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Archives & Special Collections

UA1982.21, 1982.30, 1984.06, 1984.08, 1985.27, 1986.36, 1993.26

College of Arts & Sciences

Department of History records

Dates: 1932-1999, Undated

Creator: History, Department of

Extent: 7.75 linear feet

Level of description: Folder

Processor & date: Susan Hanf, June 2000; updated by K. Young, January 2020

Administration Information

Restrictions: Box 16 is restricted

Copyright: Loyola University Chicago

Citation: Loyola University Chicago. Archives & Special Collections. Department of History records, 1932-1999. Box #, Folder.

Provenance: Transferred to the University Archives by Sylvia Rdzak of the History Department on July 16, 1981.

Separations: The following items were removed during the initial processing of individual accessions or during the compilation of records into this collection.

1. Duplicates
2. 2" x 3" black and white photograph of Philip Gleason removed to the Centennial observance photos in the photograph collection. From Accession UA1982.21.
3. 5" x 7" black and white photograph of Martin Marty removed to the Centennial observance photos in the photograph collection. From Accession UA1982.21.
4. All contents of a folder marked "History Dept. Recruitment, Retention, Promotion, & Tenure Committee" and stamped "RESTRICTED" were removed and destroyed under the direction of Br. Michael Grace, SJ. From Accession UA1982.30.
5. Approximately forty pages of computer print-outs of faculty names, race/ethnicity, title/status, and social security numbers were removed and destroyed. From Accession UA1982.30.
6. Approximately twenty check requisition forms with social security numbers were removed and destroyed. From Accession UA1982.30.

See Also: Joseph A. Gagliano, Ph.D., papers; Office of the President records

Scope and Content

The History department records spanning the years 1932 through 1999 comprise 7.5 linear feet and have been arranged into ten series and include minutes, agendas, memoranda, syllabi, proposals, reports, studies, and alumni data. Some of the individual accessions were processed before all of the records were compiled into this collection.



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Series

Series 1: Minutes and Agendas, 1931 – 1999. Boxes 1-3

This series provides the department meeting minutes, some graduate program meeting minutes, and some agenda for both meetings. It is not exhaustive.

Series 2: Department Chair Memoranda & General Memoranda, 1980 – 1998. Boxes 3-4

This series provides the Department Chair memoranda. The memoranda were produced on a monthly basis during the academic year. It also provides general department memoranda alerting faculty to meetings, policies, etc. It is not exhaustive.

Series 3: Course Descriptions and Syllabi, 1975 – 1980. Boxes 4-6

The majority of these records are course syllabi/ground rules from Fall semester 1974 to Spring Semester 1982. There are only a few records on summer sessions. With the exception of a small number of 400-level courses, only undergraduate courses are represented. The records are not exhaustive.

Series 4: Graduate Program, 1966 – 1991. Boxes 6-7

This series provides general memos regarding the graduate program offerings, requirements, and organization. It also includes proposals for the Public History program.

Series 5: Administrative, 1955 – 1990. Box 8-9

The records in this series include departmental reports and studies, undergraduate manuals. They also address undergraduate and graduate financial aid concerns as well as faculty as staff issues such as course loads and tenure.

Series 6: Special Events, 1955 – 1982. Box 10

These records reflect colloquium and symposium (co-)organized or (co-)sponsored by the History Department. For the Agents of Change Symposium, see Accession UA1998.11, J. Gagliano, boxes 1-2.

Series 7: Phi Alpha Theta History Honorary, 1970-1982. Box 11

Series seven contains records from or regarding the History Honorary Society, Phi Alpha Theta (ΦΑΘ). The Loyola Chi Mu (XM) chapter of Phi Alpha Theta was granted its charter in 1976.

Series 8: Lyons Masters Essay Contest, 1959 – 1969. Box 12-13

The Loyola University Chicago History Department and the Loyola Press began the Lyons Master's Essay Competition in 1959-60 to assess and elevate the status of the Masters in History degree in American universities. Along with their essay, contestants provided basic information regarding their graduate coursework and the research,



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funding, and supervision of the essay. Only the essay was evaluated. The History department used the other information as part of its study. Students could submit their Masters essays (or thesis, depending on the regulations of their program and institution) to the contest for the academic year in which they had written them and received their degree. The Loyola Press published the winning essays to promote the value of high-caliber work in History Masters programs. Each year several scholarly journals published the name of the winner and two honorable mention awards along with the guidelines for the next year's contest. The first contest was held in 1960. In 1963, the committee decided that no publishable essays existed in the small number of applications received. The ninth and final contest was in 1968. After advertising and receiving applications for the tenth annual competition, the Essay committee decided to suspend the it pending 1) an appraisal of the effectiveness of the award in encouraging significant scholarship at the Master's level and 2) a review of its value to the history profession. The Lyons competition was never re-established.

Series 9: Alumni Data, 1926 – 1985. Box 14

These records provide information about the number and type of degrees awarded, and career days held at Loyola. The records also include alumni placement updates and alumni surveys

Series 10: Programs, 1954 – 1982. Boxes 14-15

Series ten covers programs and institutes sponsored or co-sponsored by the History Department. Other program organizers included other Loyola Departments as well as organizations from outside the University. Some programs were one-time events, others were intended to be long-standing, such as the proposed MLA Degree program with Rosary College or the proposed Ethnic Studies Program with Northern Illinois University. This series does not cover established graduate degree programs such as Public History that are based on the regular course offerings of the Loyola History Department.

Series 11: Restricted, 1968, 1973. Box 16

This series includes one file on the potential hiring of Staughton Lynd and one file on the assignment of members to a dissertation committee.

Subjects:

Loyola University Chicago
History Department
Syllabi
Courses
Public History program
Toynbee Symposium
Honorary degrees



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Phi Alpha Theta
Lyons Masters Essay Contest
Alumni
African-American Studies



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Accession No.: UA1982.21, 1982.30, 1984.06, 1984.08, 1985.27, 1986.36, 1993.26

Creator: Department of History

Box	Folder	Title	Dates
Series 1: Minutes and Agendas, 1931-1999			
1	1	History and Political Science Department Minutes,	1931-1935
1	2	History and Political Science Department Minutes,	1936-1940
1	3	History and Political Science Department Minutes,	1941-1951
1	4	History Department Minutes,	1952-1965
1	5	History Department Minutes,	1966-1973
1	6	History Department Minutes,	1974-1980
1	7	History Department Minutes,	1981-1982
2	1	History Department Minutes,	1982/1983 – 1984/1985
2	2	History Department Minutes,	1985/1986 – 3 April 1987
2	3	History Department Minutes,	18 Sept. 1987 – 8 April 1988
2	4	History Department Minutes,	Sept. 1988 – Nov. 1989
2	5	History Department Minutes,	Sept. 1989 – March 1990
2	6	History Department Minutes,	Sept. 1990 – April 1991
2	7	History Department Minutes,	Aug. 1991 – April 1992
2	8	History Department Minutes,	Aug. 1992 – April 1993
2	9	History Department Minutes,	Aug. 1993 – April 1994
2	10	History Department Minutes,	Sept. 1994 – April 1995
3	1	History Department Minutes,	Sept. 1995 – May 1996
3	2	History Department Minutes,	Sept. 1996 – April 1997
3	3	History Department Minutes,	Aug. 1997 – May 1998
3	4	History Department Minutes,	Sept. 1998 – April 1999
Series 2: Department Chair Memoranda & General Memoranda, 1980 – 1998			
3	5	Department Chair memoranda 1 – 11,	Sept. 1980 – June 1981
3	6	Department Chair memoranda 1 – 12,	Aug. 1981 – May 1982
3	7	Department Chair memoranda 1 – 6 and 8 – 1,	July 1982 – May 1983
3	8	Department Chair memoranda 1 – 13,	Aug. 1983 – June 1984
3	9	Department Chair memoranda 1 – 11,	Aug. 1984 – May 1985
3	10	Department Chair memoranda 1 – 7 and 9 – 12,	Aug 1985 – May 1986
		List of Faculty Activities	
3	11	Department Chair memoranda 1 – 11,	Aug. 1986 – May 1987
		List of Faculty Activities	
3	12	Department Chair memoranda 1 – 14,	Aug. 1987 – May 1988
		List of Faculty Activities	



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3	13	Department Chair memoranda 1 – 10, Committee List	Aug. 1988 – May 1989
3	14	Department Chair memoranda 1 and 3 – 8, Committee List	Aug. 1989 – May 1990
4	1	Department Chair memoranda 1 – 8, List of Faculty Activities	Aug. 1990 – May 1991
4	2	Department Chair memoranda 1 – 9, List of Faculty Activities	Aug. 1991 – May 1992
4	3	Department Chair memoranda 1 and 3 – 9,	Aug. 1992 – May 1993
4	4	Department Chair memoranda 1 and 3 – 8,	Aug. 1993 – May 1994
4	5	Department Chair memoranda 1 and 3 – 8,	Aug. 1994 – May 1995
4	6	Department Chair memoranda 1 – 5, Committee List	Aug. 1995 – May 1996
 Series 3: Course Descriptions and Syllabi, 1975 – 1980			
4	7	Department Chair Memoranda 1 – 3 & 5, 1996 – 97	
4	8	Department Chair Memoranda 1—3, 1997 – 98	
4	9	Department Chair Memoranda 1, 1998 – 99	
4	10	Fall semester 1974-75: 100, 102, 105, 106, 107, 110, 251, 252, 107, 310, 312, 316, 318, 322, 338, 355, 365, 373, 374, 392, 396	
4	11	Spring semester 1974-75: 101, 102, 109, 311, 321, 327, 366, 380, 391	
5	1	Fall semester 1975-76: 101, 102, 251, 252, 315, 326, 334, 339, 350, 355, 360, 362, 363, 365, 373, 379, 380, 386, 438	
5	2	Spring semester 1975-76: 101, 102, 251, 252, 307, 336, 342, 343, 349, 352, 361, 380, 523	
5	3	Summer 1976: 102, 251, 252, 311	
5	4	Fall semester 1976-77: 101, 102, 105, 108, 251, 311, 316, 318, 332, 338, 348, 354, 359, 363, 365, 370, 379, 383, 384, 387, 450	
5	5	Spring semester 1976-77: 102, 106, 252, 306, 317, 322, 328, 330, 339, 349, 360, 365, 366, 379/380, 427, 497	
5	6	Fall semester 1977-78: 101, 102, 216, 240, 251, 252, 305, 318, 320, 326, 340, 348, 355, 370, 376, 379, 385, 448	
5	7	Spring semester 1977-78: 101, 102, 227, 251, 252, 306, 313, 315, 343, 348, 351, 366, 367, 372, 373, 380	



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7	6	Graduate Faculty Creation and member status lists	
7	7	Graduate School, general	
7	8	Board of Graduate Studies, general, folder 1	
7	9	Board of Graduate Studies, general, folder 2	
7	10	North Central Self Study Report for History Dept. Ph.D. program, 1974	
7	11	Graduate Program, Library Concerns	
Series 5: Administrative, 1955 – 1990			
8	1	History Department Annual Reports, 1955-1956, 1958-1959, 1961–1963	
8	2	History Department Reports to the President,	1971 – 1975
8	3	History Department Annual Report of Faculty, 1978/1979 to 198/1984, 1985/1986 to 1989/1990	
8	4	Committee Membership Lists,	1969 – 1977
8	5	Committee on Values & Ethics, Departmental Advisory Committee,	1979—1980
8	6	Faculty Status: Dept. review, Graduate Faculty requirements, Guidelines for Retention, Tenure, and Promotion.	1987, 1990
8	7	Faculty Workloads,	1964, 1970 – 1974
8	8	Faculty Forum Minutes,	1967 – 1969
8	9	Committee on Financial Assistance,	1971 – 1975
8	10	Budget Guidelines and Memos,	1970s
8	11	History Department NDEA Title IV Applications,	1965 – 1969
8	12	Advanced Placement Project,	Undated
8	13	Undergraduate Comprehensive Exam Example Questions.	c.1968
8	14	Graduate Program Procedures and Concerns,	1955,1967
8	15	Library Comparisons and Reflections in Relation to the Graduate Program	
8	16	North Central Evaluation,	1973 – 1975
9	1	memos re: Budgets, Appraisals, Benefits,	1974 – 1983
9	2	Student Employment memos,	1977 – 1982
9	3	Manual for Undergraduate History Majors:	Undated, 1965, 1975–1977, c. 1978–1981
9	4	Proposed Mellon Grant funding for an Introductory Non-Western Civilization course	
9	5	Proposed Anthropology at the Rome Center Program,	1972
9	6	Teaching and Research Assistants status/assignment matters,	1974 – 1976
9	7	Buckley Amendment and its effects on the department's student files,	1976
9	8	Memos, letters, statements regarding proposed class cancellations,	1969-1970
9	9	Grading procedures and Course Evaluation Study,	1968 – 1976
9	10	Professional Development Committee file/memos,	1973 – 1975



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9	11	Memos re: the Humanities Building move (to the Crown Center), 1984	
9	12	General letters, memos, department bulletins, and reading lists,	1932 – 1940
9	13	Ed Marciniak correspondence,	1975
9	14	John Hope Franklin file,	c. 1969
9	16	Rev. Theodore Tracy, SJ, correspondence,	1964 – 1966
9	17	Rev. Raymond Schoder, SJ, correspondence,	1967-1968
9	18	Louis Zabkar, PhD, correspondence,	1960 – 1969
9	19	Miscellaneous correspondence,	1972 – 1974

Series 6: Special Events, 1955 – 1982

10	1	Toynbee Symposium,	1955-1956
10	2	Toynbee Symposium,	1954-1955
10	3	Centennial Symposium,	1966 – 1970
10	4	University Bicentennial,	1973 – 1975
10	5	Midwest Conference on British Studies	
10	6	1978 Franco-American Symposium	
10	7	1978 Franco-American Symposium	
10	8	“The Irony of Jesuit University History in America” by Martin E. Marty – paper presented at the Franco-American Symposium,	1978
10	9	4th Annual Conference on Public History, Loyola Mellon Award	
10	10	4th Annual Conference on Public History,	22-24 April 1982
10	11	Flyers for Programs/Events hosted or (co)sponsored by the History Department	
10	12	Special Events	
10	13	Student Conference on United States Affairs—West Point	
10	14	Leitz Key Award,	1978 – 1979
10	15	Honorary Degree Recipients, memos re: nominations,	1977, 1979
10	16	Honors Key/Chairman’s Key Award,	1974 – 1976
		Departmental Honors,	1977
		President’s Medallion,	1975 and 1978
		Founder’s Day Awards,	1973 and 1977

Series 7: Phi Alpha Theta History Honorary, 1970-1982

11	1	National Constitution, 1970 and Chi-Mu chapter constitution	
11	2	Petition to the National Council to start a chapter at Loyola University Chicago	
11	3	General correspondence re: Chi-Mu chapter	
11	4	General correspondence re: Chi-Mu chapter	
11	5	General correspondence re: Chi-Mu chapter	



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11	6	Aquinas College chapter petition	
11	7	Minutes and reports of the 56th Anniversary Convention	
11	8	1978 Loyola University Chicago questionnaires regarding interest	
11	9	International Council Bulletins and This is Phi Alpha Theta bulletins	
11	10	Scholarship and Book awards (national)	
11	11	Chi-Mu chapter member list,	1978-1982
11	12	Chi-Mu events and activities flyers	
11	13	Chi-Mu ledger statements and check requisitions,	1978-1982
11	14	Chi-Mu membership record cards (envelope)	
11	15	Phi Alpha Theta order blanks (envelope)	

Series 8: Lyons Masters Essay Contest, 1959 – 1969

12	1	Contest description, blank application and evaluation forms, final contest statistics, and contest advertisements	
12	2	Correspondence from schools unable to submit essays due to lack of a Master's thesis/essay program requirement	
12	3	Letters to scholarly journals re: publication of contest announcements and winners	
12	4	Correspondence from other Universities re: the Lyons competition.	
12	5	Correspondence from other Universities re: the Lyons competition and state of History MA Programs in the United States	
12	6	Inter-departmental and department-Loyola University Press correspondence	
12	7	General correspondence with competition entrants,	1959-1961
12	8	1960 applications	
12	9	Correspondence re: editing of the 1960 winner's essay for publication	
12	10	Correspondence with 1960 (1st) non-winners	
12	11	1961(2nd) winners: announcements, correspondence, and applications	
12	12	1961(2nd) non-winners: correspondence and applications	
12	13	1962(3rd) winners: announcements, correspondence, and applications	
12	14	1962 (3rd) non-winners: applications	
12	15	1962 correspondence	
12	16	1963 (4th) applications and correspondence. No publishable essays submitted.	
13	1	1964 (5th) winners: announcements, applications, and correspondence	
13	2	1964 (5th) non-winners: applications and correspondence	
13	3	1965 (6th) winners: announcements, applications, and correspondence	
13	4	1965 (6th) non-winners: applications and correspondence	
13	5	1966 (7th) winners: announcements, applications, and correspondence	
13	6	1966 (7th) non-winners: applications and correspondence]	
13	7	1967 (8th) winners: announcements, applications, and correspondence	
13	8	1967 (8th) non-winners: applications and correspondence	



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13	9	1968 (9th) winners: announcements, applications, and correspondence
13	10	1968 (9th) non-winners: applications and correspondence
13	11	1969 (10th) applications, contest inquiries, and correspondence re: competition suspension
13	12	1969 (10th) correspondence re: competition suspension

Series 9: Alumni Data, 1926 – 1985

14	1	Alumni Data, 1926 – 1973. Chronological lists of graduates, thesis titles, and post graduation employment	
14	2	Career/Graduate Opportunity Days,	1979 – 1985
14	3	History Career Day,	1980
14	4	Alumni Questionnaire Responses,	1980

Series 10: Programs, 1954 – 1982

14	5	Catholic Studies Program,	1972
14	6	Ethnic Studies/Urban-Ethnic Studies Program with Eastern Illinois University,	1972 – 1973
14	7	Ethnic Studies/Urban-Ethnic Studies Program,	1971 – 1972
14	8	Proposed Graduate Program in Urban Studies,	1977- 1978
14	9	Chicago Oral History consortium,	1972 – 1973
14	10	Psycho-History workshop,	1973 – 1975
14	11	Rogers Park Community High School Visit Day,	1974
14	12	Ethnic Heritage Program,	1974
14	13	Japan Foundation,	1974 – 1976
14	14	Humanities Institute/Humanities Institute Workshop, 1974,	1976 – 1977
14	15	Environmental Studies Major,	Spring 1975
15	1	Integrated History of Chicago Program, Funded by the Loyola-Mellon Foundation	Sept. – Dec. 1975
15	2	Writing Center,	1976–1985
15	3	Proposed MALS Program memos,	1976
15	4	Oral History Archives of Chicago Polonia,	1976 – 1977
15	5	Asian Studies Program,	1976
15	6	CETA proposal,	1976 – 1977
15	7	Afro-American Studies Program,	1976, 1978 – 1979
15	8	Roots Program,	1977
15	9	Mid American Research Center	1979, 1981
15	10	Chicago Maritime Society. Work on the Waterways: An Aural History of Midwestern Workers, Teachers Guide.	Undated
15	11	Irish-American Heritage Center,	1978 – 1981
15	12	Mid-America Research Center Millwood	



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		Plantation (SC) Project,	1979 – 1980
15	13	Proposed MA/MLS Program with Rosary College.	1981 – 1983
15	14	Continuing Education Program,	1979 – 1982

Series 11: Restricted, 1968, 1973

6	14	Dissertation Committees,	1973
7	12	Alpha Sigma Nu, National Jesuit Honor Society, nominations from the History Department	
9	15	Staughton Lynd file, re: potential hiring	1968