

UQFL297

Samuel Alan Rayner Collection

Size	10 boxes
Contents	Research material about the University of Queensland 1958 to 1986.
Biography	Dr Rayner was appointed Assistant Registrar [Academic] at the University of Queensland in 1958. In 1961 he became Deputy Registrar. He was Registrar 1970 to 1986.
Notes	Open access

Box 1

1. Material relating to 'A University in transition' [1 folder]

- Memo to the Vice-Chancellor, University of Queensland, re approval for inventory of University Buildings, 22 Sept 1960.
- Memo to the Vice-Chancellor re preparation of a *Handbook of University administrative procedures*, 17 Nov 1959.
- List of committees, 1966
- Arrangement of statutes, 1966
- *Handbook of Administrative information*, 20 Jun 1985

2. Material relating to *Developing University statistics for more efficient administrations*

- Joint Committee on University Statistics
- File labelled: 2.28 Library
- University administrative staff conference Committee on statistics
- Draft report on library statistics, 5th edition
- University Library Statistics Report on a meeting held on 25 Sept 1970.
- Letter from JP ONeill, acting Commonwealth Statistician, Bureau of Census & Statistics, to Dr SA Rayner, Registrar, University of Queensland
- Commonwealth Bureau of Census and Statistics, University Library statistics notes for a meeting with representatives of the Australian Vice-Chancellors Committee, dated 1970.
- Incoming and outgoing correspondence between SA Rayner and various Librarians and Vice-chancellors of various Australian Universities, re University Library Statistics. 1969-1972
- University Library Statistics, Report of a Meeting at Treasury Building, 28 Jul 1972
- Commonwealth Bureau of census and statistics, University Library Statistics, Instructions for filling in forms 20 to 23, Forms 20-23

- Reports of meetings held in the Commonwealth Bureau of Census and Statistics at Canberra on 28 Jul 1972.
- File labelled 2.3 [1]
- Note for Vice-Chancellors Conference re appointment of Committee on University Statistics, dated 1959
- Letter from SA Rayner, Assistant Registrar [Academic] to the secretary, Australian Vice-Chancellors Committee, University of Melbourne, dated 15 Oct 1959.
- Letter from JJ Pratt, Deputy Director, Office of Education to Dr. SA Rayner, 24 Feb 1960
- Letter from JJ Pratt, Deputy Director, Office of Education to Dr. SA Rayner, 23 May 1960
- Review of Australian University Statistics [excluding financial statistics], Report of Technical Working Party initiated by the Vice-Chancellors Committee, Dated Jun 1960
- Review of Australian University statistics [prepared by Dr S. Rayner], 13 Oct 1959
- Various statistic forms
- File labelled 2.7 Digest
- Australian Universities Administrative Staff Conference, 1966, Report of sub-committee on University statistics [as revised by Administrative Staff Conference, 31 May 1966]
- Incoming & outgoing correspondence between SA Rayner & various Australian Universities and Commonwealth Bureau of Statistics, re Statistics, 1968-1970
- *Australian University statistics* 1962-8 [2 copies]
- *Selected University Statistics 1982*, Commonwealth Tertiary Education Commission, Belconnen, ACT. Mar 1983
- File labelled 2.9: Joint Committee on University Statistics
- Memos & incoming and outgoing correspondence, 1974 -1984
- Reports on meetings of Joint Committee of University Statistics, 1975-1977
- Categories of Subject Sections in Tertiary Education
- Documents regarding classifications of courses to fields of study
- Draft Australian Standard field of knowledge classification

3. QUESTIONNAIRE [AVC]

File labelled: 2. Questionnaire 1968-72, c1963

- Comments on questionnaire of the Australian Universities Commission, 1963
- Reports to the Australian Vice-Chancellors Committee from meetings of representatives of Australian Universities, 25 Jul 1963
- Minutes of meeting of Australian Vice-Chancellors Committee, 27 Jun 1968
- AVCC Committee to draft model questionnaire for 1973-5
- Incoming and outgoing correspondence 1968-72
- University of Queensland. Comments on draft AUC forms, Annual statistics collection c1970.

- Australian Vice-Chancellors Committee, Report of sub-committee to redraft AUC Questionnaire for 1973-5
- Australian Vice-Chancellors Committee: Draft forms for 1973-5 AUC questionnaire
- Statistical tables re Library seating capacity and stock, 1969 & estimates for 1970-5, with pre-amble

File labelled: 2. 1965-8, Questionnaire

- Queensland comments on AUC questionnaire
- Comments on the adequacy of the AUC's questionnaires and the capacity of the Universities to coordinate their statistics c1966, with some correspondence & statistic tables
- Memo to Vice-Chancellor re AUC questionnaire for 1970-2, 24 May 1967
- Incoming and outgoing correspondence, with memos and reports regarding Australian Universities Commission Questionnaire, dated 1966
- Correspondence from Australian Universities Commission dated 10 May 1973, with Working Party on University Statistics agenda notes for meetings
- Report of Brisbane working party on problems associated with finance statistics 12 May 1983.
- Incoming and outgoing correspondence, Apr May 1983

File of papers relating to Student Load, includes:

- Methods of calculating Student load [1980 Data]
- Incoming memos and correspondence, 1980, 1986

File containing:

- Comments on Dr Rayners paper [AUC Questionnaire], 1968
- Correspondence, May-Jul 1968
- Administrative staff conference 1968: AUC Questionnaire, Draft, 14 May 1968
- AVCC Report of sub-committee on AUC Questionnaire, Part 2: Comment on specific tables c.1968
- Blue bound volume titled on front cover: SA Rayner, 1973, Australian Universities Commission, Annual Statistics Collection forms, Canberra, 1973

Box 2

Material relating to 'Developing University statistics for more efficient administrations' [continued]

File labelled: Unmet demand

- *University News* No 275, 3 Jun 1987
- Memo from SA Rayner to The Vice-Chancellor, 11 Oct 1985
- Press release: unmet student demand in universities and colleges of advanced education in 1987, 24 May 1987
- Incoming and outgoing correspondence re: funding of higher education in Queensland, with some reports attached, 1985-86

- Flyer: Learning & earning: a study of education and employment opportunities for young people
- Memo to Vice-Chancellor re early review of proposals for graduate study, 6 Dec 1974
- Report of ARPC Working party on resources for general staff in the academic groups, 12 Oct 1984
- Comment by Professor BR Williams of the University of Sydney on the fifth report of the Australian Universities Commission, University Finance 1973-5
- Restrictions on filling of staff vacancies
- Report of working party on allocation of general development grants
- Correspondence, memos, staff time form details
- UQ University courses in physiotherapy, occupational therapy and speech therapy
- Rayner, SA Administrative Staff Council: 16-17 May 1983, learning and earning: a Queensland perspective
- Correspondence including:
Paper: 'Planning for the 1985-87 triennium', an address by HK Coughlan, Chairman of the Commonwealth Tertiary Education Commission to the Australian Committee of Directors and Principals in advanced education limited, Canberra, 15 Mar 1983
- Higher Education Round Table, proceedings: learning and earning of a national seminar on the CTEC 'Learning and Earning' report, 14 Dec 1982
- Memo to acting Vice-Chancellor re preparation of submission for 1979-81
- Source material for professional board debate on the long term development of university education in Queensland
- Papers re staffing 1968-1974, Jun 1961
- Paper: Notes for the meeting for the honourable the minister with the universities council
- Various Australian Universities Commission visits programmes and files, 1967-1978
- Submission of the University of Queensland to the Australian Universities Commission for the triennium 1976-1978

File: Stats books 68, 85. Gold books

Booklets:

- Departmental Teaching Summary 1968, Requests for Academic Staff, 1969, Deputy Registrar
- University of Queensland, Statistics. 1968 No. 10
- Selected University Statistics 1984, Commonwealth Tertiary Education Commission
- University of Queensland, Statistics 1985

Goldbooks:

- [Teaching Staff Duties 1970], Labelled: Registrar, Dr SA Rayner
- [Departmental Statistics] labelled: 1973 including outcomes
- [Departmental Statistics and teaching staff contact hours, 1985] labelled: 1986 yellow book and comparison tables. SA Rayner

Box 3

Student Admission QTAC, Progress Studies, Internal Student Studio, AVC Attrition

File: 4 Students Admission Studies

- Destinations of 1976 Queensland Grade 12 Students in 1977
- University of Queensland, Survey of Additional Expenses, incurred during University Courses, 1973
- Table 1: Course completion rates of students who commenced full-time in 1971 and who remained full-time in the same course by field of study of course entered
- *Queensland researcher* Vol 3 no 1 1987
- Booklet: University of Queensland Entry Procedures & rules, September 1985
- Memos, correspondence
- Daily enrolments
- UQ. Enrolments, 1974, A supplementary submission
- *Semper Floreat* Vol 33, no 3, 2 Apr 1963
- UQ. Submission to committee of inquiry into education and training
- 4 photographs: QTAC 1979-1980
- Progress of students who commenced in University of Queensland in 1971, 1974, 1976
- Report of the Queensland Tertiary Admissions Centre, Joint Review Committee, September 1978
- Senior Results, 1967 & 1968
- Memo from SA Rayner to Vice-Chancellor re adoption of scaling method for Senior Public Examination to take account of differences in ability of candidates for different subjects
- Report on visit to BHP Installation at Whyalla
- Minutes of appeals on grounds of conscientious religious belief committee, 18 May 1984
- Letter from SA Rayner to [name crossed out] dated 21 Jun 1984
- UQ Survey of early drop-outs, 1983
- Booklet: Summary of accommodation holdings and needs 1969-70
- Booklet: Physical facilities in the University of Queensland

File: QTAC etc. Historical, 1975

- Paper: University Enrolment. SA Rayner, Introductory
- Bundle of standard letters being, Letters to Ph.D. Candidates and Letters to Supervisors
- Comments on Tertiary entrance in Queensland Apr 1986
- Booklet: UQ 1965-1966. Matriculation rules and entrance requirements for diploma and certificate courses
- Booklet: UQ 1967-1968 Matriculation rules and entrance requirements for diploma courses and questions and answers on the matriculation rules

- UQ Report on administration of senior examination 1969
- Booklet: UQ. Q-scores and notional Q scores. 27. Nov 1974
- UQ Application for entry A 1975
- Availability of QTAC facilities for quota selection for 1977
- Board of advanced education, Queensland, Agenda for the meeting of college Registrars and Admissions Officers with QTAC officers, 22 Feb 1977
- Report of meeting of representatives of Universities and CAES convened by Sir Zelman Cowen to consider an integrated admissions system, 9 Apr 1976
- Queensland Colleges of advanced education, Admission to tertiary courses. 1976
- Computer printouts of various statistics, 5 Mar 1976
- Report on admission procedures, SA Rayner
- Booklet: UQ Q-scores and notional Q-scores
- Press clippings from *The Courier-Mail*, 1974-76, correspondence and applications for entrance.
- Analysis of quota applications

File: Radford Committee & Report to P.D. 9 Jun 1971

- The Radford Report and its implications for matriculation in the University of Queensland
- Resolutions and agenda for Board of Secondary School Studies
- Matriculation in the University of Queensland [A report of a joint Working Party of the Board of Secondary School Studies and of the University of Queensland]
- A procedure for reporting senior results to individuals
- University matriculation for 1975 [A report prepared for the Professorial Board]
- Press clippings
- Accommodation needs of higher degree research candidates. Amended 25 Nov 1982
- UQ Survey of Early drop-outs, 1983
- Destinations of 1976 Queensland Grade 12 students in 1977
- The allocation of higher grades
- Report of committee on grading systems appointed by the professional board 1970/71.
- Memo from SA Rayner to Vice-Chancellor, University of Queensland re the future of the University appointments board and related matters, 4 May 1968 [with attached appendices]
- UQ. Entry procedures, A report of the senate committee, 4 Nov 1983
- Paper: Quality in the face of quantity, VC to PB, 12 Oct 1966
- UQ Papers for professional board committees set up to consider Quality in the face of quantity 20 Oct 1966
- Booklet: Ph.D. Candidates [as at 22 Aug 1985]
- Australian Vice-chancellors Committee: Committee of inquiry into education and training, University student progress study

- Booklet: The Australian Vice-Chancellors Committee: The progress of higher degree students, 1983 Australian University Cohort, Jul 1990, [With attached correspondence, reports, project details, & press clippings]

Box 4

File: Working party on attrition: Minutes 1979-84, Reports 1979-81, Progress Study papers

- Survey of student progress Annual Study 1981
- Correspondence and reports re letter from SA Rayner to Australian Vice-chancellors Committee re annual student progress survey for 1981, 29 Jun 1983, with enclosed forms
- Statistic forms, surveys
- Report of planning committee, 19 Jul 1974
- The basis of enrolment policies for 1975-8
- Interim report of Committee appointed to consider the use of resources [as amended by the Professional Board on 12 Jul 1971]
- Booklet: The Australian Vice-chancellors committee, The progress of higher degree students, 1983 Australian University Cohort, Jul 1990
- Selecting individuals for undergraduate quotas, Aug 1974

File: Gibb report 8.8A Dr S Rayner

- Entry scores to Universities and Colleges of Advanced Education: an evaluation conducted by Professor CA Gibb, December 1979
- Correspondence and memos, 1980-1981
- Conference on the use of entry score information, Benjamin Offices Conference Centre 23-24 Oct 1980, List of participants
- Issues for consideration by conference on Gibb report
- Letter: RL White, Tertiary Education Commission re conference on the use of entry score information, 16 Oct 19 80, Attached: an evaluation of entry scores to universities and colleges of advanced education conducted by Professor CA Gibb for the Tertiary Education Commission
- Notes on Conference on the use of entry score

Box 5

Material relating to Developing more effective, efficient staff structures

File 1:

- Milns, RD, Heath, Trevor, Rayner, SA, Review of Administrative and clerical staff requirements for 1977, 5 Nov 1976
- Paper to Vice-Chancellor, et al re desired computer outputs from University Information system [By 1972] [draft 25 Aug 1969]
- Paper: Training course, 1966 Graduate Assistants visits to administrative sections

Correspondence:

- Letter from Dr K Knight, University of Sydney to Dr SA Rayner, 18 Jul 1977
- Letter from ATJ Bell, University of Melbourne to SA Rayner, 13 Jul 1977
- Letter from DD Neilson, La Trobe University to Dr SA Rayner, 28 Jul 1977

Papers:

- Delegation of authority to Registrar, LJH Teackle, Acting Vice-Chancellor, 11 Feb 1970
- Extract from Senate meeting on 13 Feb 1969 Affixing of University Seal by Registrar.
- Memo to Bursa, 12 May 1969.
- Notes.
- Procedures for appointment of non-academic staff and delegations relating thereto
- Letter re applications for SGAO position, with attached copies of formal exams for applicants.
- Memos: SA Rayner to Registrar re proposed examination for Clerks, Receptionists, etc, 8 May 1968 to 6 Sept 1981, with attached paper: Test of knowledge of university information and procedures

Papers:

- Proposed test of proficiency in mathematical typing, [as amended after meeting of General Staff Committee 7 Aug 1979]
- Replacement for Mr HB Green, SA Rayner, 7 Jul 1980
- Letter from SA Rayner to H Mellor, Miscellaneous Workers Union of Australia, 4 Aug 1970, with attached press clipping, uni workers award move, 9 Mar 1971
- Memo from SA Rayner to Mr Field re discussions with Miscellaneous Workers Union on deduction of Union Dues from fortnightly pay, 20 Apr 1970

Memos:

- SA Rayner to Registrar re Creation of Vari-typists section, 20 Jul 1962.
- SA Rayner to Heads of Departments and Sections re Review of telephone allocations, 16 Apr 1970
- SA Rayner to Heads of other than Academic Departments, re reduction in number of telephone extensions, 19 May 1970
- SA Rayner to Vice-Chancellor re possible appointees to the position of Deputy Registrar, 29 Jun 1970
- JE Ritchie, Deputy Vice-Chancellor [Fabric & Finance] to Deputy Vice-chancellor, [Academic] re Secretarial Allowances, 17 Oct 1973
- KH Sheffield, Staff Officer to Professor EC Webb, Deputy Vice-chancellor [Academic], re Secretarial Allowances Central Administration, 11 Oct 1973
- Paper, notes re Microfilming record cards and students files

Booklets & Papers:

- Review of the system of classifications of technical and laboratory staff. 31 Dec 1980
- Review of Administrative and clerical staff requirements for 1977. 5 Nov 1976
- Review of administrative and clerical staff requirements for 1977. Volume 2., 31 May 1977
- Review of General staff establishments. 21 Oct 1980
- Is there need for a separate award, draft, 5 Feb 1972
- Need for central Administrative Staff, 1972
- The allocation of additional non-academic staff (for 1974)
- Additional staff for central administration for 1975
- Additional staff for central administration for 1976
- Promotions for central administration for 1983
- Promotions for central administration for 1978

Poster titled: \$12,000 armed theft with press clippings pasted on, 11 Aug 1979

Memo from SA Rayner to Deputy Vice-chancellor [Fabric & finance] re cash pays, 7 Jun 1979

Draft memo TGM to Registrar re payment of wages, 11 Oct 1978

Meeting notice for discussion with buildings and grounds staff re payment of wages by cash

Computer printouts concerning vacancies, Jun 79

Paper: Economies in use of postal and telegram services

Letter from LB Keeble, Department of Regional & Town Planning to SA Rayner. 3 Feb 1976

Draft for discussion [30 Aug 1971], Signing official correspondence

Letter: Zelman Cowen, Vice-chancellor to staff members, with attached form return of outside earnings, period 1 Jul 1972 to 30 Jun 1973

Survey of outside earnings

Booklet: Draft records office procedure [25 Nov 1965]

Spreadsheet: University of Queensland variations of classifications pertaining to officers of the administration

Pages from Ministerial statements questions, with handwritten notes & numbering, 1968-1971

Letter from GN Davies, Acting Vice-Chancellor, UQ to JL Tolhurst, Bursar, UQ re acting appointment, 6 Dec 1985

Booklets:

- Use of computer by Central Administration, 20 Jul 1979
- Joint advisory Committee on Post-Secondary Education in Queensland: Senior Administrative Staff Seminar, 27-28 Jun 1979
- Telex from SA Rayner to Editor, University of Newcastle News, 21 Oct 1983
- Press clipping: Campuses fail to respond to anti-racism call, Australian, 15 Feb 1984

Correspondence:

- Letter from SA Rayner to Chairman, Ethnic Affairs Commission of New South Wales, 16 Jan 1984.
- Letter from P Totaro, Chairman, Ethnic Affairs Commission of New South Wales to Hon Sir Walter Campbell, Chancellor, UQ, 12 Jan 1984
- SA Rayner to S Schubert, Co-coordinator-Generals Department, 21 May 1982
- J. Bjelke-Petersen, Premier to Mr J. Ahern
- Paper Letter of 10 May from executive of Windsor Branch of the National Party
- Minutes 1/82 of Senate, 4 Mar 1982

Handwritten list: Attendance at Senate Meetings 1982

Paper: Publicity programme 6-16 Jan 1970.

Possible items for Vice-Chancellor's-Chancellors press conference [13 Jan 1975] with hand notes attached.

Box 6

Material relating to 'Developing more effective, efficient staff structures'

Press clippings 1972, a list of press clipping titles, source and dates accompanying original press clippings

Papers:

- Letter from WB Campbell, Chancellor, UQ to Hon. J Bjelke-Petersen. 13 Apr 1982.
- Analysis of Mr Cooks Media Release of Mar 1982, BG Wilson, Vice-chancellor, and Media Release
- Community Standards Organisation: Media release University of Queensland Slams Queensland Government. University Senate Resolves that security law for Commonwealth Games is totalitarian, fascist, and will kill academic freedom, 3 Mar 1982
- Letter from Brian G Wilson, Vice-chancellor to Mrs G Horan, President, Housewives association [Qld]
- List: CSO patrons - addresses

Memo from SA Rayner, Registrar to Deputy Vice-Chancellor [Academic] re Time off for shopping, 7 Mar 1974

Circular to Administrative Sections: avoidance of waste

Conference of examining organisations: members of the conference

Conference of examining organisations Melbourne 8-10 May 1967. Programme

Paper: Rayner, SA Criteria for evaluating Public examination methods, paper for Conference of examining organisations, 8-10 May 1967

Memos:

- SA Rayner to Registrar re employment of part-time typists. 17 Jul 1969
- SA Rayner to Registrar re recruitment of stenotypists. 19 Nov 1968

- SA Rayner to Vice-chancellor re recruitment of stenotypists and clerks by the University of Queensland. 27 Oct 1959
- SA Rayner to Registrar re-establishment of Stenographic Training Section. 13 Sept 1960
- SA Rayner to Vice-chancellor re-creation of the position of graduate minute secretary. 9 Feb 1970
- SA Rayner to Registrar re employment of students during the summer vacation. 2 Sept 1965
- SA Rayner to Registrar re approval to add two graduate assistants to establishment for 1965
- SA Rayner to Vice-chancellor re a supplementary group of graduate assistants. 6 Nov 1968

Papers relating to Graduate administrative staff

Correspondence:

- CJ Connell, Registrar to Lt Col AS Gehrman, Brisbane Chamber of Manufactures, 25 Aug 1969
- CJ Connell, Registrar to Chairman, Public Service Board. 25 Jul 1969

Memo from SA Rayner to Registrar, re organisation of Committee Section. 3 Oct 1960

Papers:

- Tasks for Vice-chancellor with attachment Allocation of Commonwealth Postgraduate Research Awards 1971-79
- Connotations of academic excellence in post-graduate science departments
- Allocation of studies to Deputy Vice-chancellors

Memos:

- To VC, 10 Aug 1970 [handwritten] re Saturdays discussion of DVC [academic]
- G Connell, Registrar to Professor EC Webb, President, Professorial Board, UQ, re delegation of power to appoint. 24 Sep 1969
- Staff Officer to Registrar re: approval of appointments. 14 Jul 1969
- Letter: Edwin C. Webb to SA Rayner re approval of appointments. 9 Jun 1969
- Memo: Staff Officer to the Registrar re approval of appointments. 4 Jun 1969
- Spreadsheet: approval of appointments

Meeting of Chancellors of State Universities, 2 and 3 Oct 1965. Proposed procedure and Statement for Chancellor

Booklet: University of Queensland. Faculty Executive Committees: a guide to graduate assistants. Mar 1966

Paper: Organisation of the enrolment section

Large envelope of material labelled: Staff TRG: Developing Staff Structures

- Australian Vice-chancellors committee, Report of proceedings of the conference of Australian Universities 1961

- University of Queensland, Course on University teaching for demonstrators and junior lecturers, 9-15 Feb 1961
- Letter: Fred J Schonell, Vice-Chancellor, UQ, 3 Feb 1961
- Circular to Heads of all Departments re course on University teaching for demonstrators and junior lecturers from CJ Connell, Registrar, 6 Feb 1961
- Form: University of Queensland, Evaluation of course on university teaching, Feb 1961
- A report of results from analysis of a questionnaire completed by 121 of the participants in the course on university teaching for demonstrators and junior lecturers 9 to 15 Feb 1961, Department of Education, University of Queensland, Mar 1961
- Physics Laboratory, University of Queensland, Assignment of Duties [Administrative] as from 1 Dec 1960

Memos:

- SA Rayner to Vice-Chancellor, 15 Jul 1960
- SA Rayner to Vice-Chancellor, 7 Dec 1960

Letters:

- GA Gray, Education Research Section to SA Rayner, 30 Nov 1960
- SA Rayner to GA Gray, Educational Research Officer, University of New South Wales 23 Nov 1960

Item for Australian Vice-chancellors Committee research into teaching methods and related topics
Paper for Conference on Student Progress, University of Melbourne. Jul 7-9, 1960, Administrative action to improve student progress in the University of Queensland 1958-59

Conference on University Education, Melbourne 1960, Working Paper Commissions 1, 2 and 3

University of Queensland, Brief report of investigations carried out by the research department of the Faculty of Education into the academic progress of students in the university, 11 Nov 1958

Booklet: Australian Vice-Chancellors Committee, Conference on University Education, 1960, Revised Edition 1961

Official file titled: SA Rayner Sample File. Contains:

Forms:

- File required notice
- B/U file not available
- Circulation sheet
- Missing files
- File not available
- Award/recommend
- Circulation list 1 - officers
- Circular to heads of Administrative Sections, Draft policy on signing university correspondence
- Form: file mark out card

- Explanation of terms
- Letters from SA Rayner to R Stevenson, Records Section, UQ, 2 Dec 1965.
- Memo from R Stevenson to SA Rayner, 22 Dec 1965, with enclosures: Opening official mail, Circulation List 1, Basic Documents Sheet, Miscellaneous Documents Sheet
- Paper: Requests for files records section [Submitted by Mr Stevenson]
- Memo to the Registrar re organisation of personal files and internal mail services under Mr Boothby
- List of authorised abbreviations
- Letter from CJ Connell, Registrar to Mr Connell
- Memo from CJ Connell to Heads of Administrative Sections re use of action sheet on official files, 24 Sept 1965

Booklets:

- The re-grading of Departmental Secretaries. November, 1974
- 14th Administrative Staff Course, Information Booklet, St. Leos College, University of Queensland, 5 Jul & 16 Jul 1982

Correspondence:

- Chris Edge, University of Sydney to Sam, 20 Jul 82
- Rob Verbigan, Monash University to SA Rayner, 10 Aug 1982
- Fred Low, Administrative Officer, University of Adelaide to SA Rayner re 14th Administrative Staff Course, 20 Jul 1982
- John Wells to SA Rayner, 29 Jul 1982
- Richard Easther, Administrative Officer, University of Tasmania to SA Rayner, 29 Jul 1982
- Adrian Mortimer, Network Co-ordinator, Australian National University to S. Rayner, 23 Aug 1982
- Jim Young, University of Sydney to SA Rayner, 22 Jul 1982
- Memo from JW Young, Special Projects Officer, University of Sydney re Report on the 14th Administrative Staff Course held at the University of Queensland, 5-16 Jul 1982

Report of the reconvened Working Party on criteria for the promotion of departmental and other secretaries, Mar 1982

University of Queensland, Report on the working party on criteria for the promotion of departmental and other secretaries, Mar 1981

File: material relating to Senior Administrative Staff Seminar:

- Booklet: Joint advisory committee on post-secondary education in Queensland, Senior Administrative Staff Seminar, 12-13 Jul 1977
- Report on Joint Committee Seminar for Senior Administrative Staff
- Minutes for meeting of Senior Administrative Staff Seminar Committee, 1 Aug 1978
- Report on Joint Committee Seminar for Senior Administrative Staff, 1979
- Booklet: Joint Advisory Committee on Post-Secondary Education in Queensland, Senior Administrative Staff Seminar. 28 and 29 Sept 1981.

Small file containing material relating to Training Programme

Memos:

- To VC re training programme, 7 Aug 72.
- Peter N Cronk, Training Officer to Dr SA Rayner, re outline of training programme, 1 Aug – 31 Dec 1972, 3 Aug 1972
- Training Timetable
- Items for training course for Graduate Assistants
- Central Administration sections
- Circular for Heads of Departments and sections from SA Rayner re Seminar for Senior Departmental Administrative Staff, 22 Aug 1972
- Memo from SA Rayner to Heads of Departments re Seminar for Departmental Administrative Staff, 2 Aug 1972
- Deputy Vice-chancellor [Academic] opening address
- Matters raised by departments
- Papers relating to Seminar for Senior Departmental Administrative Staff
- Memo from Staff Training Officer to Staff Officer re training activities 1975 & proposed Training Activities 1976, 10 Dec 1975

Small file containing papers relating to University of Queensland Conference on University Teaching for New Lecturers. Contains: circulars, programmes, covering period Apr 1961 - February 1969

Papers & reports on new staff courses, 1961-1969, Includes:

- Reports and papers from the Conference on University Teaching 1966-1967
- Memos and circulars, invitations, correspondence, minutes of meetings

Box 7

Material relating to 'Committee Work'

- University of Queensland Professorial Board. Report of the Committee appointed by the Professorial Board to consider the Committee structure of the University and the administrative duties of senior members of the academic staff and to advise upon ways in which improvements might be affected. 5 Nov 1962
- Report of working party set up to review Senate Committee structure, 31 Mar 1970
- Report of the committee appointed by Senate to enquire into the facilities of the Veterinary School in the University of Queensland, 10 May 1970
- Arrangements for visit to Goondiwindi of Special Senate Sub-Committee on Veterinary Problems, 11 Sept 1969
- Visit to Pastoral Veterinary Centre, Goondiwindi by members of the Special Senate Sub-committee on Veterinary problems
- Notes on visit to Moggill Farm [27 Nov 1969]
- University of Queensland Professorial Board. Report of the Committee appointed by the Professorial Board to consider the Committee structure of the University and the administrative duties of senior members of the academic staff and to advise upon ways in which improvement might be effected, 5 Dec 1962
- Report of Professorial Board Working Group on Sub-Professorial Board organisational structure and related matters, 11 Jul 1969

Material relating to 'Miscellaneous other activities'

- Programme: UQ visit by Academic Salaries Tribunal, 2 Dec 1975
- UQ Education Committee's Review of TEDI Report, Administrative advantages and disadvantages of the present semester system, by SA Rayner
- Papers regarding Election of Eight members to the Senate by convocation, 1987-89, ,10 Nov 1986
- Handwritten notes re Cochrane Report
- The Cochrane Report and the University of Queensland. The Cochrane Report
- UQ. Library Salaries and related matters, Jul 1965
- Notes for Sydney meeting on fees 3 Jun 1976
- Australian Vice-chancellors Committee : reintroduction of tuition fees, 9 Jun 1976
- Survey of incremental creep 1979-80
- University Administrative Staff Conference, 1975, *Unthinkable economies*, by SA Rayner
- A report by TEDI on a review of the semester system conducted by staff of the Tertiary Education Institute, October 1977 to Jun 1978
- Academic Salaries Tribunal. Salaries - Vice-Chancellors and Deputy Vice-Chancellors of Universities, Principals and Deputy Principals of Colleges of Advanced Education. November 1985
- Submission to the Academic Salaries Tribunal regarding the salaries of Vice-Chancellors of 18 Australian Universities, December 1984

- Map of St Lucia Campus enclosing correspondence, memos, report, suggestions and forms relating to traffic On University of Queensland Site, 1983-1984
- Memo from SA Rayner to Mr Arundel re financial analysis of recurrent expenditure
- Spreadsheets titled Department of Accountancy, Weighted student units applied to costs 1969
- Department of Agriculture. Weighted student units applied to costs 1969

Material relating to 'Order and Disorder'

FILE [plastic bag]

- Memo from SA Rayner to Vice-Chancellor re Occupation of Professorial Board Room on Afternoon of Thursday, 11 Jun, 12 Jun 1970
- Letter from Zelman Cowen, Vice-Chancellor, 12 Jun 1970
- Letter from SA Rayner to R. Russel, Union College, 16 Jun 1970
- Paper: Academic power grows out of the lens of a camera Sam Rayner [Registrar]
- Report of charges laid against students
- Memo from Zelman Cowen, Vice-Chancellor to Heads of Departments, 5 Mar 1971
- Statement by Vice-Chancellor to Professorial Board on Moratorium Day, Zelman Cowen, Vice-Chancellor, 8 Apr 1970
- Form of notice, Zelman Cowen, Vice-Chancellor [2]
- Statement of Samuel Alan Rayner, 24 Sept 1970
- Statement regarding events of Thursday, 29 October 1970, By Samuel Alan Rayner
- Statement regarding Michel Marcel Thompson by Samuel Alan Rayner
- Statement by SA Rayner on events associated with noise below Senate Room on 12 November 1970
- Paper: Why one should vote do not object. By ZC
- Great Court referendum results, 15 Oct 1970
- Statement by Samuel Alan Rayner, Sgt Gray 15 Jan 1971
- University of Queensland Staff association: motions submitted for discussion at Extraordinary Meeting for 16 Sept 1970, Dated 14 Sept 1970
- Memo from staff member to Vice Chancellor re: unnecessary expense, 25 Nov 1970. Attached booklet: The Quang incident and University Discipline
- Statement by Dr SA Rayner, Registrar of the University on the events of Wednesday 2 September 1970
- Registrars Report on events of Friday 4 September
- Flyer: Black Friday organised by Revolutionary Moratorium Committee and Student-Worker Alliance, 7 Sept 1970
- Vice-Chancellors request for statements to committee of enquiry, SA Rayner, Registrar
- Flyer: The revitalisation of Christianity movement ... come to the freedom festival
- Memo to Vice-Chancellor re action on disruption, 16 Mar 1970

- Memo to Registrar re: disruption
- Staff action on disturbances in JD Story Building [amended 17 Mar 1970]
- Authorisation statement to S Rayner, by Zelman Cowen, Vice-Chancellor

File [plastic bag]

- Statement by Samuel Alan Rayner. 14 Jul 1972

File [plastic bag]

- File record: Visit by Nazi Group, 13 September 1974. Draft by SA Rayner, Registrar. 17 Sept 1974

File [plastic bag]

- Statement by Robert Neilson Wensley
- Report of incident on Wednesday 30 Jun 1971 by Samuel Alan Rayner
- Statement to police by Samuel Alan Rayner, 6 Jul 1971
- Statement regarding events of Monday, 28 Jun 1971 by Samuel Alan Rayner
- Minutes of Disciplinary Board Feb 1971, with annotations 27 Jul 1971
- Minutes of Disciplinary Board Apr 1971, 29 Jul 1971
- Memo from S Rayner to Mr Wensley re Student Protest. 1 Nov 1971
- Memo from RN Wensley, Asst to the Vice-Chancellor to Registrar re involvement of Brian Laver in incidents on campus, 1 Nov 1971 [2 copies - one annotated]
- Student lists: 12 Jun 1969 - Occupation of Senate Room

File (plastic bag)

- Extract: Professorial Board 25 Jun 1969 & 30 Jun 1969. Mar 1969 re Student Disturbances
- Minutes of Professorial Board [Special]. 10 Sept 1969
- Paper to Staff and students 'Who makes University Policy' by LJH Teakle, Acting Vice-Chancellor
- Senate Statement 11 Sept 1969
- Paper: Appointment of a committee to enquire into alleged breaches of student discipline. By LJH Teakle, acting Vice-Chancellor
- Action in event of student disturbances

Press clippings:

- Press clippings concerning student disturbances, protests, sit-ins 1970 to 1976
- Black power murder threat, *Sunday Sun*, 16 Jul 1972
- Uni students in sit-in to face charges, *Courier Mail*, 14 Jul 1972
- University campus not sacred Hodges, *The Sunday Mail*, 6 Sept 1970
- Gloves off between police and students, *Truth*, 6 Sept 1970
- Arrest warrant for Varsity Army raid, *Truth*, 6 Sept 1970
- Near riot at the uni, *Telegraph*, 4 Sept 1970

- The Nazis Mar in but the doors were barred, *Courier Mail*, 12 Sept 1974
- Tears as stolen son comes home after 24 years nd
- Aboriginals campus protest rejected nd
- Anarchy at St. Lucia nd
- Mar on the campus, *The Australian*, 9 Sept 1972
- More uni. Strife tipped by Laver, *Courier Mail*, 15 Dec 1971
- Court told of scuffle in theatre, 13 Dec 1971
- Fighting flares on campus, *The Australian*, 5 Sept 1976
- Mabo-type claim over crimes fails. *The Courier Mail*, 22 Dec 1994
- Statement of Samuel Allan Rayner, 12 Jul, with press clippings attached
- 3 face charges over Uni Sit-in nd
- Masked students storm university nd
- Report of Senate Committee appointed to investigate whether certain persons should be forbidden to enter the University site under State 43 Paragraph 28A. 11 Nov 1970

Yellow file

Press clippings:

- Lets get the facts straight on that University demo *Courier Mail*, 13 May
- Unionists and students object to Sir Johns degree, 11 May 1985
- Crowd like at a Test. *Courier Mail*, 13 May
- Governor assaulted. *Daily Sun*, 11 May 1985
- Memo from Brian G Wilson, Vice-Chancellor to Registrar, 4 Jul 1985
- Note from Robert Byrom to Registrar
- Paper: The Complaint of Samuel Alan Rayner
- Photograph: Samuel Rayner and person, Note on back 30 Jul 1982 Person in striped shirt spoke with American accent stated he was a visitor
- Motion passed at reconvened 5th ordinary meeting of the University of Queensland Union held on 23 May 1985 re protest on Friday 10 May 1985
- Paper headed in red Draft report
- Registrars statement on events associated with 10 May [3 copies, 1 with annotations]
- *University News*, No 240 22 May 1985
- 2 photographs of graduation ceremony
- Press clipping: Protesters spit, chant over degree for Joh
- Registrars statement on events associated with 10 May
- Report of the Committee of Senate appointed to inquire into events surrounding the 75th anniversary commemorative graduation ceremony on May 10 [1985]

Plastic folder titled Discipline Misc

- Memo from SA Rayner to Deputy Vice-Chancellor [Academic] re appointment of Dr Cribb. 24 Feb 1983
- Memo from RA Calcutt to Registrar re Dr RL Cribb
- Handwritten notes: Dr Cribb
- Memo from TG Matthews, University Legal Officer to The acting Vice-Chancellor re erection of the Protest Tent in the Great Court, 3 Dec 1977
- Press clipping: ICC Ball gets decorum at long last nd. Students in streets again to test ban on Mares, 2 Mar 1978

The unwanted student: The Quang incident and University discipline

Material relating to 'notable colleagues'

File labelled: People, VC etc

- Press clipping: 'UQ printer remembered'
- Report to the Vice-chancellor, University of Queensland

Correspondence - Letters and memos:

- JL Tolhurst, Bursar, University of Queensland, to Professor BG Wilson, Vice-Chancellor, University of Queensland, 17 Dec 1982
- WJ Humble, Director Buildings and Grounds, UQ, to Professor BG Wilson, Vice-chancellor, 17 Dec 1982
- KH Sheffield, Staff Officer, UQ to Vice-Chancellor, re Review of administrative structure, 22 Dec 1982
- KH Sheffield, Staff Officer, UQ to Vice-Chancellor [Fabric & Finance], 25 Nov 1981
- DJ Munro, Deputy Registrar, UQ to Professor, BG Wilson, Vice-Chancellor, UQ, 24 Dec 1982, with attached Comments on proposals by Mr George Suart on the administrative organisation of the University & flowcharts
- Alan W Coulter, Director, UQ to Professor BG Wilson, Vice-Chancellor, UQ, 4 Jan 1983

Miscellaneous Historical Publications:

Programme: The 75th Anniversary of the founding of the University of Queensland.
Commemorative Graduate Ceremony in Mayne Hall. Friday, 10 May 1985

Chiswell, Barry. *A diamond period. A brief history of the chemistry Department of the University of Queensland from 1910-1985*

Lift out/press clipping from *The Sunday Mail*, 'University celebrates its 75th anniversary, University of Queensland 1910-1985', 7 Apr 1985

The inauguration of the University of Queensland on Queensland's Jubilee Day, 10th December 1909. Brisbane: Anthony James Cumming, 1909

University of Queensland. A portrait, 1910-1985, St Lucia, Qld: University of Queensland Press, [1985]

Up the right channels / University of Queensland, Jul 1970

University of Queensland Gazette, No 40, Brisbane, May, 1958

University of Queensland Submission to the Universities Council for the triennium 1985-87, 22 Dec 1982

Box 8

1. File of material labelled: App. B, C, D, E, F

B: Establishing a University in the Northern Territory

C: The University College of North Queensland

D: Reports on overseas visits, 1963, 1972, 1981 & Malaysia

E: Accreditation of Victoria Colleges of Advanced Education

F: OECD involvement

Papers:

- Origins
- Fees
- Student Life
- Teaching Staff
- Migrations
- [relating to overseas universities]

Handwritten notes

- Vacancy for University Secretary and Registrar
- Incoming and outgoing correspondence, 1983-1986
- News Release re retirement of University of Queensland Registrar Dr SA Rayner
- Operations Manual. 29 Apr 1988
- Press clippings from Alumni News Jul 1987 re Expo and Mr Coulter, Univations steering committee Chairman
- Letter from Alan W Coulter, 8 Feb 1988, with attached draft of Specifications for Higher education course information room

File labelled App B. University College of the Northern Territory

Contains: photographs, agreements, reports, costings, correspondence and other material relating to the University College of the Northern Territory

Bag labelled C

Correspondence:

- Letter from Fred Schonell to SA Rayner. 30 May 1960
- Memo from Assistant Registrar to Vice-Chancellor, 24 May 1960 re report on visit to North Queensland, with attached itinerary

File labelled App D

- Re: British Council Seminar on University Administration
- Extract from Senate Minutes, 11.4.63
- Booklet: The British Council: University Administration.
- Report by Deputy Registrar on overseas visit.
- Rayner, SA Some implications for the University of Queensland of current practices in Canada, the United Kingdom and the United States, 10 Aug 1972
- Rayner, SA Report on extended leave [Mar 1981 - Jul 1981], 20 Aug 1981

File: D

Correspondence, booklets and reports re Fifth Commonwealth Conference of Registrars of Universities of Southeast Asia and Pacific Area, 14-19 Nov 1977.

File [plastic bag]: App E

Correspondence, notes and reports re Institute Committee of Accreditation Board, 1981-1986

File [plastic bag]: App F

Incoming and outgoing correspondence between S Rayner and Department of Education, with attached notes, 1974-1976

Large IPEC Folder: APP G & H**File: BAE Development Committee. App G**

Contains incoming and outgoing correspondence between University of Queensland and Board of advanced Education Queensland, 1973-1976

Correspondence, draft programs, proposals regarding building programs, 1990-1993

Rayner, SA Questions, observations and recommendations arising from the report of the panel reviewing the Integration of The School of Australian Linguistics into Bachelor College, December 1989

File: Bachelor College Letters. Contains incoming correspondence from Bachelor College, 1989-1990

Large Wards Express Bag Labelled APP I, J.**Material relating to Appendix I: Notes for Chancellors speeches, answers to parliamentary questions, etc**

- Bundle of parliamentary proceedings relating to the University, tied in pink tape
- File of speeches made by the Chancellor, 1959 1980
- File of material labelled: Extracts from Chancellors speeches

Material relating to Appendix J: Testimonials and reports as referee

File containing correspondence, press clippings, mostly relating to incoming and outgoing applications for administrative positions at the University of Queensland, 1966-1989

Box 9

MATERIAL TO ACCOMPANY APPENDICES:

M: Principal reports and other documents

L: An insufferable academic

A: The mystery of Fu & Manchu

Cartoon titled: Nightmare in the Bastille by SA Rayner

Press clippings:

Cheating student is ousted *Sunday Sun*, 18 Sept 1983

Sssh! Uni nabs exam cheat *Telegraph*, 21 Sept 1983

Papers, booklets, speeches, mostly by SA Rayner:-

- Rayner, SA, Kruger, BJ. *Dentistry in Queensland*, Occupational Survey No 1 Brisbane: University of Queensland Press. 8 Nov 1960
- Rayner, SA, Watson, JW, *Veterinary science in Queensland*, Occupation Survey No 2, St Lucia, University of Queensland Press, 1962
- Rayner, SA, Lucas, FB, *Architecture in Queensland*, Occupational Survey No 3, St Lucia, University of Queensland Press, 1964
- Rayner, SA, Buley, JV, *Surveying in Queensland*, Occupational Survey No 5, St Lucia, University of Queensland Press, 1965
- Queensland Tertiary Admissions Centre, *First Annual Report to 30 Jun 1977*, 31 Jul 1977
- Queensland Tertiary Admissions Centre, *Second Annual Report to 30 Jun 1978*, 31 Aug 1978
- Queensland Tertiary Admissions Centre. *Third Annual Report to 30 Jun 1979*, 31 Jul 1979
- Speech Balmoral High School, 6 Aug 1959, With handwritten note attached, 15 Oct 1959
- Letter to Dr Rayner, dated 5 Oct 1959
- Paper: Some aspects of educational administration in Queensland
- Address to College c 1961
- World survey of Higher Education. Australian Universities
- Paper: Rayner, SA University Enrolment
- Report on developments in University Administration, c1963
- Rayner, SA Some ideas on University Administration
- Address to members of Kings College on Friday 10 Apr 1964
- The Journal of Educational Administration. vol 2, no 1, May 1964
- Rayner, SA Some aspects of University Administration in Queensland
- Rayner, SA The induction conference for new staff in the University of Queensland, 1966
- Allocation of Commonwealth Post-graduate awards to Queensland, A submission to the Commonwealth Scholarships Board by the University of Queensland
- Rayner, SA Changes in higher education in Australia ANZAAS 39th Congress, Melbourne, 16 Jan 1967

- Rayner, SA Criteria for evaluating Public examination methods conference of examining organisations, 8-10 May 1967
- Opening of Conference of appointments officers and counsellors, 14 Aug 1968
- Comments on AUC Questionnaires
- Report of working party set up to review Senate Committee structure, 31 Mar 1970
- Rayner, SA AUC Submission and Report, No 2 University administrative Staff Course, May 1970
- Rayner, SA University policy making and policies
- Interim report of committee appointed to consider the use of resources, 1971
- Rayner, SA Resource allocation in higher education, 1972
- Issues in the development of Advanced Education in Queensland
- Rayner, SA Modern developments in the administration of higher education, 1973
- Rayner, SA Unthinkable economies, University administrative staff conference, 1975.
- Booklet: National Seminar on The new depression in tertiary education or the need for a managerial revolution in tertiary institutions. 5-7 Dec 1975. Tasmanian CAE
- Rayner, SA An administrators view of the university as a social system, 7th administrative staff Course, University of New England, Aug 1975
- Rayner, SA Administrative advantages and disadvantages of the present semester system, Education Committees review of TEDI report
- Rayner, SA Resource allocation in the University of Queensland. 12th Administrative Staff Course, Adelaide, 1980
- Rayner, SA Reaction to issues of financial accountability in the Australian Education System. c1980
- Opening of 11th annual Conference of Australian and New Zealand History of Education Society. 21 Aug 1981
- *Journal of tertiary education administration*, Vol 4, no 2, October 1982
- Rayner, SA The role of the Committee Secretary, 15th Administrative Staff Course, 1 Jul 1983
- Rayner, SA External influences affecting academic policies in Tertiary Education over the quarter century from Murray to Ryan, AITEA 2nd Queensland State Conference, 1 Oct 1983
- Booklet: Unmet demand for Higher Education in Queensland
- The University of Queensland Submission to The Review of Efficiency and Effectiveness in Higher Education, November, 1985
- University of Queensland, A development policy for purchasing equipment, 29 Jul 1985
- Aldrich-Langen, Caroline, Review article Australia: a study of the Education System of Australia and Guide to the Academic Placement of Students in Education Institutions of the United States from ACU Bulletin of current documentation, Jun 1984
- Rayner, Sam, Memories of the Faculty of Arts, 1939-1985
- Booklet: Rayner, SA Bond University, University Entrance, 6 Mar 1987

Box 10

Material to accompany appendices:

M: Principal reports and other documents

L: An insufferable academic

A: The mystery of Fu & Manchu

Various reports and papers:

- Fifth Commonwealth Conference of Registrars of Universities of Southeast Asia and Pacific Area Report. 14-19 Nov 1977, Conference papers and proceedings
- Booklet: Rayner, SA John Holland Constructions Pty Ltd, Information related to the feasibility of providing Higher Education courses in Queensland for full-fee paying overseas students, 29 May 1986
- Letter from RH Magnusson, John Holland Constructions Pty Ltd to SA Rayner re Commission to investigate some aspects relating to the feasibility of a full fee-paying University in Queensland
- Rayner, SA Administrative structures for Bachelor College, Aug 1989
- The Australian Vice-Chancellors Committee. The progress of Higher degree students, 1983 Australian University Cohort, Jul 1990
- Rayner, SA Bachelor College revisited: report of a consultancy on administrative structures, October 1994