

TRAGIC - The writer of this letter was killed  
in an auto accident during the summer of 1968.

the hartford seminary foundation 55 elizabeth street hartford conn. 06105

May 16, 1968

Mr. Richard T. Nolan  
23 Hillside Avenue  
Bristol, Connecticut 06106

Dear Dick:

I am delighted that you have given a favorable response to our discussion of your appointment as Assistant Dean at the Hartford Seminary Foundation to assume major responsibility for academic administration under my guidance. As I promised in verbal conversation, I would outline for you briefly the types of responsibility which we have discussed as descriptive of the post you will assume.

In the restructuring of the administration of the academic life of Hartford, I will assume as Academic Dean major responsibility for the administration of all academic programs offered here. It will be your task as Assistant Dean in the office of the Academic Dean to personally supervise the detailed administration of these academic programs. Through various procedures established in the office of the Academic Dean and in consultation with the Council for Advanced Studies and the Council for Professional Studies, you will oversee each student's program to enable him as he works with his faculty advisor to meet the various requirements for the degree which he seeks. This is a major dimension of the responsibilities which you will assume. In the past, there has been no one person designated for this task, and I trust that the creation of this post will alleviate many of the difficulties in maintaining academic standards which have resulted from the lack of direct personal attention to this matter.

In addition to this general responsibility, there are also particular responsibilities. You will be responsible to me for the processing of all admissions according to the standards and requirements established by the faculty. This will include the collecting of all credentials, the initial evaluation of transcripts, and the preparation of summary sheets for faculty recommendation and admission through one of the two councils. This will also include the providing of information concerning scholarships and other financial grants to enable students to pursue a course of study at the Hartford Seminary Foundation.

Another particular area of concern will be supervision of registration of all students, special and regularly classified in degree programs, for all courses in which they enroll. This also includes the keeping of accurate academic records, the provision of transcripts, and the receiving and processing of other work completed to fulfill a degree requirement, such as the administration of foreign language examinations, the submission of theses, and the administration of qualifying examinations.

As I mentioned, part of my responsibility in assuming the office of Academic Dean will be to function as ex officio chairman of both the Council for Advanced Studies and the Council for Professional Studies. As part of your function in assisting me as Academic Dean, you will serve as Executive Secretary for these two councils, preparing their agenda, recording their decisions respecting policy and individual student conformity to degree requirements, and supervising the administration of these decisions.

Another area of administrative concern will be the planning of course schedules for each term of the academic year, the scheduling of regular term examinations, the scheduling of written and oral qualifying examinations, and providing for oral thesis defenses.

Under my supervision, you will edit the catalogue for each academic year and prepare special announcements concerning degree programs offered by the Foundation. In connection with this activity, I wish for you to serve as Managing Editor of the Hartford Quarterly. As I explained to you, it is our intention to reformulate the intent of the Quarterly in order to direct it primarily to an audience constituted by those involved in the teaching and study of religion in universities and colleges. The policy of the Quarterly, including the nature of contributions solicited for publication, will be determined by an editorial board which I shall appoint before the beginning of the next academic year. As Managing Editor, you will participate in and enable the decision of such an editorial committee.

As is the policy of the Foundation in regard to administrative appointments, this initial appointment is for one year, subject to renewal as long as it is mutually agreed that you continue in this post. For your protection and ours, we will agree as suggested in our conversation that the renewal of your appointment will be subject to review before February 15th of each academic year in which you serve.

In addition to these administrative responsibilities, you shall also have a faculty designate as lecturer in

Philosophy and Education. As I mentioned, the amount of administrative work required during this first year of restructuring the office of the Academic Dean will not allow much time for teaching here. I would assume that during 1968-69 you would offer one elective course in the area of Religious Education. The nature and timing of this course will be decided as Mr. Sundquist prepares a general schedule of course offerings in Education. However, your faculty designate will indicate the fact that the post includes teaching responsibilities, and as I explained to you, according to the bylaws of the institution, I will as Academic Dean recommend to the faculty at the beginning of each academic year that you be seated as a member. As we both agreed, this recognition is most necessary for you to function effectively in assistance to me in the area of academic responsibility.

I will leave the final decision concerning the particulars of salary and other compensation to your conversation with President Gettemy. As I mentioned to you, the general figure of \$8,000.00 is acceptable.

I am most happy to welcome you to this post, not only because it is most important for my functioning as Academic Dean that someone of your academic competence is willing to assume the responsibilities which I have briefly outlined, but also because of your own contribution to the academic life of the institution.

Sincerely yours,



Richard E. Weingart  
Academic Dean Elect