

Record ID 00081
Donor ID 00047

CITY COLLEGE OF NEW YORK
DEPARTMENT OF BIOLOGY
(Division of Science)

Main Entry:

City University of New York. City College. Department of Biology.

Title:

Records, 1915-1981 (1930-1975 bulk)

Physical Description:

21 boxes; 8 linear feet.

Organization:

Records: I. Committees. II. Personnel Records. III. Physical Facilities. IV. Schedules of Classes.

Restrictions on Use:

Chairs' reports and letters of recommendation less than fifty years old are restricted.

Scope and Contents:

Departmental committee minutes and memos, including those on curriculum and graduate studies; also materials on facilities and class schedules as well as personnel records covering the period 1923-1975.

Preferred Citation:

City University of New York, City College, Department of Biology Records, 1915-1981, City University of New York, City College, Library Archives.

Historical Note:

The Department of Biology developed out of the lecture course in Natural History which formed part of the original curriculum of the Free Academy of New York (later City College of New York). These lectures, intended to impart a "gentleman's knowledge of the field" were gradually extended into courses which included some laboratory work. In 1907 the College moved to more spacious quarters on St. Nicholas Heights and the Department of Natural History (which then included geology) was succeeded in the 1917-18 academic year by the Departments of Biology and Geology. The aims of the Department were stated as securing the student's all-round cultural development, and offering training which would prepare for teaching or for entrance into medicine, pharmacy and related careers. From an initial offering of twelve courses, the Department expanded steadily to include sequences in physiology and bacteriology; by 1975 it

had sequences in mathematical biology, ecology, animal behavior, botany and cell biology and physiology. Since the 1970's the Department has been heavily involved in research, although research activities were part of its life from the earliest days.

The Department first occupied quarters on the third floor of the Main Building (now Shepard Hall) and maintained its own library and museum of specimens. The Library collection was ultimately merged with the City College Library's collection.

Chairs of the Department of Biology

George Gilmore Scott		1921-1926
Axel Leonard Melander		1926-1943
George Gilmore Scot (Acting)		1934-1935
James Arthur Dawson		1943-1959
Leonard P. Sayles		1959-1969
Martin Sacks (Acting)	Sept. 1967-	Jan. 1968
Martin Sacks		1969-1972
James Organ		1972-1978
Robert J. Shields		1978-1981
John J. Tietjen		1981-1987
Linda Mantel		1987-1993
Sharon Cosloy		1993-1996

Subject Headings:

City University of New York. City College. Department of Biology.
Personnel files. 1915-1981.

CLAS. Department of Biology.
Records c. 1930—1975

COMMITTEES

Committee Rosters. 1950—1975 (incomplete)	14
Appointments. 1965; 1967	14
Animal Care Committee 1965—1975	14
By-Laws and Organization. 1968	14
Committee on Committees. 1964—1976	14
Curriculum Committee. 1968—1972	14
Curriculum Committee. 1973	14
Curriculum Committee. 1974—1975	14
Equipment Committee. 1964—1973	15
Extra Curricular Activities Committee. 1965—1974	15
Graduate Studies Committee	15
Library Committee. 1965—1975	15
Plant Committee. 1968	15
Pre-Medical & Pre-Dental Committee of Student Advisement. 1965—1974	15
Radiation Safety Committee. 1972—1975	15
Research Committee. 1973	15

Student Selection Committee [Awards and Honors] 1965—1974	15
Undergraduate Studies Committee. 1966—1968	15

MINUTES

Departmental Meeting. Minutes. 1970—1974	15
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PERSONNEL RECORDS

[Includes documents of appointment and curriculum vitae, c. 1923—1975].

Berg, C.	1
Candelas, G.	1
Catalano, F. (CLT)	1
Conrad, M.	2
Grant, N.	2
Greene, R.	2
Hagan, J. (CLT)	2
Hospod, F. (CLT)	2
Krupa, Paul (3 folders)	3
Landow, Morris (CLT)	3
Lall, A.	3
Malone, T.	4
Moore, C.	4
Paul, A.	5
Powers, L.	5
Root, R.	5
Ra-Ro	5
Ru	5
Sacks, M.	6
Santos, E. (CLT)	6
Sayles, L.	6
Singh, I.	6
S-Si	6
Sm-	7

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PERSONNEL RECORDS

Tavolga, W.	7
Torres, E.	7
T	7
V	8
W	8
Webb, J.	8

Winokur, M.	8
Y—Z	8

The following files were received subsequently to the preparation of this inventory: Cooper, GW, Grossfield, J, Hamburgh, M, Margolin, P, Sajovi, Peter	16—17
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PERSONNEL SHEETS

[Record of annual salary and some part time staff with record of promotions, salaries and pension rates. Dates covered: 1915—1981, with bulk of materials 1930—1970].	9
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PHYSICAL FACILITIES

[Includes desiderata and memos].	13
1958—1961	13
1961—1962	13
1966—1975	13
1973—1975	13

SCHEDULES OF CLASSES

1926—1935	10
1936—1943	10
1944—1950	10
1950—1957	10

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SCHEDULES OF CLASSES

1962—1969	10
1967—1972	10

SCHEDULES OF TEACHER HOURS: Summer School

1961—1963	12
1964—1966	12

CLASS SCHEDULES

1977—1986	12
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CLAS. Department of Biology
Records 1930—1975
Supplement

Colloquia, lectures, etc. 1964—1969	Box 21
Committees:	
Library. 1960's.	Box 18
Postwar Problems (Prof. J.A. Dawson, Chair) 1945.	Box 18
Correspondence:	
1941—1955	
1960—1964	
1958—1967	
1963 (with Dean)	
1960—1969 (with Buildings and Grounds)	Box 19
Graduate Students:	Box 19
Graduate Studies Committee:	
Annual report: 1969/70; 1970/71.	
Corres. 1962—1964.	Box 19
Miscellaneous:	
Colloquia, lectures, seminars, etc. 1964—1969.	
Courses and laboratory fees. 1936—1964.	Box 19
Minutes:	
Part I. Minutes of all departmental meetings, Oct. 12, 1938—May 9, 1941.	
Part II. Minutes of Committee on Appointments Sept. 25, 1939—March 25, 1941.	
Part III. Rules and Regulations of the Department Adopted May 26, 1939.	
Part IV. Report to the President, May 1, 1940.	Box 18
Minutes of all departmental meetings.	
1953—1960. [a few years are incomplete]	Box 20
1960—1977. [a few years are incomplete]	Box 21