

**Records of the President's Office,
1886-1972, bulk 1899-1966 : a guide
1DB.1899-1966**

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January 04, 2012

Wellesley College Archives

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Collection Overview

Repository	Wellesley College Archives
Creator	Wellesley College. President's Office.
Title	Records of the President's Office
Date [bulk]	Bulk, 1899-1966
Date [inclusive]	1886-1972
Extent	17.8 Linear feet (44 file boxes, 1 half legal file box)
Language	English
Abstract	Records of the President's Office; primarily the records of the administrations of Presidents Caroline Hazard (1899-1911), Ellen F. Pendleton (1911-1936), Mildred McAfee Horton (1936-1949), and

Margaret Clapp (1949-1966); consisting of correspondence, reports, statistics, minutes, and bylaws; arranged alphabetically by subject; concerning Academic Council and its committees, academic departments, buildings and grounds, admission policies, relations with the Alumnae Association, and administration. The records contain some material from the following administration.

Preferred Citation

Records of the President's Office, 1DB.1899-1966, Wellesley College Archives.

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History of the Office

1875-1881 Ada Howard

1881-1887 Alice Freeman Palmer

1887-1894 Helen Shafer

1894-1899 Julia Irvine

1899-1910 Caroline Hazard

1911-1936 Ellen Fitz Pendleton

1936-1949 Mildred McAfee Horton

1949-1966 Margaret Clapp

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Scope and Content

Records of the President's Office; primarily the records of the administrations of Presidents Caroline Hazard (1899-1911), Ellen F. Pendleton (1911-1936), Mildred McAfee Horton (1936-1949), and Margaret Clapp (1949-1966); dating 1886, 1888, 1898 to 1969; received from the President's Office storage room with some later files, divided where possible at the end of Miss Clapp's term of office; consisting of correspondence, reports, statistics, minutes, constitutions and by-laws, invitations; arranged alphabetically by subject; concerning Academic Council and its committees, academic departments, buildings and grounds, admission policies, relations with the Alumnae Association, administration, Seven College Conference (and its predecessor the Five College Conference), commencements,

convocations, conferences, faculty salaries, awards, sabbaticals and housing, foundation support and named funds, honorary degrees, pensions and insurance plans, students and student organizations, statistics, summer theatre, town of Wellesley, activities in World Wars I and II; including material on the Mayling Soong Foundation and Madame Chiang Kai-shek, International Institute for Girls in Spain, Lake Waban Laundry, Page Memorial School, Catalyst, Carnegie Endowment for International Peace, Council for Financial Aid to Education, Wellesley Index to Victorian Periodicals, Overseas Education Fund Leadership Institute, St. John's of Sante Fe, Woods Hole Laboratory, and Yenching University. Additional Material on the administrations of these women may be found in the ALS file.

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Arrangement

The records are arranged alphabetically by subject. Where there is more than one folder on the same subject, they are arranged chronologically. Restricted materials have been removed from the main sequence.

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Administrative Information

Publication Information

Wellesley College Archives

Access

The following types of materials are restricted:

1. Student records generated and maintained by the college cover by FERPA (Family Educational Rights and Privacy Act): grades, work, faculty/class evaluations, questionnaires, recommendations, et cetera.
2. Minutes and other records of the Board of Trustees. Access to this material is granted only through the Trustees. Requests for access should be directed to the Clerk of the Board of Trustees.
3. Information relating to specific salaries, pensions or financial transactions between the College and individual employees.
4. Materials relating to reappointment, promotion and tenure are restricted.
5. Recommendations and performance evaluation of individual employees are restricted, as are evaluations of candidates for College positions.
6. Materials published by consortia of colleges and universities, specifically the Consortium on Financing Higher Education (COFHE) and the Higher Education Data Sharing (HEDS), which conduct surveys of various institutes promising confidentially.

Conditions Governing Use

Copyright in some papers in the collection may be held by their authors, or the authors' heirs or assigns. Researchers must obtain the written permission of the holder(s) of copyright publishing quotations from any material in the collection.

Acquisition Information

Transferred from the President's Office, 1973.

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Keywords for Searching Related Subjects

Corporate Name(s)

- Wellesley College. President's Office.

Personal Name(s)

- Clapp, Margaret Antoinette, 1910-1974
- Hazard, Caroline, 1856-1945
- Horton, Mildred McAfee, 1900-1994
- Pendleton, Ellen F., (Fitz), 1864-1936

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Collection Inventory

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Academic Council: Committees: Faculty Housing and Concerns 1953-1965	1	
Academic Council: Committees: Extramural and Graduate Fellowship 1952-1966	1	
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Restricted Material