GUIDE TO
UT SOUTHWESTERN COLLECTION—PRINT MATERIALS

ARCHIVES
LIBRARY, UNIV. OF TEXAS SOUTHWESTERN MEDICAL CENTER DALLAS

Updated 1-4-12

SCOPE AND CONTENT:
The ***UT Southwestern Collection*** contains a wide variety of documents by and about the University of Texas Southwestern Medical Center at Dallas, its predecessor institutions, and affiliated persons. The earliest documents date from the early 1940s and pertain to the founding of Southwestern Medical School, which opened in 1943.

Books about UT Southwestern and journals published by UT Southwestern for distribution outside the campus are listed in the Library's online catalog and shelved in the Archives area.

Other print materials, including—but not limited to--unpublished items and those published only for distribution within the campus, are arranged by subject using the headings listed below under "Arrangement." These items are filed in the Archives area and are not individually listed in the Library's online catalog.

Photographs of the campus and its people are in the ***UT Southwestern Photos Collection,*** which has a separate arrangement plan, described in a separate document. They are not individually listed in the Library's online catalog.

BRIEF HISTORY OF THE ORGANIZATION:
Southwestern Medical School began operation in 1943, following several years of planning. The school joined the University of Texas system in 1949. In 1974, after the establishment of a Graduate School of Biomedical Sciences and a School of Allied Health Sciences the name of the campus changed UT Health Science Center at Dallas. In 1987, the name changed to UT Southwestern Medical Center at Dallas.

ORGANIZATION WEB SITE: www.utsouthwestern.edu

CREATOR OF COLLECTION: UT Southwestern Medical Center Library

SOURCE OF MATERIALS AND DATE RECEIVED:
Published materials by and about the campus have always been collected by the Library. Unpublished materials have been donated to the Library.

DATE SPAN: 1943-Ongoing

SIZE OF COLLECTION:
The collection includes about 15 linear feet of books and the contents of 16 file cabinets.

ACCESS OR USE RESTRICTIONS:
Materials are to be used under supervision within the Library Administrative suite. Exceptions require approval of the archivist.

BOOKS ABOUT UT SOUTHWESTERN (listed alphabetically by title):
Anesthesiology at the University of Texas Southwestern Medical Center at Dallas: The First Fifty Years
Adolph H. Giesecke
WO 211 AT4 G455A 2001 ARCHIVES

From Rags to Riches: The Phenomenal Rise of the University of Texas Southwestern Medical Center at Dallas
Errol C. Friedberg
W 19 F911F 2007 TOP-FLOOR and ARCHIVES

Selected Recollections of the University of Texas Southwestern Medical School, Dallas, Texas
George J. Race
WZ 70 AT4 S464 1997 TOP-FLOOR and ARCHIVES

Surgery: The First Fifty Years, 1943 to 1993; A History of the Department of Surgery
The University of Texas Southwestern Medical School and Parkland Hospital
Ronald F. Garvey
WO 11 AT2 G244S 1993 ARCHIVES

The University of Texas Southwestern Medical School: medical education in Dallas, 1900-1975
John S. Chapman
W 19 U58C 1976 TOP-FLOOR and ARCHIVES

UT Southwestern: Commemorating the First Half Century
George J. Race
WZ 23 U58 1998 TOP-FLOOR, ARCHIVES, NORTH CAMPUS LIBRARY

ARRANGEMENT OF NON-BOOK MATERIALS:

The collection is organized into 9 "record groups" (RG). Record groups are based on administrative units, except for groups for "people" and "buildings."

--Dates of holdings in each category are shown after the category.
--Headings for files of particular historical interest are double asterisked (**).
--Cross references are given in brackets.
--Headings in italics do not yet have materials filed under them.

RG 1: UT Southwestern

Scope Note: Materials relating to the campus as a whole or predominantly to more than one school will be in this record group. Materials relating to only one of the schools will be in the record group for that school.

- Academic Calendars [includes campus holiday schedules] (1952-2007/08)
- Advertising (2007)
- Affiliation Agreement with Children's Medical Center (2000)
- African-Americans at UT Southwestern
- Anniversary Events (1969, 1993)
- Articles about UT Southwestern (and predecessor institutions)
- Campus Update emails (2010-ongoing)
- Capital Campaigns
    - Twenty-Eight Distinguished Chairs (1990) (Brochure + Case Statement)
    - Fund for Molecular Research (1995) (Brochure, C.S., Dinner Brochures)
    - Endowed Scholars Program in Medical Sci. (1998) (Brochure; no C.S.)
    - Innovations in Medicine (2008) (Brochure + Case Statement)
    - Note: The "Case Statement" states the case for giving a donation.
    - Note: "Dinner Brochures" acknowledge specific donations and are printed for the dinners at which the various donors are acknowledged.
- **[**Collections owned by University and displayed in Library (i.e., Kramer Mortar & Pestles, Patterson Endoscopes)—**SEE:** List of Library headings**]**
- Commencement [programs, speeches] (1944-2008) [R. Nixon letter: 1969 file.]
- Committees:

----Committee of Delegates (1976-79)

----Standing Committee Members (1958-06)

----Women in Science and Medicine Committee (1994-02) [publication, *Directory of Faculty Women*, cataloged and in Archives stacks, W 22 .AT4 D598, have 1998-07]

- Community Medical Services Provided (1975)
- Development Plans (1953, 1962**, 1965**, 1966**, 1967, 1968, 1969, 1970) (Scope Note: Covers plans for expansion of the campus and/or its academic program. Documents on planning of buildings are in the "Buildings & Grounds" Record Group.) **[SEE ALSO:** Expansion into a Health Science Center**]**
- **[**Directories, Alumni: *Cataloged and on Archives shelves**]***
- **[**Directories, Faculty Photo: *Cataloged and on Archives shelves**]***
- **[**Directories, Phone: *On Archives shelves**]***
- Educational Events [e.g., Lectures, seminars, etc.]—arranged by year (1947-06)
- Employee Guides** [incl. "Faculty Handbooks"] (1943-2007)
- Employee Recognition Programs (1997-09)
- Employee Training and Assistance (1994-06)
- Endowed Professorships ($100,000), Distinguished Professorships ($250,000), Chairs ($500,000), Distinguished Chairs ($1 million), Centers ($5 million): **SEE:** Capital Campaigns--Fund for Molecular Research & its Dinner Brochures
- Endowed Scholars Program **SEE:** Capital Campaigns—Endowed Scholars Program….

- Expansion into a Health Science Center: Announcements & press releases (1972)
- Fact books & fact sheets** ('76,'77,'81) 1994-2009)
- Faculty Council Minutes (1975-90)
- Film about UTSW (1976-77) (Note: We have paperwork only; not the film itself.)

----Correspondence
----Interview Transcripts**
----Scripts

- Financial statements (& detailed supporting schedules): Location: Archives shelf
- Fund-raising plans (1968-70)
- Fund-raising publications (1967, 1987, 1995, 2001) **[SEE ALSO:** Southwestern Medical Foundation Collection**]**
- [History of UT Southwestern **SEE**: Articles about UT Southwestern]
- [Honor Societies: **SEE** Sigma Xi (1944-1970): Files fill one complete file drawer]
- Housing
- **[**Lectures, grand rounds, etc. **SEE:** Educational Events**]**
- Maps of Campus & Parking Guides (1976-ongoing)
- Memos and notices to the campus (1973-2009)
- [Memos from the President **SEE:** President, Memos from]
- Network memberships (e.g., DAHTS, IUC) (1967-81)
- Newsletters for staff (1973-ongoing) [various titles; some pub. by depts.]
- Organization charts (1972, 1982, 1993, 1994, 1998, 1999, 2006)
- Patient Guides & Clinical Referrals (1991, 1993)
- **[**People, including alumni, donors, faculty, etc. **SEE:** "People" Record Group**]**
- Plans, SixYear [Plans themselves are cataloged under W 19 U58p]
- Plans, Strategic (1992-1998, 1995-1999)
- Postdoctoral Symposium Abstracts
- President, memos from (1970-ongoing)
- President's Lecture Series (2005-ongoing)
- Publications, Miscellaneous (for off-campus audience) [**SEE ALSO:** Newsletters for Staff]
- Purpose, statement of (1979)
- Simmons Cancer Center
- Social & Cultural Events [e.g. concert, chili cook-offs, art show, etc.] (1940's-07)
- Social / Topical Organizations:

----Faculty Wives Club (circa 1955-81) [SEE ALSO: Medical Center Woman's Club Collection]
----Faculty Women's Club (Only directories: 1998, '99, '01) [SEE ALSO: Medical Center Woman's Club Collection]
----Fraternities (1944-52)
----**[**Medical Center Women's Club: **SEE:** separate collection for this group.**]**
----Student American Medical Association (1960)
----Student Wives Club (c. 1949-1956)
----Women's Action Group (1976)
----[Women in Science and Medicine Advisory Committee: **SEE UNDER:** Committees: Women in Science and Medicine]

- "Southwestern in Space" (Note: Gunnar Blomquist's research played a role on each of the three flights listed below. Information on these flights is in the "Flight STS…" files listed below; see also Gunnar Blomquist's file. Each UTSW astronaut named below also has a file of information.)

--Flight STS-40/Space Life Sciences (SLS) I (1991); F. Drew Gaffney, UTSW
--Flight STS-58/SLS II (1993)
--Flight STS-90/NeuroLab (1998); Jay Buckey & James Pawelczyk, UTSW

- Special Events [e.g., Day of Prayer, 2001; Svs of Remembrance, 2002; Internat'l Women's Year, 1975; Symposium on role & mission, 1976. *For dedication of Phase 1 on 4/27/75, **SEE** Record Group 8: Buildings---Ceremonies]*
- STARS Program (1996, 2006)
- Status report (1973)
- [University Hospital **SEE:** Record Group 7]

RG 2: UT Southwestern Administrative Units (except for the three schools)

- *BioCenter at Southwestern Medical District*
- Dallas Biomedical Corporation (1986)
- Grants Management (1976-78)
- Human Resources

----Affirmative Action/EEO (1975-1984)
----Classified staff plans and scales (1954, 1963)
----Newsletters (1978-80)
----Social Security election (1950's)
----Social Security implementation

- Information Resources [& predecessors] (1994, 2002)
- Legal Affairs
- **[**Library—**See Record Group 6]**
- News & Publications (including News Release Archive)
- Student and Alumni Affairs (including Bryan Williams Student Center)

RG 3: Biomedical Sciences, Graduate School of

- Basic Science Division (2005?)
- Biomedical Communications [including Medical Art at SWMS] (1940's to 1970's; 1983)
- Courses & course schedules (1967-1983)
- Graduate Student Organization & Graduate Student Research Forum (1970's-1980's)
- Memos & Announcements (1976-78)
- Miscellaneous (1976)
- Procedures (1977-78)
- Recruiting & Admissions Publications (2005) **[SEE ALSO:** School catalogs**]**
- "Role & Scope" document (1975)
- Student Lists (1968-71)

RG4: Health Professions, School of (Note: Prior to 9/1/08, the name was School of Allied Health Sciences)

- Commencement (1987, 1990-1997, 1999-2007)
- Courses & course schedules (1970's)
- Faculty and Staff Lists (1972, 1976)
- Faculty Assembly 1976-78)
- Memos & Announcements (1976-83)
- Miscellaneous (1976)
- Planning for school (1967-69)
- Publications, misc. (1987, 1997)
- Recruiting & Admissions Pubs **[SEE ALSO:** School catalogs**]** (1992-2007)
- Student Handbooks (1989-90 & 1991-92)

RG 5: Medical School

This record group includes documents from beginning of operations in July, 1943. For documents prior to that date, see Southwestern Medical Foundation collection. (Note: School was affiliated with Southwestern Medical Foundation, 1943-August 31,1949 and with the University of Texas from September 1, 1949 to the present.)

- Accreditation Documents (1973)
- Alumni Affairs [incl. class reunions] **SEE ALSO:** Baylor Medical Alumni Library Association]
- Alumni Newsletters** (1950s to 1960s)
- Annual Reports (1953-58, 1960-62, 1968-69)
- Awards--Ho Din (1940s, 1963)
- Baylor Medical Alumni Library Association
- Budget Request (1968-69)
- Colleges within Medical School
- Courses & Course Schedules (1950s, 1975, 1971)
- Dean Search (1966)
- Deans, List of** (1967) (Files for individuals are found by name under "People")
- Departments: Documents filed in folders arranged alphabetically by name of department. [Note: Histories from 1943 to various dates are filed here for Depts. of Anatomy, Biochemistry and Microbiology.**]
- Faculty Lists** (1949, 1955-70) (Note: Source for who was on faculty when.)
- Faculty Retreat (1966)
- Faculty Senate Minutes (1976-77, 1980s)
- Heart Transplant, first in Dallas (1968)
- Historical Accounts** [medical school as a whole; published and unpublished; **1993 issue of *Legacies* magazine is here;** see also Dr. Gill file for a history SMS]
- Honor Societies

----Alpha Omega Alpha Honor Medical Society (1950)

- **[**Medical Art: **SEE UNDER** Biomedical Communications, under Graduate School**]**
- **[**Medical Student Research Forum: **SEE** Student Research Forum**]**
- MSRDP (Medical Services …) (1969)

- Newsletters for staff** (1960s)
- Policies & Procedures (1950, 1954, 1961)
- Recruiting & Admissions Publications **[SEE ALSO:** School catalogs**]** (1950s-2007)
- "Reports on…" ** (1943, "Status Report" of 1964, Self-Study of 1995)
- Seals (i.e., logos) (circa 1945)
- Senior Elective Catalog (2001-2002)
- Senior Problem Papers (1947) [Note: Signed by faculty.]
- Southwestern Medical Foundation Ownership Era (July 1, 1943 - Aug. 31, 1949)

[Note: **SEE ALSO**: Southwestern Medical Foundation--Record Group 13**]**

----Budget matters
----Correspondence
----Miscellaneous
----Minutes of meetings
----Notices

- Standing Committees (2004-05)
- Statistics, Miscellaneous (faculty, graduations, enrollment, test scores, etc) (1950's-1970's)
- Student Directories (1969-70, 71-72, 72-73, 73-74)
- Student Guides** (1950's-2001)
- Students Lists (1950's-1976)
- [Student Notebooks: See Grabstald, 194?-194? & Tandy, 194?-195? Documents.]
- Student Research Forum: Cataloged as: Archives W 20.5 U58 Year (1973 or later, name changed to Medical Student Research Forum.) (Duplicate copies in file.)
- Univ. of Texas Takeover of Medical School (1949)
    - Authorizing Legislation
    - Correspondence
    - Other cities in competition (El Paso, San Antonio, Temple)
    - "Proposal for Establishment of State Medical College in Dallas" (pamphlet, 1949). (Contains photos of hospitals in Dallas.)**
    - Published reports
    - Report to Board of Regents (4 copies) Note: A treasure trove of information about campus facilities and faculty.**

RG 6: Library (See separate finding aid for Library Print Collection)

RG 7: University Hospital

Note: Operations of St. Paul Hospital and Zale Lipshy were merged under the Umbrella of University Medical Center, Inc. in 2001. UT Southwestern took over operation of the hospitals on January 1, 2005, at which time they were merged under the name of University Hospital, with the St. Paul or Zale Lipshy terms used only to denote location. St. Paul and Zale Lipshy documents dated through the December 31, 2004 are organized as separate collections, and have individual finding aids. Documents dated January 1, 2005 and later are filed in this Record Group 7 under the name "University Hospital."

- Miscellaneous Documents

- New Building (Opens 2014)
- Newsletters for Staff: *Clinical Update* (June 2009-Ongoing); *Connections* (April 2009-Ongoing)

RG 8: Buildings

- Announcements
- [BioCenter: **SEE RG2:** UT Southwestern Administrative Units]
- Ceremonies [i.e., Groundbreakings & Dedications]
- Construction—Moss Bldg.
- Construction—"Phase 1" [incl. Florence Center; Cafeteria & Auditorium, Green Science Building]
- List & facts about (2001) [e.g., square feet, construction date & cost, renovations]
- Names
- News items [includes articles & press releases]
- Planning—Aston Center
- Planning—"Phase 1"—1968-1969
- Planning—Florence Bioinformation Center—1969-70
- Planning—Moss Clinical Sciences Building—1970-72
- Planning—Various Buildings

RG 9: People—(e.g., faculty, staff, students, donors)
Materials are filed in alphabetical order by last name of the individual. The first folder for each letter is a shared folder containing papers for individuals with just one or two documents. Individual with a substantial number of papers may have a separate folder. Documents by ***or*** about and individual are all filed under his or her name. Portrait-style photos of an individual, if available, will be filed in his/her file for those individuals who have their own folder.

The following individuals have finding aids for their collections of donated papers:
Hudson, William Lee, MD (papers are interfiled with other papers of individuals)
Tandy, Charles C., MD (Collection is his student notebooks; on Archives shelves)

Note: Dr. Gill's file has a brief history of Southwestern Medical School as of 1965.**

(Filename: Archives Guide UTSW Print Collection)