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UBCHEA ARCHIVES
COLLEGE FILES
RG 11

J

Girling
Academic
Related to faculty and staff
Lists and general materials
ca. 1921-1939

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Rec'd March 1925
[17]

GINLING COLLEGE

FACULTY ORGANIZATION
(1922)

Membership:

All persons under appointment for a term of not less than three years shall be voting members of the faculty.

All persons on the administrative or teaching staffs shall have the privilege of attending meetings of the Faculty.

Powers and Duties of the Faculty:

The Faculty shall have full power within the College to determine and regulate the academic policy of the College, to revise the course of study; and subject to approval of the Board of Control, to determine requirements for entrance and for graduation.

Standing Committee:

The regular business of the Faculty is divided among standing committees which report at the regular monthly meetings of the Faculty. The reports of all committees are presented in writing and a copy of the original report is kept with the file of Minutes. The recommendations brought before the Faculty by committees are subject to amendment and the minutes of the Faculty record the final action taken by the Faculty.

A Nominating Committee of three shall be elected by the Faculty, by ballot, in April. This Committee shall nominate candidates to fill vacancies on the standing committees after consultation with the chairman, and report to the Faculty in May. Members of the Faculty may present in writing to the chairman of the Nominating Committee the names of other candidates and the vote shall be taken at the June meeting. Members shall enter upon their duties in September and serve for two years. Unless otherwise provided, the chairman is to be elected by the committee. Each committee shall have power with the approval of the Faculty to co-opt in the fall, one new member of the faculty.

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(Faculty Organization -- 2)

Regular Meetings:

The Faculty shall hold the regular business meeting the first Monday of each month. For regular business meetings a docket shall be prepared; items for the docket shall be reported to the office before 2 P. M. of the day on which the meeting is held.

Special meetings may be called on one day's notice with the special business stated. On the third Monday there shall be a meeting for discussion of educational matters with a planned program, unless otherwise decided.

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INSTRUCTORS NEEDED.

in

GINLING (WOMENS) COLLEGE, NANKING, CHINA.

English Department. This department is seeking two new instructors for the autumn of 1926. One is needed for literature courses, and one for rhetoric and composition.

Education and Psychology Department. One instructor is needed for psychology. The College trains teachers for secondary schools and therefore needs instructors whose major interest is in the field of secondary education. A person whose graduate work has been in the field of education and psychology would best meet this need.

Physics and Mathematics Department. An instructor who is especially fitted for second year college physics is needed. The college offers a per-medical course. A physics-mathematics combination would fit one best for this position.

Physical Education Department. In cooperation with the Young Women's Christian Association, the college offers a major in Hygiene and Physical Education, through which it trains physical directors for the schools of China. An instructor especially prepared for the theory side of this work is needed.

Librarian. A trained librarian is needed to take charge of and develop the college library.

Ginling College was established in 1915 for the promotion of higher education of women under Christian influence. It is a union enterprise, being supported by eight mission boards, Smith College, the Young Women's Christian Association, and the China Medical Board. It seeks as instructors those, (a) who are prepared to do college instruction, and those (b) who are in harmony with the ideals for which the college was founded.

Any persons who are interested should write at once to the candidate secretary,

Miss Mabel K. Howell,
P.O. Box 510
Lambuth Building
Nashville,
Tennessee.

Inquiries may also be made of Miss Minnie Vautrin, 5804 Maryland Avenue, Chicago, Illinois.

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UNIVERSITY OF MICHIGAN LIBRARY

ANN ARBOR, MICHIGAN

1926

THE UNIVERSITY OF MICHIGAN

TO THE UNIVERSITY OF MICHIGAN LIBRARY

THE UNIVERSITY OF MICHIGAN LIBRARY

TO THE UNIVERSITY OF MICHIGAN LIBRARY

THE UNIVERSITY OF MICHIGAN LIBRARY

[1926]



Class of 1921

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Copy for Miss Bender

Dec 1925

Ginling College Contract for Three Year Term

I accept an appointment to Ginling College, Nanking, China, as missionary teacher, for a term of three years on the following basis:

1. Salary of \$750. Gold per annum (paid at the rate of 2:1 in China as \$1500. Mexican) to be paid by the College; the same to begin upon arrival at Nanking and to cease at departure at end of term.
2. Necessary travel to Nanking and return by the shortest route to be paid by the College. An allowance of \$1.50 per day for incidental personal items during travel to and from Nanking.
3. A furnished room to be provided by the College.
4. Ordinary medical care to be provided by the College. Ordinary expense for medicine to be borne by the appointee.
5. Assignment of work to be made by the faculty, all of whom share in the extra-curriculum activities of the College.
6. The Board of Control vote upon the return of all members of the faculty at the end of every term of service. If the vote is in favor and is approved by the Ginling College Committee a furlough is granted for one year, with home allowance, proportionate to the five year term of service.
7. At the end of one year this contract may be changed to a five year contract with the approval of the Board of Control and of the Ginling College Committee.
8. In case of resignation before the termination of the contract, for other than ill health, certified to by the College physician and one other missionary physician, a proportional refund on travel shall be made to the College.

Name

Date

The Ginling College Committee appoints
to Ginling College for a term of three years on the above basis.

..... President

Date

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Copy for Mrs Bender

Dec. 1925

Ginling College Contract for Five Year Term

I accept an appointment to Ginling College, Hanking, China, as missionary teacher, for a term of five years on the following basis:

1. Salary of \$750. Gold per annum (paid at the rate of 2:1 in China as \$1500. Mexican) to be paid by the college; the same to begin upon arrival at Hanking and to cease at departure at end of term.
2. Necessary travel to Hanking and return by the shortest route to be paid by the college. An allowance of \$1.50 per day for incidental personal items during travel to and from Hanking.
3. Outfit allowance of \$200. for personal use to be paid upon appointment.
4. A furnished room to be provided by the College.
5. Ordinary medical care to be provided by the College. Ordinary expense for medicine to be borne by the appointee.
6. A period of one full year or more for language study to be allowed at the discretion of the Board of Control in China.
7. Assignment of work to be made by the faculty, all of whom share in the extra-curriculum activities of the College.
8. In case of resignation before the termination of the contract, for other than ill health, certified to by the College physician and one other missionary physician, a proportional refund on travel shall be made to the College.
9. The Board of Control vote upon the return of all members of the faculty at the end of every term of service. If the vote is in favor and is approved by the Ginling College Committee, a furlough with home allowance of \$900. Gold (the average of that paid by the cooperating Boards to single women) is granted for one year.
10. In addition an educational allowance may be granted on the recommendation of the Board of Control and with the approval of the Ginling College Committee.

Name

Date

The Ginling College Committee appoints
to Ginling College for a term of five years on the above basis.

Chairman

Date

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GINLING COLLEGE FACULTY

1928-1929

Administration

WU YI-FANG *President of the College*
Ginling College, A.B., 1919. University of Michigan, 1922-
1928. A.M., 1924. Ph.D., 1928.

Mrs. LAWRENCE THURSTON *Adviser*
Mt. Holyoke College, B.S., 1896; Litt. D., 1925; arrived in
China, 1902.

ELSIE M. PRIEST *Treasurer*

MARTHA S. PHELPS *Secretary*
Smith College, A.B., 1918.

CHEN ER-CHANG *Assistant Treasurer*
University of Nanking, A.B., 1927.

Tsü KWOH-CHI *Registrar*
University of Nanking, A.B., 1928.

Mrs. TSEN SHUI-FANG *Dormitory Director*
Graduate Nurse, Wesleyan Mission Woman's Hospital, 1905.

YÜ SHWEN-DJI *Librarian*
Pomona College, A.B., 1925.

MARGARET G. SMYTHE, M.D. *College Physician*
University of Chicago, B.S., 1922; Rush Medical College
M.D., 1926.

WU MEH-HSIANG *Nurse*

Instruction

MARGARET ANDREWS *Physical Education*
Wellesley College, Hygiene and Physical Education Certificate,
1910; Teachers College, Columbia University, B.S., 1918;
arrived in China, 1926.

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- A. BEATRICE BUSE *English*
 University of Montana, A.B., 1917; Bryn Mawr College,
 1917-1919; University of London, 1922-1923; arrived in
 China, 1925.
- CHANG HWEI-LAN *Physical Education*
 University of Wisconsin, B.S., 1926.
- CHEN MEI-YU *Hygiene*
 Ginling College A.B., 1920; Columbia University, A.M., 1927;
 M.S., 1928.
- RUTH M. CHESTER *Chemistry*
 Smith College, A.B., 1914; A.M., 1916; Columbia University,
 1920-1921; 1925-1926; arrived in China, 1917.
- CHU HAI-JU *Biology*
 Soochow University, B.S., 1923; Teaching Fellowship,
 P.U.M.C., 1923-1925.
- CHU ZIA VEN-TSIU *Physical Education*
 Wellesley College A.B., 1925.
- DJANG SIAO-SUNG *History*
 Ginling College A.B., 1926.
- EDITH W. FOSDICK *History and Sociology*
 Vassar, A.B., 1906; School of Philanthropy, 1906; School of
 Social Research, 1916-1917, 1921.
- DAVID S. HSIUNG *Physics and Mathematics*
 Huping College, A.B., 1914; Heidelberg University, B.S.,
 1924; University of Pennsylvania A.M., 1925.
- HWANG LI-MING *Physical Education*
 Ginling College, A.B., 1927.
- HWANG WEN-yü *Religion*
 Ginling College, A.B., 1923; Hartford Foundation, A.M.,
 1927; Mt. Holyoke College, 1925-1926; Columbia Univer-
 sity, 1927-1928.
- ELLEN Y. T. KOO *Music*
 Philadelphia, 1914-1916; Syracuse, 1916-1917.

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- LINDSAY LIEU *Chinese*
St. John's University, A.B., 1920.
- LOH ZUNG-NYI *Physics and Mathematics*
Wellesley College, A.B., 1924; Cornell University, A.M., 1925
- LIU EN-LAN *Education*
Ginling College, A.B., 1925.
- CORA D. REEVES *Biology*
University of Michigan, A.B., 1906; Berlin and Giessen,
1910-1911; Johns Hopkins, 1911-1912; University of
Michigan, 1913-1917.
- EVA DYKES SPICER *Religion*
Somerville College, Oxford, A.B., 1920; arrived in China,
1923.
- SUN WANG KUO-SIEU *History*
Wellesley College A.B., 1925; Columbia University, A.M.,
1926.
- CATHARINE E. SUTHERLAND *Music*
The Western College, A.B., 1915; Columbia University, 1924-
1926; A.M., 1926.
- Tsü LI-O *Chinese*
Chinese degree.
- MINNIE VAUTRIN *Education*
University of Illinois, A.B., 1912; Teachers College, Columbia
University, 1918-1919; A.M., 1919; University of Chic-
ago, 1925-1926; arrived in China, 1912.
- EVELYN M. WALMSLEY *English*
Wellesley College, A.B., 1908; A.M., 1913; Harvard Univer-
sity, 1911-1912; Columbia University, 1911; Hartford
Foundation, 1916-1917.
- JULIA C. WARREN *English*
Bethany College, A.B., 1924; Harris Teachers' College, 1924;
Washington University, 1926; 1927.

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HARRIET M. WHITMER *Biology*
Albion College, A.B., 1912; University of Michigan, A.M.,
1917; arrived in China, 1924.

WU MOU-I *Chemistry*
Ginling College, A.B., 1928.

YÜ SHWEN-DJI *Psychology*

Leave of Absence:

HARRIET M. COGSWELL *English*
Mt. Holyoke, A.B., 1922; arrived in China, 1926.

MARTHA HACKETT, M.D. *College Physician*
The Western College, A.B., 1907; Rush Medical College,
M.D., 1913; New York Post Graduate Medical School,
1918; arrived in China, 1913.

HOH YING-TSING *Chinese*
Ginling College, A.B., 1920; Teachers College, Columbia
University, 1927.

Z. H. PAN *Chemistry*
Soochow University, B.S., 1920; 1921-1922.

MARY B. TREUDLEY *Sociology*
Ohio University, A.B., 1906; University of Chicago, 1909-
1910; A.M., 1910; Clark University, 1914-1916; Ph.D.,
1916; arrived in China, 1923.

WU DZING-HSIEN *Biology*
Ginling College, A.B., 1923.

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Mrs. Thurston

1929-1930

GINLING COLLEGE FACULTY

1928-1929

Administration

WU YI-FANG *President of the College*
Ginling College, A.B., 1919. University of Michigan, 1922-
1928. A.M., 1924. Ph.D., 1928.

Mrs. LAWRENCE THURSTON (*absent 1st semester*) *Adviser*
Mt. Holyoke College, B.S., 1896; Litt. D., 1925; arrived in
China, 1902.

ELSIE M. PRIEST *Treasurer*

~~MARTHA S. PHELPS~~ *Gratia Shargo* *Secretary*
Smith College, A.B., 1918.

CHEN ER-CHANG *Assistant Treasurer*
University of Nanking, A.B., 1927.

Tsü KWOH-CHI *Registrar*
University of Nanking, A.B., 1928.

Mrs. TSEN SHUI-FANG *Dormitory Director*
Graduate Nurse, Wesleyan Mission Woman's Hospital, 1905.

~~Yü SHI-WEN~~ *Jiang Siao-ying* *Librarian*
Pomona College, A.B., 1925. *part-time.*

MARGARET G. SMYTHE, M.D. *College Physician*
University of Chicago, B.S., 1922; Rush Medical College
M.D., 1926.

WU MEH-HSIANG *Nurse*

Instruction

~~MARGARET ANDREWS~~ *Emily Case* *Physical Education*
Wellesley College, Hygiene and Physical Education Certificate,
1910; Teachers College, Columbia University, B.S., 1918;
arrived in China, 1926.

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~~A. BEATRICE BUSE~~ *Harriet Cogswell* English
University of Montana, A.B., 1917; Bryn Mawr College,
1917-1919; University of London, 1922-1923; arrived in
China, 1925.

CHANG HWEI-LAN *Physical Education*
University of Wisconsin, B.S., 1926.

CHEN MEI-YU *Hygiene*
Ginling College A.B., 1920; Columbia University, A.M., 1927;
M.S., 1928.

RUTH M. CHESTER *Chemistry*
Smith College, A.B., 1914; A.M., 1916; Columbia University,
1920-1921; 1925-1926; arrived in China, 1917.

~~CHU HAI-JU~~ *Blanche Wu* *Biology*
Soochow University, B.S., 1923; Teaching Fellowship,
P.U.M.C., 1923-1925.

~~CHU ZIA VEN-TSU~~ *Mrs. D. Y. Sin* *Physical Education*
Wellesley College A.B., 1925.

DJANG SIAO-SUNG *also Suelle Tang* *History*
Ginling College A.B., 1926.

~~EDITH W. FOSDICK~~ *Mr. Shen* *(living on campus)*
History and Sociology
Vassar, A.B., 1906; School of Philanthropy, 1906; School of
Social Research, 1916-1917, 1921.

DAVID S. HSIUNG *Physics and Mathematics*
Huping College, A.B., 1914; Heidelberg University, B.S.,
1924; University of Pennsylvania A.M., 1925.

~~HWANG LI-MING~~ *Shih Gwa-yin* *Physical Education*
Ginling College, A.B., 1927.

~~HWANG WEN-YÜ~~ *Religion*
Ginling College, A.B., 1923; Hartford Foundation, A.M.,
1927; Mt. Holyoke College, 1925-1926; Columbia Univer-
sity, 1927-1928.

ELLEN Y. T. KOO *Music*
Philadelphia, 1914-1916; Syracuse, 1916-1917.

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LINDSAY LIEU *Chinese*
St. John's University, A.B., 1920.

LOH ZUNG-NYI *Physics and Mathematics*
Wellesley College, A.B., 1924; Cornell University, A.M., 1925

~~LIU EN-LAN~~ Wang Shou-ren *Education*
Ginling College, A.B., 1925.

CORA D. REEVES *Biology*
University of Michigan, A.B., 1906; Berlin and Giessen,
1910-1911; Johns Hopkins, 1911-1912; University of
Michigan, 1913-1917.

EVA DYKES SPICER *Religion*
Somerville College, Oxford, A.B., 1920; arrived in China,
1923.

SUN WANG KUO-SIEU *(absent list reinserted) History (b.d.g.)*
Wellesley College A.B., 1925; Columbia University, A.M.,
1926.

CATHARINE E. SUTHERLAND *Music*
The Western College, A.B., 1915; Columbia University, 1924-
1926; A.M., 1926.

~~Tsü Lio~~ Mr. Chiang (living on campus) *(insert)*
Chinese degree.

MINNIE VAUTRIN *Education*
University of Illinois, A.B., 1912; Teachers College, Columbia
University, 1918-1919; A.M., 1919; University of Chic-
ago, 1925-1926; arrived in China, 1912.

EVELYN M. WALMSLEY *Esther Tappart* *English*
Wellesley College, A.B., 1908; A.M., 1913; Harvard Univer-
sity, 1911-1912; Columbia University, 1911; Hartford
Foundation, 1916-1917.

JULIA C. WARREN *English*
Bethany College, A.B., 1924; Harris Teachers' College, 1924;
Washington University, 1926; 1927.

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~~HARRIET M. WHITMER~~ Yang Ging-~~Psychology~~
Albion College, A.B., 1912; University of Michigan, A.M.,
1917; arrived in China, 1924.

WU MOU-I
Ginling College, A.B., 1928.

Chemistry

Chen Teh-djen, asst.
YU SHWEN-DJI

Physics
~~Psychology~~

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Tsu Ya-lan
Leave of Absence:

Physical Educ.

~~HARRIET M. COGSWELL~~
Mt. Holyoke, A.B., 1922; arrived in China, 1926.

English

~~MARTHA HACKETT, M.D.~~
The Western College, A.B., 1907; Rush Medical College,
M.D., 1913; New York Post Graduate Medical School,
1918; arrived in China, 1913.

College Physician

~~HOH YING-TSING~~
Ginling College, A.B., 1920; Teachers College, Columbia
University, 1927.

Chinese

→ Z. H. PAN (part-time)
Soochow University, B.S., 1920; 1921-1922.

Chemistry

~~MARY B. TRUDLEY~~
Ohio University, A.B., 1906; University of Chicago, 1909-
1910; A.M., 1910; Clark University, 1914-1916; Ph.D.,
1916; arrived in China, 1923.

Sociology

~~WU DZING-HSIEN~~
Ginling College, A.B., 1923.

Biology

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DENOMINATIONAL AFFILIATION OF GINLING FACULTY.

1932 - 1933

BAPTIST

Wu Yi-fang (President)
Li Wei-i
Kathleen Bond
Chen Mei-yu
Mrs. Rosie Nyi Chou

CATHOLIC

Mme. Ma Yi-guin (French)

CHRISTIAN (DISCIPLES)

Dr. Margaret Smythe
Hwang Li-ming
Lu Shuh-ying
Minnie Vautrin

COMMUNITY (JAPAN)

Abigail Hoffsommer

CONGREGATIONAL * ENGLISH
(London Missionary Society)

Eva Dykes Spicer

EPISCOPAL

Mrs. Tsen Shui-fang
Chen Er-chang
Koo Ellen Y. T.
Mrs. Lin Chen Ying-mei
Tsui Ya-lan

METHODIST EPISCOPAL

Helen M. Loomis
Wu. K. T.
Catherine C. Carl
Chu Hai-ju
Mereb Mossman
Cora D. Reeves
Tsu Kwoh-mou
Harriet M. Whitmer
Wu Mou-i

METHODIST EPISCOPAL SOUTH

Mrs. Grace Zia Chu
Dju Yu-bao
Daniel Hsieh

PREBYTERIAN U.S.A.

Mrs. Lawrence Thurston
Elsie M. Priest
Tsu Kwoh-chi
Goh Ih-shan
Chen Yu-djen
Liu En-lan
Rachel M. MacKenzie
Catharine E. Sutherland
Emily Case (on furlough)
Ruth Chester (on furlough)

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REFORMED

David Hsiung (on Furlough)

UNITED LUTHERAN IN AMERICA

Esther Tappert

UNITED CHURCH OF CANADA

Florence Kirk

NO CHURCH (Baptized Christian)

Yang Hsiao-rang

LUTHERAN (GERMANY)

Frau Ilse Ruef

SUMMARY

BAPTIST	5
CATHOLIC - FRENCH	1
CHRISTIAN	4
COMMUNITY	1
CONGREGATIONAL ENGLISH	1
EPISCOPAL	5
EVANGELICAL	1
METHODIST EPISCOPAL	9
METHODIST EPISCOPAL SOUTH	3
PRESBYTERIAN	10
REFORMED	1
UNITED CHURCH OF CANADA	1
LUTHERAN GERMANY	1
UNITED LUTHERAN IN AMERICA	1
NO CHURCH	1
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TOTAL	45

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DENOMINATIONAL AFFILIATION OF GINLING FACULTY.

1932 - 1933

BAPTIST

Wu Yi-fang (President)
Li Wei-i
Kathleen Bond
Chen Mei-yu
Mrs. Rosie Nyi Chou

CATHOLIC

Mme. Ma Yi-guin (French)

CHRISTIAN (DISCIPLES)

Dr. Margaret Smythe
Hwang Li-ming
Lu Shuh-ying
Minnie Vautrin

COMMUNITY (JAPAN)

Abigail Hoffsommer

CONGREGATIONAL - ENGLISH
(London Missionary Society)

Eva Dykes Spicer

EPISCOPAL

Mrs. Tsen Shui-fang
Chen Er-chang
Koo Ellen Y. T.
Mrs. Lin Chen Ying-mei
Tsui Ya-lan

Miss Haight

METHODIST EPISCOPAL

Helen M. Loomis
Wu. K. T.
Catherine C. Carl
Chu Hai-ju
Mereb Mossman
Cora D. Reeves
Tsu Kwoh-mou
Harriet M. Whitmer
Wu Mou-i

METHODIST EPISCOPAL SOUTH

Mrs. Grace Zia Chu
Dju Yu-bao
Daniel Hsieh

PRESBYTERIAN U.S.A.

Mrs. Lawrence Thurston
Elsie M. Priest
Tsu Kwoh-chi
Goh Ih-shan
Chen Yu-djen
Liu En-lan
Rachel M. MacKenzie
Catharine E. Sutherland
Emily Case (on furlough)
Ruth Chester (on furlough)

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REFORMED

David Hsiung (on Furlough)

UNITED LUTHERAN IN AMERICA

Esther Tappert

UNITED CHURCH OF CANADA

Florence Kirk

NO CHURCH (Baptized Christian)

Yang Hsiao-rang

LUTHERAN (GERMANY)

Frau Ilse Ruef

SUMMARY

BAPTIST	5
CATHOLIC - FRENCH	1
CHRISTIAN	4
COMMUNITY	1
CONGREGATIONAL ENGLISH	1
EPISCOPAL	5
EVANGELICAL	1
METHODIST EPISCOPAL	9
METHODIST EPISCOPAL SOUTH	3
PRESBYTERIAN	10
REFORMED	1
UNITED CHURCH OF CANADA	1
LUTHERAN GERMANY	1
UNITED LUTHERAN IN AMERICA	1
NO CHURCH	1
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TOTAL	45

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CONCERNING FACULTY NEEDS.

Ginling College
Nanking, China
November 7, 1933

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Dr. Yi-fang Wu
c/o Miss Florence G. Tyler
419 Forth Avenue
New York City.

Dear Dr. Wu:

On last Friday afternoon the Executive Committee of Ginling College had a meeting at which time they approved of the Faculty Program for the year 1934-35 which was submitted to them. Mrs. Thurston has asked me to write you the covering letter to go with the program. A copy of this letter is being sent to you both to New York and to St. Louis in care of Mrs. Sutherland. I am also, at Mrs. Thurston's suggestion, sending a copy to Miss Tyler. If possible I shall also send a copy to Miss Griest so that she can be thinking over the needs that are to be filled.

At the meeting on Friday I submitted the program which is enclosed together with a summary of the needs which is attached. The program, as usual, was based upon a detailed statement from each department. I do not need to explain the program for it will be clear to you with the exception of the third from the last column which is headed "Equivalent". These figures were derived by dividing the laboratory hours by two, the number of piano students by twenty five, etc and thus trying to reduce the program of all the departments to a common basis. As you will see from the summary, the additional staff which is to be secured in the West is limited this year, in fact it calls for filling a vacancy in English, a possible vacancy in music, and securing a westerner for sociology in case a Chinese cannot be found for the department. The ~~details~~ detailed askings are as follows:

ENGLISH DEPARTMENT. The English Department is calling for a person to fill the vacancy left by Miss MacKenzie's departure. They ask that "A good middle school teacher who can take sub-freshman English, Special Physical Education English and the work of the Practice School be secured". The Executive Committee approved securing another member for the Department but did not discuss the type of person who should be secured. You will probably have to decide whether the person should be of the type of Miss Walmsley who has had middle school experience and is a very good teacher of middle school English, or of the type of Dr. Atkinson or a person that Eva might secure in England who has had a good deal of advanced training in the field of literature and who would strengthen the department from the top. When I think of the needs of the Practice School I want the former type, when I think of the needs of the college department and how we can best strengthen it, I want the latter type. It is a difficult problem to decide. I feel that at present we do not challenge students of the type of Djang Deh-wei sufficiently, but she may be an exception

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whose needs we cannot fully meet. I wrote you in detail some days ago saying that we really need an experienced person for the Practice School English, but I realize that the needs of the Practice School must be considered in the light of the greater needs of the College.

SOCIOLOGY DEPARTMENT. Miss Mossman expressed the needs of her department as follows: " We definitely need one strong well-trained person. If this cannot be a Chinese professor, then I can get an able person from the University of Chicago. It should be taken up early this year, and if we need to get someone from America, then I want to get that person through my dean, Miss Abbott, at the University of Chicago with whom I talked it over in detail last summer". She wants some person who can be her co-worker and not her subordinate. She needs some person who can give some of the theoretical courses as well as help with the practical work. This asking implies that Miss Mossman will remain with us next year, but it is urgent that it be filled so that the person can take over the responsibility the following year when Miss Mossman is away. She wondered if some well-trained Chinese could be secured through Dr. Franklin Ho. Or it might be that you know of some person in America who has the experience and the training necessary for the work.

MUSIC DEPARTMENT. The needs of the music department were not discussed in the Executive Committee meeting as it involved the question of Miss Carl. If she goes home, as she is expecting to do, some person would have to be secured to take her place. Miss Sutherland feels that it would be kinder to Miss Carl to let her go at this time and not to urge her to remain another year. At the beginning of this semester a number of the music students requested that they be not assigned to her. Since she is not the person who can be in the department permanently, it is probably better to let her go at the end of her three years and try to get a person who would be permanent. I hope Miss Sutherland has written to you about this matter as well as that of Miss Mossman's sister. If I interpret her opinion, it is that the latter would be only temporary, and is not particularly interested in piano and therefore it might be better to try to get the type of person we were looking for when Miss Carl was appointed. Mrs. Thurston, I think, has not yet talked to Miss Carl about remaining another year as you asked, simply because she does not know that it is the right thing to do. She will probably write to you about this.

OTHER NEEDS. The other needs are to be filled in China. The Physical Education Department will have to ask Miss Yang Hsiac-rang to help in the practical work next semester, since Mrs. Chen Li-ming will be unable to do the work. The latter thinks it would be best to keep her in the practical work and to get another person to do the work in translation and for the Y.W. alumnae. Personally I wish that we could get the help of the Y.W. in the work for the alumnae of their school for I feel that they could put more interest into it than we can. The other needs in the program are either for one of our own graduates or for part-time people whom we can secure in Nanking so I shall not take the time to write to you about them.

In a few days I shall have prepared the needs for the second semester. It is our hope this year that we can have the pre-registration earlier than usual and that we can make out our schedule before pre-registration.

Our thoughts are with you very very often. Your cablegram meant much to us.

Very sincerely yours,
Minnie Vautrin

FACULTY PROGRAM FOR THE YEAR 1934-35.

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Prepared by the Chairman of the Curriculum Committee for the Executive Committee.

I. Foreign Staff. Recommended-

1. That a fourth person be secured for the English Department to take the place of Miss MacKenzie. This implies that Miss Hoffsommer is extending her term of service for another year.
2. That a second thoroughly trained person be secured for the Sociology Department. If possible this person should be a Chinese but if such is not available a westerner be secured for the time being. This asking implies that Miss Messman extend her term of service for one more year.

II. Chinese Staff. Recommended-

1. See the asking for the Sociology Department. I 2.
2. That a full time person be secured for the Physical Education Department. It is expected that this person will give her time largely to the preparation and translation of physical education materials. The five and three fourths persons in the department at present will all be needed for regular teaching next year. For the year 1934-35 there will be two classes in the Special Physical Education Course, one class of approximately twenty four students and a n entering class of fifteen students.
3. That a full time assistant with training such as is given by our music department at Ginling be secured for the music department, this person to give her time largely to music in the Practice School. A person of the training of Miss Li Ming-djen be secured.
4. That a part-time student assistant be secured for the Sociology Department.

Explanation: The following items included in the Faculty Program for 1934-35 are not new but have been included in previous askings:

Art	1/6 time	If such a person can be found.
Euthenics	1/12 "	For a course in Home Economics.
Chin. History	1/3 "	In the 1933-34 budget.
Geography	1 assistant.	In the 1933-34 budget.

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FACULTY PROGRAM. 1934-35

Department	Courses	Credits	Class Hours	Lab. Hours	Equivalent	Staff Available	Needs
Art	1	2	2		2	-	1/6
Astronomy	1	4	4		2		-
Biology	7	24	12	33	28½	2 full time 1 part time	-
Chemistry	7	19-21 +4	16-18	36	33-35	3 full time 2 full time	-
Chinese	10	20	30	-	30	1 part time	-
Economics	3	12	12	-	12	1 full time	-
Education	4	12	12		12	1 full time -	
English-College	8	24-26	42-44	-	42-44	3 full time	-
English- Spec. P.E. Sub-freshman Pract. School	3	-	20 plus	-	12		1
Ethnics (1 (Sem)	2	2	-	1		1/12
Geography	3	12	9	6	12	1 full time	1 Ass't
History	6	22	22-26	6	22-26	2 full time	1 Part (Ch. Hist)
Hygiene	4	12	12	-	12	1 full time	
Mathematics	4	12 + 8	21-25	-	21-25	See Physics	
Modern Language	2	8	8	-	8	1/3	1/3
Music	8	17 + 60P 10V	17	48	53	4	1 Ass't
Philosophy	4 or 5	14-18	14-18	2	14-18	1 & 1/3 plus	1/6 (Ch. Phil)

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Department	Courses	Credits	Class Hours	Lab.Hours.	Equiv.	Available	Needed
Phys.Education	20	38	34	76	?	5 3/4	1 (Translati
Physics	5	12 + 8	12-13	23-29	23-26 1/2	4	-
Pol.Science	3	11-12	11-12	-	11-12	2/3	1/3
Psychology	3	12	12	-	12	1	-
Sociology	6	17	13-14	15- 17	20 1/2 - 22 1/2	1	1 full time 1 Stud.Ass't

Explanation:

1. The above figures are based upon figures submitted by each of the college departments. In each department the semester offering the maximum load was used.
2. The evaluation of laboratory, practical music, theses, etc. has been made as follows:
 - a. Two hours of laboratory work is equivalent to one teaching hour in teacher time.
 - b. For the coming year, since thesis work is new for many of the departments, one thesis is considered equivalent to one credit of work in teacher time. This is perhaps high and is merely used as a trial for this coming year.
 - c. Twenty five students in piano is considered a full time load.
 - d. Practical work in physical education is supposed to be on the basis of 18 practical hours per teacher as a full time load.

Respectfully submitted,
Minnie Vautrin
Chairman of the Curriculum Committee.

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Department	Courses	Credits	Class Hours	Lab.Hours.	Equiv.	Available	Needed
Phys. Education	20	38	34	76	?	5 3/4	1 (Translati
Physics	5	12 + 8	12-13	23-29	23-26 1/2	4	-
Pol. Science	3	11-12	11-12	-	11-12	2/3	1/3
Psychology	3	12	12	-	12	1	-
Sociology	6	17	13-14	15- 17	20 1/2-22 1/2	1	1 full time 1 Stud.Ass't

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Respectfully submitted,
Minnie Vautrin
Chairman of the Curriculum Committee.

x. Studied in Ginning

1913 - 1937

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ACCESSION LIST OF GINLING COLLEGE FACULTY

Mrs. Lawrence Thurston	President 1913-28	1913-
Elizabeth Goucher	English	1914-20
Frederica R. Mead	English	1914-23
Mary A. Nourse	History; Psychology	1914-18
Lee Ma-li	Chemistry; Mathematics	1915-16
Tsao Li-yuin	College Physician	1915-18
Wang Muh-djai (Mrs.)	Chinese	1915-16
Mrs. Djang C hing-hai	Matron	1915-20
Wang Shao-djang (Mrs.)	Secretary	1915-28
Narola E. Rivenburg	Religion	1916-21
Chen Shah-ching (Mrs.)	Chinese	1916-17
Djang Meng-ran (Mrs.)	Chinese	1917-19
Lydia B. Brown	Music	1917-20
Ruth M. Chester	Chemistry	1917-
Mary B. Shipley	English; History	1917-19
Cora D. Reeves	Biology	1917-
Wu Gia-gao (Mrs.)	Mathematics	1917-20
Adelaide Gundlach	Registrar & Treasurer	1918-22
Llewella M. Merrow	Physician	1918-24
Rebecca W. Griest	English; History	1919-27 (28?)
Minnie Vautrin	Education	1919-
Djang Dzi-tsi (Mrs.)	Chinese	1919-23
Tsuh Ming-lee Li Tsuh-ming	Music	1919-20
Mrs. D. Y. Lin	Physical Education	1919-36
Alice L. Butler	Psychology	1920-25
Helen Y. McCoy	Physics; Mathematics	1920-25
Lilliath M. Robbins	English	1920-23
Wang Beh-han (Mrs.)	Chinese	1920-27
Ella M. Hanawalt	Education	1921-28
Janie H. Watkins	History	1921-23
Katherine Rawles	Physical Education	1921-23
Helen Wilson	Music	1921-22
Ma Chen-kuen (Mrs.)	Chinese	1921-23
Ada A. Grabill	Music	1922-28
Marian Ewing	English; Library	1922-23
Dorothy Stendel	English	1922-23
Georgia G. Thomas	Secretary	1922-24
Flora M. Carncross	English	1923-25
Emily I. Case	Physical Education	1923-27-33
Anna R. Clark	Mathematics	1923-25
Ellen P. Cook	Chemistry	1923-24
Virginia M. Corbett	English; History	1923-24
Eva D. Spicer	Religion	1923-
Mary V. Thayer	Faculty Hostess; Biology	1923-25
Mary B. Treudley	Sociology	1923-28
Laura H. Wild	Religion	1923-24
Edna F. Wood	English	1923-26

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x	Norman A. Wood (Mrs.)	Museum; Biology	1923-24
x	Hoh Ying-ting (Phaeb)	Chinese	1923-27
	Louise Steel-Brooke	Physician	1924-25
	Ellen Shippen	Secretary	1924-25
	Harriet Whitmer	Biology	1924-
	Ethel M. Black	Education; Psychology	1924-25
	Norah P. Jervis	Physical Education	1924-25
	Deborah M. Gibson	Chemistry	1924-25
	Mrs. Robert C. Chapin	English	1924-25
	Irving Wood (Mrs.)	Religion	1924-25
	Mrs. S. F. Tsen	Director of Dormitories	1924-
x	Chang Hwei-lan	Physical Education	1924-25; 26-30
	Wan Chueh	Physical Education	1924-25
x	Hwang Wen-yü	Religion	1924-25; 28-29
x	Dju Ao	Practice School	1924-25; 31
x	Ho Chang-chi	Music	1924-25
	George W. Loos, Jr. (Mrs.)	Treasurer & Business Manager	1925-27
	Martha N. Hackett	Hygiene & College Physician	1925-28
	A. Beatrice Buse	English	1925-29
	Mary M. Cook	English	1925-26
	Alice C. Darrow (Mrs.)	Psychology	1925-26
	Florence Sprague	History	1925-26
	Mrs. L. H. Caldwell	Library	1925-26
	Tsu Kwoh-dhi (Mrs.)	Recorder	1925-35 (6)
	Djang Chien-chin (Mrs.)	Chinese	1925-26
	T. Y. Hwang (Mrs.)	Mathematics	1925-26
x	Liu En-lan	Practice School (College 1931 - Geography 1928)	1925-
x	Loh Zung-nyi	Physics	1925-27; 1928-31
x	Grace Zia	Physical Education see 1928	1925-26; 1928-
	Yang Jui-tien (Mrs.)	Physics	1925-28
	Mrs. G. W. Loos, Jr.	English	1926-27
	Esther N. Pedersen	Secretary	1926-27
	Nelson Jowe (Mrs.)	Business Office	1926-27
	Margaret Andrews	Physical Education	1926-29
	J. Minnette Barber	English	1926-27
	Harriet Marie Gogswell	English	1926-32
	Burgoyne Griffing (Mrs.)	Physics	1926-27
	Ernest V. Jones (Mrs.)	Chemistry	1926-27
	Catherine E. Sutherland	Music	1926-
	Chang Hwei-lan	Physical Education	1926-31
	Hoh Chiu-ai (Mrs.)	Chemistry	1926-27
	Ellen Y. T. Koo	Music	1926-36 -
x	V. K. Nly	History; Sociology	1926-27
	Z. H. Pan (Mrs.)	Chemistry	1926-35
	Yü Shwen-dji (Mrs. Franklin Ho)	Library	1926-29
	Mrs. R. R. Berger	Secretary (in Shanghai)	1927-28
x	Wu I-fang (Mi-fang)	President elected 1927	1928-
	Wu Meh-hsiang	Nurse	1927-30
	Chu Hai-yu (Mrs.)	Biology	1927-31; 32-34
x	Djang Siao-sung	History / Psychology 35-	1927-30; 35-
	David S. Hsiung (Mrs.)	Physics	1927-31; 34-35
x	Hwang Li-ming	Physical Education	1927-

x	Li Chi	English	1927-28
	Limsey-Lieu (Mrs.)	Chinese	1927-30
	Tsu Li-o (Mrs.)	Chinese	1927-29
x	Wu Dzong-hsien	Biology	1927-32: 35-
	Evelyn M. Walmsby	English	1928-29
	Edith W. Fosdick	History; Sociology	1928-29
	Julia G. Warren	English	1928-31
	Elsie M. Priest	Treasurer	1928-
	Martha S. Phelps	Secretary	1928-29
	Margaret G. Smythe	Physician	1928-33
	Chen Er-chang (Mrs.)	Assistant Treasurer	1928-
x	Chen Mei-yü	Hygiene	1928-34
x	Chen Zia Ven-tsiu	Physical Education (see 1925)	1928-34
x	Hwang Wen-yü	Religion (24-25)	1928-29
x	Loh Zung-nyi	Physics (25-27)	1928-31
	Sun Wang Koh-sien	History	1928-30
x	Wu M ou-i	Chemistry; Registrar (1932 -)	1928-
	Gratia Sharp	Secretary	1929-30
	Esther E. Tappert	English	1929-37
	Goh I-shan (Mrs.)	Superintendent of Grounds	1929-33
x	Chen Deh-djen	Physics; Mathematics	1929-34
	Giang Mei-sung (Mrs.)	Chinese	1929-30
x	Liu Tang Lu-djen	History	1929-31
	Lei Hai-tsung (Mrs.)	History	1929-31
	Madame Ma Yu-guin	French	1929-36
	Shen Shau-yu	Political Science; Sociology	1929-31
	Shi Kwoh-ying	Physical Education	1929-31
x	Tsui Ya-lan	Physical Education	1929-
	Tung Teh-fu (Mrs.)	Psychology	1929-30
x	Wang Gia-wei	Practice School	1929-30
x	Yang Ging-hsioh	Biology	1929-31
x	Yang Hsiao-rang	Physical Education	1929-34
	Mrs. B. Burgoyne Chapman	Library	1930-32
	Mereb E. Mossman	Sociology	1930-37
	Frau Zimmermann	German	1930-32
	Ming Hsiah-chung (Mrs.)	Secretary	1930-
	Chen Tieh-ming (Mrs.)	Acting Registrar	1930-32
	Tsien Tswen-nsuin	Acting Librarian	1930-32
	Wang Keh-lih	Nurse	1930-31
	Mrs. Hsü Chang Cning-o	Home Economics	1930-31
x	Chen Yu-djen	Practice School	1930-35
	Miao Feng-ling (Mrs.)	History	1930-32
	Pan Shu (Mrs.)	Psychology	1930-31
	Swen Shui-guin	Practice School	1930-33: 1936
	Tseng Hsü-beh (Mrs.)	Chinese	1930-31
	Wen Bu-i	Chemistry	1930-33
	Wu Dzing-hsien	Biology (see 1927)	1930-32
	Yu Li Hsiang-cho	Chinese	1930-34
	E. Jane Thomas	Secretary	1931-32
	Kathleen L. Bond	1931-33 Music	1931-36
	Catherine C. Carl	Music	1931-35
	Abigail Hoffsommer	English	1931-36

	Sally Lou MacKinnon	(appointed only) for English	1931-32
	Margaret E. Scharle	Music <i>1 term</i>	1931-32
	• Sha Ou	Assistant Librarian	1931-33
	• Li Wei-i	Nurse	1931-33
	• Chang Sze-i (Mr.)	English	1931-32
x	• Cheng En-tsi	Physical Education	1931-32, 1938-
	• Chiu Yü-tsi (Mr.)	Chemistry	1931-32
	• Deng Wan-pu (Mr.)	Chinese and Philosophy	1931-32
x	• Dju Ao	History	1931-37
	• Dju Chia-dji (Mr.)	Library Science	1931-32
	• Mrs. P. S. Ho	Music	1931-32
	• Hsiao Ta (Mr.)	Chinese	1931-32
	• H. H. Hsiao (Mr.)	Psychology	1931-32
	• Li Kwoh-ding (Mr.) <i>Li En-lan</i>	Mathematics and Physics	1931-34
	• Lo Chang Wei-djen	Political Science <i>Geography</i>	1931-32
	• Lu Yen-ying (Mr.)	Political Science	1931-32
x	• Peng Ya-sui	Mathematics and Physics	1931-32
	• Tsien Yung-ho (Mr.)	Education	1931-32
	• Wei I-djen (Mr.)	Psychology	1931-32
	• Swain Wool (Mr.)	1931-32 Economics	1931-32
	• Yang C hing (Mr.)	Chemistry	1931-32
	Florence Kirk	English	1932-
	Rachel MacKenzie	English	1932-33
	Frau Rueff	German	1932-35
	• K. T. Wu (Mr.)	Librarian	1932-35
x	• Chou, Mrs. Rosie Nyi	Psychology	1932-34
	• C. H. Chu (Mr.)	Economics	1932-33, 3
	• Chu Hai-ju (Mr.) <i>see 1927</i>	Biology	1927-31; 1932-34
x	• Dju Yu-bao	Sociology	1932-33
	• Daniel Hsieh (Mr.)	History	1932-35
x	• Lu Shuh-ying	Mathematics and Physics	1932-37
	• T. Y. Lung (Mr.)	Chinese	1932-34
	• T. L. Miao (Mr.)	Chinese	1932-
	• Tsü Kwoh-mou (Mr.)	Political Science	1932-34
	• Wen Pu-i	Chemistry (see 1930)-	1932-33
x	• Wang Ming-djen	Mathematics and Physics	1932-37
x	• Wu Mou-i	Registrar	1932-
	• Yang, Stonelake (Mr.)	Economics <i>(see 1928)</i>	1932-33
	Helen Loomis	Secretary	1932-37
	• Chen Chien-hsia	Dormitory Assistant	1933-35
	Dr. Ailie S. Gale	Physician	1933-37
	• Y. C. Li	Nurse	1933-35
	• D. N. Shu (Mr.)	Business Manager	1933-34
	• K. Y. Chen (Mr.)	Chinese Philosophy	1933-34
	• Cheng Lin-chuang (Mr.)	Economics	1933-34
	Edith C. Haight	Physical Education	1933-37
x	• Tsai Deh-sui	Geography	1933-35
	Emily J. Werner	Religion	1933-35
x	• Chen Kwai-en	Practice School	1933-34
x	• Shih Gan-lin	Practice School	1933-34
	• Virginia Wu (Mrs. Tung)	Library	1933-

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	Francis Chen (Mr.)	Business Manager	1934-39
	Tao Wu-hsia	Business Office	1934-36
	Tai, Mrs. Mei-li Euyang	Nurse	1934-35
	+ Chang Hung-chi (Mr.)	Mathematics	1934-35
x	Chen, Mrs. Cheng Eng-tsi	Physical Education	1934-35; 1938-
	Stella Marie Graves	Music	1934-
	Christine Hall	English	1934-35
	+ Hu Dwan-wu	Hygiene	1934-35
	Hwang Hsiao-yun	Chemistry	1934-35
x	Lin Yu-wen	Sociology	1934-
	Lin Wei (Mr.)	Economics	1934-35
	Lin Yin (Mr.)	Chinese	1934-35
	+ Mao Feng-lin (Mr.)	Chinese History	1934-35
	Swen Shuh-kuen	Physical Education	1934-35
x	Yang Bao-yü (Mrs. Bao)	Biology and Hygiene	1934-39
	Yen En-wen	Chinese	1934-
	Chan Gin-tung (Mr.)	Practice School - <i>see Registrar</i>	1934-39; 1938-
	Li Tung-wen	Practice School	1934-35
x	Shao Siu-lin	Practice School	1934-36
x	Hsu Chao-piao	Assistant Secretary	1935-37
x	Kao Ren-ying	Assistant Registrar	1935-37
x	Djang Siao-sung (see 1927)	Library and Psychology	1935-
	Li Chuen-nien	Library Assistant	1935-36
	Chen Chung-fan (Mr.)	Chinese	1935-
	Margaret C. Thompson	English	1935-36
x	Chang Tuh-wei	English	1935-37
	Chen Chung-hao (Mr.)	History	1935-
	Lung Chen-fu (Mr.)	Sociology	1935-37
	Mrs. Katrin Husemann	Anthropology	1935-37
x	Hwang Dzün-mei	Chemistry	1935-37
	Shen Nai-sheng (Mr.)	Chemistry	1935-8
x	Djang Han-chü	Physics and Mathematics	1935-36
x	Chen Pin-dji	Biology	1935-
x	Wang Ren-tsi	Geography	1935-36
x	Han, Mrs. Chen Yueh-mei	Physical Education	1935-37
x	Lan C'hien-bih	Physical Education	1935-37
	Djou Han-ching	Physical Education	1935-36
x	Dzo Gin-ru	Practice School	1935-37
	Chang Yu-ying	Practice School	1935-37
x	Sung Ging-hsiung	Practice School	1935-37
	Hu Fen (Mr.)	Chemistry	1936-37
x	Li Hwei-lien	Physics	1936-37
x	Li Dze-djen	Freshman Adviser and Student Counsellor	1936-39
	Alice E. Morris	Librarian	1936-37
	Mrs. Mabel Ross Rhead	Music	1936-37
	Louise Shoup	English	1936-37
	P. T. Yuen (Mr.)	Education	1936-39
	Yeh, Mrs. Li Su-ying	Music	1936-
x	+ Hu Shih-tsang		1936-
	Zee Veng-tsai	Nurse	1935-37
	Sze, Mrs. Swen Shu-gin	Practice School <i>see 1930</i>	1930-33; 1936-
	Iseng, Mrs. Li Su-ying	Practice School	1936-37

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STAFF OF THE GINLING REFUGEE CAMP

Those who served all or part of the time from December 8, 1937 - May 31, 1938.

Back Row, left to right: Miss Wang, one of the refugees who served in the Health Department under Mrs. Tsen's supervision. She distributed cod liver oil and milk to babies and children in the six refugee buildings.

Mrs. Wang - also a refugee who served in the Health Department.

Miss Wu Ai-djen, a refugee and a Bible woman of the Presbyterian Church. She escaped from the country into the city in February by disguising herself as a country woman and carrying a little child on her back past the sentries at the city gate. She taught classes in our Education division.

Mr. Chiang, a clergyman of the Episcopal Church, who helped most faithfully with the preaching and teaching during the three projects carried on in the camp.

Mr. Fan, a catechist of the Episcopal Church who also helped during the three projects, both teaching and preaching.

Pastor Pao Chung, of the Presbyterian Church, who preached for us at a number of the Sunday meetings after he returned to Nanking. He also had a large class of enquirers for the last five weeks of the camp.

Rev. Ernest Forster, who both taught and preached during the three projects.

Dr. Tang, of the Central Theological Seminary who helped throughout the three projects.

"Big Wang" as he is called by his students, a former teacher of the Language school, who was invited to come to our campus when he realized that he could not take his large family away from the city last November. He has been invaluable for he has had the dignity and age which enables him to meet official Japanese representatives who have come. He also has been with me to the Japanese Embassy many times.

Pastor Chow, of the Christian Church who has taught classes and preached for us ever since he returned to Nanking in the early spring.

Mr. Djao, also a personal language teacher who has lived with his large family down at East Court. He has been helpful in the administration of the camp.

Mr. Chan, former assistant registrar. He is now helping in the business office of the camp or rather summer session.

Mr. Swen, an influential neighbor who has been with us since September. Formerly he was not very friendly to us or to Christianity, but now he says that we must use his school for religious work when it is safe for him to return to his home which is located on a lonely street to the west of us.

Middle Row, left to right: Miss Yang, also a refugee and a graduate of the Presbyterian Girls School. She first lived in the attic of the Arts Building but when conditions became such that it was possible for us to have religious gatherings we discovered her and invited her to help. She has taught many classes and been active in the religious work of the camp.

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Miss Chen, a refugee who has helped Mrs. Tsen in the health work of the camp.

Miss Lo, the little evangelistic worker who "lived in a house by the side of the road and been a friend of man." She came to us last December and has been a very faithful worker ever since. She is not strong and has continually done more than she should have done.

Miss Blanche Wu who has faithfully continued her work in the Poultry Project in spite of all odds. Only her geese had to be sacrificed for food for the staff of workers in those days when it was not possible to buy meat or eggs.

Mr. Francis Chen the business manager of the college who has been deeply interested in the work of the camp and gives himself unsparingly to it. There were a few weeks when his youth was a handicap but conditions are better for him now. He even tried to raise a mustache but was not very successful.

Minnie Vautrin, who is deeply grateful that she has been able to be on the campus during the past six months but who also has longed to be with the Ginling of the West.

Mrs. S. F. Tsen, one of the committee of three who carried the heavy responsibility of the college. She is fearless and very thoughtful which has made her invaluable in the months that have passed. She has carried the most of the responsibility for the health of the large camp, and has managed the distribution of milk and cod liver oil and latterly has had a clinic which looks like a first-class institution. Her daughter-in-law and four charming and lovable grandchildren have been with us throughout the period. I have depended upon her judgement a great deal.

Mrs. Paul Twinem. Mary was living over in her little home near the Drum Tower but came over to see us on December 17 and it was then that we persuaded her to come and help us. Always to go where the need is greatest, she was willing to come to help us. At first she helped in sending out innumerable groups of soldiers who came onto the campus from every direction and later she has taught classes and played for our many meetings. Because she came to us her own home was looted but she never mentions that.

Miss Rachel Wang, by a strange coincidence was persuaded to remain with us instead of evacuating with other Seminary students. She has been invaluable as dean of projects which we carried on and has done exceptionally fine work in them.

Miss Hsueh Yu-ling, the teacher of our former neighborhood homecraft school. She carried on the school until December 6, and then her pupils came over to be guides and ushers when we received our first refugees. She has done splendid work as a teacher in the many projects. She and Miss Wang and Miss Lo have all lived down at the Practice School dormitory.

Pastor David Yang of the Christian Advent Mission is most generous in helping us with classes and in preaching. His wife has just returned from Wuhu and they will move into one of the Men Faculty houses. We hear that Mrs. Yang is also a good worker which will be of help to us.

Mr. Li Hung-nein, assistant business manager. Mr. Li has done many types of work in the camp and is always ready and willing. The four girls who are seated in front on the grass are "little teachers." They are all refugees of the junior middle school grade so that we have been able to have them teach classes. The one on the right is Mr. Wang's daughter. One of the four was taken from us on the night of December 17 but in answer to fervent prayer we believe, came back at five the following morning unharmed. For weeks after that terrible experience she hid in a dark corner of the attic of the Arts Building in terror lest she be taken again.

F

STAFF OF THE GINLING REFUGEE CAMP

Those who served all or part of the time from December 8, 1937 - May 31, 1938.

Back Row, left to right: Miss Wang, one of the refugees who served in the Health Department under Mrs. Tsen's supervision. She distributed cod liver oil and milk to babies and children in the six refugee buildings.

Mrs. Wang - also a refugee who served in the Health Department.

Miss Wu Ai-djen, a refugee and a Bible woman of the Presbyterian Church. She escaped from the country into the city in February by disguising herself as a country woman and carrying a little child on her back past the sentries at the city gate. She taught classes in our Education division.

Mr. Chiang, a clergyman of the Episcopal Church, who helped most faithfully with the preaching and teaching during the three projects carried on in the camp.

Mr. Fan, a catechist of the Episcopal Church who also helped during the three projects, both teaching and preaching.

Pastor Pao Chung, of the Presbyterian Church, who preached for us at a number of the Sunday meetings after he returned to Nanking. He also had a large class of enquirers for the last five weeks of the camp.

Rev. Ernest Forster, who both taught and preached during the three projects.

Dr. Tang, of the Central Theological Seminary who helped throughout the three projects.

"Big Wang" as he is called by his students, a former teacher of the Language school, who was invited to come to our campus when he realized that he could not take his large family away from the city last November. He has been invaluable for he has had the dignity and age which enables him to meet official Japanese representatives who have come. He also has been with me to the Japanese Embassy many times.

Pastor Chow, of the Christian Church who has taught classes and preached for us ever since he returned to Nanking in the early spring.

Mr. Djao, also a personal language teacher who has lived with his large family down at East Court. He has been helpful in the administration of the camp.

Mr. Chan, former assistant registrar. He is now helping in the business office of the camp or rather summer session.

Mr. Swen, an influential neighbor who has been with us since September. Formerly he was not very friendly to us or to Christianity, but now he says that we must use his school for religious work when it is safe for him to return to his home which is located on a lonely street to the west of us.

Middle Row, left to right: Miss Yang, also a refugee and a graduate of the Presbyterian Girls School. She first lived in the attic of the Arts Building but when conditions became such that it was possible for us to have religious gatherings we discovered her and invited her to help. She has taught many classes and been active in the religious work of the camp.

Miss Chen, a refugee who has helped Mrs. Tsen in the health work of the camp.

Miss Lo, the little evangelistic worker who "lived in a house by the side of the road and been a friend of man." She came to us last December and has been a very faithful worker ever since. She is not strong and has continually done more than she should have done.

Miss Blanche Wu who has faithfully continued her work in the Poultry Project in spite of all odds. Only her geese had to be sacrificed for food for the staff of workers in those days when it was not possible to buy meat or eggs.

Mr. Francis Chen the business manager of the college who has been deeply interested in the work of the camp and gives himself unsparingly to it. There were a few weeks when his youth was a handicap but conditions are better for him now. He even tried to raise a mustache but was not very successful.

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All regular addresses in China, Ginling College, Nanking, China

GINLING COLLEGE - AMERICAN AND BRITISH FACULTY

Addresses August 1937

Citizenship

CHESTER, Miss Ruth	First Taiping Road, 14 Titus Huk, Tsingtao, China c/o Rev. George Fitch. Home Address: c/o Mrs. William B. Stimson, 3914 Locust Street, Philadelphia, Pa.	American
CHIN, Miss Ettie	c/o American Express, Hongkong, China Home Address: c/o Mr. Henry Chin, 408 Main St., Worcester, Mass.	American
GALE, Dr. and Mrs Allie		American
*GRAVES, Miss Stella M.	c/o Miss S. P. Watson, Foyer International des Etudiantes, 93 Boulevard St. Michel, Paris, France	American
- HEACOX, Prof. and Mrs.	Sailed Asama Maru, August 5th. Address unknown	American
*HOPFSOMMER, Miss Abigail	5700 Warrington Avenue, Philadelphia, Pa.	American
*HAIGHT, Miss Edith	c/o Mrs. T. P. Betts, 135 W. 238th St., New York City Landing New York, September 1937	American
KIRK, Miss Florence	First Taiping Road, 14 Titus Huk, Tsingtao, China c/o Rev. George Fitch Home Address: c/o Dr. J. Carman Kirk, Saskatoon, Saskatchewan, Canada	British
KIRK, Miss Lillian	(Sister of Florence Kirk) Adrees above	British
*LOOMIS, Miss Helen M.	6432 Barnaby St., Chevy Chase, Washington, D.C.	American
MORRIS, Miss Alice E.	Week-ends at Ginling, during week with family in Shanghai (Uncertain - may be in Tsingtao) (If in Tsingtao address c/o Ruth Chester - above)	American
*MOSSMAN, Miss Mereb	202 College Avenue, Winfield, Kansas	American
PRIEST, Miss Elsie	N anking University, Nanking, China Home Address: Keene, New Hampshire	American
REEVES, Miss Cora	In West China	American
*RHEAD, Mrs. Mabel	833 East University Avenue, Ann Arbor, Michigan	American
*Rhodes, Miss Esther	(Sailing postponed) 34 Churchill St., Little Falls, N.Y.	American
- SHIPMAN, Miss Julia	Kobe College, Kobe, Japan	American
*Shoup, Miss Louise	c/o Mr. Paul Shoup, Los Altos, California	American
SPICER, Miss Eva Dykes	Kuling, China. Home Address: c/o Miss Olga Spicer 19 Abbey Court, Abbey Road, N.W.8, London	British

* In America or en route to - En route to China

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AUG 1937

Citizenship

SUTHERLAND, Miss Catherine	Nanking, China. Home Address: c/o Mr. George W. Sutherland, 445 Baker Ave., Webster Grove, Missouri	Home Address: American [2]
TAPPERT, Miss Esther	Chengtu, China. Home Address: c/o Mr. Franz E. Tappert, Box 55, West Cheshire, Conn.	American
*THURSTON, Mrs. Lawrence	27 Summit Road, Wellesley, Mass.	American
VAUTRIN, Miss Minnie	Nanking, China. Home Address: c/o Mr. Vautrin Route 3, Shepherd, Michigan	American
- WHITMER, Miss Harriet	Methodist Mission, Cotemba, Japan. Cable address: P.A.M.E.S. - Tokyo. Home Address: Burr Oak, Michigan	American American

*In America - En route to China

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GINLING STAFF - 1937-38

Administration:

- Wu Yi-fang, President
- Mrs. M. C. Thurston
- Helen M. Loomis, Secretary (On furlough)
- Miss Kirk (Substitute Secretary)
- Ming Chuin hao (Half-time)
- Li Dze-Djen (Part time)
- Hsu Chao-piao

Office of the Registrar:

- Registrar
- Chan Gin-tung

Office of the Treasurer:

- Elsie M. Priest (Part-time)
- Chen Er-chang

Office of the business manager:

- Francis Chen (Half-time)
- Hwa Min "
- Hsia
- Assistants

Office of the Alumnae Secretary:

- Kao Ren-ying

Operation and Maintenance:

- Office of the Superintendent
- Francis Chen (Half-time)

Instructors:

- Astronomy:
- Mrs. M. C. Thurston (Part-time)

Biology:

- C. D. Reeves
- Harriet M. Whitmer
- Chen Ping Dji
- Blanche Wu

Chemistry:

- Ruth M. Chester
- Shen Nai Sheng
- Hwang Dzum-mei
- 1 full time professor -

Chinese:

- Miao Ting-liang
- Chen
- Yen En-wen

Education:

- Minnie Vautrin
- Yuen Peh-tsiao

English:

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English:

- Esther Tappert
- Florence Kirk
- Louise Shoup
- Abigail Hoffsommer (On furlough)
- Chang Ten-wei or Sub. (Part-time in Practice School)

Geography:

- Liu En-lan
- Hwang Siu-ching
- Miss Shipman

History:

- Djo Ao
- Subs.
- Miao Feng-lin (Part-time)

Hygiene and Euthenics:

Mathematics and Physics:

(Chair)

- Lu Shuh-ying
- Wang Ming-djen
- Li Hwei-lien

Military Nursing:

Music:

- Catherine Sutherland
- Esther Rhodes
- Stella M. Graves
- Mrs. Yeh Leng-lucy
- Ellen Koo
- Hu Shih-tsang

Party Principles:

Physical Education:

- Chen Hwang Li-ming
- Han Chen Yueh-mei
- Mrs. S. M. Chu
- Edith M. Haight
- Ettie Chin
- Lan Gien-bih
- Djou Yu-ying
- Chen Cheng En-tsi

Boxing:

Philosophy:

- Eva D. Spicer
- Mrs. M. C. Thurston (Part-time)

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Psychology:

- Chang Siao-sung
- Li Dze-djen (part-time)

Sociology:

- Lung Chen-fu
- Djo Yu-lin
- Lin Yu-wen
- L. C. Chou
- Assistants

Library:

- Wu Yuen-ching, Librarian
- Assistant

Boarding Department:

- Mrs. S. F. Tsen
- Chen

Medical Service

- Dr. Gale
- Zee Veng-tsai

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GINLING COLLEGE
NANKING, CHINA

Personnel Report
Board of Founders - Annual Meeting
May 5, 1938

Ordinarily we have before us for the annual meeting the action of the Board of Directors in China. This year, due to unusual conditions, we are lacking those minutes, but recent letters from President Wu and Miss Priest, the Treasurer, have indicated their thinking in personnel matters. The recommendations included in this report were made after these letters had been given careful reading.

I. Following the Annual Meeting of 1937, arrangements were completed with the following people for service at Ginling in 1937-38:-

1. Miss Ettie Chin, American-born Chinese, was appointed to the Department of Physical Education. She sailed on August 7th, and has spent the first semester in Hongkong (assisting part of the time at True Light Middle School) and the second with the Ginling unit in Shanghai.
2. Professor and Mrs. Heacox sailed on August 6th to spend one year at Ginling. Dr. Heacox had just retired from the Oberlin Conservatory of Music. The field has made the arrangements with them. They stopped in Japan, and later returned to Honolulu. Neither the Board nor the College had financial obligations for them, as they were paying their own travel and were to receive only board and room at the College.
3. Miss Esther Rhodes under appointment to the Music Department (E 56, F 48 - June 18, 1937) for a three-year term, was to sail on August 21, 1937. Her sailing was postponed to September, then to January, and finally to the summer of 1938. She was able to secure a position for this year, so released us from her contract. Her extraordinary expenses of preparation amounting to 200.06, were paid to her in accord with BF 161 (November 18, 1937). If she goes to Ginling later, this amount is to come up for readjustment. Miss Rhodes has shown fine self-control, patience, and thoughtfulness throughout this experience. She has temperament and training useful for the field. In addition to good training and sound experience in music, she has been having success as executive director of a WPA project in adult education, which is giving her facility in dealing with relief conditions.

Miss Wu wrote April 3, 1938: "I rather advise against Miss Rhodes coming next September; Catherine Sutherland (Music Department) would like her, but at the present time I rather hesitate to ask for newcomers."

Recommendation: That we ask the field to give careful consideration to the use of Miss Rhodes in 1938-39.

4. Dr. Julia Shipman of the Geography Department of Mt. Holyoke College, on year's leave of absence from Mt. Holyoke, was to serve in the Geography department of Ginling in 1937-38. She sailed in July for Japan, where she presented a paper at the Educational Conference in Tokyo. The war began while she was there. She waited in Japan trying to keep in touch both with Dr. Wu in Nanking and with New York, and was granted freedom by Dr. Wu and by the Officers of the Board to make her own decision. She left Japan in late October to come home by way of Europe. Her contract was for regular salary of \$864.00 (see E.79 of Ex. Comm. minutes Sept. 15, 1937) with no travel expenses. In late September \$200 was sent to her. She wrote in acknowledging this: "I see no reason for

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making any further calls on Ginling funds, nor do I feel all of this is rightfully mine, but I should like the use of it until such time as I return to the United States and get my personal finances in running order." This settlement of her contract was accepted (Ex. 87, F. 65) by the Executive- Finance Committee on December 1, 1937.

- 5. Miss Louise Shoup was ready to sail on August 21st, but following advice from the field she delayed sailing. She had served Ginling for one year, 1936-37. Her contract for that year called for salary and no travelling expenses. The College invited her to continue her services in 1937-38 and paid therefore a portion of her travel home for the summer. This has been returned to Mr. Evans, treasurer of the Founders. Miss Wu has raised a question concerning her salary contract for the year 1937-38.

Recommendation 2. That Mr. Evans inquire of Miss Shoup whether she feels the College is under obligation to her for the salary of 1937-38.

- 6. Miss Harriet Whitmer was returning to Ginling for her third term when the war broke out. She is under the W.F.M.S. of the Methodist Episcopal Church, and followed the directions given to their missionaries. She taught in the Women's Christian College in Tokyo, and is this second semester with the Ginling unit in Shanghai.

II. There were also several members of the staff who returned to America in the summer of 1937.

- 1. Miss Stolla Graves was appointed to the field in 1934, and served at Ginling in the music department 1934-37. Her appointment was partially regularized by the Ginling Board of Founders in action E 75 (September 15, 1937) and fully confirmed in E 105, F 83 (February 17, 1938). There have been some medical matters to attend to, but Dr. Dodd believes Miss Graves will be ready to go back this summer. Miss Wu wrote under date of April 3, 1938: "Stolla Graves will be needed (for 1938-39)."

Recommendation 3. That, provided Dr. Dodd is satisfied, Miss Graves return to the field in the summer of 1938.

- 2. Miss Edith Haight of the Department of Physical Education served at Ginling from 1933-37. Miss Haight is now taking her Ph. D. in physical education. She will not be able to return to the field.
- 3. Miss Helen Loomis was secretary for Dr. Wu 1932-37. Miss Loomis has been serving Mr. Frank Price this winter as secretary for the China Information Service. From October through June Ginling has been released from paying her furlough salary since she was paid the equivalent by Mr. Price. Miss Wu wrote Miss Loomis in March, 1938, asking her not to return to China in 1938-39. Miss Priest in a letter of 3/24/38 says: "Dr. Wu has already written that she does not think it wise to have Helen Loomis return, whether for the present or at all I will leave to her." Miss Wu in a letter of 4/3/38 writes; "Helen Loomis I have written and asked not to return. Though it handicaps my correspondence in English and the publicity work, yet her duties as secretary cover many other things in connection with our campus life, and we can secure stenographer when necessary." Miss Tyler has written Miss Wu, asking her whether this was a postponement of return for one year or a permanent postponement; also her opinion about financial adjustment. Miss Wu writes 4/15/38: "When I wrote her not to plan to return in 1938 I was postponing the final decision."

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Recommendation: That Miss Loomis be paid furlough salary for the months of her furlough year for which Mr. Price has not paid her, amounting to three, and that she also be paid next year for the three months of furlough allowance allowed by our faculty agreement for members of the staff who have served five years and who are not returning to the field. This will be a total of six months of furlough allowance.

4. Miss Merob Mossman of the department of sociology, returned after one year of service in her second term. Miss Mossman is teaching in the Women's College of the University of North Carolina. She will not be able to return to the field. Mr. Evans is handling her financial adjustments in accordance with Board action E. 77, September 15, 1937.
5. Miss Mabel Rhoad gave one year to the department of Music, on leave of absence from the University of Michigan.

III. There were two members of the Ginling College staff who returned home in the summer of 1936:

1. Miss Abigail Hoffsommer's furlough was extended through 1937-38 without allowances. In the fall of 1937 she presented her resignation, which was accepted with regret (E. 76, September 15, 1937; BF 159, November 8, 1937). Mr. Evans is carrying out with her the financial readjustments according to action BF 158, November 8, 1937.
2. Mrs. Thurston arrived in America in the fall of 1936. She was invited by the Board of Founders to stay through 1937-38 to assist in raising capital funds (BF 147, 148, May 12, 1937). The war has interfered with the main objective, the raising of capital funds. Miss Wu has written April 3, 1938: "Mrs. Thurston may go any place she wishes, but I have written to Miss Vautrin asking her opinion about Mrs. Thurston in the work in Nanking." Miss Priest writes, March 24, 1938: "Could Mrs. Thurston stand the life in Nanking these days. It is rather wearing and she ought to think carefully."

⁵
Recommendation: That the Board of Founders express its appreciation for the work Mrs. Thurston has been doing in America and its hope that in these critical days she may continue to strengthen in America the support for Ginling College and to contribute to America's understanding of Christian Education in China, but

That Mrs. Thurston be free to take up any assignment of service in China upon which Dr. Wu and the Board of Directors may decide.

IV. Furloughs due for 1938-39.

1. Miss Ruth Chester. Miss Priest writes 3/24/38: "She must go on furlough without fail in the summer." Miss Wu on 4/3/38 writes: "For health reasons, Miss Chester will be persuaded to come." The Board of Founders, as shown in action E. 73, September 15, 1937, felt concern about Miss Chester. She has served splendidly in 1937-38 as the Ginling administrative officer in the Shanghai unit. Miss Wu writes, 4/11/38 "We decided that Miss Chester should take her furlough in 1938-39 so that by 1939-40 we'll have her back."

⁶
Recommendation: That we approve Miss Chester's taking her furlough in 1938-39.

2. Dr. Cora Reeves. Miss Priest writes, 3/24/38; "Dr. Reeves is willing to remain another year, seems extraordinarily well, and is the only one of the western staff to be in Chengtu." Dr. Wu writes 4/3/38: "Dr. Reeves is looking fine and strong and I would rather have her stay another year before taking her furlough."

⁷
Recommendation: That we approve Dr. Reeves' extending her term through 1938-39, provided there is no objection from the W.F.M.S. of the Methodist Episcopal Church, by whom Dr. Reeves is appointed to Ginling.

3. Miss Catherine Sutherland. Miss Priest writes on 3/24/38: "She wants to stay in China longer, and hopes to return to help in Nanking. She would be of great value there, has good Chinese and the right temperament not to become impatient with the problems of a refugee camp. She would be cordially welcomed. I feel it is shortsighted to allow her to stay out another year at this time. We must not lose sight of the future of Ginling. I would like to see her go home this summer for a regular normal furlough, and be ready to return to the campus in Nanking by the autumn of 1939." Dr. Wu writes 4/11/38 "We decided Miss Sutherland better have her furlough next year so that by 1939-40 we'll have her back."

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Recommendation: That we approve Catherine Sutherland taking her furlough in 1938-39.

4. Miss Esther Tappert: Miss Priest writes, 3/24/38: "I do not think Esther Tappert will return to Ginling. As far as I know Dr. Wu does not intend to invite her to return again." Miss Wu writes 4/3/38: "The English Department is not well staffed." --- "Esther Tappert I am letting decide for herself, for she does not intend to return to Ginling after furlough, so it does not make much difference if she stays for one more year or not."

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Recommendation: That we leave the decision to Dr. Wu and Miss Tappert with assurance that they both will keep in mind the need of the English department.

5. Miss Minnie Vautrin Miss Wu writes, 4/3/38 "Miss Vautrin wants to stay if college cannot open in Nanking. She alone is able to start that work, but we must try some way to get her out in the spring for a vacation."

¹⁰
Recommendation: That Miss Vautrin, provided her health makes it reasonable to do so, take her furlough in 1939-40, and that the Board of Founders express to her deep gratitude for her heroic and effective service to China and to Ginling.

The Personnel problems were heaviest this year in July, August, and September. The Chairman of your Committee made every effort, after war broke out in Shanghai, to keep the field in touch with the faculty enroute, to keep the faculty in touch with each other, and also to keep the families or staff in China, as well as of those en route informed of their whereabouts.

Mr. Evans, the treasurer, has been indefatigable in tracing freight and baggage involved in war conditions and in making and remaking travel arrangements.

Respectfully submitted:

Rebecca W. Griest
Chairman of the Founders'
Committee on Personnel

Yinling College - Foreign Staff
Jan 13, 1938

Mrs. Lawrence Thurston ^{America} 1913 -	Mount Holyoke
Miss Ruth M. Chester ² 1917 -	Smith Columbia
Dr. Cora D. Reeves ^{Chungking} 1917 -	Univ. of Michigan
Miss Minnie Vautour ^{Hankow} 1919 -	Univ. of Illinois Teacher College Chicago
Miss Eva D. Spicer ³ 1923 -	Univ. of London Univ. of Mich.
Miss Harriet M. Whitener ^{Japan} 1924 -	
Miss Catharine E. Sutherland ³ 1926 -	Western College Columbia
Miss Elsie M. Priest 1928 -	
Miss Esther E. Tappet ^{Chungking} 1929 -	Yale
Miss Florence Kutz ² 1932 -	Saskatoon
Miss Helen M. Loomis ^{American} 1932 -	George Washington
Miss Edith C. Hought ^{American} 1933 -	Univ. of N. Carolina Wellesley
* Miss Alice Morris ^{Tsingtau} 1936 -	Simmons
Miss Louise Shoup ^{American} 1936 -	Univ. of California
Miss Stella Graves ^{France} 1934 -	Berlin
Mrs. Rhead ^{American} 1936 -	Univ. of Michigan.
Miss Alice Chang ^{Hankow} 1937 -	
Miss Ettie Chew ^{Hankow} 1937 -	Smith

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27 April 1939

GINLING COLLEGE

Faculty and Staff in Chengtu, 1938-39Administration and Staff:Date joined Ginling

Wu Yi-fang	B. A. Ginling M. S., Ph.D. Michigan	President of Ginling, June 1928-
Chen Er-chang Assistant Treasurer	B. A. University of Nanking	January 1928 -
Chen Lan-ying Registrar	B. A. Ginling	August 1937 -
Hoh, Phoebe Y.T. Rural Project	B. A. Ginling M. A. Columbia University National Peking University	1923 - 1927 1938 -
Ming Hsioh-ching Chinese Secretary to Dr. Wu	University of Nanking Special Chinese Course	1930 -
Wang Ren-tsi Geography	B. A. Ginling	November 1938 -
Wu Suen-i Rural Project	B. A. Ginling	July 1938 -

Faculty:

Chang, Alice English	B. A. University of Hawaii	September 1937 -
Chang, Siao-sung Psychology	B. A. Ginling M. A., Ph.D. Michigan	Fall 1927 -
# Chang Tsung-yuen	B. A. Nankai University M. A. Harvard University	October 1938 -
# Chen Cheng-entsi Physical Education	B. A. Ginling	Fall 1931 -
Chen Pin-dji Biology	B. A. Ginling M. A., Ph.D. Michigan	1935 -
Chen Tson-fan Chinese	B. A. University of Peiping University of Peiping Research Institute	1935 -
Chin, Ettie Len-toy Physical Education	B. A. Smith College M. A. Michigan	August 1937 -
Djou Li-chiu Sociology	B. A. Shanghai University M. A. Yenching University University of Chicago	September 1937 -
Dzo Yu-lin Sociology	B. A. Ginling	Fall 1937 -

Part-time

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Ginling College
Faculty and Staff in Chengtu, 1938-39

- 2 -

Graves, Stella Marie Music	B. A., B. Music Oberlin M. S., Mus. Union Theological Seminary Ecole Normale de Musique	September 1934 -
Hwang Dzan-mei Chemistry	B. A. Ginling M. A. Yenching Graduate Yuen	1935
Kirk, Florence A. English	B. A. University of Saskatchewan M. A. " "	September 1932 -
Li Dze-djen Philosophy and Religion	B. A. Ginling M. A. Columbia	1936 -
Lo Hwei-lin Physical Education	B. A. Ginling	August 1937 -
Lung, C. F. Sociology	B. A. Stanford University M. A., Ph.D., University of Southern California	1935 -
Reeves, Cora D. Biology	B. A. Michigan Ph.D. Michigan University of Berling Giessen	1917 -
Spicer, Eva Dykes Philosophy	B. A., M. A. Oxford University London University	October 1923 -
Sung Hong-kong Chemistry	B. S. St. John's University M. A. Boston University	Fall 1937 -
Sutherland, Catharine E. Music	B. A. Western College, Ohio M. A. Teachers' College, Columbia	1926 -
Tsui Ya-lan Physical Education	B. A. Ginling M. A. Wellesley College	1929 - 1936 1938 -
Wen Hwang-chang Biology	B. A. Ginling	September 1938 -
Wu Mei-ling Biology	B. A. Ginling	September 1938 -
Yeh, Lucy Leng Music	B. A. Music, Albion College, Albion College Conservatory Miessner Institute	September 1936 -
Yen En-wen Chinese	B. A. Wu Han University	1934 -
Yuen Peh-tsiao Education	B. A. University of Nanking University of California Ph.D. Colorado State College of Education	September 1936 -
Yü Kai-shih	B.Sc. Southeastern University	September 1938 -

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Nanking

Miss Minnie Vautrin
 Miss Harriet Whitmer
 Mrs. Thurston
 Francis Chen
 Mrs. Isaac.

Shanghai

Mrs. Chen (Hwang Li-ming.)

GINLING SALARIES

on Roll 46

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BOARD OF DIRECTORS- GINLING

Actions concerning faculty salaries, retirement allowances and kindred matters
(omitting references to field cuts in Western salaries)

Feb. - Apr. 1932

A study of faculty salaries called for to set standards to be taken into account in figuring comparative costs in different institutions.

21 Oct. 1932 Combined Executive and Finance Committees

Retirement allowance - Western faculty - Nanking University - Sun Life Ins.
- available to Ginling faculty.

LC\$1000 each year from current funds to form a fund to provide for retirement of Chinese staff.

28 and 29 Oct. 1932 - Directors - Annual meeting

Recommendation that Ginling faculty participate in Sun Life contract.

Confirmation of Ex. Com. action on fund for Chinese faculty retirement.

Authorization of \$200 study grant on furlough for all returning to Ginling.

3 Nov. 1933 Executive and Finance Committees

Recommendation that all Western salaries be put on same basis.

1935-36 - Report of Executive and Finance Committees

In view of shortage in current expense budget, no additions be made to fund for Chinese faculty retirement ~~to be made~~ for next three years.

7 March 1936 - Annual Meeting, Directors

Term of service, subsequent to first term, Western staff, be six years.

28 Nov. 1936 - Executive and Finance Committees

Committee appointed to study salaries, leaves, pensions
(Li Tien-lu, Miss Moffet, Dr. Wu, Miss Priest)

20 Nov. 1937 - Report of Special Committee noted above

includes the following paragraph

Voted that we recommend that members of the College Faculty with the rank of instructor or above, who have served the College for six consecutive years, and are planning definitely for advanced study, be granted sabbatic leave for one year on half-salary. It is understood that such members of the faculty will continue in the service of the College for at least five years, and will by this sabbatic leave be of increased value to the institution.

GINLING COLLEGE

Confidential

Details of salaries under revised budget for 1937-38.

Administration:

President's office:

Y. F. Wu	1,200 00	
M. C. Thurston	1,425 60	
H. M. Loomis	745 80	
Lillian Kirk	1,092 60	
Ming Chuin-hao	880 00	
Li Dzi-djen	560 00	
Hsu Chao-piao	420 00	
Assistants - or adjustment on socy.	400 00	6,724 00

Registrar's office:

Chen Lan-ying	480 00	
Chan Gin-tung	640 00	
Wu Mou-i	200 00	1,320 00

Treasurer's office:

E.M. Priest	700 00	
Chen Er-chang	880 00	1,580 00

Business office:

Francis Chen	$\frac{1}{2}$ of 680.	340 00	
Hwa Ming		117 50	
Hsia		274 00	
Li Hung-nien		256 00	987 50

Alumni Office:

Kao Ren-ying		540 00
Supt. office - Francis Chen		340 00

Instruction:

Astronomy:

Mrs. Thurston or sub.	475 20	475 20
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Biology:

Dr. C. D. Reeves	1,425 20	
H. M. Whitmer	1,425 20	
Chen Ping-dji	1,120 00	
Blanche Wu	1,120 00	5,090 40

Chemistry:

Ruth M. Chester	2,471 00	
Shen Nai-sheng	450 00	
Hwang Dzun-mei	480 00	
H. K. Sung	180 00	3,581 00

Chinese:

Chen Chong-fang	3,000 00	
Miao Ting-liang	1,200 00	
Yen En-wen	200 00	4,400 00

Education:

Minnie Vautrin	2,376 00	
Yuen Peh-tsiao	1,080 00	3,456 00

English:

Esther Tappert	712 80	
Florence Kirk	2,471 00	
Alice Chang	600 00	
Louise Shoup	475 20	4,259 00

(July & August salaries are paid in full)

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Ginling College,
Budget for 1937-1938.

Geography:		
Liu En-lan	1,120 00	
Hwang Siu-ching	130 00	
Miss Shipman	<u>1,188 00</u>	2,438 00
History:		
Dju Ao		280 00
Physics and Mathematics:		
Miss Fung (government grant chair)	3,000 00	
Lu Shuh-ying	280 00	
Wang Ming-djen	600 00	
Li Hwei-lien	<u>130 00</u>	4,010 00
Music:		
Catharine Sutherland	2,376 00	
Stella M. Graves	3,181 20	
Mrs. Yeh	840 00	
Hu Shih-tsang	<u>650 00</u>	7,047 20
Physical education:		
Chen Hwang Li-ming	840 00	
Edith Haight	937 00	
Ettie Chin	600 00	
Lan Gien-pih	150 00	
Lo Hwei-lin	300 00	
Djou Yu-ying	530 00	
Chen Cheng-En tsi	<u>480 00</u>	3,837 20
Philosophy:		
Eva D. Spicer	2,851 20	
Mrs. Thurston	<u>950 40</u>	3,801 60
Psychology:		
Chang Siao-sung	1,120 00	
Li Dze-djen	<u>112 00</u>	1,232 00
Sociology:		
Mereb Mossman	475 20	
Lung Shen-fu	1,440 00	
Djo Yu-lin	450 00	
L. C. Chou	<u>960 00</u>	3,325 20
Total for instructional salaries.		\$ 47,232 80
Library:		
Alice Morris	840 00	
Wu Yuen-ching	600 00	1,440 00
Boarding Department:		
Mrs. S. F. Tsen	760 00	
Mrs. Chen	<u>400 00</u>	1,160 00
Medical Service:		
Zee Vong-tsai		180 00
Practice School:		
Miss Dzo		720 00

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GINLING COLLEGE

Faculty and Staff in Chengtu, 1938-39Administrators and Staff:

		<u>Date joined Ginling</u>
Wu Yi-fang	B.A. Ginling M.S., Ph.D. Michigan	President of Ginling, June 1928-
✓ Chen Er-chang Assistant Treasurer	B.A. University of Nanking	January 1928 -
✓ Chen Lan-ying Registrar	B.A. Ginling	August, 1937-
Hoh, Phoebe Y.T. Rural Project	B.A. Ginling M.A. Columbia University National Peking University	1923 - 1927 1938 -
✓ Ming Hsioh-ching Chinese Secretary to Dr. Wu	University of Nanking Special Chinese Course	1930 -
✓ Wang Ren-tsi Geography	B.A. Ginling	November 1938 -
✓ Wu Suen-i Rural Project	B.A. Ginling	July 1938 -

Faculty:

Chang, Alice English	B.A. University of Hawaii	September 1937 -
✓ Chang, Siao-sung Psychology	B.A. Ginling M.A., Ph.D. Michigan	Fall 1927 -
✓ # Chang Tsung-yuen	B.A. Nankai University M.A. Harvard University	October 1938 -
✓ # Chen Cheng-entsi Physical Education	B.A. Ginling	Fall 1931
✓ Chen Pin-dji Biology	B.A. Ginling M.A., Ph.D. Michigan	1935 -
✓ Chen Tson-fan Chinese	B.A. University of Peiping University of Peiping Research Institute	1935 -
✓ Chin, Ettie Len-toy Physical Education	B.A. Smith College M.A. Michigan	August 1937 -
✓ Djou Li-chiu Sociology	B.A. Shanghai University M.A. Yenching University University of Chicago	September 1937 -
Dzo Yu-lin Sociology	B.A. Ginling	Fall 1937 -
# Part-time		

Graves, Stella Marie Music	B.A., B. Mus. Oberlin M.S., Mus. Union Theological Seminary Ecole Normale de Musique	September 1934 -
Hwang Dzan-mei Chemistry	B.A. Ginling M.A. Yenching Graduate Yuen	1935 -
Kirk, Florence A. English	B.A. University of Saskatchewan M.A. " "	September 1932 -
Li Dze-djen Philosophy and Religion	B.A. Ginling College M.A. Columbia	1936 -
Lo Hwei-lin Physical Education	B.A. Ginling	August 1937 -
Lung, C. F. Sociology	B.A. Stanford University M.A., Ph. D., University of Southern California	1935 -
Reeves, Cora D. Biology	B.A. Michigan Ph.D. Michigan University of Berling Giessen	1917 -
Spicer, Eva Dykes Philosophy	B.A., M.A. Oxford University London University	October 1923
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Sutherland, Catharine E. Music	B.A. Western College, Ohio M.A. Teachers' College, Columbia	1926 -
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Wen Hwang-chang Biology	B.A. Ginling	September 1938 -
Wu Mei-ling Biology	B.A. Ginling	September 1938 -
Yeh, Lucy Leng Music	B.A. Mus. Albion College, Albion College Conservatory Miessner Institute	September 1936 -
Yen En-wen Chinese	B.A. Wu Han University	1934 -
Yuen Peh-tsiao Education	B.A. University of Nanking University of California Ph.D. Colorado State College of Education	September 1936 -
YU Kai-shih	B.Sc. Southeastern University	September 1938 -

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Ginling College
Chengtu
April 26, 1939

Dear Mr. Evans:

Your letter of March 22nd requests us to send forward a list of the present payroll for the college, and you indicate you would like it by air mail. I have prepared a list this morning, dividing the group into the various departments and giving both the regular and the present salary that is being paid. The basis that is used at present is a basic amount of \$20.00 for everyone and then 80% of the balance. This is a common method of handling discounted salaries in China and protects low salaried people to a certain extent.

In sending you this list may I make a few comments? The question will be raised as to why Ginling College should cut salaries. There were special gifts given to restore the first heavy cuts and I am sure some of the Board of Founders will feel the cut is not justified. When it was first inaugurated, there was no question about the need for the cut.

During these days of war, practically every institution and government office has placed its staff on a reduced salary basis. It has been part of the loyalty to the country that has been met most cheerfully by everyone - our Ginling staff not excepted. It did not seem wise to President Wu or to me to put Ginling staff on 100% basis for salaries and at the same time destroy the value of their contribution. We have talked about it carefully of late and it is our plan to change salaries to some extent by the autumn - probably by making the basic salary \$40.00 and then 80% of the balance. This is the basis used by the University of Nanking and there is some value in maintaining this same general plan for the college.

Another factor involved is the fact that our host institution pays very low salaries to their staff - in fact, we have felt even with our discount that our salaries were high. One of the guest institutions restored their salaries to 100% and it has made a good many problems for our host. As long as our staff are accepting discounted salaries, there is no problem or comparison - but otherwise the difficulties are rather serious.

In order to offset in a measure for the discounted salaries, the college is paying full medical bills in Chengtu for all staff - it has never been our policy to pay medical bills for Chinese staff - and the college is providing for all women staff the electricity and water. This is less of course than the cut in salaries but it is an attempt to assist with the cost of living in Chengtu.

I mention these facts not in defense of our policy of cutting salaries but to show you that we are fully aware of the situation. I am sure it is Dr. Wu's plan to follow the other institutions - and more particularly the University of Nanking. There is no possibility of restoring salaries to 100% in the University and I believe it will seem best to the Ginling group to continue on the discounted basis as well. I shall be curious to know the reactions when this list reached the committee members. A copy will go forward by ordinary post.

E. M. PRIEST

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Ginling College

Salary list as of April, 1939

	<u>Regular salary</u>	<u>Present basis</u>		
<u>Administration:</u>				
Yi-fang Wu.....	200.00	164.00		
Ming Hsiah ching.....	120.00	100.00		
Chen Lan ying.....	85.00	72.00		
Chen Er-chang.....	120.00	100.00		
<u>Instructors:</u>				
<u>Chinese:</u>				
Chen Tsung ven (Gov't. grant).....	200.00	210.00		
Yen En-wen.....	120.00	100.00		
<u>Biology:</u>				
Cora D. Reeves.....			US\$ 72.00	US\$ 61.60
Chen Ping-dji.....	160.00	152.00		
Wu Mei-ling.....	80.00	52.00		
<u>Chemistry:</u>				
Ruth M. Chester (furlough).....			82.00	82.00
Shen Hung kong.....	180.00	148.00		
Wen Hwan Chang.....	80.00	52.00		
Hwang Dzun mei.....	100.00	84.00		
<u>Education:</u>				
Yuen Peh chiao.....	190.00	156.00		
<u>English:</u>				
Florence A. Kirk.....			72.00	61.60
Alice Chang.....	150.00	124.00		
<u>Mathematics:</u>				
Yu Gai shih (Gov't. grant).....	300.00	210.00		
<u>Music:</u>				
Catherine E. Sutherland.....			72.00	61.60
Stella Marie Graves.....			72.00	61.60
Lucy Yen leng.....	160.00	132.00		
<u>Physical Education:</u>				
Tsui Ya lan.....	160.00	132.00		
Ettie Chin.....	150.00	124.00		
Lo Hwei-lin.....	75.00	64.00		
<u>Philosophy and religion:</u>				
Eva D. Spicer.....				
Li Dz djen.....	150.00	124.00		
<u>Psychology:</u>				
Chang Siao-sung.....	160.00	132.00		
<u>Sociology:</u>				
Lung Cheng-fu.....	190.00	156.00		
Djou Li Chiu.....	160.00	132.00		
Dzo Yu-lin.....	80.00	68.00		
<u>Rural Project:</u>				
Phoebe Hoh.....	160.00	132.00		
Wu Suen i.....	80.00	68.00		
<u>Part-time teachers:</u>				
Wang Yin shan.....	60.00	52.00		
Li Shiu muh.....	60.00	52.00		
Djang Tsung-yuen.....	60.00	60.00		
Cheng En-tsi.....	40.00	56.00		
Ku Hsieh cheng.....	60.00	60.00		

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Ginling College
Salary list April 1959

	<u>Regular basis</u>	<u>Present basis</u>
<u>Other Staff in Chengtu:</u>		
Wang Sheo ching-dormitory director.....		56.00
Wu Ying fen - nurse.....		25.00
Wang Ten tsi - acting librarian.....	85.00	72.00
<u>Staff in Shanghai:</u>		
Hwang Li-ming (Mrs. Chen Yu-hwa).....	160.00	152.00
<u>Staff in Nanking:</u>		
	US\$	US\$
Minnie Vautrin.....	72.00	61.60
Harriet M. Whitmer.....	72.00	61.60
Matilda C. Thurston.....	72.00	61.60
Blanche Wu.....	160.00	152.00
Tsen Shui fang.....	100.00	84.00
Chen Fei-yen.....	90.00	76.00
Li Hung nien.....	55.00	52.00
Shih Dsi Shiu (in Chengtu - asst. admin.)	18.00	18.00

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June 5, 1939

Report of Special Committee
of the Founders of Ginling College
on Faculty Salaries,

(Griest, Hodge, Ruth Chester)
May 16, 1939

Chinese Faculty Furlough Needs and Retirement Allowances

Recognizing the inevitable abnormality of the present day in China, we, nevertheless, feel that the principle of equality in salaries between Chinese and Western faculty members should be re-enunciated at this time. As the first step toward this goal, we ask the Board of Directors to study the possibility of establishing a common salary basis for Western faculty members and Chinese women members of equal academic rank.

We believe in a regular sabbatic absence for Chinese faculty members, and we recommend the American system of leave each seventh year of service with grant of half-salary for the year.

As an added assistance to the President in the building of a strong faculty, we recognize the need of establishing a fund available for graduate study, research, and publication. On the establishment of such a fund, the details of its administration should be worked out by the President in consultation with the Board of Founders, and there should be a re-study of the operation of the system of study allowances now available for foreign staff members.

On the subject of retirement allowances for Chinese faculty members the information is not specific enough to permit definite recommendations at this time. Attention is drawn to the initiation of such a plan by the Directors in 1932, and to its interruption in 1935-36. This committee puts on record its approval of provision for retirement allowances for Chinese faculty members.

We ask the Directors to include in future budget estimates, ^{of} the sums necessary to maintain the College at a proper standard, and to provide for the travel needs of President and faculty members under war conditions, particularly the air travel necessarily involved in Miss Wu's national responsibilities in educational conferences and relief organizations.

additional admin. expense in connection and for

E. B. Sullivan
 Chairman of the Special Committee

Ruth M. Chester

Rebecca W. Griest

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