

UA1983.35, 1987.12, 1994.11, 1994.17, 1994.30

## Institute of Human Resources and Industrial Relations Records

**Dates:** 1940-1992

**Creator:** Institute of Human Resources and Industrial Relations (1941-)

**Extent:** 9.25 linear feet

**Level of description:** Folder

**Processor & date:** Melinda Leonard, October 1, 2009

### Administration Information

**Restrictions:** Box 19 is restricted. Consult archivist for further information.

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**Citation:** Loyola University Chicago. Archives and Special Collections. Institute of Human Resources and Industrial Relations Records. Box #, folder #.

**Provenance:** The Institute transferred these records on July 19, 1983; April 21, 1987; March 31, 1994; April 28, 1994; and July 20, 1994.

**Separations:** 1.5 linear feet of duplicates and extraneous material were removed and disposed of.

**See Also:** None

### Administrative History

In 1941, Ralph A. Gallagher, S.J., established the Institute of Human Resources and Industrial Relations (HRIR) under the name the Institute of Social Administration (ISA) with the goal of cultivating a graduate level program covering the field of labor-management relations. The program, the first of its kind in the Midwest, equips its students with economic, social, and political theories, as well as practical knowledge and experience in the field. Since its inception, HRIR has included a Board of Advisors comprised of labor relations professionals from the Chicago area in addition to a faculty having professional experience in positions dealing with labor relations. In 1950, HRIR's name changed to the Institute of Social and Industrial Relations (ISIR), and in 1965 the name changed again, this time to the Institute of Industrial Relations (IIR). This name held for almost 30 years until the university renamed HRIR in 1991 to the Institute of Human Resources and Industrial Relations. Currently, the Institute is known as the Institute of Human Resources and Employment Relations.

Fr. Gallagher, S.J., served as the Institute's first director until his death in 1965, at which time Julius Rezler, Ph.D., succeeded him. In 1969 Alan Fredian, Ph.D., became the director of the institute. In the 1990s, Arthur Dobbelaere became HRIR director.

### Scope and Content

The records of the Institute of Human Resources and Industrial Relations consist of 9.25 linear feet spanning the years 1940-1992, and includes correspondence; meeting minutes; annual reports; constitution and by-laws; course bulletins; course syllabi; conference materials; published articles; program brochures; news releases and other

press; budget reports; grade distributions; and photographs. Subjects covered include HRIR faculty and administration; HRIR students; labor relations; the Bureau of National Affairs Briefing Sessions on Collective Bargaining seminars; the Loyola Manpower Conferences; HRIR's anniversaries; HRIR curriculum; nationwide labor programs; HRIR Board of Advisors; LISAIR (Loyola Institute of Social and Industrial Relations student group); student internships; and the 1982 exchange program with Ireland. A large portion of the records reflect the administration of Alan Fredian.

## **Series**

### **Series 1: History of the Institute, 1940-1970, 1980-1981, n.d., Boxes 1-2**

Provides an overview into the history and function of HRIR. Contains written histories; faculty, student, and Board of Alumni information from the institute's inception in 1941 to 1970; publicity; promotional materials; course bulletins; a written memorial to Father Gallagher; and records of the 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup>, and 40<sup>th</sup> anniversaries of HRIR.

### **Series 2: Constitutions and By-Laws, 1981, n.d., Box 2**

Contains the operating rules for the Institute; by-laws for the HRIR Alumni Association; and constitution of the LISAIR (Loyola Institute of Social and Industrial Relations) student group.

### **Series 3: Reports, 1952-1969, 1976-1987, 1990-1991, Box 2**

Contains reports of the university and institute, including the President's Report; HRIR Annual Reports to the President; Annual Reports to the Advisory Board; monthly reports; and grade distribution reports by semester.

### **Series 4: Governing Body Documents, 1941-1986, n.d., Boxes 3-6**

Contains policies; regulations; minutes; correspondence; publication proofs; reports; proposals; related to the directors and administrative staff of HRIR. Subjects include the President's goals; HRIR faculty and staff; the HRIR Advisory Board; the Evaluation Reports conducted by fellow Industrial Relations professionals in 1981; the revision of the IIR program; proposal for the quarter system; accreditation; the Lower North Central program; and employee policies.

*Subseries 4A: Loyola University, 1967, 1970, 1971, 1984, 1985*, contains university-wide goals and policies including the President's goals; employee policies; the Affirmative Action program; and the Academic Grievance policy.

*Subseries 4B: Institute of Human Resources and Industrial Relations, 1950-1986, n.d.*, contains policies; regulations; minutes; correspondence; reports; proposals; brochure proofs; program information; and a cumulative idea folder concerning the operation of the HRIR. Subjects include the Evaluation Reports of 1981; the revision of the IIR program; proposal for the quarter system; and accreditation.

*Subseries 4C: Institute Advisory Board, 1941-1957, 1969-1986*, contains minutes and correspondence of the HRIR Advisory Board.

**Series 5: HRIR Committees and Programs Records, 1954-1984, n.d., Boxes 6-7**

Contains policies; minutes; correspondence; programs; questionnaires; forms; and flyers generated by the committees and programs of HRIR. Subjects include the Self-Study Committee; Recruitment & Marketing Committee; Reorganization Committee; Retirement Allowance Committee; LISAIR; student theses; honor societies; the Irish Exchange Program; and the Ralph A. Gallagher Scholarship

*Subseries 5A: Committee Records, 1954-1984*, contains policies; minutes; correspondence; programs; and questionnaires of the HRIR committees, such as the Self-Study Committee; Recruitment & Marketing Committee; and LISAIR.

*Subseries 5B: HRIR Programs, 1958-1980*, contains information and correspondence regarding programs of HRIR, including theses; oral examinations; honor societies; and exchange programs.

*Subseries 5C: Financial Assistance, 1961-1979*, contains correspondence; policies; programs; and flyers regarding financial aid available to students. Subjects include assistantships; fellowships; and scholarships.

**Series 6: Membership Records, 1942-1987, Box 8**

Contains lists; demographics; surveys; directories; and questionnaires regarding faculty; students; and alumni of the institute.

**Series 7: Financial Records, 1968-1971, Box 8**

Contains approved annual budgets; lists of expenditures by week; and budget statements.

**Series 8: Conferences, 1952-1991, n.d., Boxes 9-10**

Contains correspondence; programs; attendance lists; planning notes; promotional materials; invoices; and check requisitions for the conferences that the faculty and staff of the HRIR either hosted or attended. Subjects include the Bureau of National Affairs Briefing Sessions on Collective Bargaining; the Loyola Manpower Conferences; IAPES Conferences; the Industrial Relations Research Association; the Catholic Economic Association; the National Conference of Christians and Jews; the Industrial Relations Association of Chicago; and the U.S. Department of Labor.

*Subseries 8A: Conferences hosted by HRIR, 1955-1991*, contains correspondence; programs; attendance lists; planning notes; promotional materials; invoices; and check requisitions for the conferences hosted or co-hosted by Loyola and the institute.

*Subseries 8B: Conferences attended by HRIR faculty and staff, 1952-1982*, contains correspondence; programs; and promotional materials for the conferences attended by HRIR faculty and staff.

**Series 9: Director's Records, 1964-1992, Boxes 11-13**

Contains correspondence; notes; and memos sent to and from the directors of the institute. The bulk of the material pertains to Dr. Alan J. Fredian's time as director, but records from the tenures of Fr. Ralph A. Gallagher; Dr. Julius Rezler; and Arthur

Dobbelaere appear, as well as records from Frank A. Steinhart, Assistant to the Director, and Lynn Siska Murphy, Assistant Director. When used in these records, "AJF" stands for "Alan J. Fredian."

**Series 10: HRIR Course Materials, 1945-1949, 1951-1971, n.d., Boxes 13-15**

Contains syllabi; bibliographies; blank examinations; and book lists for HRIR classes.

**Series 11: Scholarly accomplishments of the HRIR, 1949-1950, 1958-1985, n.d., Boxes 15-16**

Contains articles; published by HRIR faculty and staff; correspondence; certificates and awards; and HRIR student research reports. Subjects include Dr. Julius Rezler; Gerald Benford; Fr. Ralph Gallagher; Dr. Alan Fredian; Dr. Arthur Dobbelaere; and Louis Buckley.

**Series 12: Related Educational Programs, 1954-1971, 1975-1983, n.d., Boxes 16-17**

Contains bulletins; brochures; annual reports; descriptions; and articles on related educational programs, both in the Chicago area and nationwide.

**Series 13: Research Materials, 1951-1979, n.d., Box 17**

Contains newsletters; correspondence; articles; readings; and exercises on labor relations. Subjects include the Hearings before the Joint Economic Committee of Congress in 1976; AFL & CIO International Unions and Trade Departments; Chicago Business/Industrial Relations Newsletters; workplace exercises; and issues of *Forschungsberichte* from 1975 to 1976.

**Series 14: Third-party manuals and forms, 1966-1970, 1972-1976, n.d., Box 18**

Contains correspondence; guides; manuals; order forms; and menus dealing with the administrative duties of the HRIR. Subjects include the Educational Testing Service; the SRA Examination; the TOEFL exam; and writing guidelines.

**Series 15: Photographs, n.d., Box 18**

Contains photographs of a LISAIR event, as well as images from an unidentified event.

**Series 16: Restricted, 1943, 1965-1990, n.d., Box 19**

Contains letters of recommendation; student grade information; inter-office communication; resumes; correspondence; student lists; applications for admission; and an HRIR student petition to keep course 410 required.

**Subjects:**

Dobbelaere, Arthur  
Fredian, Alan J.  
Gallagher, Ralph A.  
Industrial Relations  
Institute of Human Resources and Industrial Relations  
Labor Relations  
Loyola Manpower Conferences  
Rezler, Julius

**Accession No.: UA1983.35, 1987.12, 1994.11, 1994.17, 1994.30**

**Creator: Institute of Human Resources and Industrial Relations (1941-)**

<b>Box</b>	<b>Folder</b>	<b>Title</b>	<b>Dates</b>
		<b><u>Series 1: History of the Institute, 1940-1970, 1980-1981, n.d.</u></b>	
1	1	History of the Institute	1941-1970
1	2	“The Industrial Peacemakers: The Story of Loyola U.’s Institute of Industrial Relations”	1966
1	3	Publicity on Alumni, Students, & Faculty of the Institute	n.d.
1	4	Institute of Industrial Relations, General, FLYERS, etc.	n.d.
1	5	Institute Course Bulletins	1940-1966
1	6	15 <sup>th</sup> Anniversary Conference & Banquet 1 of 2	1955-1956
1	7	15 <sup>th</sup> Anniversary Conference & Banquet 2 of 2	1956
1	8	Twentieth Anniversary of Institute	1961
2	1	Institute of Industrial Relations. 25 <sup>th</sup> Anniversary Celebration, April, 1966	1966
2	2	25 <sup>th</sup> Anniversary	1966
2	3	Institute of Industrial Relations. 40 <sup>th</sup> Anniv. Celebration. April 10, 1981	1981
2	4	Institute’s 40 <sup>th</sup> Anniversary Conference	1980-1981
		<b><u>Series 2: Constitutions and By-Laws, 1981, n.d.</u></b>	
2	5	Operating Rules for Institute	1981
2	6	Alumni Associations By-Laws	n.d.
2	7	Constitution of LISAIR	n.d.
		<b><u>Series 3: Reports, 1952-1969, 1976-1987, 1990-1991</u></b>	
2	8	The President’s Report	1966-1969
2	9	Annual Report to the President	1952-1969
2	10	Annual Report to the Advisory Board	1952-1959
2	11	Annual Report	1986-1987
2	12	Institute of Industrial Relations. & Institute of Human Resources & Ind. Relations. Monthly Reports	1990-1991
2	13	Grade distribution reports by quarter	1976-1986
		<b><u>Series 4: Governing Body Documents, 1941-1986, Boxes 3-5</u></b>	
		<b><i>Subseries 4A: Loyola University, 1967, 1970, 1971, 1984, 1985</i></b>	
3	1	Loyola President’s Goals	1985
3	2	LUC Employee Policies	1967
3	3	Gifts Policy	1970
3	4	Affirmative Action Program	1971

3	5	Academic Grievance Policy	1984
		<b><i>Subseries 4B: Institute of Human Resources and Industrial Relations, 1950-1986, n.d.</i></b>	
3	6	Evaluation Report & Response to Evaluators' Rept. Nov., 1981 & March, 1982.	1981-1982
3	7	Revision of IIR Program	1970-1972
3	8	Proposal for Quarter System	1970-1984
3	9	Accreditation/North Central Review	1977-1984
3	10	Standards for Promotion & Tenure	1984
3	11	Admission Policy	1965-1969
3	12	Registration Matls.	1969-1982
3	13	Curriculum Information	1952-1980
3	14	Course Evaluation	1975-1979
3	15	Institute of Social and Industrial Relations Minutes	1950-1958
3	16	Institute of Social and Industrial Relations Minutes	1964-1986
4	1	Inter-office Communication	1965-1968
4	2	Student Letters	1965-1969
4	3	Inter-office Correspondence	1969
4	4	Inter-office Communication	1970
4	5	Inter-office Communications	1976-1978
4	6	Inter-office Communication	1979
4	7	Inter-office Communications	1980
4	8	Inter-office Communication	1981
4	9	Inter-office Communications	1982
4	10	Inter-office Communication	1983
4	11	Inter-office Communication	1984
5	1	Inter-office Correspondence	1985
5	2	Inter-office Communication	1986
5	3	Institute Faculty Correspondence	1980-1985
5	4	State Dept. Program for training German trade unions	1952
5	5	Lower North Center	1958-1962
5	6	Waitress Union Election	1962-1963
5	7	Manpower Proposal	1969-1971
5	8	Idea Folder	1959-1984
5	9	Institute Flyer/Brochure/Publication Proofs	1964-1969, n.d.
		<b><i>Subseries 4C: Institute Advisory Board, 1941-1957, 1969-1986</i></b>	
5	10	Institute Advisory Board Correspondence & Minutes	1941-1951
6	1	Institute Advisory Board Correspondence & Minutes	1952-1957
6	2	Institute Advisory Board Correspondence	1969-1986
		<b>Series 5: HRIR Committees and Programs Records,</b>	

<b>1954-1984</b>			
<b><i>Subseries 5A: Committee Records, 1954-1984</i></b>			
6	3	IIR Self-Study Committee	1974
6	4	Institute Self-Study Committee Student Survey	1978
6	5	Alumni Questionnaire – Institute Self-Study Committee	1978
6	6	Committee on the Reorganization of the Institute	1965-1968
6	7	Recruitment & Marketing Committee	1966-1984
6	8	IIR Library Committee	1982
6	9	Retirement Allowance Committee	1984
6	10	LISAIR	1954-1964
<b><i>Subseries 5B: HRIR Programs Records, 1958-1980</i></b>			
7	1	Oral Exam Information	1963-1964
7	2	Student Thesis Information	1958-1975
7	3	Thesis Directory	1963
7	4	Honor Societies	1964-1978
7	5	IR Study Abroad Programs	1961-1963
7	6	Puerto Rico Program	1958-1959
7	7	Institute's Irish Exchange Program	1973-1980
<b><i>Subseries 5C: Financial Assistance, 1961-1979</i></b>			
7	8	Graduate Assistants	1969-1979
7	9	Student Internships	1961-1979
7	10	Fr. Gallagher Scholarship Fund	1962-1964
7	11	Grant, Fellowship, Assistantship & other research support info	1961-1965
7	12	Grant, Fellowship, Assistantship & other research support information	1965-1969
<b><u>Series 6: Membership Records, 1942-1987, n.d.</u></b>			
8	1	Part-Time Faculty	1970-1971
8	2	Advisors, Faculty	n.d.
8	3	Student Info	1942-1987
8	4	Student Directories	1967-1968, 1970-1971, 1987-1988
8	5	Graduation	1970-1971
8	6	Institute Student Survey Conducted by Alumni	1971
8	7	Foreign Student Info	1959-1969
8	8	Special Students	1970
8	9	Student Folders Destroyed	1967-1968, 1970
8	10	Students Admitted Never Attended	1964-1966
8	11	Institute Alumni Information	1953-1961, 1964-1967, 1971, 1975,

			1983-1984
8	12	Alumni Directory	1978
8	13	Alumni Meetings	1967-1969
8	14	Alumni Questionnaire	1968-1969
8	15	Mailing Lists	1963-1970
		<b>Series 7: Financial Records, 1968-1971</b>	
8	16	Budget Statements	1968-1971
		<b>Series 8: Conferences, 1952-1991, n.d</b>	
		<b>Subseries 8A: Conferences hosted by HRIR, 1955-1991</b>	
9	1	Conferences held by the Institute	1955-1991
9	2	IAPES Conference	1955-1957
9	3	Right to Work Conference	1957
9	4	Loyola Manpower Conference 1 of 2	1958
9	5	Loyola Manpower Conference 2 of 2	1958
9	6	BNA Conferences	1968-1988
9	7	BNA Briefing Session on Collective Bargaining	1980
10	1	BNA Invoices	1981
10	2	LUC Seminar Center	n.d.
		<b>Subseries 8B: Conferences attended by HRIR faculty and staff, 1952-82</b>	
10	3	Other conferences	1952-1982
10	4	Catholic Economic Association	1958-1965
10	5	National Catholic Social Action	1958-1959
10	6	IR Research Assoc.	1958-1967
10	7	Midwestern Conferences of IRAC	1963-1980
10	8	Loyola Report of the 29 <sup>th</sup> Annual Midwest Conference on IR	1964
10	9	U.S. Dept. of Labor 50 <sup>th</sup> Anniversary	1963
10	10	U.S. Dept. of Labor	1978-1979
10	11	National Conference of Christians and Jews	1968-1969
		<b>Series 9: Director's Records, 1964-1992</b>	
11	1	Director's Records (A-D)	1964-1971
11	2	Director's Records (E-K)	1966-1971
11	3	Director's Records (L-O)	1964-1971
11	4	Director's Records (P-Z)	1964-1971
11	5	Correspondence on the National Commission on State's Workmen's Comp. Laws	1971
11	6	Director's Records	1972-1975
11	7	AJF 1975 Correspondence	1975
11	8	AJF 1976 Correspondence	1976
12	1	Director's Records – Alan J. Fredian	1977

12	2	Director's Records (AJF)	1978
12	3	AJF 1979 Correspondence	1979
12	4	AJF 1980 Correspondence	1980
12	5	Director's Records – AJF	1981
12	6	1982 AJF Correspondence	1982
12	7	AJF 1983 Correspondence	1983
12	8	Alan Fredian Correspondence	1984
13	1	Director's Records (AJF)	1985
13	2	Director's Records (AJF)	1985-1987
13	3	Director's Records (AJF)	1988-1992
13	4	Assistant Director's Papers – Lynn Siska Murphy	1975-1979
		<b><u>Series 10: HRIR Course Materials, 1945-1949, 1951-1971, n.d.</u></b>	
13	5	Course Materials – Labor Legislation	1945-1949
13	6	Course Materials – Industrial Research	1951-1952
13	7	Course Materials – Wages and Prices	1953-1969
13	8	Course Materials – Labor Market Economics	1954-1959
13	9	Course Materials – Labor Problems	1955-1968
13	10	Course Materials – Personnel Problems	1956
13	11	Course Materials – Government & Business	1956-1969
14	1	ISIR 424, Health, Welfare and Pension Plans	1957-1958
14	2	Course Materials – Training in Industry	1957-1968
14	3	Course Materials – Seminar in Automation	1957-1969
14	4	Course Materials – Job Evaluation in Wage & Salary Administration	1958-1967
14	5	Course Materials – Unions and Management	1958-1971
14	6	Course Materials – Human Relations in Industry	1958-1971
14	7	Course Materials – Personnel Practices in Government	1959
14	8	Course Materials – Social Insurance	1959-1969
14	9	Course Materials – Labor Law and Legislation	1960-1970
14	10	Course Materials – Organization Planning	1961-1964
14	11	Course Materials – Manpower Development in the Labor Market	1962-1966
14	12	Course Materials – History of American Labor	1963-1971
14	13	Course Materials – Concepts & Issues in Public Administration	1964-1965
14	14	Course Materials – Public Personnel Administration I & II	1964-1965
14	15	Course Materials – Industrial Counseling	1964-1969
14	16	Course Materials – Communications in Industry	1965-1968
15	1	Course Materials – IIR 416 Ethical and Social Concepts of the Church	1966-1969
15	2	Course Materials – The Arbitration Process	1966-1970
15	3	Course Materials – Personnel Practices	1967-1969
15	4	Course Materials – Research Methodology	1968-1969

15	5	Course Materials – Economics of Human Resources	1969
15	6	Course Materials – Comparative Economic Systems	n.d.
15	7	Course Materials – Contemporary Problems of Industrial Relations	n.d.
15	8	Course Materials – Urban Labor Economics	n.d.
15	9	Course Materials – Industrial Psychology	n.d.
		<b><u>Series 11: Scholarly accomplishments of the HRIR, 1949-1950, 1958-1985, n.d.</u></b>	
		<b><i>Subseries 11A: HRIR faculty and staff publications, 1949-1950, 1958-1985, n.d.</i></b>	
15	10	Fr. Gallagher & Johnson & Johnson: “Human Relations in Modern Business”	1949-1950
15	11	Institute Publications (Copies of)	1958-1964
15	12	Publications by LU faculty	1968-1985
15	13	Articles published by Dr. Julius Rezler	n.d.
15	14	Articles published by Dr. Julius Rezler	1958-1967
16	1	Articles published by Dr. Julius Rezler	1968-1975
16	2	“Labor Experts on Pending Legislation,” by Julius Rezler & Gerald Caraher	1958-1959
		<b><i>Subseries 11B: Certificates and awards presented to faculty, 1966-1968, 1971</i></b>	
16	3	Certificates to Gerald J. Benford, Part-time Faculty	1966-1968
16	4	American Arbitration Award to Dr. Julius Rezler	1971
		<b><i>Subseries 11C: Student reports, 1966, 1976</i></b>	
16	5	Student research reports	1966, 1976
		<b><u>Series 12: Related Educational Programs, 1954-1971, 1975-1983, n.d.</u></b>	
16	6	Other Loyola U. Chicago Programs	1959, 1962-1963
16	7	Other University Labor Relations Programs	1954-1971, 1977-1983, n.d.
16	8	Other University Programs	1959-1963, n.d.
16	9	Annual reports of other IR schools	1959-1963, 1975-1977
17	1	Minority Student Colleges	1967, 1969, 1971
17	2	Labor Education Programs	1959-1963
		<b><u>Series 13: Research Materials, 1951-1979, n.d.</u></b>	
17	3	AFL & CIO International Unions and Trade	n.d.

		Departments	
17	4	Articles on Labor	1951-1979
17	5	American Mgmt. Assoc.	n.d.
17	6	Chicago Business/Industrial Relations Newsletters	1980
17	7	National Referral Center (Library of Congress)	n.d.
17	8	Personnel Organization for Progress	n.d.
17	9	<i>Forschungsberichte</i>	1975-1976
17	10	Hearings before the Joint Economic Congress	1976
17	11	Readings for High Schools	1965
17	12	Workplace Exercises	n.d.
		<b><u>Series 14: Third-party manuals and forms, 1966-1970, -1976, 1981 n.d</u></b>	
18	1	Educational Testing Service	1966-1969
18	2	Letter Writing	n.d.
18	3	Menus	1970
18	4	Publication Order forms	1971, 1981, n.d.
18	5	SRA Examiner's Manual	n.d.
18	6	TOEFL exam	1967-1969
18	7	Writer's Guide, Society for Personnel Administrators of Greater Chicago	1972-1976
		<b><u>Series 15: Photographs, n.d.</u></b>	
18	8	Photographs	n.d.
18	9	LISAIR Photographs	n.d.
		<b><u>Series 16: Restricted, 1943, 1965-1990, n.d.</u></b>	
19	1	Restricted 1 of 5	1943
19	2	Restricted 2 of 5	1965-1969
19	3	Restricted 3 of 5	1970-1979
19	4	Restricted 4 of 5	1980-1990
19	5	Restricted 5 of 5	n.d.