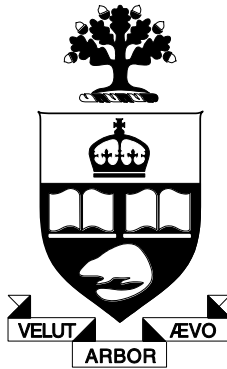


University of Toronto Archives



**An Inventory of the  
Records of the  
Office of the President**

**Second edition  
September 2004**

Revised July, 2006

University of Toronto Archives  
Inventory of the Records of the Office of the President

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**PREFACE TO THE SECOND EDITION**

In 1989, the University of Toronto Archives published the second full inventory of a single fonds, *The Inventory of the Records of the Office of the President*. This research tool reflected a descriptive programme that resulted in other publications such as *Inventory of the Records of Hart House* (1988), *Guide to Architectural Records*, *Guide to Moving Image Records* (1991).

Fifteen years later we are now pleased to issue a second edition of *The Inventory of the Records of the Office of the President*. This edition adds more than 113 metres of records in 28 accessions. This edition reflects acquisitions from the Office of the President up to 1998, and other minor acquisitions not fully described when the first edition was issued. Thus the period now spans 1906 to 1993.

This second edition took two years to complete. Unlike the first edition, the work of describing additional accessions was undertaken as time permitted by existing staff. Lagring Ulanday, Records Archivist, undertook the bulk of the work, compiling file lists for many accessions, assigning records series numbers and revising descriptions. Garron Wells, University Archivist, supervised the project, created new series when necessary and edited the final manuscript.

While all attempts have been made to ensure the accuracy of the *Inventory*, we ask that users please bring to our attention any errors or omissions.

Garron Wells  
University Archivist  
September, 2004

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**PREFACE TO THE FIRST EDITION**

The records of the Office of the President, acquired over the past twenty years by the University of Toronto Archives, are represented in this Inventory, the second inventory to be produced to date by the Archives. The first was an Inventory to the Records of Hart House published in 1987. This inventory, as well as future inventories, represents a description of series and sub-series of one fonds. An archival fonds is defined as the whole of the records, regardless of form or medium, naturally created and/or accumulated by an individual, institution, or organization in the course of the creator's activities or functions.

The annual deposit of records of the President represents one accession and contains within it several series, many of which continue over several years. The primary level of description of records for the inventory has been established at the series level. An archival record series is defined as the file units or documents arranged in accordance with a filing system or maintained as a unit because they relate to a particular subject or function, result from the same activity, have a particular form, or because of some other relationship arising out of their creation, receipt, or use. Every record series is, by definition, unique, and a unique registry number (RSIN) is applied by the archivist describing each identifiable record series within a fonds. This record series number will assist users who wish to consult the same series contained in several different accessions.

The extent of the records described in this Inventory totals 211 linear metres or 540 cubic feet covering the years from 1906 to 1984. The fonds level description appearing on page 14, showing open dates and no physical extent reflects the fact that the records of the Office of the President form an open fonds, with further accruals expected. As the organization of the office changes over time, some records series may be closed and new ones created. Researchers are advised to consult the Reference Archivist about subsequent accruals to the records series described in this Inventory.

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This Inventory could not have been produced without the assistance of several individuals and institutions. I am grateful to Professor Terry Eastwood, Director of the Master of Archival Studies Programme at UBC, for proposing the University of Toronto Archives as a location for his students to undertake their practicum. We are pleased that Heather Heywood chose the University Archives as the site for her practicum. The staff of the University Archives benefitted from Heather's thorough analysis of the records of the Office of the President and her constructive suggestions for the format and presentation of the series descriptions for the Inventory. Her intelligent application of archival theory to the work of inventory construction will benefit archives' staff and users for many years to come.

The Canadian Council of Archives' Academic Internship Programme provided travel assistance for Heather and the Robarts Library supported the salary costs of this project for the sixteen weeks of the practicum. Rick Stapleton's supervision of this project and the helpful support of the Archives' staff during the course of the project, contributed to Heather's preparation of this Inventory. It is an essential guide for anyone wishing to consult records documenting decision-making by the principal executive officer of the University.

Kent M. Haworth  
University Archivist

31 August 1989

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**Inventory of the Records of the Office of the President**

**INTRODUCTION TO THE FIRST EDITION**

The administrative records relating to the Office of the President of the University of Toronto held by the University Archives date from 1906. The fonds includes the administrative files of the President as well as the records of various vice-presidents, presidential committees, and presidential assistants.<sup>1</sup>

Records from the main filing system in the office of the President are usually transferred yearly to the University Archives. Records from the vice-presidents are transferred periodically, while records accumulated by presidential assistants are not usually transferred until the position is terminated or a new person is appointed to the portfolio. Records of ad hoc presidential advisory committees are usually received in the Archives when the committee completes its study and makes its report to the President. Information about accession units (such as custodial history and date of transfer) is available in the Archives' case files.

The records of this fonds reflect both the growing complexity of administering the University and the increase in power and authority of the President's position in the University over the years since 1906. The records are useful for research into the President's interaction with faculty, senior administrators, and the general public, as well as the University's relations with its colleges, with various levels of government, and with assorted educational associations (provincial, national, and international).

The quality of documentation and physical arrangement of records varies from accession to accession. While most records remain in their original order, there are some notable exceptions. In particular, the original order of accessions A67-0007 and A68-0006 has been lost, and in some cases, records from one accession have been transferred to another for reasons that have not always been documented.

Most aspects of the President's activities are documented fairly consistently in the records, although the records relating to policy and procedure in the early years of President Cody's term of office are thin due to his style of administration. The records of the presidential assistants vary in depth and quality as some assistants were more thorough in their record keeping than others.

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<sup>1</sup> As of 18 August 1989, the Inventory does not contain series descriptions for the records of the vice-presidents or the presidential committees.



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Between 1906/07 and 1944/45, administration of the University was relatively simple, and is documented in four main series: RSIN 0002 (President's Correspondence Files); RSIN 0003 (President's Subject Files); RSIN 0004 (Estimates); and RSIN 0006 (Sessional Appointments). In 1945/46, a new filing system was established to include a variety of series. Although the system has expanded over the years, it has remained essentially unchanged and forms the backbone of the records from the Office of the President. The series of this record system are:

|             |   |
|-------------|---|
| <b>RSIN</b> |   |
| <b>0004</b> | <b>Estimates. -- 1910-1967.</b>   |
| <b>0006</b> | <b>Sessional Appointments. -- 1906-1959.</b>                              |
| <b>0007</b> | <b>Senate. -- 1945/46-1971/72.</b>  |
| <b>0008</b> | <b>Honorary Degrees. -- 1941-1980/81.</b>                                 |
| <b>0009</b> | <b>Convocations. -- 1968/69-1980/81.</b>                                  |
| <b>0010</b> | <b>Faculties. -- 1945/46</b>  |
| <b>0011</b> | <b>Other Faculties and Schools. -- 1945/46</b>                            |
| <b>0012</b> | <b>Centres. -- 1963/64</b>  |
| <b>0013</b> | <b>Institutes. -- 1963/64</b>   |
| <b>0014</b> | <b>Programs. -- 1979/80</b>   |
| <b>0015</b> | <b>Colleges. -- 1945/46</b>   |
| <b>0016</b> | <b>University Officials. -- 1945/46</b>                                   |
| <b>0017</b> | <b>University Organizations. -- 1945/46</b>                               |
| <b>0018</b> | <b>University of Toronto Administration and Organizations. -- 1974/75</b> |
| <b>0019</b> | <b>General Correspondence. -- 1945/46</b>                                 |
| <b>0020</b> | <b>Miscellaneous Correspondence. -- 1945/46</b>                           |
| <b>0021</b> | <b>Presidential Advisory Committees. -- 1969/70,-1973/74.</b>             |
| <b>0022</b> | <b>Governments. -- 1964/65</b>  |
| <b>0023</b> | <b>Educational Associations. -- 1964/65</b>                               |
| <b>0024</b> | <b>Council of Ontario Universities. -- 1973/74</b>                        |
| <b>0025</b> | <b>Universities. -- 1964/65</b>   |
| <b>0026</b> | <b>Board of Governors. -- 1945/46-1971/72</b>                             |
| <b>0027</b> | <b>Governing Council. -- 1971/72</b>                                      |
| <b>0028</b> | <b>President's Office Accounts. -- 1963/64</b>                            |

Records from the Board of Governors, Senate, and Governing Council may be useful for study in conjunction with the records of the office of the President. In addition, the personal papers of many of the presidents of the University of Toronto have been donated to the Archives and are available to researchers. The personal papers of James Loudon, covering the years 1885-1906, include many administrative records from his term as President. For more information about the University and its administration, please consult the Bibliography.

Heather M. Heywood

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**ADMINISTRATIVE HISTORY**

The University of Toronto was established at York (now Toronto) by royal charter in 1827 as King's College. Classes were first taught at the College in 1843. In 1849, an Act to Amend the Charter secularized King's College and its name was changed to the University of Toronto. This 1849 amendment provided for a President of the University to be appointed by the Crown and to be subordinate to the Caput and Senate of the University.

The University Act of 1853 separated the examining and degree granting functions of the University from the teaching functions. Instruction of the arts was assigned to the new collegiate institution, University College, while professional courses were taught in the affiliated colleges. The President, to be appointed by the Governor of the province, became the President of the Council of University College but was not a member of the governing body of the University, known as the Corporation of the University of Toronto. It was not until 1873 that the University Act gave the President of University College a place in the Senate and thereby a small voice in the affairs of the University.

When the theological colleges in affiliation with the University of Toronto became federated colleges under the 1887 University Act, the University became a teaching body once again, and authority and responsibility for discipline over students as well as control of the officers and servants of the University was assigned to a new governing body, the University Council. The Act provided for a President of the University Council, who was also to be President of University College. This duality, where the administrative officers of University College were the officers of the University as well, continued until 1906. Moreover, under the 1887 Act, the Vice-Chancellor remained Chair of the Senate, so that the President was not the single head of academic matters.

In the amending Act of 1901 the president was officially recognized as the President of the University of Toronto and the duties of the position were outlined in some detail. However, the Act failed to give the position any real power.

The position of the President changed in 1906 when Section 80 (1) of the 1906 University Act declared the President of the University to be the chief executive officer thereof and assigned to the President the "general supervision over and direction of the academic work of the University, the teaching staff, and the officers and servants employed therein." Furthermore, the President was ex officio member of all faculty

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councils, Chair of the Council of the Faculty of Arts, and Chair of the Senate. The President was to be appointed by the Board of Governors and was to report annually to the Board and to the Senate "upon the progress and efficiency of the academic work of the University and University College." The President had the power to make recommendations to the Board as to all appointments to, promotions in, and removals from, the teaching staff of the University and to make recommendations regarding the requirements of the academic work of the University.

A 1946 Report on Administrative Organization at the University of Toronto described the President as both the chief academic officer and the titular head of the University. In these roles, the President had to know at all times what each faculty, college, school, and department was doing, and also had to represent the University to the public. A 1964 report on senior academic administration outlined six areas of academic responsibility for the President, including: (1) determination of curriculum and admissions policy; (2) appointments and promotions of academic personnel; (3) establishment of new academic departments or divisions, elimination or modification of existing departments, and determination of enrolment patterns; (4) determination of research policy; (5) discipline and welfare of students; and (6) information, publicity, and organization of alumni. The report also pointed out that the President served as the link between the Board of Governors and the academic community and was responsible for establishing priorities among the recommendations and proposals from the various academic committees and councils at the University.

The position of the President remained essentially unchanged until the 1971 University Act which abolished the bicameral system and established a Governing Council to direct both administrative and academic matters. Power to appoint the president shifted from the Board of Governors to the Governing Council, and the president must now be a Canadian citizen. In addition to general direction of the academic work of the University, the President has general supervision of the teaching and administrative staffs and makes all recommendations to the Council as to the appointments, promotions, suspensions, and removals from these staffs. The President is ex officio member of every council and reports annually to the Governing Council upon "the administration and the academic work of the University and University College and may make such recommendations with respect thereto as he considers advisable." The President also reports upon any matter referred to the Office by the Governing Council, or upon such other matters as the President may consider advisable. The President acts as the chief executive officer of the Council and the President's

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advice should "normally" be sought before a policy proposal reaches Council.

In practice, the President has often delegated some of the Office's functions to various vice-presidents, presidential committees, and presidential assistants. The 1902 University Act authorized the position of Vice-President, which was held by Professor Ramsay Wright until his retirement in 1912. With his retirement, the office of vice-president ceased to exist as it had never been of importance.<sup>2</sup> It was not until 1948, when President Sidney Smith appointed Claude Bissell as Assistant to the President, that the President again had an official assistant. In 1952, the Board of Governors established the office of Vice-President of the University and Bissell was appointed to that office. When Bissell resigned from the University in 1956, Dr. Murray G. Ross was appointed Executive Assistant to the President for a trial year, and was then elevated to Vice-President, a position he held until 1960.

In the 1960s, several changes were made in the Office of the President to reflect the complexity of administering an expanding university. President Bissell believed that the President of a university should be able to concentrate on specific fields that are crucial at a particular time and be relieved of most day-to-day responsibility for administration. To this end, Bissell created a number of vice-presidential portfolios designed to strengthen the central administration and to improve the lines of communication between central administrative officers and the heads of divisions as well as to enable the President to devote more time to long-range planning and to critical problems being raised on the provincial and national fronts. The appointment of various presidential assistants also helped to relieve the President of day-to-day responsibilities--a practice that continues into the present.

In 1965, the Board of Governors approved President Bissell's recommendation to establish a President's Council that would consider all matters of priority in the development of the University and of its various parts and divisions, and to

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<sup>2</sup>W. Stewart Wallace, A History of the University of Toronto, 1827-1927 (Toronto: The University of Toronto Press, 1927), 184.

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advise the President in connection therewith."<sup>3</sup> The 1960s also saw a proliferation of presidential advisory committees (PACs) which were established by the President to examine specific problems and to make recommendations to him. Most of these committees were ad hoc, but some, like the Presidential Advisory Committee on Policy and Planning, were standing committees that advised the President on a variety of important matters, often with far-reaching consequences.

In 1972, John Robert Evans began a term as President of the University in which his major challenge was to oversee the implementation of the new unicameral system of government. He changed the administrative structure of the University, relating it to the committees of the Governing Council so that the five standing committees of the Council were each serviced by a vice-president. Under President Evans, vice-presidents were appointed for three- to five-year terms, but retained certain academic duties so that they could return to teaching when their appointments ended. Each vice-president has a certain amount of freedom to organize his/her office, and this fact, combined with the limited terms of office, has led to a fair degree of change among the administrative officers of the University. In addition, vice-presidential portfolios are created, discontinued, or revised as the needs and priorities of the University and its President change.

The wide variety of demands placed on the President of the University of Toronto are best summed up in former Registrar Robin Ross' description of the qualities that the University looks for in choosing a President: educational leadership, the ability to relate the university effectively to the public and the governments, an advanced degree of political sensitivity and acumen, and personal integrity.

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<sup>3</sup>Board of Governors, Minutes, 29 April 1965, A79-0012/001(02).

<sup>4</sup>Robin Ross, The Short Road Down: A University Changes (Toronto: University of Toronto, 1984), 84.

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**PRESIDENTS OF THE UNIVERSITY OF TORONTO**

|           |                             |  |
|-----------|-----------------------------|--|
| 1827-1848 | John Strachan,              | President of King's College  |
| 1849-1880 | John McCaul                 |  |
|           | 1849-1850                   | President of King's College  |
|           | 1850-1853                   | President of the University of Toronto   |
|           | 1853-1880                   | President of University College  |
| 1880-1892 | Daniel Wilson               |  |
|           | 1880-1887                   | President of University College  |
|           | 1887-1892                   | President of University College and President of The University Council                    |
| 1892-1906 | James Loudon                |  |
|           | 1892-1901                   | President of University College and President of the University Council                    |
|           | 1901-1906                   | President of the University of Toronto   |
| 1906-1907 | Maurice Hutton,             | Acting President   |
| 1907-1932 | Robert Alexander Falconer,  | President  |
| 1932-1945 | Henry John Cody,            | President  |
| 1945-1957 | Sidney Earle Smith,         | President  |
| 1957-1958 | Moffat St. Andrew Woodside, | Acting President   |
| 1958-1971 | Claude Thomas Bissell,      | President  |
|           | 1967-1968                   | John H. Sword, Acting President [Bissell on presidential sabbatical at Harvard University] |
| 1971-1972 | John H. Sword,              | Acting President   |
| 1972-1978 | John Robert Evans,          | President  |
| 1978-1983 | James Milton Ham,           | President  |
| 1983      | Donald Frederick Forster,   | President Elect  |
| 1983-1984 | David W. Strangway,         | President  |
| 1984-1990 | George Edward Connell,      | President  |

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|            |                                    |
|------------|------------------------------------|
| 1990-2000  | J. Robert S. Prichard, President   |
| 2000- 2004 | Robert Birgeneau, President        |
| 2004-      | Frank Iacobucci, Interim President |

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### Legislation

- 1849 An Act to amend the charter of the University established at Toronto by His late Majesty King George the Fourth, to provide for the more satisfactory government of the said university, and for other purposes connected with the same, and with the College and Royal Grammar School forming an appendage thereof. (12 Victoria, ch. 82; 30 May 1849)
- 1853 An Act to amend the Laws relating the University of Toronto, by separating its functions as a University from those assigned to it as a College, and by making better provision for the management of the property thereof and that of Upper Canada College. (16 Victoria, ch. 89, 22 April 1853)
- 1873 An Act respecting the University of Toronto. (36 Victoria, ch. 29; 29 March 1873)
- 1887 An Act respecting the federation of the University of Toronto and University College with other Universities and Colleges. (50 Victoria, ch. 43; 23 April 1887)
- 1901 An Act respecting the University of Toronto and University College. (63 Victoria, ch. 41; 15 April 1901)
- 1902 An Act respecting The University of Toronto and University College. (2 Edward VII, ch. 43; 17 March 1902)
- 1906 An Act respecting the University of Toronto and University College. (6 Edward VII, ch. 55; 27 April 1906)  
The basic act by which the University of Toronto was governed from 1906 to 1971.
- 1947 The University of Toronto Act, 1947. (11 George VI, ch. 112; 3 April 1947)  
Consolidation of all existing acts.
- 1959 An Act to amend the University of Toronto Act, 1947. (7-8 Elizabeth II, ch. 103; 26 March 1959)
- 1971 The University of Toronto Act. (ch. 56)  
Establishment of the unicameral system.
- 1978 The University of Toronto Amendment Act (ch. 88)



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**SCOPE AND CONTENT**

**University of Toronto. Office of the President.** -- Records. -  
1906- . -- Administrative files of the Office of the  
President, including the files of vice-presidents, presidential  
committees, and presidential assistants. Forms of records  
include: correspondence and memoranda; minutes; tables and  
statistics; and reports. In addition to textual records, the  
fonds also contains graphic materials, sound recordings, and  
audio-visual materials. -- Arranged in series.

Access is restricted. Records are subject to review under  
*Freedom of Information and Protection of Privacy Act*

Finding aids for this fonds include an inventory containing  
series and sub-series descriptions; box lists and file lists for  
many accessions; and indexes for parts of accessions A67-0007  
and A67-0009.

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**RSIN 0001 President's Addresses, Speeches, and Lectures.**

-- 1906-1978. -- 1.89 m. -- Rough drafts (some annotated); copies of texts of speeches given by Presidents of the University of Toronto; some background materials for speeches. Includes citations; funeral eulogies; speeches given at Opening Ceremonies; Convocation addresses; keynote speeches; introductions; articles; a few briefs. Between 1965 and 1978, most of the President's speeches were researched and drafted by the Research Assistant to the President (Mrs. Frances Ireland). -- 1906-1936: arranged alphabetically by nominal subject; 1945-1963: grouped by topical subject; 1972/73: arranged according to a numeric filing system established by Frances Ireland; the remaining files are usually arranged chronologically; some files are grouped together by topic within an academic year.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1906/36           | A66-0003/001-003        |                     |
| 1945/63           | A69-0005/001            |                     |
| 1951/52           | A68-0007/144            | File list           |
| 1948/71           | A79-0051/139-140        | Box list            |
| 1955/56           | A71-0011/108            | File list           |
| 1971              | A79-0042/001            | File list           |
| 1972/78           | A79-0042/003-/004       | File list           |

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**Inventory of the Records of the Office of the President**

**RSIN 0002 President's Correspondence Files.**

-- 1906-1945. -- 28.40 m. --Incoming and outgoing correspondence regarding such day to day business as invitations to events, requests for use of University facilities, correspondence between the President and the faculty, and correspondence regarding meetings with individuals and groups. For records after 1945 see RSIN 0019. -- The files were sorted and re-arranged in the 1970's; the files are now organized by academic year and within each year alphabetically by name of correspondent.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u>                               |
|-------------------|-------------------------|---|
| 1906/32           | A67-0007/001-136        | File list; name and subject index in reading room |
| 1920/23           | A70-0033/001            |   |
| 1932/45           | A68-0006/001-067        | File list; partial card index in reading room     |
| 1939/41           | A72-0033/001            |   |

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**RSIN 0003 President's Subject Files.**

-- 1906-1945. -- 28.53 m. -General correspondence and information regarding subjects such as the Alumni Federation; the Board of Governors; various faculties, conferences, and studies; the Royal Ontario Museum; the Student's Administrative Council; and Toronto General Hospital, among others. -- These files were sorted and re-arranged in the 1970's; the material is now arranged by academic year and within each year alphabetically by topical subject.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u>      | <u>Finding Aids</u>                               |
|-------------------|------------------------------|---|
| 1906/32           | A67-0007/001-136             | File list; name and subject index in Reading Room |
| 1932/45           | A68-0006/001-067<br>/069-070 | File list; partial card index in Reading Room.    |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0004 Estimates.**

-- 1910-1973. -- 4.27 m. -- Budget estimates from faculties, schools, and departments. Includes some correspondence explaining budget items. Files do not exist for every year. For records after 1973 see also RSIN 0016 and RSIN 0036 -- Arranged by academic year, and within each year by faculty, school, or department.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1910/33           | A67-0007/137-147        | File list           |
| 1933/41           | A68-0007/153-157        | File list           |
| 1941/44           | A71-0011/115-117        | File list           |
| 1944/45           | A73-0029/001            | File list           |
|                   | A68-0006/068            | File list           |
| 1945/46           | A68-0007/163            |                     |
| 1946/47           | A68-0007/012            | File list           |
| 1946/47           | A68-0007/029            | File list           |
| 1947/48           | A68-0007/043-044        | File list           |
| 1948/49           | A68-0007/058-059        | File list           |
| 1949/50           | A68-0007/071            | File list           |
| 1950/51           | A68-0007/083-084        | File list           |
| 1951/52           | A68-0007/095-096        | File list           |
| 1952/53           | A68-0007/105-106        | File list           |
| 1953/54           | A68-0007/117            | File list           |
| 1954/55           | A68-0007/127-128        | File list           |
| 1955/56           | A68-0007/137-138        | File list           |
| 1956/57           | A71-0011/010            | File list           |
| 1957/58           | A71-0011/019            |                     |
| 1958/59           | A71-0011/029            |                     |
| 1960/61           | A86-0002/007            |                     |
|                   | A71-0011/048; /092      |                     |
| 1961/62           | A71-0011/055            |                     |
| 1963/64           | A71-0011/083            |                     |
| 1964/65           | A71-0011/093            |                     |
| 1964/67           | A75-0021/055-056        | File list           |
| 1965/66           | A71-0011/094            |                     |
| 1966/68           | A75-0021/076            | File list           |

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RSIN 0004 Estimates. (cont'd)

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1969/70           | A77-0019/032            | File list           |
| 1972/73           | A78-0028/062-063        | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0005 President's Report.**

-- 1910-1921. -- 59 cm. -- Working papers for the President's Annual Report; draft copies of the annual report; reports from departments; lists of faculty publications and honours. For similar files kept in the 1960's and 1970's, see sub-series under RSIN 0033 (Files of the Research Assistant to the President) and RSIN 0034 (Files of Miss Dorothy Robertson). -- Arranged by academic year.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./ Box No.</u> | <u>Finding Aids</u> |
|-------------------|--------------------------|---------------------|
| 1910/21           | A67-0007/147-151         | File list           |



University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0006 Sessional Appointments.**

-- 1906-1959. -- 2.25 m. - Recommendation letters for appointments; requests from departments for extra positions; correspondence regarding appointments and salaries. Files do not exist for every year. -- Arranged by academic year. In some accessions, records are arranged by faculty, school, or department.

Provenance: Office of the President

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1906/33           | A67-0007/152-154        | File list           |
| 1933/41           | A68-0007/153-157        | File List           |
| 1941/44           | A71-0011/115-117        | File list           |
| 1944/45           | A73-0029/001            | File list           |
| 1945/46           | A68-0006/068            | File list           |
|                   | A68-0007/013            | File list           |
| 1946/47           | A68-0007/029            | File list           |
| 1947/48           | A68-0007/044            | File list           |
| 1948/49           | A68-0007/059            | File list           |
| 1949/50           | A68-0007/071            | File list           |
| 1950/51           | A68-0007/084            | File list           |
| 1951/52           | A68-0007/096            | File list           |
| 1952/53           | A68-0007/106            | File list           |
| 1953/54           | A68-0007/117            | File list           |
| 1954/55           | A68-0007/128            | File list           |
| 1955/56           | A68-0007/138            | File list           |
| 1958/59           | A71-0011/029            | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0007 Senate.**

-- 1945/46-1971/72. -- 69.5 cm. -- Internal correspondence and memoranda relating to issues before the Senate; copies of minutes; copies of reports from Senate committees; copies of Senate statutes; membership lists; occasional Convocation programmes. -- Arranged by academic year.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1946/47           | A68-0007/015<br>/164    | File list           |
| 1947/48           | A68-0007/031            | File list           |
| 1948/49           | A68-0007/047            | File list           |
| 1949/50           | A68-0007/061            | File list           |
| 1950/51           | A68-0007/073            | File list           |
| 1951/52           | A68-0007/086            | File list           |
| 1952/53           | A68-0007/098            | File list           |
| 1953/54           | A68-0007/108            | File list           |
| 1954/55           | A68-0007/119            | File list           |
| 1956/57           | A71-0011/002            | File list           |
| 1957/58           | A71-0011/017            | File list           |
| 1958/59           | A71-0011/021            | File list           |
| 1959/60           | A71-0011/030            | File list           |
| 1960/61           | A71-0011/041            | File list           |
| 1961/62           | A71-0011/051            | File list           |
| 1962/63           | A71-0011/058            | File list           |
| 1963/64           | A71-0011/070            | File list           |
| 1964/65           | A75-0021/001            | File list           |

University of Toronto Archives  
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RSIN 0007 Senate. (cont'd)

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1965/66           | A75-0021/026            | File list           |
| 1966/67           | A75-0021/057            | File list           |
| 1967/68           | A75-0021/089-90         | File list           |
| 1968/69           | A77-0019/001            | File list           |
| 1969/70           | A77-0019/023            | File list           |
| 1970/71           | A77-0019/041            | File list           |
| 1971/72           | A78-0028/012            | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0008 Honorary Degrees.**

-- 1941-1980/81. -- 1.02 m. - Nominations for honorary degree recipients (letters and completed nomination forms); correspondence acknowledging receipt of nominations; correspondence with potential recipients. Files do not appear to exist for every year. In 1981/82, this series was absorbed by RSIN 0018 (University of Toronto Administration and Organizations). --Arranged by academic year.

See also related series RSIN 0056  
Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1941/46           | A68-0007/164            | File list           |
| 1945/70           | A79-0051/140            | File list           |
| 1946/47           | A68-0007/015            | File list           |
| 1947              | A71-0011/120            | File list           |
| 1947/48           | A68-0007/031            | File list           |
| 1951/52           | A68-0007/086            | File list           |
| 1952/53           | A68-0007/098            | File list           |
| 1953/54           | A68-0007/108            | File list           |
| 1954/55           | A68-0007/120            | File list           |
| 1956/57           | A71-0011/002            | File list           |
| 1957/58           | A71-0011/012            | File list           |
| 1958/59           | A71-0011/021            | File list           |
| 1959/60           | A71-0011/030            | File list           |
| 1960/61           | A71-0011/041            | File list           |
| 1961/62           | A71-0011/051            | File list           |
| 1962/63           | A71-0011/058            | File list           |
| 1963/64           | A71-0011/071            | File list           |
| 1964/65           | A75-0021/002            | File list           |
| 1965/66           | A75-0021/026            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0008 Honorary Degrees. (cont'd)

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1966/67           | A75-0021/057            | File list           |
| 1967/68           | A75-0021/089-/090       | File list           |
| 1968/69           | A77-0019/001            | File list           |
| 1969/70           | A77-0019/023            | File list           |
| 1970/71           | A77-0019/041            | File list           |
| 1971/72           | A78-0028/012            | File list           |
| 1972/73           | A78-0028/041            | File list           |
| 1973/74           | A79-0051/001            | Box list            |
| 1974/75           | A79-0051/130            | Box list            |
| 1975/76           | A82-0021/001            |                     |
| 1976/77           | A84-0026/020            | File list           |
| 1977/78           | A84-0026/076            | File list           |
| 1978/79           | A85-0016/001            | File list           |
| 1979/80           | A86-0021/001            | Box list            |
| 1980/81           | A87-0020/001            | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0009 Convocations.**

-- 1968/69-1980/81. --.12.5 cm. -- Operation orders, convocation schedules; memoranda relating to times and procedures for convocations; some correspondence. In 1981/82, this series was absorbed by RSIN 0018 (University of Toronto Administration and organizations). -- Arranged by academic year.

Provenance: Office of the President

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1968/69           | A77-0019/001            | File list           |
| 1969/70           | A77-0019/023            | File list           |
| 1970/71           | A77-0019/041            | File list           |
| 1971/72           | A78-0028/012            | File list           |
| 1972/73           | A78-0028/041            | File list           |
| 1973/74           | A79-0051/001            | Box list            |
| 1974/75           | A79-0051/130            | Box list            |
| 1975/76           | A82-0021/001            |                     |
| 1976/77           | A84-0026/020            | File list           |
| 1977/78           | A84-0026/076            | File list           |
| 1978/79           | A85-0016/001            | File list           |
| 1979/80           | A86-0021/001            | Box list            |
| 1980/81           | A87-0020/001            | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0010 Faculties.**

-- 1945/46-1992/93. - 9.69 m. -- Material relating to the Faculty of Applied Science and Engineering and the Faculty of Arts and Science. Includes correspondence regarding faculty appointments, promotions, resignations, and complaints; requests from departments and staff for special funding; material regarding faculty expenses and supply budgets; correspondence about special departmental projects, conferences, and lectures; occasional copies of reports or information sent for the President's interest. For the years 1945/46 to 1948/49, the files also include information about the Ajax Division of the Faculty of Applied Science and Engineering. -- Arranged by academic year, then by faculty. Within each faculty, files are arranged alphabetically by department name.

Provenance: Office of the President

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1945/46           | A68-0007/001-002; /163  | File list           |
| 1946/47           | A68-0007/015-018        | File list           |
| 1947/48           | A68-0007/031-034        | File list           |
| 1948/49           | A68-0007/047-049        | File list           |
| 1949/50           | A68-0007/061-063        | File list           |
| 1950/51           | A68-0007/073-075        | File list           |
| 1951/52           | A68-0007/086-088        | File list           |
| 1952/53           | A68-0007/099-100        | File list           |
| 1953/54           | A68-0007/108-109        | File list           |
| 1954/55           | A68-0007/120-121        | File list           |
| 1955/56           | A68-0007/130-131        | File list           |
| 1956/57           | A71-0011/002-003        | File list           |
| 1956              | A88-0015/001            | File list           |
| 1957/58           | A71-0011/012-013        | File list           |
| 1958/59           | A71-0011/021-022        | File list           |
| 1959/60           | A71-0011/030-31         | File list           |
| 1960/61           | A71-0011/041-042        | File list           |

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| RSIN | 0010 Faculties    | (cont'd)                |                     |
|------|-------------------|-------------------------|---------------------|
|      | <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|      | 1961/62           | A71-0011/051-053        | File list           |
|      | 1962/63           | A71-0011/058-060        | File list           |
|      | 1963/64           | A71-0011/071-073        | File list           |
|      | 1964/65           | A75-0021/002-003        | File list           |
|      | 1965/66           | A75-0021/027-029        | File list           |
|      | 1966/67           | A75-0021/058-059        | File list           |
|      | 1967/68           | A75-0021/090-091        | File list           |
|      | 1968/69           | A77-0019/001-003        | File list           |
|      | 1969/70           | A77-0019/023-024        | File list           |
|      | 1970/71           | A77-0019/041-042        | File list           |
|      | 1971/72           | A78-0028/012-014        | File list           |
|      | 1972/73           | A78-0028/041-043        | File list           |
|      | 1973/74           | A79-0051/001-003        | Box list            |
|      | 1974/75           | A79-0051/069-070        | Box list            |
|      | 1975/76           | A82-0021/001-003        |                     |
|      | 1976/77           | A84-0026/020-022        | File list           |
|      | 1977/78           | A84-0026/076-077        | File list           |
|      | 1978/79           | A85-0016/001-003        | File list           |
|      | 1979/80           | A86-0021/001-003        | Box list            |
|      | 1980/81           | A87-0020/001-004        | File list           |
|      | 1981/82           | A89-0016/001-/003       | File list           |
|      | 1982/83           | A89-0016/031            | File list           |
|      | 1983/84           | A90-0021/021            | File list           |
|      | 1984/85           | A92-0024/001            | File list           |
|      | 1985/86           | A94-0013/001-/002       | File list           |
|      | 1986/87           | /019-/020               | File list           |
|      | 1987/88           | A98-0008/001            | File list           |
|      | 1988/89           | A98-0008/021            | File list           |
|      | 1989/90           | A98-0008/051            | File list           |
|      | 1990/91           | A98-0008/071            | File list           |
|      | 1991/92           | A98-0008/097            | File list           |
|      | 1992/93           | A98-0008/105            | File list           |



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**RSIN 0011 Other Faculties and Schools.**

-- 1945/46-1992/93. -- 15.33 m. -- Correspondence regarding, faculty, appointments, promotions, and resignations; memoranda, correspondence, and minutes from faculty councils; press clippings, articles, reports, and programmes relating to faculty or school projects and events; invitations to faculty or school events and functions; correspondence regarding academic and administrative issues such as enrolment, equipment, project funding, and physical facilities. Between the years 1945/46 and 1962/63, material relating to University of Toronto centres and institutes was filed in this series (see RSINs 0012 and 0013 for further information). -- Arranged by academic year, and within each year alphabetically by faculty or school name.

Provenance: Office of the President

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1945/46           | A68-0007/003-05         | File list           |
| 1946/47           | A68-0007/018-021        | File list           |
| 1947/48           | A68-0007/034-037        | File list           |
| 1948/49           | A68-0007/050-052        | File list           |
| 1949/50           | A68-0007/063-066        | File list           |
| 1950/51           | A68-0007/076-079        | File list           |
| 1951/52           | A68-0007/089-091        | File list           |
| 1952/53           | A68-0007/101-102        | File list           |
| 1953/54           | A68-0007/110-112        | File list           |
| 1954/55           | A68-0007/121-123        | File list           |
| 1955/56           | A68-0007/132-134        | File list           |
| 1956/57           | A71-0011/004-005        | File list           |

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RSIN 0011 Other Faculties and Schools (cont'd)

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1957/58           | A71-0011/012-015        | File list           |
| 1958/59           | A71-0011/022-024        | File list           |
| 1959/60           | A71-0011/031-032        | File list           |
| 1960/61           | A71-0011/042-044        |                     |
| 1961/62           | A71-0011/051-053        | File list           |
| 1962/63           | A71-0011/058,060-061    | File list           |
| 1963/64           | A71-0011/073-075        | File list           |
| 1964/65           | A75-0021/004-007        | File list           |
| 1965/66           | A75-0021/029-032        | File list           |
| 1966/67           | A75-0021/061-064        | File list           |
| 1967/68           | A75-0021/093-095        | File list           |
| 1968/69           | A77-0019/004-006        | File list           |
| 1969/70           | A77-0019/025-026        | File list           |
| 1970/71           | A77-0019/043-045        | File list           |
| 1971/72           | A78-0028/015-018        | File list           |
| 1972/73           | A78-0028/044-047        | File list           |
| 1973/74           | A79-0051/005-012        | Box list            |
| 1974/75           | A79-0051/073-078        | Box list            |
| 1975/76           | A82-0021/004-008        |                     |
| 1976/77           | A84-0026/026-028        | File list           |
| 1977/78           | A84-0026/079-083        | File list           |
| 1977/78           | A90-0021/006-007        | File list           |
| 1978/79           | A85-0016/004-006        | File list           |
| 1978/79           | A90-0021/011            | File list           |

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| <b>RSIN</b> | <b>0011</b> | <b>Other</b> | <b>Faculties and Schools</b>   | <b>(cont'd)</b>            |           |
|-------------|-------------|--------------|--------------------------------|----------------------------|-----------|
|             |             |              | <u><b>Acc. No./Box No.</b></u> | <u><b>Finding Aids</b></u> |           |
|             |             |              | 1979/80                        | A86-0021/004-006           | Box list  |
|             |             |              | 1979/80                        | A90-0021/017               | File list |
|             |             |              | 1980/81                        | A87-0020/004-008           | File list |
|             |             |              | 1981/82                        | A89-0016/003-005           | File list |
|             |             |              | 1982/83                        | A89-0016/031-032           | File list |
|             |             |              | 1983/84                        | A90-0021/021-022           | File list |
|             |             |              | 1984/85                        | A92-0024/001-003           | File list |
|             |             |              | 1985/86                        | A94-0013/001-003           | File list |
|             |             |              | 1986/87                        | A94-0013/019-021           | File list |
|             |             |              | 1987/88                        | A98-0008/001-/002          | File list |
|             |             |              | 1988/89                        | A98-0008/021-/023          | File list |
|             |             |              | 1989/90                        | A98-0008/051-/052          | File list |
|             |             |              | 1990/91                        | A98-0008/071-/072          | File list |
|             |             |              | 1991/92                        | A98-0008/097               | File list |
|             |             |              | 1992/93                        | A98-0008/105               | File list |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0012 Centres.**

-- 1963/64-1992/93. - 2.65 m. -- Centres are usually established within the School of Graduate Studies and differ from the departments in that they are involved in the creation and development of graduate (and sometimes undergraduate) interdisciplinary programs of teaching and research, and the fostering of new disciplines where these cannot proceed easily within the existing University structure. Some centres offer degree programs while others offer teaching through seminars or through the sponsorship of collaborative programs. -- Newsletters, bulletins, and annual reports; minutes and highlights of meetings; correspondence; invitations; material relating to arrangements for visiting professorships. For the academic year 1974/75, material is also included for several joint University of Toronto/York University Centres. Prior to 1963/64, information about centres and institutes was filed alphabetically in the series "Other Faculties" (see RSIN 0011). -- Arranged by academic year and within each year alphabetically by centre name.

Provenance: Office of the President

| <u>Date Range</u> | <u>Acc. No. Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1962/63           | A71-0011/059            | File list           |
| 1963/64           | A71-0011/077            | File list           |
| 1964/65           | A75-0021/007-008        | File list           |
| 1965/66           | A75-0021/032-033        | File list           |
| 1966/67           | A75-0021/064            | File list           |
| 1967/68           | A75-0021/096            | File list           |
| 1968/69           | A77-0019/006            | File list           |
| 1969/70           | A77-0019/026            | File list           |
| 1970/71           | A77-0019/045-046        | File list           |
| 1971/72           | A78-0028/018-019        | File list           |
| 1972/73           | A78-0028/048            | File list           |

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RSIN 0012 Centres (cont'd)

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1973/74           | A79-0051/013            | Box list            |
| 1974/75           | A79-0051/078; /105      | Box list            |
| 1975/76           | A82-0021/008-009        |                     |
| 1976/77           | A84-0026/029            | File list           |
| 1977/78           | A84-0026/084            | File list           |
| 1978/79           | A85-0016/007-008        | File list           |
| 1979/80           | A86-0021/007            | Box list            |
| 1979/81           | A87-0020/008-009        | File list           |
| 1981/82           | A89-0016/005-006        | File list           |
| 1982/83           | A89-0016/032            | File list           |
| 1983/84           | A90-0021/022            | File list           |
| 1984/85           | A92-0024/003-004        | File list           |
| 1985/86           | A94-0013/003-004        | File list           |
| 1986/87           | A94-0013/022-023        | File list           |
| 1987/88           | A98-0008/002-/004       | File list           |
| 1988/89           | A98-0008/024-/025       | File list           |
| 1989/90           | A98-0008/052-/053       | File list           |
| 1990/91           | A98-0008/072-/073       | File list           |
| 1991/92           | A98-0008/098            | File list           |
| 1992/93           | A98-0008/105            | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0013 Institutes.**

-- 1963/64-1992/93. -- 2.33 m. -- Institutes are usually established within the School of Graduate Studies and differ from the departments in that they are involved in the creation and development of graduate (and sometimes undergraduate) interdisciplinary programs of teaching and research, and the fostering of new disciplines where these cannot proceed easily within the existing University structure. Some institutes offer degree programs while others offer teaching through seminars or through the sponsorship of collaborative programs. -- Correspondence; notices regarding symposiums, lectures, and conferences; reports. Prior to 1963/64, information about centres was filed alphabetically in the series "Other Faculties" (see RSIN 0011). -- Arranged by academic year and within each year alphabetically by institute name.

Provenance: Office of the President

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1963/64           | A71-0011/,072,077,/081  | File list           |
| 1964/65           | A75-0021/008            | File list           |
| 1965/66           | A75-0021/033            | File list           |
| 1966/67           | A75-0021/065            | File list           |
| 1967/68           | A75-0021/097            | File list           |
| 1968/69           | A77-0019/006-007        | File list           |
| 1969/70           | A77-0019/026            | File list           |
| 1970/71           | A77-0019/046            | File list           |
| 1971/72           | A78-0028/019            | File list           |
| 1972/73           | A78-0028/048            | File list           |
| 1973/74           | A79-0051/013            | Box list            |
| 1974/75           | A79-0051/079; /105      | Box list            |

University of Toronto Archives  
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RSIN 0013 Institutes.

Cont'd

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1975/76           | A82-0021/008-009        |                     |
| 1976/77           | A84-0026/028            | File list           |
| 1977/78           | A84-0026/083            | File list           |
| 1978/79           | A85-0016/007-008        | File list           |
| 1979/80           | A86-0021/008            | Box list            |
| 1980/81           | A87-0020/010            | File list           |
| 1981/82           | A89-0016/006            | File list           |
| 1982/83           | A89-0016/033            | File list           |
| 1983/84           | A90-0021/022            | File list           |
| 1984/85           | A92-0024/003-004        | File list           |
| 1985/86           | A94-0013/003-004        | File list           |
| 1986/87           | /022-023                | File list           |
| 1987/88           | A98-0008/002-/003       | File list           |
| 1988/89           | A98-0008/024-/025       | File list           |
| 1989/90           | A98-0008/052-/053       | File list           |
| 1990/91           | A98-0008/072-/073       | File list           |
| 1991/92           | A98-0008/098            | File list           |
| 1992/93           | A98-0008/105            | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0014      Programs.**

-- 1979/80-1992/93. -- 1.43 m. -- Programs are established by the University of Toronto to coordinate, develop, and initiate courses of study in undergraduate and graduate faculties on certain topics of interest or concern which are not being adequately addressed in the University. -- Correspondence; annual reports; notes and highlights from meetings. -- Arranged by academic year and within each year alphabetically by program name.

Provenance: Office of the President

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1979/80           | A86-0021/008            | Box list            |
| 1980/81           | A87-0020/010            | File list           |
| 1981/82           | A89-0016/006-007        | File list           |
| 1982/83           | A89-0016/033            | File list           |
| 1983/84           | A90-0021/022            | File list           |
| 1984-85           | A92-0024/003-004        | File list           |
| 1985-86           | A94-0013/003-004        | File list           |
| 1986-87           | A94-0013/022-023        | File list           |
| 1987/88           | A98-0008/002-/004       | File list           |
| 1988/89           | A98-0008/024-/025       | File list           |
| 1989/90           | A98-0008/052-/053       | File list           |
| 1990/91           | A98-0008/072-/073       | File list           |
| 1991/92           | A98-0008/098            | File list           |
| 1992/93           | A98-0008/105            | File list           |



University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0015 Colleges.**

-- 1945/46-1992/93. -- 5.22 m. -- Includes files relating to University College and the federated and affiliated/constituent colleges of the University of Toronto. From 1945/46 to 1963/64, this series contains material on University College only. Correspondence relating to administrative issues such as residences, supply budgets, physical facilities, and administrative appointments; some copies of minutes of college council meetings; newsletters; annual reports; and information and invitations regarding special events at the colleges. -- Arranged by academic year. After 1964/65, when files on the federated colleges are added to the series, files are arranged in three groups: University College, Federated Colleges (St. Michael's College, Trinity College, Victoria College), and Other/Constituent Colleges (Erindale, Innis, Knox, Massey, New, Scarborough, Woodsworth, and Wycliffe Colleges).

Provenance: Office of the President

| <u>Date Range</u> | <u>Acc. No. / Box. No.</u> | <u>Finding Aids</u> |
|-------------------|----------------------------|---------------------|
| 1945/46           | A68-0007/002-003           | File list           |
| 1946/47           | A68-0007/017-018           | File list           |
| 1947/48           | A68-0007/034               | File list           |
| 1948/49           | A68-0007/049               | File list           |
| 1949/50           | A68-0007/063               | File list           |
| 1950/51           | A68-0007/076               | File list           |
| 1951/52           | A68-0007/088               | File list           |
| 1952/53           | A68-0007/100               | File list           |
| 1953/54           | A68-0007/109               | File list           |
| 1954/55           | A68-0007/121               | File list           |
| 1955/56           | A68-0007/131-132           | File list           |
| 1956/57           | A71-0011/003-004           | File list           |
| 1957/58           | A71-0011/013               | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0015 Colleges

(cont'd)

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1958/59           | A71-0011/022            | File list           |
| 1959/60           | A71-0011/031            | File list           |
| 1960/61           | A71-0011/042            | File list           |
| 1961/62           | A71-0011/53             | File list           |
| 1962/63           | A71-0011/060-061        | File list           |
| 1963/64           | A71-0011/073 &/076      | File list           |
| 1964/65           | A75-0021/003-004        | File list           |
| 1965/66           | A75-0021/028-029        | File list           |
| 1966/67           | A75-0021/059-061        | File list           |
| 1967/68           | A75-0021/092            | File list           |
| 1968/69           | A77-0019/003            | File list           |
| 1969/70           | A77-0019/024-025        | File list           |
| 1970/71           | A77-0019/042-043        | File list           |
| 1971/72           | A78-0028/014-015        | File list           |
| 1972/73           | A78-0028/043-044        | File list           |
| 1973/74           | A79-0051/004-005        | Box list            |
| 1974/75           | A79-0051/071-072        | Box list            |
| 1975/76           | A82-0021/003-004        | File list           |
| 1970/74           | A84-0026/013-014        | File list           |
| 1976/77           | A84-0026/022-024        | File list           |
| 1977/78           | A84-0026/078            | File list           |
| 1977/78           | A90-0021/008            | File list           |
| 1978/79           | A85-0016/008-010        | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0015 Colleges. (cont'd)

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1978/79           | A90-0021/012-/013       | File list           |
| 1979/80           | A86-0021/009-010        | Box list            |
| 1979/80           | A90-0021/017-018        | File list           |
| 1980/81           | A87-0020/011-012        | File list           |
| 1981/82           | A89-0016/007-008        | File list           |
| 1982/83           | A89-0016/033-034        | File list           |
| 1983/84           | A90-0021/023            | File list           |
| 1984/85           | A92-0024/004-005        | File list           |
| 1985/86           | A94-0013/004-005        | File list           |
| 1986/87           | A94-0013/024            | File list           |
| 1987/88           | A98-0008/004-/005       | File list           |
| 1988/89           | A98-0008/026-/027       | File list           |
| 1989/90           | A98-0008/053            | File list           |
| 1990/91           | A98-0008/074            | File list           |
| 1991/92           | A98-0008/098            | File list           |
| 1992/93           | A98-0008/105            | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0016 University Officials.**

-- 1945/46-1973/74. -- 9.16 m. - includes correspondence regarding all main administrative offices; for example: principals, deans, and directors of colleges, faculties, and schools; vice-presidents; vice provosts; presidential assistants; archives; faculty club; and physical plant. In 1973/74, this series absorbed some files from the previous "Miscellaneous Correspondence" series (see RSIN 0020). In 1974/75, the files of this series became part of a new series, "University of Toronto Administration and Organizations" (see RSIN 0018). -Arranged by academic year and within each year alphabetically by name of office.

Provenance: Office of the President

| <u>Date Range</u> | <u>Acc.No. /Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1945/46           | A68-0007/006-007        | File list           |
| 1946/47           | A68-0007/021-023        | File list           |
| 1947/48           | A68-0007/037-039        | File list           |
| 1948/49           | A68-0007/052-054        | File list           |
| 1949/50           | A68-0007/066-067        | File list           |
| 1950/51           | A68-0007/079-080        | File list           |
| 1951/52           | A68-0007/091-093        | File list           |
| 1952/53           | A68-0007/102-103        | File list           |
| 1953/54           | A68-0007/112-113        | File list           |
| 1954/55           | A68-0007/123-124        | File list           |
| 1955/56           | A68-0007/134-135        | File list           |
| 1956/57           | A71-0011/006-007        | File list           |
| 1957/58           | A71-0011/015-016        | File list           |
| 1958/59           | A71-0011/024-026        | File list           |
| 1959/60           | A71-0011/033; /035      | File list           |
| 1960/61           | A71-0011/044-045        | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0016 University Officials. (cont'd)

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1961/62           | A71-0011/054-056        | File list           |
| 1962/63           | A71-0011/067-068        | File list           |
| 1963/64           | A71-0011/082-084        | File list           |
| 1963/64           | A75-0021/145-146        | File list           |
| 1964/65           | A75-0021/012-020        | File list           |
| 1965/66           | A75-0021/040-046        | File list           |
| 1966/67           | A75-0021/075,/077-078   | File list           |
|                   | A75-0021/080-081        | File list           |
|                   | A98-0019/001            |                     |
| 1967/68           | A75-0021/103-108        | File list           |
| 1968/69           | A77-0019/012-015        | File list           |
| 1969/70           | A77-0019/031-034        | File list           |
| 1970/71           | A77-0019/052-054        | File list           |
| 1971/72           | A78-0028/024-028        | File list           |
| 1972/73           | A78-0028/060-064        | File list           |
| 1973/74           | A79-0051/027-031        | Box list            |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0017            University Organizations.**

-- 1945/46-1973/74. -- 4.88 m. - Files regarding various organizations within the University of Toronto which have administrative duties; for example: Hart House, Health Service, Students' Administrative Council, and the University of Toronto Faculty Association among others. Includes correspondence informing the President of issues and events relating to the particular organization; requests for information; and invitations. In 1974/75, the files of this series became part of a new series, "University of Toronto Administration and Organizations" (see RSIN 0018). -- Arranged by academic year and within each year alphabetically by name of organization. -

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1945/46           | A68-0007/008-009        | File list           |
| 1946/47           | A68-0007/024-026        | File list           |
| 1947/48           | A68-0007/040-041        | File list           |
| 1948/49           | A68-0007/055-056        | File list           |
| 1949/50           | A68-0007/068-069        | File list           |
| 1950/51           | A68-0007/081            | File list           |
| 1951/52           | A68-0007/093-094        | File list           |
| 1952/53           | A68-0007/104            | File list           |
| 1953/54           | A68-0007/114-115        | File list           |
| 1954/55           | A68-0007/125-126        | File list           |
| 1955/56           | A68-0007/135-136        | File list           |
| 1956/57           | A71-0011/007-008        | File list           |
| 1957/58           | A71-0011/017            | File list           |
| 1958/59           | A71-0011/028-029        | File list           |
| 1959/60           | A71-0011/036-037        | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

| RSIN | 0017              | University Organizations.     | (cont'd)            |
|------|-------------------|-------------------------------|---------------------|
|      | <u>Date Range</u> | <u>Acc. No./Box No.</u>       | <u>Finding Aids</u> |
|      | 1960/61           | A71-0011/045-046              | File list           |
|      | 1961/62           | A71-0011/056-057              | File list           |
|      | 1962/63           | A71-0011/063;/068-            | File list           |
|      |                   | 069                           |                     |
|      | 1963/64           | A71-0011/086-087              | File list           |
|      | 1963/64           | A75-0021/145-146              | File list           |
|      | 1964/65           | A75-0021/021-023              | File list           |
|      | 1965/66           | A75-0021/046-049              | File list           |
|      | 1966/67           | A75-0021/083-084              | File list           |
|      | 1967/68           | A75-0021/109-110;<br>/146-147 | File list           |
|      | 1968/69           | A77-0019/015-018              | File list           |
|      | 1969/70           | A77-0019/034-035              | File list           |
|      | 1970/71           | A77-0019/055-056              | File list           |
|      | 1971/72           | A78-0028/028-029              | File list           |
|      | 1972/73           | A78-0028/064-065              | File list           |
|      | 1973/74           | A79-0051/032                  | Box list            |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0018 University of Toronto Administration and Organizations.**

-- 1974/75-1992/93. -- 15.20 m. -

In 1974/75, the two series "University Officials" and "University Organizations" were merged to form the new series "University of Toronto Administration and Organizations." Includes correspondence and general administrative information. For material previous to 1974/75, see either RSIN 0016 (University Officials), or RSIN 0017 (University Organizations). In 1981/82, this series absorbed RSIN 0008 (Honorary Degrees) and RSIN 0009 (Convocations). -- Arranged by academic year, and within each year alphabetically by name of office or organization.

Provenance: Office of the President

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1974/75           | A79-0051/092-101        | Box list            |
|                   | A79-0051 /130-131       | Box list            |
|                   | A79-0051/135-136        | Box list            |
|                   | A98-0019/001            |                     |
| 1975/76           | A82-0021/009-017        |                     |
| 1975/77           | A84-0026/001            | File list           |
| 1975/76           | A84-0026/003            | File list           |
| 1976/77           | A84-0026/030-041        | File list           |
| 1977/78           | A84-0026/084-094        | File list           |
|                   |                         | File list           |
|                   | A90-0021/005-010        |                     |
| 1978/79           | A85-0016/010-021        | File list           |
|                   | A90-0021/011-016        | File list           |
| 1979/80           | A86-0021/010-018        | Box list            |
|                   | A90-0021/016-20         | Box list            |
| 1980/81           | A87-0020/012-020        | File list           |
| 1981/82           | A89-0016/008-015        | File list           |



University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0018 University of Toronto Administration and Organization

(cont'd)

| <u>Date Range</u> | <u>Acc. No./Box No.</u>               | <u>Finding Aids</u> |
|-------------------|---------------------------------------|---------------------|
| 1982/83           | A89-0016/034-037<br>A90-0021/020-/021 | File list           |
| 1983/84           | A90-0021/023-026                      | File list           |
| 1984/85           | A92-0024/005-013                      | File list           |
| 1985/86           | A94-0013/005-010                      | File list           |
| 1986/87           | A94-0013/025-027<br>A94-0013/029-032  | File list           |
| 1987/88           | A98-0008/005-006,/008-/009            | File list           |
| 1988/89           | A98-0008/ 028,029,031,034-036         | File list           |
| 1989/90           | A98-0008/054-/059                     | File list           |
| 1990/91           | A98-0008/075-/081                     | File list           |
| 1991/92           | A98-0008/098-/100                     | File list           |
| 1992/93           | A98-0008/106                          | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0019 General Correspondence.**

-- 1945/46-1992/93. -- 28.60 m. --Includes letters of appreciation or congratulation; letters accompanying reports, publications, and information sent to the President; news about appointments, resignations, or deaths of people outside the university community; letters of congratulation to and from people outside the university community; correspondence relating to various scholarships; and information about issues or events that might interest the President officially or personally. In 1974/75, this series absorbed some files from the former "Miscellaneous Correspondence" series (see RSIN 0020). Since that date, this series also includes files on the University of Toronto teaching hospitals, the President's Council, Simcoe Circle, the Royal Ontario Museum, and various national research councils. -- Arranged by academic year and within each year alphabetically by nominal or topical subject.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1945/46           | A68-0007/161-162        | File list           |
|                   | /165                    | File list           |
| 1946/47           | A68-0007/013-014        | File list           |
| 1947/48           | A68-0007/030-031        | File list           |
| 1948/49           | A68-0007/045-046        | File list           |
| 1949/50           | A68-0007/060-061        | File list           |
| 1950/51           | A68-0007/072-073        | File list           |
| 1951/52           | A68-0007/085-086        | File list           |
| 1952/53           | A68-0007/097-098        | File list           |
| 1953/54           | A68-0007/107-108        | File list           |
| 1954/55           | A68-0007/118-119        | File list           |
| 1955/56           | A68-0007/129-130        | File list           |
| 1956/57           | A71-0011/001-002        | File list           |
| 1957/58           | A71-0011/011-012        | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0019 General Correspondence. (cont'd)

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1957/59           | A71-0011/019-021        | File list           |
| 1959/60           | A71-0011/033-035        | File list           |
| 1960/61           | A71-0011/039-040        | File list           |
| 1961/62           | A71-0011/049-051        | File list           |
| 1962/63           | A71-0011/064-066        | File list           |
| 1963/64           | A71-0011/088-091        | File list           |
| 1964/65           | A75-0021/012-016        | File list           |
| 1965/66           | A75-0021/036-040        | File list           |
| 1966/67           | A71-0011/096            | File list           |
| 1966/67           | A75-0021/070-075        | File list           |
| 1967/68           | A75-0021/099-103        | File list           |
| 1968/69           | A77-0019/009-012        | File list           |
| 1969/70           | A77-0019/029-031        | File list           |
| 1970/71           | A77-0019/048-051        | File list           |
| 1971/72           | A78-0028/020-024        | File list           |
| 1972/73           | A78-0028/054-060        | File list           |
| 1973/74           | A79-0051/014-022        | Box list            |
| 1974/75           | A79-0051/080-091        | Box list            |
|                   | /137-138                | Box list            |
| 1975/76           | A82-0021/018-027        | File list           |
| 1976/77           | A84-0026/042-055        | File list           |
| 1977/78           | A84-0026/094-105        | File list           |
| 1978/79           | A85-0016/021-031        | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0019 General Correspondence. (cont'd)

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1979/80           | A86-0021/019-030        | Box list            |
| 1980/81           | A87-0020/021-030        | File list           |
| 1981/82           | A89-0016/022-027        | File list           |
|                   |                         | File list           |
| 1982/83           | A89-0016/040-043        |                     |
| 1983/84           | A90-0021/028-032        | File list           |
| 1984/85           | A92-0024/014-019        | File list           |
| 1985-86           | A94-0013/011-017        | File list           |
| 1986-87           | A94-0013/039-048        | File list           |
| 1987/88           | A98-0008/012-/020       | File list           |
| 1988/89           | A98-0008/042-/050       | File list           |
| 1989/90           | A98-0008/063-/070       | File list           |
| 1990/91           | A98-0008/087-/096       | File list           |
| 1991/92           | A98-0008/102-/104       | File list           |
| 1992/93           | A98-0008/108-110        | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0020 Miscellaneous Correspondence.**

1945/46-1973/74. -- 6.96 m. -- Correspondence on various topics of interest to the President or the University. Includes files on the University of Toronto teaching hospitals, the Royal Ontario Museum, and various national research councils. This series was split in 1973/74, and some files went to RSIN 0016 ("University Officials") while others went to RSIN 0019 ("General Correspondence"). -- Arranged by academic year and within each year alphabetically by topical subject.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1945/46           | A68-0007/009-011        | File list           |
| 1946/47           | A68-0007/026-028        | File list           |
| 1947/48           | A68-0007/041-043        | File list           |
| 1948/49           | A68-0007/056-058        | File list           |
| 1949/50           | A68-0007/069-070        | File list           |
| 1950/51           | A68-0007/082-083        | File list           |
| 1951/52           | A68-0007/094-095        | File list           |
| 1952/53           | A68-0007/104-105        | File list           |
| 1953/54           | A68-0007/115-116        | File list           |
| 1954/55           | A68-0007/126-127        | File list           |
| 1955/56           | A68-0007/136-137        | File list           |
| 1956/57           | A71-0011/008-009        | File list           |
| 1957/58           | A71-0011/016-018        | File list           |
| 1958/59           | A71-0011/026-027        | File list           |
| 1959/60           | A71-0011/037-038        | File list           |
| 1960/61           | A71-0011/046-048        | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0020 Miscellaneous Correspondence. (cont'd)

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1961/62           | A71-0011/057-058        | File list           |
| 1962/63           | A71-0011/062-063        | File list           |
| 1963/64           | A71-0011/078-081        | File list           |
| 1964/65           | A75-0021/009-012        | File list           |
| 1965/66           | A75-0021/033-036        | File list           |
| 1966/67           | A75-0021/067-070        | File list           |
|                   | A71-0011/096            | File list           |
| 1967/68           | A75-0021/098-099        | File list           |
| 1968/69           | A77-0019/007-009        | File list           |
| 1969/70           | A77-0019/027-028        | File list           |
| 1970/71           | A77-0019/047-048        | File list           |
| 1971/72           | A78-0028/019-020        | File list           |
| 1972/73           | A78-0028/049-054        | File list           |
| 1973/74           | A79-0051/023-026        | Box list            |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0021 Presidential Advisory Committees.**

-- 1969/70-1973/74. --91.5 cm. -- Correspondence, reports, and copies of minutes from various standing and ad hoc committees established to study particular issues and to make recommendations to the President. These files were maintained separately as a series for five years only. They are otherwise filed as part of "University Officials" (see RSIN 0016) or "University of Toronto Administration and Organizations" (see RSIN 0018). -- Arranged by academic year and within each year alphabetically by committee name.

Provenance : Office of the President

| <u>Date Range</u> | <u>Acc. No. /Box No.</u> | <u>Finding Aids</u> |
|-------------------|--------------------------|---------------------|
| 1969/70           | A77-0019/035             | File list           |
| 1970/71           | A77-0019/056-058         | File list           |
| 1971/72           | A78-0028/031-034         | File list           |
| 1972/73           | A78-0028/065             | File list           |
| 1973/74           | A79-0051/032-033         | Box list            |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0022 Governments.**

-- 1964/65-1992/93. -- 8.68 m. -- This series contains files regarding relations between the University of Toronto and three levels of government: federal, provincial, and municipal (i.e. Metropolitan Toronto). Includes correspondence and briefs regarding federal government programs and federal funding of research; correspondence, memoranda, and reports about provincial educational policies, funding proposals, or other proposed legislation that might affect the University of Toronto or higher education in general; copies of reports from provincial committees; responses and briefs prepared by the University of Toronto and submitted to provincial committees or to the government itself; files relating to the Ontario Council on University Affairs; correspondence with Toronto City Council and Metropolitan Toronto relating to such issues as parking, housing, property boundaries, fire and safety regulations, and other by-laws that affect the administration of the University of Toronto. Includes 4 reel-to-reel tapes of a Committee of University Affairs hearing held at the University of Toronto around 1970. Some material relating to relations between the University and the federal government prior to 1964/65 is filed in the series "Miscellaneous Correspondence" (see RSIN 0020). -- Arranged by academic year and within each year, files are grouped by level of government.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1963/66           | A79-0057/030-031        | File list           |
| 1964/65           | A75-0021/025            | File list           |
| 1965/66           | A75-0021/053-054        | File list           |
| 1966/67           | A75-0021/087-088        | File list           |
| 1967/68           | A75-0021/113-114        | File list           |
| 1968/69           | A77-0019/021-022        | File list           |
| 1969/70           | A77-0019/039-040        | File list           |
| 1969/01           | A88-0015/001            | File list           |
| 1970/71           | A77-0019/060-061        | File list           |
| 1970/71           | A88-0015/001            | File list           |



University of Toronto Archives  
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RSIN 0022 Governments. (cont'd)

| <u>Date Range</u> | <u>Acc. No./Box No</u> | <u>Finding Aids</u> |
|-------------------|------------------------|---------------------|
| 1971/72           | A78-0028/037-040       | File list           |
| 1972/73           | A78-0028/081-083       | File list           |
| 1973/74           | A79-0051/046-049       | Box list            |
| 1974/75           | A79-0051/123-127       | Box list            |
| 1975/76           | A81-0058/002-006       | Box list            |
| 1976/77           | A84-0026/066-074       | File list           |
| 1976/78           | A84-0026/115-120       | File list           |
| 1977/79           | A85-0016/032-036       | File list           |
| 1979/80           | A86-0021/030-032       | Box list            |
| 1980/81           | A87-0020/030-032       | File list           |
| 1981/82           | A89-0016/016-017       | File list           |
| 1982/83           | A89-0016/038-039       | File list           |
| 1983/84           | A90-0021/027           | File list           |
| 1984/85           | A92-0024/026-027       | File list           |
| 1985/86           | A94-0013/018           | File list           |
| 1986/87           | A94-0013/037-039       | File list           |
| 1987/88           | A98-0008/011-/012      | File list           |
| 1988/89           | A98-0008/040-/042      | File list           |
| 1989/90           | A98-0008/061-/063      | File list           |
| 1990/91           | A98-0008/086-/087      | File list           |
| 1991/92           | A98-0008/102           | File list           |
| 1992/93           | A98-0008/107           | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0023 Educational Associations.**

-- 1964/65-1992/93. -- 6.11 m. - Correspondence, newsletters, agenda, documents, and copies of minutes from educational associations of which the University of Toronto is a member; for example: the Association of American Universities, the Association of Commonwealth Universities, and the Ontario Council for University Faculty Associations, among others. -- Arranged by academic year and within each year alphabetically by association name.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1964/65           | A75-0021/023-025        | File list           |
| 1965/66           | A75-0021/049-052        | File list           |
| 1966/67           | A75-0021/085-087        | File list           |
| 1967/68           | A75-0021/111-113        | File list           |
| 1968/69           | A77-0019/020-021        | File list           |
| 1969/70           | A77-0019/037-039        | File list           |
| 1970/71           | A77-0019/059-060        | File list           |
| 1971/72           | A78-0028/035-037        | File list           |
| 1972/73           | A78-0028/076-078; /081  | File list           |
| 1973/74           | A79-0051/035-038; /046  | Box list            |
| 1974/75           | A79-0051/102-104        | Box list            |
| 1975/76           | A81-0058/006-009; /015  | Box list            |
| 1976/77           | A84-0026/056-058        | File list           |
| 1977/78           | A84-0026/106-107        | File list           |
| 1978/79           | A85-0016/037-039        | File list           |
| 1979/80           | A86-0021/032-034        | Box list            |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0023 Educational Associations. (cont'd)

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1980/81           | A87-0020/033-034        | File list           |
| 1981/82           | A89-0016/017-019        | File list           |
| 1982/83           | A89-0016/039            | File list           |
| 1983/84           | A90-0021/027            | File list           |
| 1984/85           | A92-0024/022            | File list           |
| 1985/86           | A94-0013/034 & /036     | File list           |
| 1987/88           | A98-0008/011            | File list           |
| 1988/89           | A98-0008/037-/038       | File list           |
| 1989/90           | A98-0008/059-/061       | File list           |
| 1990/91           | A98-0008/083 &/086      | File list           |
| 1991/92           | A98-0008/100-/101       | File list           |
| 1992/93           | A98-0008/107            | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0024 Council of Ontario Universities.**

-- 1973/74-1992/93. -- 7.19 m. -- The COU is the successor to the Committee of Presidents of Universities of Ontario (1966-1971) and the Committee of Presidents of Provincially Assisted Universities and Colleges of Ontario (1962-1966). -- Agenda and reports from the Executive Committee meetings; correspondence publications. Before 1973/74, files relating to the COU were part of the "Educational Associations" series (see RSIN 0023). -  
- Arranged by academic year.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1973/74           | A79-0051/039-045        | Box list            |
| 1974/75           | A79-0051/106-109        | Box list            |
| 1975/76           | A81-0058/010-015        | Box list            |
| 1976/77           | A84-0026/059-063        | File list           |
| 1977/78           | A84-0026/108-111        | File list           |
| 1978/79           | A85-0016/036-039        | File list           |
| 1979/80           | A86-0021/036-041        | Box list            |
| 1980/81           | A87-0020/035-039        | Box list            |
| 1981/82           | A89-0016/028-030        | File list           |
| 1982/83           | A89-0016/044-045        | File list           |
| 1983/84           | A90-0021/032            | File list           |
| 1984/85           | A92-0024/025-026        | File list           |
| 1986/87           | A94-0013/035-/036       | File list           |
| 1988/89           | A98-0008/038-/040       | File list           |
| 1989/90           | A98-0008/060-/061       | File list           |
| 1990/91           | A98-0008/83-/85         | File list           |
| 1991/92           | A98-0008/101            | File list           |
| 1992/93           | A98-0008/107            | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0025 Universities.**

-- 1964/65-1992/93. -- 4.10 m. - Correspondence and reports about administration, management, statistics, and academic programmes at other universities; notices of special events; a few President's Reports from various universities; announcements of major administrative or academic appointments; invitations; preparations for presidential visits to other universities. -- Arranged by academic year and within each year alphabetically under three groups: Ontario Universities; Other Canadian Universities; Non-Canadian Universities.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1964/65           | A75-0021/024-025        | File list           |
| 1965/66           | A75-0021/053            | File list           |
| 1966/67           | A75-0021/084-085        | File list           |
| 1967/68           | A75-0021/110-111        | File list           |
| 1968/69           | A77-0019/019-020        | File list           |
| 1969/70           | A77-0019/037            | File list           |
| 1970/71           | A77-0019/058; /060      | File list           |
| 1971/72           | A78-0028/034-035        | File list           |
| 1972/73           | A78-0028/074-076        | File list           |
| 1973/74           | A79-0051/034-035        | Box list            |
| 1974/75           | A79-0051/104-105; /110  | Box list            |
| 1975/76           | A81-0058/001            | Box list            |
|                   | A82-0021/027            |                     |
| 1976/77           | A84-0026/064-065        | File list           |
| 1977/78           | A84-0026/112-114        | File list           |
| 1978/79           | A85-0016/043-044        | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

| <b>RSIN 0025</b>  | <b>Universities. (cont'd)</b> |                     |
|-------------------|-------------------------------|---------------------|
| <u>Date Range</u> | <u>Acc. No./Box No.</u>       | <u>Finding Aids</u> |
| 1979/80           | A86-0021/035-036              | Box list            |
| 1980/81           | A87-0020/040-041              | File list           |
| 1981/82           | A89-0016/018-/020             | File list           |
| 1982/83           | A89-0016/039                  | File list           |
| 1983/84           | A90-0021/027                  | File list           |
| 1984/85           | A92-0024/019-021              | File list           |
| 1985/86           | A94-0013/017                  | File list           |
| 1986/87           | A94-0013/032-033              | File list           |
| 1987/88           | A98-0008/010                  | File list           |
| 1988/89           | A98-0008/036-/037             | File list           |
| 1989/90           | A98-0008/059                  | File list           |
| 1990/91           | A98-0008/082                  | File list           |
| 1991/92           | A98-0008/100                  | File list           |
| 1992/93           | A98-0008/107                  | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0026 Board of Governors.**

-- 1945/46-1971/72. -- 1.88 m. -- Files on committees of the Board of Governors. Includes copies of reports; copies of minutes; correspondence relating to items which the President was responsible for presenting to the Board of Governors. Files for the academic year 1962/63 appear to be missing. The University of Toronto Board of Governors was dissolved at the end of the 1971/72 academic year when the new unicameral structure began and the functions of the Board were transferred to the Governing Council. -- Arranged by academic year. -

Provenance: Office of the President

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1945/46           | A68-0007/0007           | File list           |
| 1946/47           | A68-0007/023            | File list           |
| 1947/48           | A68-0007/040            | File list           |
| 1948/49           | A68-0007/054            | File list           |
| 1949/50           | A68-0007/068            | File list           |
| 1950/51           | A68-0007/080-081        | File list           |
| 1951/52           | A68-0007/093            | File list           |
| 1952/53           | A68-0007/103-104        | File list           |
| 1953/54           | A68-0007/114            | File list           |
| 1954/55           | A68-0007/124            | File list           |
| 1955/56           | A68-0007/135            | File list           |
| 1956/57           | A71-0011/007            | File list           |
| 1957/58           | A71-0011/015            | File list           |
| 1958/59           | A71-0011/026            | File list           |
| 1959/60           | A71-0011/035-036        | File list           |
| 1960/61           | A71-0011/045            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

| <b>RSIN 0026</b>  | <b>Board of Governors. (cont'd)</b> |                     |
|-------------------|-------------------------------------|---------------------|
| <u>Date Range</u> | <u>Acc. No./Box No</u>              | <u>Finding Aids</u> |
| 1961/62           | A71-0011/056                        | File list           |
| 1962/63           | A71-0011/067                        | File list           |
| 1963/64           | A71-0011/080                        | File list           |
| 1963/64           | A71-0011/085                        | File list           |
| 1964/65           | A75-0021/020-021                    | File list           |
| 1965/66           | A75-0021/045-046                    | File list           |
| 1966/67           | A75-0021/082                        | File list           |
| 1967/68           | A75-0021/108-109                    | File list           |
| 1968/69           | A77-0019/019                        | File list           |
| 1969/70           | A77-0019/035-036                    | File list           |
| 1970/71           | A77-0019/055                        | File list           |
| 1971/72           | A78-0028/029-031                    | File list           |



University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0027 Governing Council.**

-- 1971/72-1992/93. -- 10.04 m. -- In 1972/73, the University of Toronto Governing Council replaced the traditional Senate and Board of Governors. The unicameral Council is responsible for both financial and academic matters. -- Correspondence about appointments and elections to Governing Council; correspondence about Council deliberations and decisions; memoranda, minutes, notices, agenda, and reports from the Council's committees. -- Arranged by academic year and within each year by Council committee.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1971/72           | A78-0028/034            | File list           |
| 1972/73           | A78-0028/065-074        | File list           |
| 1973/74           | A79-0051/050-066        | Box list            |
| 1974/75           | A79-0051/111-122        | Box list            |
| 1975/76           | A81-0058/016-024        | Box list            |
| 1976/77           | A84-0026/075; /131-138  | File list           |
| 1977/78           | A84-0026/121-128        | File list           |
| 1978/79           | A85-0016/045-048        | File list           |
| 1979/80           | A86-0021/042-046        | Box list            |
| 1980/81           | A87-0020/042-045        | File list           |
| 1981/82           | A89-0016/021            | File list           |
| 1982/83           | A89-0016/040            | File list           |
| 1983/84           | A90-0021/028            | File list           |
| 1984/85           | A92-0024/023-024        | File list           |
| 1986/87           | A94-0013/027 & /028     | File list           |
| 1987/88           | A98-0008/006            | File list           |
| 1988/89           | A98-0008/031-/032       | File list           |
| 1989/90           | A98-0008/056-/057       | File list           |
| 1990/91           | A98-0008/078            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0027 Governing Council (cont'd)

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1991/92           | A98-0008/099            | File list           |
| 1992/93           | A98-0008/106            | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0028 President's Office Accounts.**

-- 1963/64-1982/83. -- 2.70 m. -- Invoices, receipts, purchase orders; and some correspondence relating to travel expenses, entertainment, and office expenses for the President and presidential assistants. Files do not exist for every year. - Arranged by academic year and within each year by categories of expenses.

Provenance : Office of the President

| <u>Date Range</u> | <u>Acc.No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|------------------------|---------------------|
| 1963/64           | A1971-0011/078         | File list           |
| 1964/65           | A75-0021/009           | File list           |
| 1965/66           | A75-0021/033-034       | File list           |
| 1966/67           | A75-0021/065-/066      | File list           |
| 1967/68           | A75-0021/097-098       | File list           |
| 1968/69           | A77-0019/007           | File list           |
| 1969/70           | A77-0019/046           | File list           |
| 1971/72           | A78-0028/019           | File list           |
| 1972/73           | A78-0028/048-049       | File list           |
| 1973/74           | A79-0051/067-068       | Box list            |
| 1974/75           | A79-0051/127-128       | Box list            |
| 1975/76           | A81-0058/025-026       | Box list            |
| 1977/78           | A84-0026/129-130       | File list           |
| 1978/79           | A85-0016/049-050       |                     |
| 1979/80           | A86-0021/047-048       | Box list            |
| 1982/83           | A89-0016/046-048       | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0029 University Campaign.**

-- 1956-1962. -- 23 cm. --Correspondence; copies of acknowledgement letters; program and press conference outlines; notes on meetings with various organizations. -- Arranged chronologically.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1956-1962         | A86-0002/005-007        | Box list            |

University of Toronto Archives  
Inventory of the Records of the Office of the President

**RSIN 0030 University Matriculation Board.**

-- 1960-1966. -- 20 cm. -Correspondence; correspondence and reports from various Matriculation Board committees; minutes of meetings. Arranged chronologically.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1960-1966         | A86-0002/008-009        | Box list            |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0031 The University College, Dar es Salaam.**

-- 1962-1964. -- 26 cm. --Correspondence between officials at The University College, Dar es Salaam and Claude Bissell, President of the University of Toronto; materials relating to the University College's constitution and statutes; copies of minutes of the Provisional Council, the Council, and various committees; some material relating to the University of East Africa (of which the University College, Dar es Salaam became a constituent college in the mid-1960's). -Correspondence is arranged chronologically; minutes are grouped together by committee.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1962-1964         | A81-0007/002-003        |                     |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0032 Carnegie Foundation.**

-- 1906-1971. -- 46 cm. -Correspondence; agenda and minutes of Executive Committee meetings; minutes of Trustees meetings; various reports; correspondence regarding pensions and retirement allowances. -- Material is arranged by form and chronologically within each form.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1906-1940         | A68-0007/158-160        | File list           |
| 1940-1971         | A73-0029/005            | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0033 Files of the Research Assistant to the President. --**  
1947- 1979. -- 14.01 m. -- The position of Research Assistant appears to have been created in 1962 when Mrs. Frances Ireland was appointed to it by President Claude Bissell. She served in this position until her retirement in July 1979. During that time, she was responsible for assembling factual data, drafting correspondence requiring detailed research and analysis, writing reports, and editing the President's Report. Her area of work included secretary of the President's Council, the Presidential Advisory Committee on the Budget, the Resource Planning Committee, Simcoe Circle, and other senior administrative committees and task force groups. Mrs. Ireland was also involved in some extra-University responsibilities as secretary of various committees or sub-committees of the Committee of Presidents of Universities of Ontario/Council of Ontario Universities. From time to time, she was assigned various policies or issues to investigate for the University, such as calculating the cost per student of various programmes. Mrs. Ireland was replaced by Dr. Kenneth Bartlett in 1979. -- The records in this series include minutes, briefs, reports, studies, and critiques originating with or submitted to the following organizations during the period 1955 to 1979: committees at the University of Toronto; the Committee of Presidents of Universities of Ontario/Council of Ontario Universities; the (Ontario) Council on Academic Affairs; the Association of Universities and Colleges of Canada; the Advisory Committee on Academic Programmes; the Ontario Council on Graduate Studies; and the Commission on Post-Secondary Education in Ontario. The documents, assembled (and, in many cases, annotated and indexed) by Frances Ireland, served as reference material in such areas of presidential interest as trends and directions in postsecondary education, planning and budgeting, finances, staff, enrolment, curriculum and academic programmes, student aid, support services, physical facilities, and admission standards, as these matters affected the University of Toronto, other Ontario Universities, and universities in general. -- Material is generally arranged in sub-series. The condition of the records varies from accession to accession.

Provenance: Office of the President.



University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0033 Files of the Research Assistant to the President.  
(cont'd)

Sub-series:

**Academic Subcommittee of the Committee of Presidents of Provincially Assisted Universities and Colleges of Ontario.**  
-- 1961-1963. -- 26 cm. -- The Academic Subcommittee was established by the Committee of Presidents of Provincially Assisted Universities and Colleges on 21 March 1962 to draft a report on higher education in Ontario. The subcommittee presented its draft to the Committee of Presidents in May 1962, and this draft formed the basis of a document that was sent on to the provincial government, entitled "Postsecondary Education in Ontario, 1962-1970: Report of the Presidents of the Universities of Ontario to the Advisory Committee on University Affairs." On 5 February 1963, the Committee of Presidents requested the committee to re-convene in order to prepare two supplementary reports. Mrs. Frances Ireland served as the secretary to the subcommittee in both periods. -- Correspondence; copies of minutes; copies of the subcommittee's main report and supplementary reports; copies of the document submitted to the provincial government, entitled "Post-Secondary Education in Ontario, 1962-1970"; background material, including enrolment statistics and budget information. -Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1961-1963         | A73-0029/028-029        | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0033 Files of the Research Assistant to the President.  
(cont'd)

Sub-series:

**Administrative Retreats.** -- 1976-1977. -- 23.5 cm. -In 1976 and 1977, a series of retreats was held in an effort to involve Principals and Deans at the University of Toronto in medium-term planning (5-10 years) for the University. Retreats were held as follows: April 1976, Mohawk Inn; June 1976, Kempenfelt Bay; August 1977, Hockley Valley. -- Correspondence and memoranda relating to the planning of each retreat; copies of background materials; Frances Ireland's notes on planning activities; material from the Steering Committees for the retreats. -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1976-1977         | A79-0042/006            | File list           |

**Claude Bissell.** -- 1949-1969. -- 3 cm. -- Press clippings and information about Claude Bissell. -- No discernible arrangement.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1949-1969         | A79-0057/029            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0033 Files of the Research Assistant to the President.  
(cont'd)

Sub-series:

**Council of Ontario Universities.** -- 1962-1974/75. -1.06 m. -- The Committee of Presidents of Provincially Assisted Universities and Colleges of Ontario was established in December 1962. Its name changed to the Committee of Presidents of Universities of Ontario in December 1966, and changed again to the Council of Ontario Universities in May 1971. -- Circuletters, correspondence, copies of minutes, agenda, subject files. -- Arranged by academic year, and within each year according to a numerical filing system established by Mrs. Ireland.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1962/70           | A77-0035/020-033        | File list           |
| 1969/73           | A79-0057/025            | File list           |
| 1970/73           | A74-0019/001-008        | File list           |
| 1973/74           | A77-0035/034            | File list           |
| 1974/75           | A79-0042/003            | File list           |

**Council of Ontario Universities Committee on Operating Grants.** -- 1971/72-1978/79. -- 24 cm. -- Frances Ireland was secretary of this Committee from 1968 to 1978. -- Correspondence and memoranda; minutes; reports; copies of submissions prepared by the Committee and submitted to the provincial government. -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1971/72           |                         |                     |
| 1978/79           | A79-0042/003            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0033 Files of the Research Assistant to the President.  
(cont'd)

Sub-series:

**Council of Ontario Universities Task Force on Continuing Education in Education.** -- 1978. -- 2.5 cm. -- Correspondence and memoranda; notices of meeting; copies of the Task Force Report to the Council of Ontario Universities. -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1978              | A79-0042/003            | File list           |

**Dismissal file** -- 1976/77. -- 1 cm. -Correspondence and material regarding the dismissal of a faculty member at the University of Toronto. -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box.</u> | <u>Finding Aids</u> |
|-------------------|----------------------|---------------------|
| 1976/77           | A79-0057/026         | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0033 Files of the Research Assistant to the President.  
(cont'd)

Sub-series:

**Governing Council Planning and Resources Committee.** -- 1972/73-1975. -- 46.5 cm. -- The Planning and Resources Committee was created in 1972 (first meeting 1972-0831) with a mandate to: review the general objectives and priorities of the University, review academic programmes and all other matters with major resource implications, and review the University's research policy and major University policy submissions to external agencies. The Committee was also to review operating and capital budget planning. -Correspondence; proposals to be considered by the Committee; general information on planning; copies of agenda and minutes; copies of reports submitted to Governing Council; budget recommendations and guidelines to be reviewed by the Committee; notes and reports from subcommittees and task forces established by the Planning and Resources Committee; some material from the Council of Ontario Universities Advisory Committee on Academic Planning. -- Arranged by academic year and within each year according to a numeric filing system created by Mrs. Ireland. -

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1972/73           | A74-0019/014-016        | File list           |
| 1973/74           | A77-0035/017-018        | File list           |
| 1972/75           | A79-0057/029            | File list           |

**Jackson Commission on Declining School Enrolments in Ontario.** -- 1977/78. -- 3.5 cm. -- Background material; statistics; drafts of the University of Toronto's submissions to the Commission. -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1977/78           | A79-0042/003            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0033 Files of the Research Assistant to the President.  
(cont'd)

Sub-series:

**Library Council Committee on Stack Access to the Robarts Library.** -- 1972. -- 13 cm. -- Created by the University Library Council in February 1972 to investigate "the need for and nature of restrictions to the stacks of the Robarts Library." -- Correspondence; copies of minutes; briefs and reports submitted to the Committee; general information about the University of Toronto library system; copies of the Committee's Report to the Library Council, 1972-02-29; press clippings and material relating to the student demonstrations about library access. -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1972              | A77-0035/019            | File list           |

**Miscellaneous.** -- 1956-1978. -- 3.5 cm. -- Correspondence, reports, and notes on a variety of unrelated issues. -- No discernible arrangement.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1956/71           | A79-0057/023            | File list           |
| 1977/78           | A79-0057/026            | File list           |

**Ontario Council on University Affairs.** -- 1974/75. -- 6 cm. -- Correspondence; background materials, comments from departments, schools, and faculty councils, and drafts relating to preparation of the University of Toronto's brief to the Ontario Council on University Affairs. -- Arranged chronologically. -

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1974/75           | A79-0042/006            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0033 Files of the Research Assistant to the President.  
(cont'd)

Sub-series:

**Presidential Advisory Committee on the Budget.** -- 1959-1979. -- 1.62 m. -- Created in 1966 (first meeting 1966-06-28) as the Central Budget Committee, the Committee later became the Presidential Advisory Committee on the Budget. Frances Ireland was secretary of the Committee for many years. -- Correspondence and memoranda; agenda and minutes (originals and copies), 1966/67-1970/71; statistics; some background material on the budgeting process at the University of Toronto, 1959-1965; material relating to the University of Toronto's presentations to the provincial Committee on University Affairs; annual budget submissions; analyses of grants; faculty estimates; information on salaries; operating expenditure reports; material on the provincial formula for operating grants; working papers and copies of target budgets; forecasts of income and expenses, student enrolment; copies of the budget; material, including draft reports and the copies of the final report, regarding the Committee on Supplementary Income and Related Activities (Crispo Committee) established by the Presidential Advisory Committee on the Budget and the Association of the Teaching Staff. -- Arranged by academic year. Most material is arranged within each year according to a numerical filing system established by Mrs. Ireland.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1959              |                         |                     |
| 1972/73           | A77-0035/001-012        | File list           |
| 1973/74           |                         |                     |
| 1978/79           | A79-0042/001            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0033 Files of the Research Assistant to the President.  
(cont'd)

Sub-series:

**Presidential Advisory Committee on Policy and Planning.** -- 1958/59 -1963. -- .79 M. -- A working committee concerned with current educational problems within and outside the University of Toronto established by President Claude Bissell in 1958. President Bissell wanted it to examine problems "in the light of basic educational policies, in an atmosphere that is as far as possible free from bureaucratic constraint". Frances Ireland served as secretary of the Committee from 1960 to 1964. -- Copies of minutes and reports; correspondence regarding issues to be considered by the Committee. -- Arranged chronologically. -

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1958/59           | A90-0021/001-003        | File list           |
| 1960/61           | A79-0057/028            | File list           |
| 1961/62           | A90-0021/003            | File list           |
| 1960/61           | A74-0019/017            | Box list            |
| 1962/63           |                         |                     |
| 1962/63           | A78-0028/008            | Box list            |
|                   | A90-0021/004            | File list           |

**Presidential Committee on the School of Graduate Studies.** -- 1947-1966. -- 26 cm. -- Frances Ireland was secretary for this committee, 1964/65. -Correspondence and memoranda, 1963-1966; subcommittee reports on individual graduate degrees; statistical materials; background materials, 1947-1965; submissions from various university departments and individuals, 1964-1965; minutes and documents, 16 Jan. 1964 - 1965 Sept. 16; copies of the Presidential Committee on Student Counselling Report to the President and Appendix to the Report, 1965; copies of the Report from the Senate Committee on Control of Diploma and Certificate Courses. -- No discernible arrangement.



University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0033 Files of the Research Assistant to the President.  
(cont'd)

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1947-1966         | A71-0007/003-004        | Box list            |

Sub-series:

**Presidential Pension Review Committee.** -- 1975. -  
2.5 cm. -- Copies of correspondence and memoranda;  
copies of the Committee's Report to the President and  
the administrative response to the Report. -- Arranged  
chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1975              | A79-0042/006            | File list           |

**President's Addresses, Speeches, and Lectures.** -- See  
RSIN 0001.

**President's Council.** -- 1965/66. -- 12 cm. -Established  
in April 1965, the President's Council was to  
"consider all matters of priority in the development  
of the University and of its various parts and  
divisions, and to advise the President in connection  
therewith." Frances Ireland was the secretary of this  
Council from 1965 to January 1969. -- Correspondence  
between Council members; notices of meetings; agenda;  
minutes (originals and copies); a copy of a draft  
master plan proposal. For more material, see RSIN 0038  
(President's Council). -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1965              | A79-0057/027            | Box list            |
| 1965/66           | A78-0028/007-008        | File list           |
|                   | A80-0019/001            | Box list            |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0033 Files of the Research Assistant to the President.  
(cont'd)

Sub-series:

**President's Council Subcommittee on Resource Planning.** -- 1967/68-1970/71. -- 41 cm. -- The Subcommittee on Resource Planning was created by the President's Council in 1967 with the following terms of reference: to establish and maintain a classified inventory of space and facilities; to investigate the efficiency of the University's use of space and the availability of additional space; to consider the forecasts of funds available for additional staff, space and facilities over the succeeding five years; and to recommend to the President's Council priorities in the allocation of resources. Frances Ireland served as secretary of this Subcommittee. -- Agenda and minutes; copies of the Subcommittee's reports to the President's Council; correspondence; statistics, submissions, and studies to be considered by the Subcommittee on such issues as enrolment and space; copies of reports of various Users' Committees; information, reports, notices of meeting, and copies of minutes from the Presidential Advisory Committee on Instructional Media. -- Arranged by academic year.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1967/69           | A80-0019/001            | Box list            |
| 1967/68           | A77-0035/013-016        | File list           |
| 1970/71           |                         |                     |

**President's Report.** -- 1972-1976. -- 3.5 cm. -- Correspondence and memoranda regarding the preparation and publication of the Report; submissions from departments, faculties, and school; drafts of portions of the Report. -- Arranged roughly according to the sections of the President's Report.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1972-1976         | A79-0042/001            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0033 Files of the Research Assistant to the President.  
(cont'd)

Sub-series:

**Reports, Papers, and Publications.** -- 1956-1979. -3.15 m. -- Reports, papers, briefs, surveys, and studies, published and unpublished, prepared by the University of Toronto and other North American universities; submissions to the Committee on University Affairs/Ontario Council on University Affairs; reports prepared by the Ontario Council of Universities. Issues covered in these publications include trends and directions in post-secondary education, student discipline, planning and budgeting at universities, enrolment, curriculum, student aid and accessibility to higher education, technology and education, physical facilities, and admissions standards to universities. -  
- Material in accession A80-0019 is grouped according to topics and arranged chronologically within each topical grouping. There is no discernible arrangement to the material in accession A79-0057.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1956/79           | A80-0019/002-016        | Box list            |
| 1956/78           | A79-0057/027-037        | File list           |

**Sheffield Survey of Staff.** -- 1959-1963. -- 6 cm. -- In the early 1960s, Dr. E.F. Sheffield, Research Director of the National Conference of Canadian Universities and Colleges, made a survey of the academic staff of Canadian universities. -- Completed survey forms on new and former members of the teaching staff at the University; correspondence relating to the survey. -- Arranged alphabetically by personal name.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1959/63           | A79-0051/140            | Box list            |

University of Toronto Archives  
Inventory of the Records of the Office of the President

**RSIN 0033 Files of the Research Assistant to the President.**  
(cont'd)

Sub-series:

**Simcoe Circle.** -- 1972/73-1977/78. -- 1.64 m. -President Bissell initiated weekly meetings of the senior staff, a small group of mainly vice-presidents and vice-provosts that came to be known as "Simcoe Circle." Frances Ireland was secretary of these meetings for many years. -- Notices of Simcoe Circle meetings; copies of minutes; reports and background material for meetings. -- Arranged by academic year, and chronologically within each year.

| <u>Date Range</u> | <u>Acc.No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|------------------------|---------------------|
| 1972/73           | A79-0057/001-012       | File list           |
| 1977/78           | A79-0057/022-/023      | File list           |

**Special Committee of the Board of Governors on the Affairs of the Royal Ontario Museum.** -- 1953-1963. -26 cm. -- This special committee of the Board of Governors was established on 17 October 1962 to examine the relationship between the Royal Ontario Museum and other divisions of the University of Toronto. The committee was asked specifically to consider the following problems: (1) the relative emphasis that should be placed in the Museum on scholarship, public display, and teaching; (2) the qualifications and status in the University of curatorial appointments in the Museum; (3) the internal administration of the Museum. The Committee was chaired by the President Bissell, and Frances Ireland served as its secretary. -- Background materials; documents regarding the Museum's history and organization; materials from other museums; correspondence; submissions from individuals and departments; copies of the Committee's 1963 Report and other related reports. -- No discernible arrangement.

| <u>Date Range</u> | <u>Acc. No./Box No.</u>      | <u>Finding Aids</u> |
|-------------------|------------------------------|---------------------|
| 1953/63           | A71-0007/001<br>A81-0007/001 | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0033 Files of the Research Assistant to the President.  
(cont'd)

Sub-series:

**Special Senate Committee to Consider Future Enrolment Developments.** -- 1955-1963. -- 13 cm. -- Minutes; reports and studies; tables of statistics; memoranda; working papers of the Questionnaire Subcommittee of the Senate Committee on Enrolment. -- No discernible arrangement.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
|-------------------|-------------------------|---------------------|

|      |              |          |
|------|--------------|----------|
| 1963 | A71-0007/002 | Box list |
|------|--------------|----------|

**Staff Conspectus.** -- 1956/57-1964/65. -- 11.5 cm. - Lists of academic staff. -- Arranged alphabetically by faculty, school, or department.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
|-------------------|-------------------------|---------------------|

|         |              |          |
|---------|--------------|----------|
| 1956/57 |              |          |
| 1964/65 | A79-0051/140 | Box list |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0033 Files of the Research Assistant to the President.  
(cont'd)

Sub-series:

**Strategic Planning Committee.** -- 1972/72-1973/74. -  
12.5 cm. The Strategic Planning Committee appears to  
have begun on 19 September 1972 as a small  
presidential group that met informally off-campus. The  
Committee was a resource group for administration and  
for the Planning and Resources Committee of the  
Governing Council. Its stated purposes were: "(a) to  
keep a sizable number of people looking forward, and  
so establish forward planning as a high priority  
activity and a catalyst for imaginative ideas right  
down the line; and (b) to look at the total picture,  
canvass many objectives, select some, . . .  
investigate generally the feasibility of these, then  
try them on; suggest careful review by [Planning and  
Resources] Committee." -- Informal minutes; memoranda;  
material on planning and policy formulation, the  
objectives of planning, and approaches to planning;  
copies of reports, papers, and informational material;  
material about the finances of the colleges. --  
Arranged by academic year.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1972/73           | A74-0019/016            | File list           |
|                   | A79-0057/025            | File list           |
| 1973/74           | A79-0057/026            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0033 Files of the Research Assistant to the President.  
(cont'd)

Sub-series:

**Subcommittee on Research and Planning.** -- 1963-1972.  
2.35 m. -- The Presidents' Research Committee was established in 1962 as a part of the Committee of Presidents of Provincially Assisted Universities and Colleges of Ontario. Its name was changed to the Subcommittee on Research and Planning when the Committee of Presidents became the Committee of Presidents of Universities of Ontario in December 1966. The mandate of this group was to suggest to the Committee of Presidents research and planning projects which should be undertaken for the development and improvement of higher education in Ontario and to play such other relevant advisory roles as may be assigned by the Committee of Presidents. Frances Ireland was secretary of the Research Committee from its inception in 1962 until 1972. -- Records include originals and copies of minutes; correspondence; memoranda; press clippings; reports and submissions on various issues; responses to reports and proposals; statistics; background materials; and notes (both longhand and shorthand) made by Frances Ireland. Issues which are documented include, among others: university enrolment, denominational colleges, admissions, postsecondary education, student awards, student participation in university government, student discipline, operating grants, libraries and librarians, graduate studies, and residences. -- Although the condition of the records varies from accession to accession, material is usually arranged chronologically. Files in accession A74-0019 are arranged by academic year and within each year according to a numeric filing system established by Frances Ireland.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1963/67           | A77-0020/001-008        | File list           |
| 1963/71           | A80-0019/001            | Box list            |
| 1964/68           | A78-0028/008-011        | Box list            |
| 1964/72           | A74-0019/009-014        | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0033 Files of the Research Assistant to the President.  
(cont'd)

Sub-series:

**Subject files.** -- 1958-1973/74. -- 68.5 cm. -- Correspondence; statements; reports; and press clippings on a variety of issues. -- Most files are arranged alphabetically by topical subject. One box, A79-0042/004, shows no discernible arrangement.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1958/74           | A79-0042/001            | File list           |
|                   | /002                    | File list           |
| 1963/72           | A79-0042/004            | File list           |

**Vice-President (Institutional Relations and Planning).** -- 1972/73-1973/74. -- 17 cm. -- Copies of memoranda and information passed between President Evans and the Vice-President (Institutional Relations and Planning), J.H. Sword; copies of material distributed to the Planning and Resources Committee of the Governing Council. Material relates to university administration, faculties, departments, and colleges. -- Arranged by academic year and within each year according to a numeric filing system created by Mrs. Ireland.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1972/73           | A79-0042/005            | File list           |
| 1973/74           | A79-0057/025-026        | File list           |



University of Toronto Archives  
Inventory of the Records of the Office of the President

**RSIN 0034 Files of Dorothy Robertson.**

-- 1959-1978. -- 1.33 m. -Dorothy Robertson worked as a secretary in the Office of the Vice-President and Provost. In 1976, she was assigned to half-time with the Office of the President and the Research Assistant, Mrs. Frances Ireland, and half-time in the Office of the Vice-President and Provost. She worked on the President's Report and served as secretary to certain search committees and special committees, as well as serving as secretary of the Collegiate Board and of the Management Board of the University of Toronto Press. Miss Robertson retired in June 1978. -- The records in this series are largely correspondence, minutes, and reports of the various committees of which Miss Robertson was secretary. -Arranged in sub-series.

Provenance: Office of the President.  
Office of the Vice-President and Provost.

**Sub-series:**

**Association of Universities and Colleges of Canada  
University Resources Study.** -- 1969. -- 1 cm. --  
Correspondence, information, and copies of completed  
questionnaires relating to the University's  
involvement with developing countries. -- No  
discernible arrangement.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1969              | A79-0057/022            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0034 Files of Dorothy Robertson. (cont'd)

Sub-series:

**Collegiate Board.** -- 1974-1978. -- 10 cm. -- Miss Robertson served as recording secretary of the Collegiate Board from 1976 to 1978. -- Correspondence; minutes of the Collegiate Board meetings, 1976-1978; minutes, submissions, statistics, documentation, and correspondence relating to the Collegiate Board Review Committee (established in 1978 to draft a report on the functioning of the colleges since the Memorandum of Understanding); copies of older material and minutes for Miss Robertson's information. See also RSIN 0018 and RSIN 0036 for related records. -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1974/78           | A79-0057/013            | File list           |

**Committee to Review the Relationships between the Faculty of Music and the Royal Conservatory of Music.** -- 1976-1977. -- 3.5 cm. -- In March 1976, the Provost appointed this Committee to review the committee structure of the Royal Conservatory of Music, to advise on its effectiveness, to explore the role of the Conservatory in the University, and to review the relationship between the Conservatory and the Faculty of Music. Miss Robertson acted as secretary for the Committee. -- Correspondence; minutes; submissions; copies of the Committee's Report, 1977; correspondence relating to the Search Committee for a new Dean of the Faculty of Music. -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1976/77           | A79-0057/015            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0034 Files of Dorothy Robertson. (cont'd)

Sub-series:

**Faculty of Dentistry Curriculum Review Committee.** -- 1966-1969. -- 8 cm. -- In November 1966, the Dean of the Faculty of Dentistry established a committee to "review the present undergraduate curriculum of the Faculty of Dentistry and to study the long-range needs for dental education." Miss Robertson was recording secretary for the Committee. -- Tables; statistics; correspondence; minutes and copies of minutes; copies of the Committee's Report; background material. -- No discernible arrangement.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1966/69           | A79-0057/021            | File list           |

**OISE/University of Toronto Task Force on Education.** -- 1972-1973. -- 5 cm. -- This joint Task Force was formed on 7 December 1972 by President J.R. Evans to advise the President of "the most effective ways of interrelating the resources of the Ontario Institute for Studies in Education and the University to achieve shared objectives in the field of education." Miss Robertson was secretary for the Task Force. -- Correspondence and memoranda; copies of reports and studies; background material; drafts of the Task Force's Report; final copies of the Report to the President, 1973. -- No discernible arrangement. -

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1972/73           | A79-0057/021            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0034 Files of Dorothy Robertson. (cont'd)

Sub-series:

**Presidential Advisory Committee on Extension.** -- 1969-1970. -- 4.5 cm. -- This Committee was established in February 1969 to assess current extension policies and practices, to recommend any changes needed in the kind and quality of extension instruction offered by the University of Toronto, to recommend any changes needed in the organization of and financial arrangement for extension instruction, and to recommend forms of relations between the University and other universities and colleges. Miss Robertson was secretary of the committee. -- Minutes; correspondence; background material; drafts of the Committee's report; copies of the final Report. -- No discernible arrangement.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1969/70           | A79-0057/024            | File list           |

**Presidential Advisory Committee on Student Housing.**-- 1966-1970. -- 1.5 cm. -- This Committee was formed early in 1969 to review general matters of housing policy in residences and to make recommendations on new housing projects put forward. Miss Robertson was appointed secretary of the Committee. -- Minutes and copies of minutes; some background material; copies of the Committee's report, "Student Housing at the University of Toronto." -- No discernible arrangement.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1966/70           | A79-0057/022            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0034 Files of Dorothy Robertson. (cont'd)

Sub-series:

**Presidential Advisory Committee on Supplementary Income and Related Activities.** -- 1973-1977. -- 2 cm. -- Revived in January 1976 after a two-year interval. Miss Robertson served as secretary from 1976 to 1977. -- Correspondence; copies of reports; minutes. -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1973/77           | A79-0057/013            | File list           |

**President's Report.** -- 1959-1976. -- 26.5 cm. -- Submissions from the Faculty of Arts and Science, the Faculty of Applied Science and Engineering, and the Faculty of Medicine listing faculty publications and honours for the years 1974-1976; correspondence; notes from meetings about preparation of the President's Report, 1974; submissions of items of interest and draft paragraphs; drafts of portions of the Report; mailing lists; requests for copies of the President's Report; invoices and purchase orders related to the publication of the President's Report. -- Lists of publications and honours are arranged alphabetically by department within each faculty. No discernible arrangement for the remainder of the material.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1959/75           | A79-0057/023            | File list           |
| 1974/76           | A79-0057/019            | File list           |
| 1976              | A79-0057/018            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0034 Files of Dorothy Robertson. (cont'd)

Sub-series:

**Programme Committee on Household Science.** -- 1973-1974. -- 7.5 cm. -- This Committee was appointed by the Governing Council in December 1973 to implement the Governing Council's decision to create a new programme in household science. The Committee was asked to define and describe the new programme, the courses, and the degrees to be offered. Miss Robertson served as secretary to the Committee. -- Minutes and notices of meeting; correspondence relating to requests for information and suggestions; background material; correspondence relating to the establishment of the Committee; responses from Food Sciences graduates; master copy of the Report to the Provost, 1974. -Arranged by form.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1973/74           | A79-0057/019            | File list           |
| 1974              | A79-0057/022            | File list           |

**Publications.** -- 1973-1975. -- 1.5 cm. -- President's Reports from various Ontario Universities. -- No discernible arrangement. -

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1973/75           | A79-0057/022            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0034 Files of Dorothy Robertson. (cont'd)

Sub-series:

**Search Committees.** -- 1971-1978. -- 25 cm. -- Miss Robertson served as secretary of the following search committees between 1971 and 1978: Search Committee for a Director of the School of Architecture, 1976/77; Search Committee for a new Dean of the Faculty of Music, 1977/78; Search Committee to Recommend a Principal for the Royal Conservatory of Music, 1978; Search Committee for the new Director of the University of Toronto Press, 1977; Search Committee for the Dean of the Faculty of Arts and Science, 1971/72; Search Committee to Recommend a Dean for the Faculty of Education, 1973/74; Search Committee to Recommend a Dean for the Faculty of Social Work, 1975-1976. -Minutes and draft copies of minutes; correspondence; recommendations; applications; and curriculum vitae.  
Arranged by search committee (as listed above).

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1971/74           | A79-0057/020            | File list           |
| 1974              | A79-0057/022            | File list           |
| 1975/76           | A79-0057/022            | File list           |
| 1976/78           | A79-0057/015            | File list           |

**The Strength of the University** Documents. --  
-- 0.5 cm. -- Correspondence; a copy of the 1967-1968.

License agreement for Claude Bissell's publication, The Strength of the University. -- No discernible arrangement.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1967/68           | A79-0057/022            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0034 Files of Dorothy Robertson. (cont'd)

Sub-series:

**Task Force on Transitional Year Programme.** -- 1974-1977. -- 25.5 cm. -- In June 1976, the Governing Council of the University of Toronto appointed a Task Force to report on whether there was a need for the University's Transitional Year Programme and how the University could best meet this need. Miss Robertson served as secretary of this Task Force. -- Copies of submissions, studies, and reports; correspondence; background material; draft copies, final copies, and master copy of the Task Force's Report, 1977. --No discernible arrangement.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1974/77           | A79-0057/014 - /015     | File list           |
| 1975/76           | A79-0057/016            | File list           |
| 1976/77           | A79-0057/017            | File list           |

**University of Toronto Press Management Board.** -- 1975-1978. -- 10.5 cm. -- Minutes and draft copies of minutes; correspondence and memoranda; copies of financial statements; copies of reports from Press Board committees. -- No discernible arrangement.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1975/77           | A79-0057/016            | File list           |
| 1976/78           | A79-0057/014            | File list           |



University of Toronto Archives  
Inventory of the Records of the Office of the President

**RSIN 0035 Presidential Committee on the School of Graduate Studies.**

-- 1964-1965. -- 13 cm. -- The Presidential Committee on the School of Graduate Studies was established to "examine the academic, administrative and financial structure of the School of Graduate Studies, and to make recommendations for changes that may be considered necessary or desirable." The Committee was chaired by Bora Laskin, and Frances Ireland acted as secretary. -- Copies of minutes; copies of memoranda submitted to the Committee by various departments of the University. -- Arranged chronologically.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1964/65           | A77-0019/062            | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0036 Files of the Special Assistant to the President  
(Institutional Relations).**

-- 1968-1978. -- 2.18 m. -- On 1 July 1974, the portfolio of Vice-President (Institutional Relations and Planning) became Vice-President (Research and Planning). Responsibility for academic institutional relations (relationships with colleges and various academic agencies) was assigned to a new position, Special Assistant to the President (Institutional Relations). This latter position was filled by J. H. Sword from 1 July 1975 (when he returned from a year's sabbatical from the University) until 1980. Sword also served concurrently as Chair of the Collegiate Board and Director of the newly established Management Board of the University of Toronto Press. -- Correspondence, reports, and statistics mainly relating to relations with the colleges, various university organizations, academic agencies, educational associations, and government programmes. -- Arranged by sub-series.

Provenance: Office of the President

Sub-series:

**Arts and Science Planning Exercise.** - 1974-1977. - .26 cm. -- Reports from the departments of the Faculty of Arts and Science summarizing the department's present activities and putting forth future plans for both undergraduate and graduate programmes. -- Arranged by planning group.

| <u>Date Range</u> | <u>Acc. No./Box No</u> | <u>Finding Aids</u> |
|-------------------|------------------------|---------------------|
| 1974/77           | A84-0026/006-007       | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0036 Files of the Special Assistant to the President  
(Institutional Relations). (cont'd)

Sub-series:

**Associates of the University of Toronto Incorporated.**  
-- 1975-1977. -- 8 cm. -- An organization started in the New York City area in 1947 designed to allow University of Toronto alumni to provide some practical assistance to their alma mater and at the same time to get receipts for U.S. income tax purposes. In the 1960's, the University of Toronto Development Office began to work with the Associates, and specific project proposals were chosen to receive support from the Associates. -- This series includes requests submitted to the Associates for financial assistance (graduate fellowships, travel grants, awards and prizes, student loans), including letters of reference; correspondence relating to requests for assistance; correspondence relating to fund raising for the Associates' programmes; solicitation letters to members of the Associates; copies of minutes of annual meetings. -Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1975/77           | A84-0026/001& 003       | File list           |

**Association of Universities and Colleges of Canada.--**  
See RSIN 0062.

**AUCC Questionnaire on International Involvement of the Universities.** -- 1976. -- 1 cm. -- Correspondence. -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1976              | A85-0021/010            | Box list            |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0036 Files of the Special Assistant to the President  
(Institutional Relations). (cont'd)

Sub-series:

**August 1977 Retreat.** -- 1977. -- 2.5 cm. -- A retreat held at Hockley Valley to involve principals and deans at the University of Toronto in medium-term planning (5-10 years) for the University. -- Background materials; Sword's notes on discussions. For more information, see sub-series under RSIN 0033 (Files of the Research Assistant to the President). -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1977              | A79-0030/002            |                     |

**Collegiate Board.** -- 1974-1977. -- 20 cm. -- J.H. Sword was Chair of the Collegiate Board from 1975 to 1977. -Agenda, copies of minutes; notes; correspondence, memoranda, guidelines, presentations re: college programmes (academic), enrolment, funding, relations between the colleges and the University, physical facilities (space); copies of reports prepared by the Collegiate Board. See also RSIN 0034 for related records. -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1974/77           | A84-0026/002; /006-007  | File list           |

**Conference Files.** -- See RSIN 0052.

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0036 Files of the Special Assistant to the President  
(Institutional Relations). (cont'd)

Sub-series:

**Department of Alumni Affairs.** -- 1969-1978. -- 10.5 cm.  
-- Correspondence regarding alumni programmes,  
department staff, management of alumni records, and  
the Varsity Fund; copies of minutes of meetings of the  
University of Toronto Alumni Association; highlights  
and memoranda about meetings with individuals. --  
Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1969/76           | A84-0026/003            | File list           |
| 1975/77           | A84-0026/001            | File list           |

**Department of Private Funding.** -- 1975-1977. -  
17.5 cm. -- Correspondence relating to the Update  
program (an ongoing appeal to the private sector for  
financial support), established in April 1976;  
correspondence and recommendations from the Needs  
Committee; Update Campaign news; memoranda authorizing  
release of Update funds; correspondence, agenda, and  
minutes of the Update Project Review Committee; copies  
of submissions to the Review Committee; correspondence  
relating to the Staff Update Appeal. --Arranged by  
academic year.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1975/76           | A84-0026/004            | File list           |
| 1976/77           | A84-0026/008            | File list           |
| 1977              | A84-0026/089            | File list           |

**Educational and Cultural Exchange Programme.** -- See  
RSIN 0059.

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0036 Files of the Special Assistant to the President  
(Institutional Relations). (cont'd)

Sub-series:

**General Correspondence.** -- 1975-1979. -- 14 cm. --  
Memoranda to and from the President; correspondence  
regarding inquiries about the University, minor problems  
with University bureaucracy, queries about employment  
with the University; some copies of agenda and minutes  
from various University committees; pamphlets and  
publications forwarded to Sword for his interest and  
information. -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1975/77           | A79-0030/001            |                     |
| 1976/77           |                         |                     |
| 1977/78           | A85-0021/010            | Box list            |
| 1978/79           | A80-0029/008            | File list           |

**Information Services.** -- 1975-1977. -- 11.5 cm. --  
Correspondence, memoranda, and copies of minutes relating  
to the Graduate (the alumni magazine of the University of  
Toronto) and the Graduate, Advisory Board; copies of the  
Graduate; some correspondence regarding the Bulletin;  
copies of invoices; correspondence relating to fund  
raising; correspondence, memoranda, and information  
relating to campus tours and public relations activities.  
-- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1975/76           | A84-0026/004            | File list           |
| 1976/77           | A84-0026/001,/008       | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0036 Files of the Special Assistant to the President  
(Institutional Relations). (cont'd)

Sub-series:

**Jacob Bronowski Day.** -- 1977. -- 4 cm. -Correspondence and memoranda; press clippings; invoices; press clippings; notes relating to arrangements for Jacob Bronowski Day, 17 October 1977. -- No discernible arrangement.

| <u>Date Range</u> | <u>Acc.No. Box No.</u> | <u>Finding Aids</u> |
|-------------------|------------------------|---------------------|
| 1977              | A85-0021/007           | Box list            |

**Public Service Bicultural Development Programme.** -- See RSIN 0058.

**Royal Conservatory of Music of Toronto.** -- 1952-1978. -  
- 16.5 cm. -- Minutes of the Royal Conservatory of Music Assembly; correspondence about the Conservatory's financial situation, the relationship between the Conservatory and the University of Toronto Faculty of Music, programmes, faculty appointments; notes about the Conservator; files pulled from the President's Office record system about the Conservatory, 1968/691975/76; material from the search committee to recommend a Principal of the Royal Conservatory of Music, 1977/78 (including correspondence, recommendations, and curriculum vitae). -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1976/77           | A84-0026/009            | File list           |
| 1952/78           | A84-0026/011            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0036 Files of the Special Assistant to the President  
(Institutional Relations). (cont'd)

Sub-series:

**Search Committee for the Next Dean of the Faculty of Music.**  
-- 1976/77. -- 13 cm. -- J. H. Sword, Chair of Search  
Committee. -- Minutes and personal notes of Search  
Committee meetings; correspondence and memoranda;  
curriculum vitae. -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1976/77           | A84-0026/012            | File list           |

**Sesquicentennial Celebrations Committees.** -- 1975-1977. -- 6  
cm. -- Memoranda and correspondence regarding preparations  
for Sesquicentennial celebrations; copies of minutes from  
the Publicity Committee, the Executive Committee, and the  
Celebrations Council. -- Arranged chronologically. -

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1975/77           | A79-0030/002            |                     |

**Sesquicentennial Long Service Honour Awards.** -1976/77. --  
13 cm. -- These awards were designed to provide public  
recognition to members of staff who had given  
distinguished and lengthy service to the University. --  
Completed nomination papers; correspondence acknowledging  
receipt of nominations; lists of award winners; copies of  
citations for award winners. -- Arranged alphabetically  
by personal name.

| <u>Date Range</u> | <u>Acc. No./Box 001</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1976/77           | A77-0021/001            |                     |



University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0036 Files of the Special Assistant to the President  
(Institutional Relations). (cont'd)

Sub-series:

**Southam Fellowship Programme.** -- See RSIN 0053.

**Toronto School of Theology.** -- 1973-1977. -- 12.5 cm. -  
- Correspondence between Sword and the Toronto School of  
Theology; information about programmes at TST; copies of  
agenda and minutes of meetings of the Board of Trustees of  
TST; correspondence and memoranda about relations between  
the TST and the University of Toronto; copies of position  
papers and administrative responses. For related records  
see RSIN 0011. -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1973/76           | A84-0026/005            | File list           |
| 1975/77           | A84-0026/009            | File list           |

**University of Toronto Press Management Board.** -- 1975/1977  
- .53 m. -- Correspondence; copies of balance sheets,  
financial statements, and budgets; progress reports;  
information about the publishing programmes of the  
Press; correspondence and memoranda about policies;  
various reports; copies of agenda and minutes of  
meetings of the Board, the Manuscript Review  
Committee, and the Publications Policy Committee;  
dossiers to be considered by the Manuscript Review  
Committee. -Arranged by committee; arranged  
chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u>  | <u>Finding Aids</u> |
|-------------------|--------------------------|---------------------|
| 1975/77           | A84-0026/017-019         | File list           |
| 1976/78           | A84-0026/010; /016; /019 | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0036 Files of the Special Assistant to the President  
(Institutional Relations). (cont'd)

Sub-series:

**Varsity Fund.** -- See RSIN 0043.

**Visits Files.** -- 1973-1978. -- 7 cm. -- Correspondence and memoranda relating to visits of dignitaries or foreign faculty to the University of Toronto; information about tour arrangements; letters of acknowledgement. -- Arranged chronologically. -

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1973/76           | A79-0030/002            |                     |
| 1976/78           | A80-0029/008            | File list           |

**Writer in Residence Programme.** -- See RSIN 0054.

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0037 Files of the Research Consultant.**

-- 1959-1969. -- 7 cm. - Col. C.G.M. Grier, a Research Consultant, helped Dr. Bissell in 1971-1972 as Bissell began to write a book about his years as President of the University of Toronto. -- This series consists of material removed from the files of the Office of the President for research purposes as outlined above, including: memoranda, reports, drafts of reports, correspondence, a clipping, and a survey. There seems to be little relationship between files. -- No discernible arrangement.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1959/69           | A73-0044/001            | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0038 President's Council.**

-- 1965-1971. -- .26 m. - Established in April 1965, the President's Council was to "consider all matters of priority in the development of the University and of its various parts and divisions, and to advise the President in connection therewith." Frances Ireland was the secretary of this Council from 1965 to January 1969. In January 1969, Dorothy Robertson from the Office of the Executive Vice-President (Academic) and Provost took over as secretary of the Council and the Council's records were passed to her. The last meeting of the President's Council was held 24 May 1972. -- Copies of agenda, minutes, and reports circulated for President's Council members' information; a copy of draft rules of procedure. For more material, see sub-series under RSIN 0033 (Files of the Research Assistant to the President). -- Arranged chronologically.

Provenance: Office of the President.  
Office of the Executive Vice-President  
(Academic) and Provost.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1965/71           | A70-0002/001            |                     |
| 1966/67           | A75-0021/079            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

**RSIN 0039 Graphic Materials.**

-- [19--]-1977. -- 1.04 m. -- Photoprints, grease-pencil cartoons, and ink sketches of people and events at the University of Toronto. - No discernible arrangement. -- Open.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u>      | <u>Finding Aids</u>  |
|-------------------|------------------------------|--|
| n.d.              | A65-0007/001                 | Item list; also<br><br><u>see Guide to<br/>Graphic Records in<br/>the University of<br/>Toronto Archives,<br/>1965-1985.</u> |
| [196-]<br>1977    | A78-0048/010-011<br>A80-1018 | <u>Guide to Graphic<br/>Records in the<br/>University of<br/>Toronto Archives,<br/>1965-1985</u>                             |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0040 Special Salary Committee of the Board of Governors.**

--1959 1960. -- 9 cm. -- The Special Salary Committee was established by the Board of Governors on 16 April 1959 with the following terms of reference: "to study every administrative position within the University and its subsidiaries not covered by existing job classifications, and establish salary ranges, having regard for comparative positions in industry and Government Services and, on the basis of the new salary ranges, recommend salary rates for all senior administrative officers in the University and its subsidiaries for the fiscal year commencing July 1st, 1959." -- Correspondence; copies of position descriptions; copies of the Committee's draft Report to the Board of Governors, 1960; salary information; responses to the draft Report. -Arranged chronologically.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1959/60           | A86-0002/007            | Box list            |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0041 University Act Revision.**

-- 1945-1947; 1954/55. -- 7 cm. -- Minutes and reports from the Joint Committee to Consider Revisions in the University Act, 1945/46; background material from other universities; correspondence; copies of the University of Toronto Act, 1947; correspondence and drafts of amendments and explanatory notes to allow for the election of the Chancellor of the University, 1954/55; excerpts of the University of Toronto Amendment Act, 1955. -- Arranged chronologically.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1945/47           | A68-0007/015            | File list           |
| 1954/55           | A68-0007/119            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

**RSIN 0042 University Pension Plan.**

-- 1962-1966. -- 6 cm. --Correspondence; memoranda; copies of consultants' reports. - - Arranged chronologically.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1962/66           | A71-0011/093            | File list           |



University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0043 Varsity Fund.**

--1964-1977. -- 1 m. -- The Varsity Fund was a cooperative annual appeal to the alumni of the University of Toronto. Funds raised were only to be used for "vital projects that cannot be financed from the normal operating budget of the University." Responsibility for administering this fund was as follows: 1965-1967: Executive Assistant to the President (D.F. Forster); 1967-1969: Vice-Provost and Executive Assistant to the President (D.F. Forster); 1969-1975: Assistant to the President (N.S.C. Dickinson); 1975-1977: Special Assistant to the President-Institutional Relations (J.H. Sword). -- Correspondence and memoranda; reports; Varsity Fund bulletins; projects budgets; copies of completed project authorization forms; statement of accounts for the Varsity Fund; information on authorized projects; copies of agenda and minutes of the Varsity Fund Board of Directors and Executive Committee; copies of financial statements. -- Arranged by academic year.  
Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1964/65           | A71-0011/094            | File list           |
| 1965/76           | A80-0029/001-007        | File list           |
| 1975/77           | A84-0026/005; /009      | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0044      Capital Funds Projections.**

-- 1959-1967. -- 3 cm. -Correspondence; financial statements; expenditure summaries; capital schedules. -- No discernible arrangement.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1959/67           | A71-0011/095            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

**RSIN 0045 Staff Reports.**

-- 1946-1947. - 26 cm. -- Completed information and appraisal forms for all staff with the rank of lecturer or higher. -- Arranged by faculty or department.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1946/47           | A71-0011/118-119        | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0046 Commission on the Government of the University of Toronto.**

-- 1968-1970. -- 26 cm. -- The Commission was formed in the late fall of 1968 and held its first meeting in December 1968. It was asked to examine the whole structure of the University and held hearings in all parts of the university as well as inviting representation from many sectors of public and academic life in Canada and the United States. The Commission was popularly known as the Commission on University Government (CUG). -- Correspondence regarding the formation of the Commission; general correspondence; press clippings; copies of draft chapters of the Commission's Report; copies of minutes; copies of briefs submitted to the Commission; organizational charts, 1969; responses and reactions to Report of the Commission on University Government; press releases; arrangements to have the report published in book form; copy of the publication, Toward Community in University Government, 1970; material relating to the CUG Programming Committee and the special Senate Steering Committee on the Commission on University Government Report; material relating to the University-Wide Committee established to facilitate discussion of the Commission's report. -- Arranged chronologically.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1968/70           | A78-0028/001-002        | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0047 Robarts Library.**

-- 1963-1972. -- 39 cm. -- Progress reports on the construction of Robarts Library and the School of Library Science; copies of the program for the construction of a building complex to house the Humanities and Social Sciences Research Library, 1963, 1965; correspondence relating to the construction of a research library at the University of Toronto; copies of minutes of meetings held to discuss the design of the library; estimates for construction; some correspondence relating to the development of a coordinated university library system in Ontario; booklets and background materials (including photographs) on comparative libraries in the United States; correspondence relating to the allocation of "provincial" space in the Robarts Library; press clippings; correspondence and material relating to Sidney Fisher's financial contributions and donations of books to the Rare Book Library; material relating to the issue of stack access, 1971/72, including: correspondence, copies of the Report of the Committee on Stack Access to the Robarts Library, 1972, submissions from departments, individuals, and concerned groups, press releases, material relating to student protests over the issue. -- Arranged chronologically.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1963/72           | A78-0028/003-005        | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0048 Medical Sciences Building.**

-- 1965-1971. -- 18 cm. -- Correspondence; monthly progress reports on the construction of the Medical Sciences Building, 1965-1969; material regarding arrangements for the Opening Ceremonies for the completed building on 7,8,9 October 1970. -- Arranged chronologically.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1965/71           | A78-0028/006-007        | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

**RSIN 0049 Conference on the Future of the Canadian Federation.**

-- 1976-1977. -- 52 cm. -- A major two day national conference held on the campus of the University of Toronto, in cooperation with other universities in Canada, to discuss the future of confederation. Planning began in December 1976. Prompted by election of the Parti Quebecois with "its avowed intention of establishing a separate sovereignty for that province." The conference dealt with four major areas: community and identity, nationalism, economic policy, and division of responsibilities between levels of government. The Conference was held 14-15 October 1977. Coordinator: William Saywell, Principal of Innis College. Otherwise known as the Options Conference. -- Correspondence and memoranda; background materials and reports on related issues; press clippings; notes; copies of a study commissioned by the Canada West Foundation, 1977; arrangements with speakers; copies of the Conference programme; post-Conference correspondence; photographs of Conference speakers (identified); a copy of the results of a survey by Southam Press Limited, The Searching Nation: A Study of Canadians' Attitudes to The Future of Confederation, 1977; copies of the report from "Alternatives Canada," the student conference held 13-16 October 1977. -Arranged roughly in chronological order.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1976/77           | A78-0048/006-009        | Box list            |

University of Toronto Archives  
Inventory of the Records of the Office of the President

**RSIN 0050 Files of the Assistant to the President (N.S.C. Dickinson).**

-- 1971-1975. -- 25 cm. -- N.S.C. Dickinson was appointed Assistant to the President effective 1 July 1967. President Claude Bissell intended that this position replace the portfolio Assistant to the Registrar (Ceremonials) held by Professor Ireton, who was retiring in September 1967. As Assistant to the President, Dickinson was responsible for ceremonials, conferences, and arrangements for distinguished visitors. He retired on 30 June 1975. Many of his duties appear to have been transferred to the Special Assistant to the President (Institutional Relations) and to the Ceremonials Assistant in the Office of the President (see RSINs 0036 and 0056). -- Correspondence files relating to conferences and lectures held at the University of Toronto and to various University programmes such as the Writer in Residence project and the Southam Fellowship programme. -Files are usually arranged by academic year with sub-series.  
Provenance: Office of the President.

**Sub-series:**

**Association of Universities and Colleges of Canada.**  
-See RSIN 0062.

**Campus Tours.** -- 1974-1975. -- 1 cm. --  
Correspondence; applications; announcements of the summer Campus Tours programme. -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1974/75           | A85-0021/008            | Box list            |



University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0050 Files of the Assistant to the President (N.S.C. Dickinson) (cont'd)

Sub-series:

**Claude Bissell Chair.** -- 1972-1975. -- 3.5 cm. -- The Claude Bissell Chair in American-Canadian Studies was established by the Associates of the University of Toronto, Inc. as a 25th anniversary project in 1972. -Correspondence; copies of press releases; memoranda relating to arrangements for receptions and dinners. -Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1972/75           | A85-0021/008            | Box List            |

**Conference Files.** -- See RSIN 0052.

**Convocation Files** See RSIN 0055.

**Educational and Cultural Exchange Programme.** -- See RSIN 0059.

**Foreign Service Visitor Programme.** -- 1974/75. - 0.5 cm. -- Correspondence. -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1974/75           | A85-0021/002            | Box list            |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0050 Files of the Assistant to the President (N.S.C. Dickinson) (cont'd)

Sub-series:

**General Correspondence.** -- 1971-1975. -- 13 cm. -- Correspondence relating to miscellaneous requests for information about the University; information about conferences and lectures being held at the University; invitations to events; correspondence relating to visits to the University; material relating to the collecting of salary data and other data on full-time academic staff for Statistics Canada, 1974. -- Arranged by academic year. -

| <u>Date Range</u> | <u>Acc. No./ Box No.</u> | <u>Finding Aids</u> |
|-------------------|--------------------------|---------------------|
| 1971/74           | A80-0029/008             | File list           |
| 1973/75           | A79-0030/001             | File list           |

**J.S. Mill Project.** -- See RSIN 0057

**Public Service Bicultural Development Programme.** -- See RSIN 0058.

**Private Support Board.** -- 1970-1974. -- 6 cm. -- The Private Support Board was established by the Governing Council in 1972/73 to deal with the area of private (non-government) support for the University. The major purpose of the Board was "to provide policy guidance for University fund-raising activities." N.S.C. Dickinson served as Secretary of the Private Support Board from February 1973 to April 1974. -- Material relating to the Presidential Advisory Committee on Private Financial Support, including the Committee's Report, 1970; copies of minutes of the Private Support Board; correspondence and memoranda. -- Arranged chronologically. -

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1970/74           | A85-0021/008            | Box list            |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0050 Files of the Assistant to the President (N.S.C. Dickinson). (cont'd)

Sub-series:

**Shastri Indo-Canadian Institute.** -- 1966-1972. -- 1 cm. -- Correspondence relating to the University of Toronto's support of the Shastri Indo-Canadian Institute. -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1966/72           | A85-0021/007            | Box list            |

**Southam Fellowship Programme.** -- See RSIN 0053

**Special Academic Research - Accounts.** -- See RSIN 0067

**Varsity Fund.** -- See RSIN 0043.

**Writer in Residence Programme.** -- See RSIN 0054.

University of Toronto Archives  
Inventory of the Records of the Office of the President

**RSIN 0051 Presidential Advisory Committee on the Institute of Business Administration.**

-- 1956-1960. -- 13 cm. -- This Committee was established by the President in September 1958 to review "the work and philosophy of the Institute and to determine what changes are necessary in the light of developments within this University and in the general field of business administration in Canada, the United States, and Great Britain." -- Copies of minutes of Committee meetings; some correspondence and material from a Business Administration Committee established in 1956 to consider the relations of the Institute of Business Administration to various University faculties and departments; general correspondence; statements and recommendations of Committee members, alumni, and University of Toronto staff; draft reports; copies of the Committee's Report, 1959; comments on the Report. -- Arranged by form and chronologically within each form.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1956/60           | A73-0029/004            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

**RSIN 0052 Conference files.**

-- 1971-1982. -- 39 cm. -- Responsibility for conference arrangements over the years has been as follows: 1967-1975: Assistant to the President (N.S.C. Dickinson); and 1975-1980: Special Assistant to the President-Institutional Relations (J.H. Sword). Between 1968 and 1989, the Ceremonials Assistant (K. Takenaka), often assisted in making arrangements. -- Correspondence relating to conferences held at the University of Toronto. -- Arranged by conference.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1971/82           | A85-0021/001            | Box list            |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0053 Southam Fellowship Programme.**

--1965/66-1983/84. -- 88 cm. -- The objective of the Southam Fellowships for Journalists is "to encourage improvement in journalism by offering to qualified men and women an opportunity to broaden their knowledge by study in a university setting." A number of Southam Fellowships for Journalists are awarded annually, tenable for one year at the University of Toronto. Selection of Fellows is the responsibility of a Board of Judges. The first Fellows entered the University in the fall of 1962. Between 1961 and 1975, the Assistant to the President (N.S.C. Dickinson), chaired the selection committee and was responsible for overseeing the programme. After Dickinson's retirement from the University in 1975, responsibility for overseeing the programme was passed to the Special Assistant to the President-Institutional Relations (J.H. Sword). After 1980, responsibility passed to the Vice-President-Institutional Relations (D.G. Ivey). -Applications; letters of reference; correspondence; material relating to arrangements for Fellows to participate in exchange visits and seminar/dinner groups with distinguished Canadians; mailing lists for Southam Fellowship brochures. -- Arranged by academic year and within each year alphabetically by name of Fellow.

Provenance : Office of the President  
Office of the Vice-President (Institutional Relations)

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1965/66-1983/84   | A85-0021/002-004        | Box list            |

University of Toronto Archives  
Inventory of the Records of the Office of the President

**RSIN 0054 Writer in Residence Programme.**

-- 1967-1984/85. -- 10 cm. -- The first writer-in-residence at the University of Toronto was appointed in 1965. The Assistant to the President (N.S.C. Dickinson), had responsibility for overseeing arrangements for the writer-in-residence from 1967 to 1975. After Dickinson's retirement from the University in 1975, responsibility for overseeing the programme was passed to the Special Assistant to the President-Institutional Relations (J.H. Sword). After 1980, responsibility passed to the Vice-President-Institutional Relations (D.G. Ivey), assisted by the Ceremonials Assistant, who looked after most of the financial arrangements for the project. -Correspondence; statements of accounts regarding the programme; press clippings. -- Arranged by academic year.

Provenance: Office of the President.

Office of the Vice-President (Institutional Relations).

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1967-1984/85      | A1985-0021/002          | Box list            |
| 1986-1987         | A1994-0013/032          | File list           |
| 1987-1988         | A1998-0008/009          | File list           |
| 1988-1989         | A1998-0008/036          | File list           |
| 1990-1991         | A1998-0008/081          | File list           |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0055 Convocation Files.**

-- 1964-1982. -- 1.43 m. -Responsibility for Convocation arrangements has been as follows: pre-1965: Assistant to the Registrar (J.P. Evans); 1965-1967: Assistant to the Registrar-Ceremonials (H.J.C. Ireton); 1967-1975: Assistant to the President (N.S.C. Dickinson); 1964-1989: Ceremonials Assistant (K. Takenaka). -- Copies of seating plans; correspondence and memoranda relating to arrangements for Convocation speakers, receptions, ushers, marshalls, police service, invitations, etc.; copies of Convocation programmes (some annotated), invitations, and tickets; copies of operation orders; press clippings; a few photoprints of Convocation. -- Arranged chronologically.

Provenance: Office of the Registrar  
Office of the President

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1964/72           | A75-0019/001-005        | Box list            |
| 1968/82           | A85-0021/005-006        | Box list            |



University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0056 Files of the Ceremonials Assistant.**

-- 1921-1984. -- 2.96 m. -- Effective 1 July 1968, Mrs. K. Takenaka was transferred from the Office of the Vice-President and Registrar to the Office of the President as Ceremonials Assistant. After N.S.C. Dickinson retired as Assistant to the President in June 1975, Mrs. Takenaka assumed greater responsibilities, including the preparation and follow through of the budget; the assembly of materials for the Senior Salaries Committee; and the full responsibility for management of Convocation ceremonials. Mrs. Takenaka retired in June 1989. - Records (including some dated prior to establishment of office) relating to arrangements for ceremonials, including: correspondence and memoranda, operation orders, architectural drawings, and completed forms; also some records relating to financial arrangements for various programmes at the University. - - Arranged in sub-series.

Provenance: Office of the Registrar.  
Office of the President.

**Sub-series:**

**Conference files.** -- See RSIN 0052.

**Convocation files.** -- See RSIN0055

**Formal Addresses and Greetings.** -- 1962-1984. -  
.30 m. -- Invitations; correspondence; and copies of official greetings of the Senate and Board of Governors of the University of Toronto; official greetings received from various universities on the installation of Mrs. Pauline Mills McGibbons as Chancellor. -- Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1962/70           | A77-0023/001            | Box list            |
| 1967/70           | A85-0021/008            | Box list            |
| 1971              | A72-0001/001            |                     |
| 1984              | A85-0001/001            |                     |

University of Toronto Archives  
Inventory of the Records of the Office of the President

RSIN 0056 Files of the Ceremonials Assistant. (cont'd)

Sub-series:

**Honorary Degree Files.** -- 1921-1980. -- 1.18 m. -  
Copies of citations; copies of addresses given by honorary degree recipients; correspondence; memoranda relating to Convocation arrangements; lists of honorary degree recipients; press clippings; invitations; sample tickets; a few Convocation programmes. Golden Book containing signatures of honorary graduands (1921, 1924-1974) ; photographs; sound recording of Gen. Eisenhower at Convocation Hall. -- Arranged chronologically.

See also RSIN 0008 and 0018 for related records.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1921/72           | A73-0040/001            | File list           |
| 1946              | A93-0017S               |                     |
| 1960/69           | A77-0023/002-004        | File list           |
| 1970/74           | A80-0015/001-003        |                     |
| 1974              | A74-0014/001            |                     |
| 1976/77           | A84-0026/020            | File list           |
| 1975/80           | A85-0021/009            | Box list            |

**Installation Ceremonies** - 1958-1978. .41 m.

Records relating to the installation of university officials as President or Chancellor or Principal. Includes minutes of installation committee meetings, list of guests, cost of event, correspondence between university officials involved in the arrangements for the event, reply card, invitations, programme, and seating plan. Also includes film and sound recording of installation of President Ham (1978).

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1958/65           | A85-0042/001            |                     |
| 1971              | A80-0015/001            |                     |
| 1972              | A73-0040/001            |                     |
| 1977              | A77-0052/001            |                     |
| 1978              | A78-0065:001M           |                     |
|                   | A78-0046S               |                     |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0056 Files of the Ceremonials Assistant. (cont'd)**

**Other Special Events** -1927-1977. .86 m. Records relating to other special events including the opening of buildings, memorial services and dedications, home-coming, Sidney Smith Day, Royal visit of Princess Elizabeth and Duke of Edinburgh (1951). Also includes promotional film "Light of the mind" (1965)

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1927/70           | A77-0023/001,005-008    | File list           |
| 1965              | A79-0031/001M-006M      |                     |
| 1970/73           | A73-0040/001            | File list           |
| 1977              | A77-0052                |                     |

**Sesquicentennial Long Service Awards** - 2<sup>nd</sup> Phase and 3rd Phase. -1977-1978. -- .21 m. -- Lists of nominations; list of award winners, invitation, press coverage, invoices; correspondence relating to arrangements for printing of certificates; copies of letters sent to recipients of the award; copies of memoranda and correspondence between J.H. Sword, Special Assistant to the President (Institutional Relations) and President John Evans. Citations and completed nomination forms. For more information, see sub-series under RSIN 0036 (Files of the Special Assistant to the President (Institutional Relations)). -- No discernible arrangement.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1977              | A77-0052/001            |                     |
| 1977/78           | A85-0021/007            | Box list            |
| 1978              | A78-0007/001            |                     |

**Writer in Residence Programme.** -- See RSIN 0054

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0057 J.S. Mill Project.**

-- 1961-1975. -- 6 cm. -- The J.S. Mill Project was a special project of the University of Toronto, supported by the Humanities Research Council of Canada, to collect and edit the works of John Stuart Mill. Responsibility for authorizing expenditures for the project was as follows: 1961-1965: Executive Assistant to the President (J.H. Sword); 1965-1970: Vice-Provost and Executive Assistant to the President (D.F. Forster); 1970-1975: Assistant to the President (N.S.C. Dickinson). -Copies of reports to the Humanities Research Council; copies of progress reports submitted to the President of the University of Toronto; general correspondence; correspondence and invoices relating to the accounts for the project. -- No discernible arrangement.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1961/75           | A85-0021/007            | Box list            |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0058 Public Service Bicultural Development Programme.**

-- 1967-1976/77. -- 9 cm. -- The Public Service Bicultural Development Programme was launched by the federal government in 1967 with the objective of introducing French-speaking federal civil servants to an English-speaking community. The University of Toronto, York University, and University Laval participated in the programme. Responsibility for making arrangements for the Public Service Fellows at the University of Toronto was as follows: 1967: Vice-Provost and Executive Assistant to the President (D.F. Forster); 1967-1975: Assistant to the President (N.S.C. Dickinson); 1975-1977: Special Assistant to the President-Institutional Relations (J.H. Sword). -- Correspondence; memoranda relating to housing and financial arrangements; letters of introduction; curriculum vitae of Public Service Fellows attending the University of Toronto. -- Arranged by academic year and within each year alphabetically by name of Fellow.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1967-1976/77      | A85-0021/008            | Box list            |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0059 Educational and Cultural Exchange Programme.**

-- 1969 -1975/76. -- 2.5 cm. -- Responsibility for administering this programme at the University of Toronto was as follows:  
1969-1975: Assistant to the President, N.S.C. Dickinson; 1975/76: Special Assistant to the President (Institutional Relations), J.H. Sword. -- Correspondence; copies of letters of introduction. -- Arranged by academic year.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1969-1975/76      | A85-0021/008            | Box list            |

University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0060 Federated Colleges.**

-- 1970-1974. -- 26 cm. --Correspondence; information regarding fiscal arrangements, teaching loads, enrolment, and courses; statistics; notes of meetings with the heads of the Federated Universities; materials from the Inter-College Committee; correspondence regarding reform of the college system, inter-college relations, relations between the colleges and the University, physical resources, and the role of the colleges in the Faculty of Arts and Science. -- Arranged by academic year.

Provenance: Office of the Vice-President (Institutional Relations and Planning)

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1970/73           | A84-0026/013            | File list           |
| 1973/74           | A84-0026/014            | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

**RSIN 0061      Presidential Committee on the University of  
Toronto Press.**

-- 1952-1976. -- 15 cm. -- The Presidential Committee on the University of Toronto Press was appointed in December 1973 to examine the current functions of the Press and to review its editorial and publishing priorities, administrative structure, and its financing. -- Copies of the Committee's Final Report; administrative response to the report; background information from other university presses; briefs, letters, and comments about the U of T Press; financial statements; copies of minutes of the Committee's meetings; general correspondence. -- Arranged chronologically.

Provenance:      Office of the Vice-President (Institutional  
Relations and Planning).

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1952-1976         | A84-0026/015-016        | File list           |



University of Toronto Archives  
**Inventory of the Records of the Office of the President**

**RSIN 0062 Association of Universities and Colleges of Canada.**  
-- 1967-1976. -- 7 cm. -- Between 1967 and 1975, the Assistant to the President (N.S.C. Dickinson), was responsible for contact with the AUCC. After 1975, this responsibility passed to the Special Assistant to the President-Institutional Relations (J.H. Sword). -- Correspondence. Arranged chronologically.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1967/76           | A85-0021/010            | Box list            |

University of Toronto Archives  
Inventory of the Records of the Office of the President

**RSIN 0063 Arts and Science Committee on Enrolment  
Distribution.**

--1973. -- 2.5 cm. -- This Committee was established by President Evans in January 1973 to "monitor the agreed-upon procedures relating to the 1973-74 enrolment projections and to provide a forum for the review of any requests for changes" and to "relate admission practices more closely to academic capacity." -- Minutes of Committee meetings; tables relating to admission statistics in the various colleges; some correspondence. -- Arranged chronologically.

Provenance: Office of the President.

| <u>Date Range,</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|--------------------|-------------------------|---------------------|
| 1973               | A85-0021/010            | Box list            |

University of Toronto Archives  
Inventory of the Records of the Office of the President

**RSIN 0064 Files of the Vice-Provost and Executive Assistant to the President.**

-- 1964-1970. - 4.89 m. In 1967, D.F. Forster, formerly Executive Assistant to the President, was appointed Vice-Provost and Executive Assistant to the President. He held this position until 1971, when he was appointed Acting Executive Vice-President (Academic) and Provost and the position of Vice-Provost and Executive Assistant to the President ceased to exist.

Correspondence files, committee files such as Committee on Accommodation and Facilities, Presidential Advisory committees, Long range planning; subject files on various faculties, colleges, schools, centres and institutes and administrative offices; expense and travel files. - Arranged according to academic year of appointment.

Provenance: Office of the President

**Sub-series:**

**General Files - 1965-1970 -.98 m. -**

Includes files on such topics as Travel and expense accounts, associations, Board of Governors. Arranged alphabetically by title

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1967/68           | A75-0005/018-/020       | File list           |
| 1965/68           | A75-0005/024-/025       | File list           |
| 1968/69           | A76-0020/001,/006,/007  | File list           |
| 1965/69           | A76-0020/009-/012       | File list           |
| 1969/70           | A76-0020/014-/016       | File list           |

**Centres, Institutes and Schools - 1965-1970 - .65 m. -**

Includes both general and individual files on the various centres, institutes and schools. Arranged alphabetically by file title.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1965/68           | A75-0005/027-/028       | File list           |
| 1968/69           | A76-0020/005,/006,/008  | File list           |
| 1969/70           | A76-0020/014,/017       | File list           |

University of Toronto Archives  
Inventory of the Records of the Office of the President

**RSIN 0064 Files of the Vice-provost and Executive Assistant to the President**

**Colleges** - 1965-1970 - .39 m. -

Files on colleges including those of federated universities. Includes "Master Plan: Report on Phasing and Planning for the Erindale Campus Issue Number II". Arranged alphabetically by file title.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1965/68           | A75-0005/026-027        | File list           |
| 1968/69           | A76-0020/008            | File list           |
| 1969/70           | A76-0020/014            | File list           |

**Committees** - 1967-1970 -1.43 m. -

Files on various committees of the Board of Governors, presidential advisory committees, President's Council. Arranged alphabetically by title

| <u>Date Range</u> | <u>Acc. No./Box No.</u>         | <u>Finding Aids</u> |
|-------------------|---------------------------------|---------------------|
| 1967/68           | A75-0005/020-024                | File list           |
| 1968/69           | A76-0020/001-006                | File list           |
| 1969/70           | A76-0020/012,/014,/015,<br>/019 | File list           |

**Faculties** - 1967-1970 - .53 m. -

Files on various faculties including Applied Science and Engineering and Arts and Science, as well as professional faculties. Arranged alphabetically by file title.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1967/68           | A75-0005/025            | File list           |
| 1965/69           | A75-0005/026            | File list           |
| 1968/69           | A76-0020/005-/007       | File list           |
| 1969/70           | A76-0020/014,/016       | File list           |

**Faculty of Dentistry** -- 1967-1969 - .39 m.

Files relating to the Curriculum Review Committee, including submissions, minutes of meetings, report and supporting documentation.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1967/69           | A75-0005/030-/032       | File list           |

**J.S. Mill Project.** -- See RSIN 0057.

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**RSIN 0064 Files of the Vice-provost and Executive Assistant to the President (cont'd)**

**Public Service Bicultural Development Programme.** -- See RSIN 0058.

**Special Academic Research - Accounts.** -- See RSIN 0067.

**University officials and organizations** - 1964-1970 - .52 m.  
Files include such administrative areas as Planning Division, Placement Service, U of T Press, Office of the President and various vice-presidents. Arranged alphabetically by file title.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1964/68           | A75-0005/028-/030       | File list           |
| 1968/69           | A76-0020/010            | File list           |
| 1969/70           | A76-0020/017-/018       | File list           |

**Varsity Fund.** -- See RSIN 0043.

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**RSIN 0065 Files of the Executive Assistant to the President.**

- 1956-1967 - 4.27 m. -- In June 1956, the Board of Governors approved the appointment of Murray G. Ross as Executive Assistant to the President for the academic year 1956/57. A year later, his appointment was reviewed and the position was changed to Vice-President. When Ross resigned as Vice-President in 1960, the position of Executive Assistant to the President was reinstated and the Board of Governors approved the appointment of John H. Sword to the portfolio, effective 1 July 1960. President Bissell outlined his concept of the office in a letter to Sword in December 1959. The Executive Assistant was to be a senior staff officer of the University whose major role would be to maintain close liaison with "those divisions of the University that the President cannot effectively deal with by direct contact." He would have a similar role on all committees concerned with general University policy (particularly those committees that had as their primary function the giving of advice to the President) and would have responsibilities as the President's representative at ceremonial and social events. Bissell emphasized that he had no intention of changing the position into a vice-presidential portfolio. In 1965, Sword was appointed Vice-Provost, and Donald F. Forster was appointed to the position of Executive Assistant, effective 1 July 1965. In his announcement of the appointment, President Bissell noted that Forster would work closely with the President and the Provost on matters of general policy and would be responsible for making arrangements for visitors, writing ceremonial greetings, and maintaining liaison with staff and other administrative officers. In 1967, Forster was appointed Vice-Provost and Executive Assistant to the President (see RSIN 0064), and the position of Executive Assistant to the President ceased to exist.

Provenance: Office of the President

**Sub-series:**

**J.S. Mill Project.** -- See RSIN 0057

**Varsity Fund.** - See also RSIN 0043.

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RSIN 0065 Files of the Executive Assistant to the President.

**Sub-series: Murray G. Ross.** --1956-1957. -- .91 m. --  
Correspondence relating to appointments and appropriations, job inquiries, budget, grants, fees , salaries, memberships to organizations, invitations and writing speeches. -- Arranged according to a filing system.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1956/57           | A1971-0011/110-113      | File list           |
| 1956/57           | A1975-0019/010-012      | File List           |

**Sub-series: John H. (Jack) Sword** - 1955-1964. - .85 m. --  
Correspondence files relating to various subjects such as awards and loans, committees, associations, faculties and schools, administrative offices, university officials, etc.  
Arranged according to a filing system.

|         |                     |           |
|---------|---------------------|-----------|
| 1958/64 | A1975-0019/006-/009 | File list |
|---------|---------------------|-----------|

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1955/64           | A1986-0002/001-003      | Box list            |

**Sub-series: Donald F. Forster** - 1962-1967. - 2.34 m. -Files relating to general correspondence, awards and loan, accounts, university officials, associations, committees, faculties and schools, administrative offices, Varsity Fund, etc. Arranged according to academic year.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1962/67           | A1975-0005/001-/018     | File List           |

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**Inventory of the Records of the Office of the President**

**RSIN 0066      Assistant to the President (Claude T. Bissell).** - 1949 - 1951. - 1.33 m. -- In February 1948, the Board of Governors approved President Smith's recommendation that Claude Bissell be appointed Assistant to the President, effective 1 May 1948. In June 1952, the Board established the office of the Vice-President of the University and appointed Bissell to the position. With this appointment, the position of Assistant to the President ceased to exist. It was revived in 1967 with a different mandate see RSIN 0055). -- Arranged by sub-series.

Provenance: Office of the President.

Subseries

**Educational Associations** -- 1949-1951 - .20 m.

Includes files on such groups as National Conference of Canadian Universities, visitors from other universities, Association of Universities of the British Commonwealth

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1949/50           | A73-0029/006            | File list           |
| 1950/51           | A73-0029/010            | File list           |

**Faculties/Schools/Administration** - 1949-51 - .13 m.

Includes files on academic and administrative areas including faculties of Arts and Science, Applied Science and Engineering, professional schools such as dentistry, business administration; administrative areas such as Hart House, and the Library

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1949/50           | A73-0029/006            | File list           |
| 1950/51           | A73-0029/010            | File list           |



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RSIN 0066 Assistant to the President (Claude T. Bissell)  
(cont'd)

**Mental Health Programme Committee** - 1948/51 - .26 m  
Includes correspondence, finances, Psychology - Sociology  
Committee, reports, Forest Hill project, training and  
research files. Arranged chronologically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1948/50           | A73-0029/007            | File list           |
| 1950/51           | A73-0029/011            | File list           |

**President's Office** - 1950/51 - .13 m.  
Records relating to such functions as ceremonials,  
speeches, social events. Arranged alphabetically.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1950/51           | A73-0029/008            | File list           |

**Staffing** - 1950/51 - .07 m.  
Includes records relating to applications and appointments  
of staff and faculty, exchanges, fellowships, grants.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1950/51           | A73-0029/008            | File list           |

**Students** - 1949/51 - .20 m.  
Files relating to graduate and undergraduate students  
including fellowships, home-coming, Students'  
Administrative Council.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1949/51           | A73-0029/006,/009       | File list           |

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**RSIN 0067 Special Academic Research - Accounts.**

-- 1967-1975. - 13 cm. -- 1967-1968: Vice-Provost and Executive Assistant to the President (D.F. Forster); 1968-1975: Assistant to the President (N.S.C. Dickinson). -- Letters authorizing transfers or payments of Special Academic Research funds; statements of account; lists of projects; press clippings. -- Arranged by academic year.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1967/75           | A85-0021/007            | Box list            |

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**Inventory of the Records of the Office of the President**

**RSIN 0068 Vice-President (Claude T. Bissell).**

- 1952 - 1957. - 3.64 m. -- In June 1952, the Board established the office of the Vice-President of the University and appointed Bissell to the position. - - Includes subject files relating to academic and administrative units; also includes correspondence relating to requests for speakers, national conferences on education, etc.--Arranged annually by subject according to a classification guide and within files in a chronological order.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1952/53           | A73-0029/012-/017       | File list           |
| 1953/54           | A73-0029/018-/027       | File list           |
| 1954/55           | A71-0011/097-/105       | File list           |
| 1955/56           | A71-0011/106-/109       | File list           |
| 1956/57           | A71-0011/113-/114       | File list           |

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**Inventory of the Records of the Office of the President**

**RSIN 0069 Executive Offices**

1986-1993 -- .49 m.-- Includes files relating to the President, his Annual Report, and other executive offices such as Provost and vice-presidents such as Business Affairs, Computing and Communications Services, Development and University Relations, Research, Human Resources, etc.  
Arranged chronologically.

Provenance: Office of the President.

| <u>Date Range</u> | <u>Acc. No./Box No.</u> | <u>Finding Aids</u> |
|-------------------|-------------------------|---------------------|
| 1986-87           | A94-0013/026            | File List           |
| 1987-88           | A98-0008/006            | File List           |
| 1988-89           | A98-0008/030            | File List           |
| 1989-90           | A98-0008/056            | File List           |
| 1990-91           | A98-0008/077            | File List           |
| 1991-92           | A98-0008/099            | File List           |
| 1992-93           | A98-0008/106            | File List           |