

SURBEY



UNIVERSITY OF MINNESOTA
TWIN CITIES

Division of Epidemiology
School of Public Health
Stadium Gate 27
611 Beacon Street S.E.
Minneapolis, Minnesota 55455
(612) 376-4056

Done
→ March 18, 1986

TO: Dean Surbey

pc Exec. Fac.

FROM: H. Blackburn

It has been quite some time since we made the definitive step to cover with state funds the research supported faculty according to contributions toward teaching. I realize we don't have extra state monies but I think we need to consider a "next step" in that coverage, for the following reasons: we now have new tenured and tenure-track people and we have to start gradually assuming these responsibilities so that at some stage in the game we can be up to at least 50% support on all tenure-track people. We need to recognize the ones who have been converted to tenure and put the ones on soft money on notice of "research or perish" and the tentative nature of their positions as we did with everybody when they joined us.

We need to reduce the frantic efforts, the multiple grants and the burn-out issue, among the soft money funded tenure-track core faculty.

You certainly got money out of the hat when we converted Prineas to 50% and made the last move; let's see what next move is possible.



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Division of Epidemiology
School of Public Health
Stadium Gate 27
611 Beacon Street S.E.
Minneapolis, Minnesota 55455
(612) 624-5400

Surbey

done
→ June 6, 1986

MEMORANDUM

TO: Dean Surbey
FROM: Henry Blackburn
RE: Signature

B (certified to be done by HB)

I'm getting just a little nervous about people forging my signature and writing letters in my name that I haven't seen. I appreciate the effort to expedite things and to take some unnecessary load off me. Maybe you could help me develop a little policy and procedure?

Anything that has to go out under my name and must go out when I am unavailable to sign letter, can go out signed with my name, (not in a forged form) signed and initialed in a legible way so that the person that signed it is identified. That way I can back them up on policy, rather than have to point out if questioned that my signature was forged which would make us all uncomfortable. (I notice that even my initial "B" on memos has been forged recently and that shouldn't occur either.) Most times I am available, at least within an hour or so, even on travels for reading to me things that go out under my name.

So I leave to your discretion to check with Ron Prineas, or the designated acting director, in my absence and to go ahead and send a memo out in my name, but with an initial or with the description "Sent for Dr. Blackburn by Dean Surbey" or "From Dean Surbey for Dr. Blackburn", on administrative matters. Can you tighten this up a bit and prepare a written policy that you, Prineas or a designated acting director and your staff can act on? Please always make sure that I get copies on all such items. Thanks.

HB/ljj