



CENTRAL MICHIGAN UNIVERSITY  
DEPARTMENT OF CHEMISTRY

September 11, 1978

Professor Donald J. Cook, Chairman  
Department of Chemistry  
DePauw University  
Greencastle, IN 46135

Dear Jack:

Thanks for your note. I have been thinking of you and preparing a little CARE package to guide you into the job. First, however, I needed to prepare my report to the Executive Committee and a copy of that is enclosed.

The annual procedure has been as follows:

- 1) The Executive Committee and the membership has provided instruction and recommended changes in guidelines for the upcoming year at the October meeting.
- 2) I have prepared information-soliciting return cards and a letter for distribution to MACTLAC chairpersons.
- 3) The chairperson list (which I enclose with other memorabilia) has been up-dated each year with the help of the ACS Chairpersons List and the College Chemistry Faculties book.
- 4) Mailings have gone out to the chairpersons toward the end of November.
- 5) Return cards and letters come in over about two months. Early in February, a list is prepared and mailed out to all MACTLAC-eligible individuals who have requested it. A sample of the "non-eligible" letter is enclosed, as is one requesting validation of eligibility.
- 6) Individuals sent the list are asked to complete a form (enclosed) for filing and for use in discussing candidates with those who telephone me in an attempt to fill positions.
- 7) Should a sufficient (six or more) openings show up by mid-March, a supplementary list is made up and mailed.

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- 8) Telephone contact with me is made available to schools (MACTLAC and others) through the summer. The information submitted on the individual placement forms is shared with the callers.
- 9) An Annual Report to the Executive Committee is prepared for the October meeting.

I have attempted to be selective in what I have sent in this package, the documentation being exemplary rather than archival. I trust this will serve your purposes!

I'm not sure at this time whether I will be able to attend this year's MACTLAC meeting but, if I don't, have a good one and feel free to call me if you have any questions about the Placement Service.

Cordially,

Quentin R. Petersen  
Professor & Chairman

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Enclosures