

**Collection 00030  
Dean, Arts and Sciences  
Dr. Jerry Kramer**

**University of St. Thomas  
Houston, Texas**

**Processed by  
Nancy Vesey**

**8 September 2014**

**Size: 2 ft. 6 in.**

**Inclusive Dates: 1992 – 2008**

**Bulk Dates: 1998 - 2006**

**Processed by: Nancy Vesey**

### **HISTORICAL NOTE**

**Dr. Jerry Kramer joined the University of St. Thomas as associate professor of English in August 1980. He chaired the English Department from 1984-1989. From 1986-88 he served as Chair of the Faculty Senate and Faculty Council and, in 1987-1988, was the first faculty representative on the University's Board of Directors. In July 1989, Dr. Kramer became UST's first Dean of the School of Arts and Sciences, a position he held until July 2007. While serving as Dean, in 1995 he accepted the position of Associate Vice President for Academic Affairs and remained in that position until July 2008. During 1996-1998, he was Acting Director of the Center for Thomistic Studies. At the request of President Fr. Miller, Dr. Kramer served as Interim Vice President for Academic Affairs for the 2000-2001 academic year.**

**Dr. Kramer has served on numerous committees, including three presidential search committees and as Co-chair of the recent Core Curriculum Reform Committee during its first two years, 2007-2009. He is responsible for initiating and promoting many academic policies and for developing academic programs in the arts and sciences. He has been General Editor of the Undergraduate Catalog since 1999 and also edited several editions of the Faculty and Administrators Handbook. In different capacities, he was associated with the University's tutorial service in academic writing from 1980 until 2010. Currently, Dr. Kramer is Writing Program Administrator.**

## **BIOGRAPHICAL NOTE**

Dr. Jerry Kramer was born on February 9, 1936, in Barberton, Ohio. He attended St. Augustine School there and then St. Mary's High School in Akron, Ohio. In 1958 he received the B.A. degree from John Carroll University, a Jesuit institution in Cleveland, Ohio, along with a commission in the U.S. Army Transportation Corps. He pursued graduate studies at the Ohio State University and graduated with a Ph.D. in English and American Literature in 1966. From 1966-68, Dr. Kramer taught at King's College, University of Western Ontario, in London, Ontario; and then, from 1968-1980, at Ottawa University, in Canada's capital. There he directed a departmental doctoral program for nine years. Dr. Kramer was on active military duty in 1958-1959 and served in the Reserve Forces, reaching the rank of captain, until 1965. Dr. Kramer's areas of expertise are academic administration, academic writing (teaching and program development), and English Renaissance literature.

## **Scope and Content Note**

Dean Correspondence  
Committees  
Departments  
Faculty  
Policies  
Associations  
Miscellaneous Items

## **Acquisition Information**

The files were obtained from the Office of the Vice President for Academic Affairs.

## Physical Condition

The vast majority of the files are in good condition. A few of the papers have a small amount of rust on them from the fasteners that were used. No conservation work is planned.

## Inventory

### Dean Correspondence

#### Box Folder

- |   |   |                                |
|---|---|--------------------------------|
| 1 | 1 | July 24, 1996 – June 15, 2000  |
|   | 2 | July 11, 2001 – August 3, 2005 |

#### Departments

- |   |   |                                                       |
|---|---|-------------------------------------------------------|
| 2 | 1 | Archaeology, 2002 – 2005                              |
|   | 2 | Catholic Studies, 2000 – 2006                         |
|   | 3 | Chemistry and Physics, 1998 – 2007                    |
|   | 4 | Engineering Program Coop, UST/A&M, 1993 – 2005        |
|   | 5 | Engineering Program Coop, UST/Baylor, 2005            |
|   | 6 | Engineering Program Coop, UST/UH, 2005                |
|   | 7 | Engineering Program Coop, UST/Notre Dame, 2005        |
|   | 8 | Engineering Program Coop, Miscellaneous, 1999 – 2004  |
|   | 9 | Environmental Studies, 1999 – 2006                    |
| 3 | 1 | Fine and Performing Arts, 1994 – 2006                 |
|   | 2 | History, 2000 – 2007                                  |
|   | 3 | International Studies, 1998 – 2008                    |
|   | 4 | Irish Studies, (1 of 2), 2005                         |
|   | 5 | Irish Studies, (2 of 2), 2006 – 2008                  |
|   | 6 | Learning and Writing Center, (1 of 3), 1999 – 2004    |
|   | 7 | Learning and Writing Center, (2 of 3), 2005 – 2006    |
|   | 8 | Learning and Writing Center, (3 of 3), 2006 – 2009    |
| 4 | 1 | Modern and Classical Languages, (1 of 2), 1998 – 2003 |
|   | 2 | Modern and Classical Languages, (2 of 2), 2004 – 2007 |
|   | 3 | Master in Liberal Arts (MLA), 1997 – 2007             |
|   | 4 | Political Science, 1999 – 2005                        |

## Departments (continued)

### Box Folder

- 4 5 Psychology, 2001 – 2005
- 6 Study Abroad, (1 of 2), 2001 – 2004
- 7 Study Abroad, (2 of 2), 2005 – 2008
- 8 Thomistic Studies, 1999 – 2004
- 9 Theology, 1999 – 2006

## Committees

- 5 1 Academic Calendar, 2006
- 2 Academic, 2004
- 3 Academic Advising, 2003 – 2006
- 4 Catholic Studies Program, 2000 – 2006
- 5 Curriculum, 1998 – 1999
- 6 Elections, Spring 2004
- 7 Graduation, 1992 – 2005
- 8 Health Professions Advisory, 2003 – 2008
- 9 Retention, 2001 – 2002
- 10 Social Justice, 2006
- 11 University Mission, 2000 – 2001

## Faculty

- 6 1 Sabbaticals, 2003 – 2006
- 2 Smith Chair in Biology, 2001
- 3 Chair Terms for School of Arts and Sciences, 1998 – 2003
- 4 Nold Chair, Thomistic Studies, Dr. John Deely, 2005 – 2006
- 5 Tenured Faculty and Portfolio Review Dates, September 2003
- 6 Faculty Statistical Report, September 2003
- 7 Full Time Ranked Faculty, September 2003
- 8 Overall Evaluations, School of Theology, Spring 2003
- 9 Overall Evaluations, School of Arts and Sciences, Summer 2000
- 10 Recruiting and Hiring New Faculty, 2003 – 2006

## Policies

<u>Box</u>	<u>Folder</u>	
6	11	Conflict of Interest, 2002
	12	"I"/"IE", 2005
	13	Intellectual Property, 2000 – 2002
	14	Business Office, 2001
	15	Center for Irish Studies, 2003
	16	Cullen Hall, 2003

## Associations

- 17 Association of Texas Colleges and Universities (ATCU), 2003
- 18 College and University Professional Association (CUPA), n.d.

## Miscellaneous

- 19 Timeline for School of Arts and Sciences, 2003
- 20 Administrative Chart, 2003