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## Faculty Association records6951665

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Description is written in: English.

Describing Archives: A Content Standard

### Rare Book and Manuscript Library

Butler Library, 6th Floor  
Columbia University, Mail Code 1127  
535 W. 114th St.  
New York, NY 10027

Business Number: (212) 854-5153

Fax Number: (212) 854-1365

[rbml@libraries.cul.columbia.edu](mailto:rbml@libraries.cul.columbia.edu)

URL: <http://www.columbia.edu/cu/lweb/indiv/rbml/index.html>

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## Summary Information

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<b>Repository:</b>	Rare Book and Manuscript Library
<b>Creator:</b>	Columbia University. Faculty Association
<b>Title:</b>	Faculty Association records
<b>ID:</b>	6951665
<b>ID:</b>	UA#0287
<b>Date [inclusive]:</b>	1904-1984
<b>Physical Description:</b>	5 linear feet 5 records cartons
<b>Language of the Material:</b>	English .

### Preferred Citation

Identification of specific item; Date (if known); Faculty Association records; Box and Folder number; University Archives, Rare Book & Manuscript Library, Columbia University Libraries.

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## Historical Note

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The Faculty Association (known until 1967 as the Association for University Teas) was founded by a group of Columbia wives in 1902 to further the social life of Columbia families. It was a membership organization with dues and elected officials under its constitution. (The constitution was written with the aid of Professor Reed Powell of the Law School, who patterned it after the British Constitution.) The Association was responsible for a Newcomers Party in the fall, a President's Party in December, and the receptions after the University Lectures. It hosted activities for children and for retirees, and planned day excursions and picnics. In 1982, the organization shifted to become a campus-wide volunteer service organization and was renamed the Columbia University Association (CUA).

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## Summary

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This collection consists of the Faculty Association's administrative records, including University Teas minutes; committee reports; treasurer's reports and account books; membership lists; and general correspondence. There are also records related to the different events hosted by the Faculty Association.

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## Administrative Information

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### Publication Statement

Rare Book and Manuscript Library

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### Revision Description

Added container list; updated front matter. (JR) Added Box 5, folders 9-19. (JR) 2021-08-20  
2024-11-26

### Restrictions on Access

This collection is located off-site. You will need to request this material at least three business days in advance to use the collection in the Rare Book and Manuscript Library reading room.

### Conditions Governing Access

This collection has no restrictions.

### Accruals

No additions are expected.

## Processing Information

This collection was processed by Joanna Rios in August 2021.

## Terms Governing Use and Reproduction

Reproductions may be made for research purposes. The RBML maintains ownership of the physical material only. Copyright remains with the creator and his/her heirs. The responsibility to secure copyright permission rests with the patron.

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## Related Materials

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### Related Materials

Additional materials can be found in the [Historical subject files \(UA#0002\)](#).

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## Controlled Access Headings

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- Columbia University -- Faculty

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## Collection Inventory

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### Series I: Administrative records

Title/Description	Instances	
Accounting ledger books		
1934-1940	box 4	folder 2
1940-1946	box 4	folder 32
1946-1950	box 4	folder 4
1950-1953	box 4	folder 1
1953-1956	box 4	folder 3

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1956-1959	box 4	folder 33
Annual meetings		
1968	box 3	folder 20
1975	box 4	folder 29
<b>Scope and Contents</b>		
(Includes President's report)		
1977	box 1	folder 43
Annual reports, 1971-1972	box 2	folder 23
Budget materials, 1957-1968	box 5	folder 10
Business administration, 1930s	box 4	folder 40
<b>Scope and Contents</b>		
(Notes on the role of the Association)		
Committee reports		
1904-1918	box 4	folder 21
1936-1961	box 3	folder 13-16
<u>Physical Description:</u> 4 folders		
1954-1962	box 2	folder 12
1962	box 3	folder 29
1962-1966	box 3	folder 5
1963	box 3	folder 28
1964 April	box 3	folder 26
1964 October	box 3	folder 27
1965 April	box 3	folder 24
1965 October	box 3	folder 25
1966 April	box 3	folder 22
1966 November	box 3	folder 23
1967	box 3	folder 21
1969	box 3	folder 18
1974-1976	box 4	folder 27

**Scope and Contents**

(Includes attendance lists, treasurer's report, newcomers guide, etc.)

Correspondence		
1934-1954	box 3	folder 11-12
<u>Physical Description:</u> 2 folders		
1954-1958	box 2	folder 9
1957-1968	box 4	folder 37
<b>Scope and Contents</b>		
(Includes the Reorganization Committee report, 1968. The Reorganization Committee looked to merge the Faculty Association and the Columbia Committee for Community Service (CCCS).)		
1960-1962	box 2	folder 13
1962-1964	box 2	folder 8
1970-1972	box 2	folder 34
1972-1974	box 1	folder 55
<b>Scope and Contents</b>		
(Includes committee reports)		
1976-1977	box 1	folder 47
Correspondence - Arnaud, Blanchette, 1950-1952	box 3	folder 8
Correspondence - Goodrich, Florence, 1948	box 3	folder 6
Correspondence - Greet, Katherine "Kay" Hyde, 1950-1958	box 2	folder 21
Correspondence - President, 1966-1969	box 4	folder 19
Correspondence - Treasurer, 1918-1951	box 4	folder 22
Columbia University Association (CUA) activities, 1982-1985	box 5	folder 11
Columbia University Association (CUA) Board meetings, 1981-1984	box 1	folder 9
Dance Committee, 1935-1961	box 5	folder 7
Dates and committee appointments, 1963-1964	box 2	folder 10
<b>Scope and Contents</b>		
(Includes copies of the constitution)		
Deaths, notices and correspondence, 1964-1966	box 2	folder 24

Duties of the President, 1960-1964	box 3	folder 36
Entertainment Committee		
1928-1936	box 4	folder 5
<b>Scope and Contents</b>		
(In addition to the expenses, this minutes book includes invitations and short accounts of the events.)		
1938-1944	box 4	folder 7
<b>Scope and Contents</b>		
(In addition to the expenses, this minutes book includes rosters of volunteers and short accounts of the events.)		
1944-1950	box 4	folder 9
<b>Scope and Contents</b>		
(In addition to the expenses, this minutes book includes a property inventory and recipes for sandwiches and punch.)		
Executive Committee		
1935-1950	box 5	folder 5-6
<u>Physical Description</u> : 2 folders		
1948-1960	box 2	folder 7
1963-1968	box 2	folder 40
Minutes, lists and calendars, 1965-1968	box 5	folder 12
Faculty Club Commission, 1971-1972	box 2	folder 22
Faculty House, 1973-1978	box 1	folder 50
Finances, 1966-1972	box 3	folder 31
Forms and sample publications, 1959-1968	box 4	folder 36
General mailing samples, 1973-1975	box 1	folder 49
Hostess Committee, 1966-1970	box 3	folder 39
Information cards, 1950s	box 5	folder 3
<b>Scope and Contents</b>		
(On the role and reports of the committees and the president)		
Invitations Committee, 1976-1977	box 4	folder 31

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<b>Meeting agendas</b>		
1960-1962	box 2	folder 14
1974-1976	box 4	folder 24
<b>Meeting minutes</b>		
1905-1915	box 4	folder 6
1916-1927	box 4	folder 8
1928-1935	box 2	folder 2
1949-1962	box 2	folder 6
1950-1957	box 2	folder 1
1957-1961	box 3	folder 17
1961-1969	box 2	folder 5
1963-1967	box 3	folder 37
1973-1974	box 1	folder 54
1973-1977	box 1	folder 46
1974-1975	box 5	folder 16
1975-1977	box 2	folder 36
<b>Meetings and plans</b>		
1973-1975	box 1	folder 36
1975-1976	box 1	folder 1
1975-1976	box 1	folder 53
1976-1977	box 1	folder 2
1977-1978	box 1	folder 4
1978-1979	box 1	folder 5
Membership Committee, 1949-1969	box 4	folder 41
<b>Scope and Contents</b>		
(Informational binder and committee reports)		
Membership list - Active members and widows of former faculty and staff, 1977	box 5	folder 14
"Memo" newsletters from the Faculty Association and Columbia Community Chest Society (CCCS), 1969-1978	box 5	folder 15
"Memo" newsletters, 1974-1984	box 1	folder 10
"Memo" newsletter correspondence, 1968-1971	box 2	folder 33
Men's Faculty Club, 1942-1949	box 3	folder 7

**Scope and Contents**

(Correspondence regarding Teas' properties)

Nominating Committee		
1942-1953	box 5	folder 2
1954-1972	box 4	folder 17
Officers and Teas, 1950s	box 5	folder 4
<b>Scope and Contents</b>		
(List of officers (1903-1950) and summary of teas/ events with invitations (1944-1950))		
Payments to secretaries, 1950-1971	box 2	folder 18
Plans for organization, 1980	box 1	folder 6
Printing bill material, 1953-1966	box 4	folder 35
Procedures and constitution, 1953-1962	box 5	folder 1
Properties, inventories		
1945-1951	box 4	folder 38
1958-1962	box 2	folder 32
1966-1972	box 3	folder 32
President's reports		
1938-1972	box 3	folder 2
President's Book - directories, budgets, by-law change, president's annual reports, meeting agendas and minutes, memos, and event flyers, 1972-1974	box 5	folder 18
1950-1954	box 4	folder 39
Suggestions for the President, circa 1950	box 4	folder 10
<b>Scope and Contents</b>		
(Monthly timeline with suggested tasks for the president and summaries of early minutes.)		
The Calhoun School, 1971	box 2	folder 29
Treasurer's reports		
1905-1934	box 4	folder 20
1954-1958	box 2	folder 11
1957-1966	box 3	folder 30
1958-1968	box 5	folder 19

1971-1973	box 4	folder 34
Young People's Activities Committee, 1966-1967	box 3	folder 35

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## Series II: Event records

Title/Description	Instances	
Activities, 1982-1983	box 1	folder 8
Annual Commemoration Service Programs, 1975-1976	box 4	folder 30
Benefit Party		
1975	box 1	folder 31
1975-1976	box 4	folder 28
1976	box 1	folder 26
1977	box 1	folder 18
1977	box 1	folder 42
Calendar of events and invitations		
1974-1975	box 1	folder 34-35
<u>Physical Description</u> : 2 folders		
1975-1976	box 1	folder 30
Children's and Young Peoples' Programs		
Children's programs, 1967-1972	box 4	folder 13
Children's programs, 1975-1976	box 4	folder 26
Discotheques		
<b>Scope and Contents</b>		
(Young people's program, dance parties for 10th-12th graders)		
1965-1966	box 2	folder 19
1966-1967	box 2	folder 17
1966-1968	box 4	folder 15
1967-1968	box 2	folder 16
1968-1969	box 2	folder 20
Christmas Party, 1977	box 1	folder 19
Christmas Party, Children's, 1977	box 1	folder 41

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Columbia College Science Honors reception, 1982	box 1	folder 15
Columbia Committee for Community Service, 1976-1978	box 1	folder 52
Columbia Greenhouse's "Up these steps", 1955	box 3	folder 9
Columbia's Bicentennial, 1953-1954	box 3	folder 10
Excursions, 1966-1971	box 3	folder 40
Fall Coffee at President's House, 1967-1968	box 4	folder 18
Holiday Dance		
1945-1956	box 2	folder 25
1956-1958	box 2	folder 26
1958-1960	box 2	folder 27
1960-1961	box 2	folder 28
Invitations, 1966-1972	box 3	folder 42
Invitations to join, 1976-1980	box 5	folder 13
Members Party, 1978	box 1	folder 21
Membership Drives		
1958-1970	box 3	folder 34
1976-1977	box 1	folder 40
1977	box 1	folder 3
Newcommers		
Guide or Handbook for Newcomers		
Newcomers Handbook, 1960-1967	box 1	folder 51
Guide for Newcomers, revisions, 1968-1971	box 2	folder 31
Guide for Newcomers, revisions, 1971	box 2	folder 15
Guide for Newcomers to Columbia University, 1971	box 2	folder 30
Newcomers Guide, 1976-1977	box 1	folder 24
"A Guide for New Comers", 1976 Spring	box 5	folder 9
Newcomers letter and invitations		
1974-1976	box 4	folder 23
1975-1977	box 1	folder 25
Newcomers Party		
1966-1969	box 3	folder 41
1974	box 1	folder 33

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1975	box 1	folder 29
1976	box 1	folder 23
1976	box 1	folder 44
1977	box 1	folder 17
1977	box 1	folder 45
1978	box 1	folder 11
1979	box 1	folder 12
1980	box 1	folder 13
1982	box 1	folder 14
1983	box 1	folder 16
Registration Coffees, 1967-1972	box 4	folder 12
<b>Scope and Contents</b>		
(Coffee service for students during fall and spring semester registration)		
Retirees		
Retired Faculty Tea, 1963-1970	box 3	folder 33
Retired Program, 1975-1977	box 1	folder 48
Network Questionnaire, 1975-1978		
<b>Scope and Contents</b>		
Network Steering Committee, Survey of Retired Faculty		
Retired Faculty and Officers Party, 1976	box 1	folder 22
Retired Faculty and Officers Party, 1976	box 1	folder 38
Retired faculty, widows and widowers network, 1977-1982	box 1	folder 7
Spring Party for Retired and Widows, 1976	box 1	folder 27
Speranza Lecture, 1976	box 1	folder 39
Spring Spree, 1973-1974	box 1	folder 37
Square Dances		
1966-1972	box 4	folder 14
1978	box 1	folder 20
University President's Reception		

**Scope and Contents**

(Also known as the President's Ball, Reception or Party)

1964-1966	box 3	folder 4
1965-1972	box 3	folder 38
1966-1967	box 3	folder 3
1966-1969	box 3	folder 19
1970	box 2	folder 35
1974	box 1	folder 32
1975	box 1	folder 28
1974-1975	box 4	folder 25

## University Teas

**Scope and Contents**

(Invitations, event announcements, summaries)

1940-1944	box 4	folder 11
1954-1958	box 2	folder 3
1960-1964	box 2	folder 4
1964-1965	box 3	folder 1
1964-1966	box 2	folder 38
Trip to Bronx Botanical Garden, 1965	box 2	folder 39
Trustee Teas, 1964-1966	box 2	folder 37
Trustees Reception, 1966-1968	box 4	folder 16

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