or without a cordial letter. I will ask you to work much more closely with me, as well as with future search committee chairpersons, to make this process much more friendly and expeditious than it is.

Thanks.

*pc Ex. Faculty*