

General

Macdonald College, Que.
August 31st, 1933.

To Members of the Staff, School of Agriculture:-

The Principal has asked me to advise all members of the staff of the School of Agriculture that all communications to him should be sent through the Dean's Office. This will not preclude subsequent personal interviews with him but may conserve his time by eliminating unnecessary ones.

Upon the same principle, all communications of subordinate members of the staff with the Acting Dean should be made through, or with the knowledge and consent of, the heads of departments.

In making any communication to members of other departments or to me, you are asked to consider whether proposals made will affect still other departments and, in case they do, to advise those other departments at the same time as those more directly concerned. This may often be economically done by sending copies of the main communication to the other departments affected.

The Bursar and I are agreed that all expense accounts should be sent to the Dean's Office for approval before submission to the Bursar. They should have the previous signed approval of the Department Head or Chairman of Project Committee controlling the appropriation.

J.F. SNELL

Acting Dean,
Faculty of Agriculture.

JFS/Y

W. J. Snell