

*Lee de Muñoz Marín, Muna*  
Form B. T. 6.

UNIVERSITY OF PUERTO RICO  
BOARD OF TRUSTEES



Place of Birth..... *Raymond, Mississippi*  
Date of Birth: Year..... *1895* Month..... *Jan* Day..... *29*

PHOTOGRAPH  
(GLUE HERE)

Single .....  
Married .....  
Widow (er).....  
Divorced.....  
Children .....

Residence when appointed.....  
Father's name..... Nationality..... Occupation.....  
Mother's name..... Nationality..... Occupation.....

LEE DE MUÑOZ MARIN

[Last name]

Muna

[First name]

Muna Lee de Muñoz Marín

In charge of Publicity

1A

b. January 29, 1895

Married

Two children

Address: Brau 91, San Juan. Telephone: 1654 S.J.

In emergency notify: Mrs. Luis Muñoz Rivéra (address, same as above)



Training: Blue Mountain College, Miss. 1909, 10  
University of Oklahoma, 1910-12  
B.S., Mississippi, 1913  
University of Oklahoma, one year's work toward M.A. degree, 1914

Experience: High School teacher of English and Latin, 3 years  
Head of English Dept., Univ. Preparatory School, 1917-18  
Spanish Editor "Poetry: A Magazine of Verse"  
Poetry Editor "The Woman's Viewpoint"  
Translator of Spanish, Portuguese and French for W T B during the war,  
~~1918-1919~~  
Reader for the MacMillan Co., Publishers 1923-26  
Information Clerk, UPR - second semester - 1926-27  
Director, Bureau of International Relations, UPR. 1927-29  
Leaves of absences: 1929-30, 1930-31 and 1931-32  
Director, Bureau of Publicity, 1932-35  
Director, Bureau of Publicity and Lecturer in English UPR, 1935-36  
Director, Bureau of Publicity, UPR., 1936-39  
In charge of Publicity, UPR. 1939-

(OVER)

Muna Lee de Muñoz Marín

In charge of Publicity

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3  
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5



Publications: "Sea-Change - New York - MacMillan - 1923; Spanish-American (1924)  
Anthology (Translation) - Chicago, Poetry - Magazine of Verse; Four years  
(1926) beneath the Crescent (Translation) - New York - Scribner's; Also many articles,  
reviews, poems and stories in periodicals in U.S. and abroad.



Personal



Mr. Jaime Benítez, Rector,  
University of Puerto Rico,  
Rio Piedras, Puerto Rico.

Sir:

As you will recall, my leave of absence from the University of Puerto Rico expires at the end of this month, on June 30. I am writing to request that it be extended, without pay, for an additional year, or until June 30, 1944, in view of the fact that at present, as divisional assistant of the Division of Cultural Relations of the Department of State, I am engaged in work of responsibility directly related to the war effort. Under ordinary conditions I should not consider a request for renewed extension of leave as either proper or desirable, but I feel that in a period of emergency, the usual considerations do not hold.

However, even in emergency conditions I should not ask for further leave unless I felt that my present experience and contacts would be useful to the University. On several occasions I have had opportunity to speak and write of the work of the University of Puerto Rico; as for instance, in an address before the Oklahoma Association of Teachers of Spanish, at Norman, Oklahoma; a talk to the District of Columbia Association of Teachers of Spanish, at Coolidge High School, at Washington; a talk on a Caribbean Forum at the New York Times Hall in New York City; and a radio broadcast to the Caribbean area sponsored by the Office of War Information. Published material has ranged from an interview in The New York Herald Tribune to an article on Art at the University of Puerto Rico in the Magazine of Art. My daily column, published in The Puerto Rico World Journal, makes constant use of material dealing with the University; and I have frequent opportunity to discuss its work with educators and others from Latin America as well as from all sections of the United States.

Will



Will you be so good as to inform me as to the decision taken with regard to my request?

Faithfully,

Anna Lee de Muñoz Marín



Personal

June 21, 1943

Dear Jaime:

The enclosed letter, addressed to you formally as Rector of the University, is self-explanatory. Will you let me know if anything further is required - letters from officials here, press clippings, etc.? I assume that it is in itself sufficient, but should be glad to supply any supporting documents that may be desired.

With best wishes,

Yours sincerely,

Muna Lee de Muñoz Marín

Enclosure:  
To Mr. Jaime Benítez,  
June 21, 1943.

Mr. Jaime Benítez,  
University of Puerto Rico,  
Rio Piedras, Puerto Rico.

RC:ML:ARW 6/21/43

UNIVERSITY OF PUERTO RICO

RIO PIEDRAS, P. R.

February 15, 1939



Memorandum for Mr. Rivera Otero

In accordance with your telephone request of Saturday, I am sending you this brief note regarding the publications of Professor Richard Pattee, of the Department of Social Sciences. Mr. Pattee has contributed, in French, Spanish, Portuguese and English, reviews, critical notes, and articles over a period of years to magazines in the Americas and in Europe, and the Bureau of Publicity does not possess a complete list of the more than one hundred titles of these contributions; nor do we have a complete list of his dozen or more pamphlets and monographs in these languages. However, the titles listed below are representative. Mr. Pattee's writings are primarily concerned with topics relating to the history of Hispanic America.

Mr. Pattee is an occasional contributor to numerous periodicals and is a regular contributor to L'Amerique Latine in French (published in Paris); Le Canadien Francais in French (published in Montreal); La Revista Bimestre Cubano in Spanish (published in Havana); La Nueva Democracia in Spanish (published in New York); Abside in Spanish (published in Mexico); The Hispanic Ame-



rican Historical Review in English (published in Baltimore); The Commonweal in English (published in New York); The Journal of Negro History, in English: and to the annual volume, Handbook of American Studies, published in English by the Harvard University Press.

The following titles are suggestive of the range in subject and media of these articles by Mr. Pattee:

Libraries and Archives for Historical Research in Ecuador (Hispanic American Historical Review, May, 1938)

Recent Publications in Honduras (Hispanic American Historical Review, Vol. 17, 1936)

Some Recent Publications in Hispanic America (Hispanic American Historical Review, Vol. 16, 1936)

Historical Activities in Panama (Hispanic American Historical Review, Vol. 17, 1936)

Brasildad y Fascismo (La Nueva Democracia, Vol. 16, 1935)

En Torno a Manoel de Oliveira Lima (Puerto Rico, Nov. 1935)

La América Latina Presta Atención al Negro (Revista Bimestre Cubana, Vol. 38, 1936)

Latin America Turns to the Negro (The Crisis, June, 1936)

Mr. Pattee's monographs include the following:

Jean Jacques Dessalines, fundador de Haití (La Habana: Editorial Monja & Cia., 1937)

Guía a la Historia Europea del Siglo XX (San Juan: Imprenta Venezuela, 1937)





Gabriel García Moreno e a sua contribuição científica  
no Equador  
(Lisbon: Sociedade da Geografia da Lisboa, 1938)

(signed) *Muna Lee de Muñoz Marín*

Director, Bureau of Publicity



*Muna Lee s/ plaza  
de Estenografía*

*Gloria Rivera*



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GOBIERNO DE PUERTO RICO  
UNIVERSIDAD DE PUERTO RICO  
RIO PIEDRAS, P. R.

OFICINA DEL CANCELLER

27 de octubre de 1938.

MEMORANDUM PARA EL SR. CANCELLER

Señor :

Tengo el gusto de referirme a la petición adjunta de la Directora del Negociado de Publicidad para que se le nombre una secretaria-esténógrafa a razón de \$60.00 mensuales, o en su defecto que se le asigne la cantidad de \$480.00 para el pago de jornales durante el resto del año fiscal, empezando en noviembre quince.

No me parece recomendable la creación de una nueva plaza en este negociado, ya que considero que eventualmente el servicio de publicidad debe adscribirse a la oficina del Canciller.

En cuanto a la asignación para jornales, estimo que la cantidad de \$450.00 cubriría el tiempo restante a razón de \$60.00 mensuales.

Respetuosamente,

RAFAEL RIVERA OTERO  
Ayudante del Canciller

UNIVERSITY OF PUERTO RICO

RIO PIEDRAS, P. R.



October 19, 1938

The Chancellor  
The University of Puerto Rico  
Rio Piedras

Dear Sir:-

As is usual at this period of the first semester, the Bureau of Publicity is forced to appeal to you for assistance in securing the funds necessary to pay the salary of the secretary-stenographer employed in this office. The assignment made for secretarial service to the Bureau of Publicity was only \$254, of which \$73 are still available. This is sufficient for not quite five weeks, counting from October first. The secretarial assistant in the Bureau of Publicity is paid the usual hourly wage for such service, and we have more than enough work constantly on hand to keep her busy every day from eight until four with a half-day on Saturday. In order that University publicity may not be interrupted, a sum sufficient for the rest of the fiscal year, until June 30, or \$480, should be made available for per diems in the Bureau of Publicity.

It is highly advisable — because a saving of time, money, and energy — that the position of a permanent secretary-stenographer for the Bureau of Publicity, at a salary of \$60 monthly, be included in the University budget. That this is the practical and adequate method is indicated, I believe, by the fact that three times the Chancellor's office — under Acting Chancellor Dr. Osuna, Acting Chancellor Dr. Massó, and present Chancellor Dr. Soto — has recommended that this be done. I most earnestly urge that the Board of Trustees be informed again of the desirability of taking this step as soon as possible. In any case, the appropriation for this year, whether as a lump assignment for daily services to be paid by the hour, or as a monthly wage, should be made available by November 15, before which date our present fund will be exhausted.

The work of the Bureau of Publicity has expanded with the expanding University. We are called upon constantly not only for the regular daily press-releases to insular newspapers and radio stations, but for many and varied special services of publicity respecting the



University, in Spanish and in English, for the larger public of both Americas. In order to keep abreast of these increasing University needs, we must have, obviously, sufficient office help. University publicity is always used; if we paid for the space freely given it, the price would be prohibitive; and such well-equipped and expensive agencies as the Puerto Rico News Bureau have informed us that the news-stories sent in to them by us have had exceptionally wide circulation.

But, I repeat, we must have the necessary typing service for the job we have to do.

I ask therefore that a permanent appointment as secretary-stenographer in the Bureau of Publicity, at \$60 a month for the fiscal year, be given to Mrs. Gloria Rivera who has been acting in that capacity ably and most conscientiously during the past two years. If for any reason the position is not so created at this time, then I urge respectfully but insistently that the sum of \$480 be assigned to pay her wages by the hour for the rest of the present fiscal year.

In complete confidence that so reasonable and necessary a request will receive the endorsement of the Chancellor and the approbation of the Board of Trustees,

Yours faithfully,

*Muna Lee de Muñoz Marín*  
Director, Bureau of Publicity

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DATA FOR ANNUAL REPORT

This blank calls for information concerning your professional record during the year 1937-1938 only, including the summer of 1937. Please send it duly filled out to your college dean or administrative superior not later than Friday, May 20, 1938. Use the other side of the blank whenever necessary.

Name Muna Lee de Muñoz Marín

Position Director, Bureau of Publicity

DO NOT GIVE DATA FOR FORMER YEARS - ONLY FOR 1937-1938

Study done for professional improvement

(1) A study of volumes of poetry in English published 1938-1939; also of works in English on prosody published during this period.

(2) ~~Daily~~ <sup>press releases</sup> preparation and coordination of material embodied in UPR Research (Include an account of projects completed and of progress made thus far in other projects under way)

(1) I have continued collecting references to Puerto Rico in English poetry and begun collecting descriptive and narrative passages dealing with Puerto Rico in English prose; <sup>with an especial section on Ponce de León.</sup> Public lectures that you have given (Give subjects, dates, places, etc.)

(1) "Feminism in the Present Session of the League of Nations", before the College Club of San Juan, Nov. 9, 1937

(2) "Feminists at Geneva", before Women's Study Club, San Juan, March 28, 1938

Publications (Books, articles, reports, etc. Give title, publisher, date, pages).

(1) "Murder in the Glass", mystery novel written in collaboration with Maurice Guinness under the penname "Newton Gayle", published in London by Gollancz (1937) and in New York by Scribner's - 250 pp.

(2) "Sinister Crag", written as above, now in press in both London and New York-- same publishers and same approximate length

~~\_\_\_\_\_~~  
(3) edited "Art in Review", UPR bulletin, Series VIII, No. 2

(4) a group of my translations from José Santos Chocano is included in a book on Latin America by Lawrence Haas, now in press in New York (A. A. Knopf, publisher). <sup>All</sup> I do not include numerous contributions to the press in this list, as being relatively unimportant individually.

Academic or professional recognition received (Degrees, awards, scholarships, etc.)

I was honored by Blue Mountain College with an invitation to be the principal speaker at the Second Annual Southern Literary Festival, held on April 23, at Blue Mountain, Miss., with colleges from all over the South participating: but I felt forced to decline the invitation.

Special services (e.g., study of student needs, cooperation with other institutions, service in committees)

I keep in constant communication with the American College Publicity Association; the Bureau of Intellectual Cooperation of the Pan American Union; the Institute of International Cooperation; and similar agencies.

In the UPR during the past year I have been chairman of the committee on arrangements for the Art Exhibition; judge of the 4-H Demonstration teams at their annual convention; chairman of the Santa Claus Committee of the Women's Faculty Club.

Other data

I am a permanent member of the Council of the Poetry Society of America; a member of the Nationality Committee of the Inter-American Commission of Women of the Pan American Union; a contributing editor of "Equal Rights"; a member of the Maud Younger Memorial Committee; ~~and~~ director of press relations of the Ibero American Institute of the University of Puerto Rico; and a member of the Advisory Committee of the Women's Faculty Club of the University.

Signed Muna Lee de Muñoz Marín



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DATA FOR ANNUAL REPORT

This blank calls for information concerning your professional record during the year 1936-37 only, including the summer of 1936. Please send it duly filled out to your college dean or administrative superior not later than Friday, April 30, 1937. Use the other side of the blank whenever necessary.

Name Lee de Muñoz Marín, Muna Position Director, Bureau of  
Publicity

DO NOT GIVE DATA FOR FORMER YEARS - ONLY FOR 1936-37

Study done for professional improvement

I have kept in constant touch, by correspondence and contribution to the bulletins, with the American College Association.

Research (Include an account of projects completed and of progress made thus far in other projects under way)

1- Continuance of work on two anthologies, (prose and verse); one on the Caribbean Islands in general, the other on Puerto Rico alone. Both are to be in English and both are nearing completion.

2 - I have prepared and submitted to the head of the English Department a comprehensive brief list to serve as a basis for our Contemporary English Poetry section in the library. The list has been approved as submitted and the books are now on the shelves.

Public lectures that you have given (Give subjects, dates, places, etc.)

- 1 - November 30, 1936: Lecture on "Present Trends in American Poetry" to advanced English classes in the University.
- 2 - December 17, 1936: Address on "Contemporary Poetry in the United States" before the annual Convention of the Puerto Rican Association of Teachers of Spanish, in the Templo del Maestro, in San Juan.
- 3 - March 8, 1937: Talk on "Feminist Leaders in the Three Americas", before the Study Club, in Santurce.

Publications (Books, articles, reports, etc. Give title, publisher, date, pages.)

- (a) Books:
- 1 - Books: "Death in the Glass" (written in collaboration with Maurice Guinness under the pen-name "Newton Gayle") Ms. accepted by Charles Scribner's Sons (New York) and Gollancz (London) for publication in June.
  - 2 - "Modern Haiti" - (edited in collaboration with Richard Pattee). Ms. being revised for publication by Duke University Press.
  - 3 - I prepared for publication and read proof of Dantès Bellegarde's four lectures on Haiti, published as a University of Puerto Rico bulletin in September, 1936, under the inclusive title, "Haiti and Her Problems". The edition of this pamphlet has been exhausted but continual requests for it come in, recent inquiries having included places as remote as Italy and Japan.

(b) Periodicals:

- 1 - My periodical publication are too extensive list. Among the periodicals publishing my work during the year are "Brújula" (Puerto Rico), "The West Indian Review" (Jamaica); "Equal Rights"



(Washington); "Poetry" (Chicago); "La Nueva Democracia" (New York); "Books Abroad" (Oklahoma University); "Hispanic American Historical Review" (Duke University); etc, etc.

Travel abroad (United States and foreign countries)

None, during the present year; though I have visited most towns on the island.

Academic or professional recognition received (Degrees, awards, scholarships, etc.)

- 1 - A sketch of my life, with portrait, and some of my poems, are included in the supplementary school reader published this spring and adopted for the State of Mississippi, edited by Hon. B. G. Lowrey and Dr. Andrew Kincannon.
- 2 - I have just received, and am accepting, an invitation from Blue Mountain College (Mississippi) to be the principal speaker at the Southern Literary Festival to be held there in April, 1938.
- 3 - I have just received, and am accepting, an invitation from Dr. Percy A. Martin of the Department of History of Stanford University, as special delegate of the United States to the great Historical Congress which is to meet in Buenos Aires in June, to contribute a historical paper to that Congress. I have not yet definitely chosen the title of my contribution.

Special services (e.g., study of student needs, cooperation with other institutions, service in committees)

- 1 - Extra-insular institutions;  
I am a Permanent member of the Council of the Poetry Society of America; a member of the Nationality Committee of the Inter American Federation of Women, under auspices of the Pan American Union; and an active member of the Society of Women Geographers, in international organization, election to which is based on contributions to scientific knowledge or international friendship.
- 2 - Insular institutions;
  - 1- Chairman of the Committee on Arrangements for the visit to the island of the Hon. Dantès Bellegarde of Haiti, under the auspices of the Ibero American Institute of the University, April, 1936.
  - 2- Member of the Committee of the Red Cross to collect funds in the University for U. S. flood sufferers (\$500 collected by committee).
  - 3- A judge of the Insular 4-H Club Demonstrations at their annual meeting in Rio Piedras on August 5, 1936.
  - 4- Member of the Advisory Board of the Women's Faculty Club of the University of Puerto Rico.
  - 4- Press Director and member of the Board of Directors of the Ibero American Institute of the University of Puerto Rico.
- 3 - University of Puerto Rico:
  - (a) Committees
    - 1- September 12, 1936: Member of Reception Committee to welcome the new Chancellor.
    - 2- October 6, 1936: Chairman of the Reception Committee for the Women's Faculty Club tea in honor of Mrs. Juan B. Soto.



- 3- December 1-15, 1936: Chairman of the Committee on Arrangements for the First Independent Exhibition of Puerto Rican Art.
- 4- February 17, 1937: Chairman of the Committee in charge of receiving line at the tea in honor of Dr. Nicholas Murray Butler.
- 5- Chairman of Publicity Committee for the Third Exposition of the Hispanic American Book to be held in the University in November, 1938.

(b) Special professional services:

- 1- I have taught two seminars, open only to advanced students in English Literature, this year: a three-hour course on Contemporary British Poetry, during the first semester, and a three-hour course on Contemporary American Poetry, during the second.
- 2- In addition to the daily schedule of press and radio publicity in English and Spanish, I have had complete charge of the publicity campaigns for all extraordinary University events; such as the lecture program of Dantès Bellegarde; the art exhibition; the conferring of an honorary degree upon Dr. Nicholas Murray Butler; the Puerto Rico-George Washington debates; the inauguration by the Home Economics Department (at my suggestion) of weekly releases to the Homemaker's Pages of local and other Caribbean periodicals; etc, etc.

Other data

Through the Bureau of Publicity of the University I have sent out daily releases to the insular press and radio regarding University plans and progress; and regular releases in English and Spanish to newspapers and magazines in the States and Hispanic America. The University has received in consequence more than one million words of favorable, dignified and widespread publicity during the year in the press of the Americas, including daily papers, professional educational journals, and cultural periodicals in general.

Signed Muna Lee de Muñoz Marín







ARCHIVESE EN  
NUESTRO FILE

Wm Lee

50% - R. Otero

Café's cancelled -

1/20th pg

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THREE COMMENTS ON THE UNIVERSITY OF PUERTO RICO

1. By Thomas Craven, in his critical best-seller, Modern Art:  
"My classes in the University of Puerto Rico were composed of the most courteous students I have ever engaged to help, and the most diligent. In no other part of America is education so ardently cherished."

2. By Col. Theodore Roosevelt, former governor of Puerto Rico, in Foreign Affairs, January, 1934:  
"We of the United States should strive first of all to understand and appreciate the ideals and aspirations of the Latin-American republics, and second, to be of service to them to the end that all may profit thereby. No better instrument of attaining this end lies at hand than Puerto Rico. Through the School of Tropical Medicine we will be discovering the cures of the diseases which have devastated tropical peoples. If it is developed as it should be, it will draw young men from all the central and northern South American countries, and probably many of the Puerto Rican graduates will go to those countries to practice. The same holds true in agriculture. The experimental work will be of great value to all the Latin-American nations. Furthermore, the young Puerto Ricans can go to them and help in the organization of agricultural services. . . . .

At Río Piedras is the University of Puerto Rico. It could symbolize the ideal of which I speak; it could well be a gathering point for scholars from both north and south. From the broad aspect of international relationships Puerto Rico can be of great value both to our country and to this hemisphere. She can and should serve as a connecting link between the two great cultural divisions!"

3. By Hon. Leo S. Rowe, Director-General of the Pan-American Union:  
"The University of Puerto Rico has performed a great service, not only to the people of Puerto Rico, but to the entire nation. In fact, I know of no institution in our land to which is offered so wide a field of national and inter-



national usefulness. In a very real sense, the University of Puerto Rico is interpreting Hispanic American culture to the people of the United States and through its representatives it is bringing to the nations of Hispanic America a better understanding of the ideals and purposes of our country. This gives to the University an unique position in our educational system, a position of which the people of Puerto Rico may well be proud. It is for these reasons that the Pan American Union feels itself bound to the University of Puerto Rico by special ties of a cultural and spiritual nature."



PRESS MATERIAL TO BE TAKEN



1. 36th Anniversary Editorial from El Mundo, marzo 11, 1939
2. 36th Anniversary Editorial from La Correspondencia  
marzo 11, 1939
3. 36th Anniversary Edition of Student paper, El Cuko
4. 36th Anniversary Edition of Puerto Rico Herald
5. 36th Anniversary Edition of Ciudad Universitaria
6. 36th Anniversary Edition of Puerto Rico Ilustrado
7. 36th Anniversary Edition of Alma Latina
8. **S**everal sets of gloss-prints of the University buildings and grounds, each with descriptive caption attached
9. 50 mimeographed copies of each of the enclosed brief press releases.

Suggestions Submitted by

Muna Lee de Muñoz Marín,  
Director, Bureau of Publicity

IV

THE UNIVERSITY OF PUERTO RICO'S THIRTY-SIX YEARS

The University of Puerto Rico was founded 36 years ago, in 1903, with one College, no library nor laboratories, and less than 100 students. It has at the present time, six colleges in Río Piedras and Mayaguez; with 4503 students, 279 faculty members, and a library of 55,000 volumes. It has also an internationally famous School of Tropical Medicine in San Juan.

In this first generation of its existence, the University of Puerto Rico has become an agent of first importance in the new international program of intellectual cooperation between the Americas. Its visiting professors have included internationally famous educators. It is beginning to attract students from both North and South America to its Colleges of Arts & Sciences, Law, Education, Pharmacy, and Business Administration in Río Piedras and to the College of Agriculture and Mechanic Arts in Mayaguez. Its graduate School of Tropical Medicine in San Juan is already one of the most eminent in the world, with attendance of distinguished scientists and research workers from all parts of the earth.

The University of Puerto Rico concerns itself actively with current insular economic and agricultural problems; carries on linguistic, literary, and scientific investigations; and examines and coordinates the historic and cultural inheritance of the Puerto Rican people. The University bulletins and monographs are so widely read that numerous requests and orders from institutions and intellectuals in both Americas and in Europe speedily exhaust the editions of these. Graduates of the University of Puerto Rico have been called recently to important services in the Department of State, of the Interior, and of Agriculture in Washington; in the Pan American Union; in the World Federation of Education; <sup>Association</sup> in the governments of Venezuela, Peru, Colombia, the Dominican Republic, Haiti, and Guatemala; and in colleges and universities of all the Americas. The Ibero American Institute of the University is an active center of Inter American intellectual cooperation. Members of the faculty contribute regularly to leading scientific and



literary journals of Europe and the Americas.

The University of Puerto Rico deals with local problems, and incidentally, helps show the way to the solution of other problems Pan-American in scope. For instance, the graduates of its College of Business Administration have a first-hand acquaintance with Spanish American and North American commercial procedure; they are practiced in the two dominant languages of our hemisphere; they have become aware of the major differences in national methods. The Department of Home Economics of the University has made a ~~synthetic~~ study of traditional Spanish and Puerto Rican recipes, reducing them to scientific formulas, and has analyzed the food-value of many native vegetables, adapting the instruction in cookery and in other branches to the products of the island.

The University of Puerto Rico has sponsored scientific investigations in the Venezuelan and Columbian Andes, carried out by members of the University faculty, which have made the mycology of the region the best known of the tropical world, excepting only that of Puerto Rico itself, where the investigations were likewise carried on under auspices of the University.

In the past few years the Art Director of the University has brought to the island a distinguished list of Art Exhibitions from Europe, Hispanic America and the United States. In addition, the University has held interesting and popular Art and History Exhibitions of material collected locally. The University's remarkable debating teams have throughout a decade been youthful embassies of Puerto Rican culture to colleges and Universities in the States and in Canada.

The University has sent its graduates to organize modern systems of agricultural instruction in Columbia, Costa Rica, and Peru. Other alumni have rendered significant service in the modernization of the educational systems of Panama and Venezuela. Investigators from the University have made extensive and valuable scientific surveys in the Virgin Islands, the Dominican Republic, and the Windward Isles.



UNIVERSITY OF PUERTO RICO  
RIO PIEDRAS, P. R.



November 13, 1936

Dr. Juan B. Soto, Chancellor  
University of Puerto Rico  
Rio Piedras, P. R.

Dear Dr. Soto:

May I ask you to lay before the Board of Trustees the urgent necessity of action upon the question of a secretary-stenographer for the Bureau of Publicity? Under present conditions, we are forced to pay the young lady acting in that capacity by the hour, with no definite appropriation for this essential service: a wasteful and inefficient method.

We have at the moment pending in the Bureau of Publicity, in addition to routine press notices in English and Spanish to insular and continental periodicals, the following important publicity campaigns:

1. Exposition of Ceramics (November, 1936)
2. Exposition of Puerto Rican Art (December, 1936)
3. Inauguration of New Buildings
4. Inauguration of Chancellor
5. Thirty-Third Anniversary (March, 1937)
6. Summer Session (July, 1937)
7. Third Exposition of the Hispanic American Book (November, 1937)

Some of these events, as you will note, are close at hand; some are scheduled far ahead; but as in the case of The Third Exposition of the Hispanic American Book, we have to begin publicity far ahead in order to make it effective. That particular publicity is



Dr. Juan B. Soto

11/13/36

already under way, and must be continued without interruption if we are to make that Exposition, as we plan, one of the really important cultural events of the Americas in 1937.

I am asking for a minimum salary for my secretary-stenographer, \$50.00 a month; her services are indispensable, and I trust that the appointment may be recommended favorably at the earliest possible moment.

Faithfully yours,

*Muna Lee de Muñoz Marín*

Muna Lee de Muñoz Marín.  
Director, Bureau of Publicity.



UNIVERSITY OF PUERTO RICO  
RIO PIEDRAS, P. R.

*Junta de  
Sindicatos* 10

*Mme. Lee Solina*  
*una plaza de*  
*Juan Soto*



September 11, 1936

Dr. Juan B. Soto, Chancellor  
University of Puerto Rico

Dear Dr. Soto:

Just before the end of the past fiscal year, I sent a memorandum to Dr. Osuna, at that time Acting Chancellor, explaining the necessity of having a secretary-stenographer assigned the Bureau of Publicity. Dr. Osuna informed me that he was recommending favorably to the Board of Trustees the appointment of such secretary-stenographer, but so far no action has been taken.

The Publicity work of the University consists of a large amount of press material, in Spanish and in English: a constant stream of information regarding what the University is accomplishing and, as a corollary, giving proof of the cultural contribution of the institutions and the island to contemporary life. The two major objects of this publicity are:

1. To win and retain the interest and confidence of the people of Puerto Rico in the University by furnishing them, accurate, and suggestive reports on the work of the institution from day to day.
2. To interest a wider public in the United States, Spain, and Hispanic America in the University of Puerto Rico as a bilingual cultural center, thereby adding to the prestige of the institution and the island, and aiding in the formation of valuable contacts with sister institutions and with intellectual leaders in these countries.

The Bureau of Publicity, accordingly, during the past year has sent out daily news stories covering all phases of University activity, to the seven

Dr. Juan B. Soto

9/11/36



insular daily papers and to the two radio stations; regular stories to the weekly journals; and a monthly budget of items to a selected list of monthly reviews. University news suitable for cable dispatches or special mail stories is similarly given out to the local representatives of the United Press, the Associated Press, Universal Service, and Reuter's; and relevant information is furnished regularly to such organs as Correo, of the Office of Intellectual Cooperation of the Pan American Union; The Inter-collegiate Digest; The Phi Delta Kappan; The American Campus; the News Bulletin of the Institute of International Relations; School Life; etc. This publicity material is distributed in Spanish or in English, as required.

In fact, while this Bureau of Publicity has none of the aids usually considered indispensable—no subscriptions to newspapers, no clipping service, wholly inadequate filing facilities—and has always functioned on a minimum, it obtains continuously in two languages, dignified, effective, and interesting publicity, which in quantity as well as in scope is far beyond that obtained by more than a very small percentage (and those with extremely large budgets) of state or private universities in the United States. Perhaps no other publicity Bureau can make a remarkable statement which is true of this one; namely, that every story we send out is printed, without exception.

Among the foreign newspapers and magazines which have used our press releases, of which clippings are on file in this Bureau, are the following:

La Nueva Democracia (New York); The New York Times; The New York Herald Tribune; The New York World-Telegram; The Washington Star; The Christian Science Monitor (Boston); The Boston Evening Transcript; La Prensa (New York); El Repertorio Americano (Costa Rica); El Diario de Centro América (Guatemala); El Colombiano (Medellín); La Información (México); El Universal (Venezuela); Hispanic American Historical Review (United States); Boletín de la Unión Panamericana (Washington); Boletín de la Cámara de Comercio de Caracas; La Información (Santo Domingo); La Prensa (Buenos Aires); El Correo de Táchira (Venezuela); El Nuevo Diario (Venezuela); El Diario de la Marina



Dr. Juan B. Soto

9/11/36

(Cuba); El Pais (Cuba); El Sol (Madrid); Schweizer Illustrierte Zeitung (Switzerland); Tha Art Digest (New York); The West Indian Review (Jamaica).

naturally, such a program requires efficient and continuous stenographic aid. During the past year the FERA supplied this Bureau with a full-time secretarial assistant, but no appropriation for such assistance has been made for this year, although the need is imperative. I am therefore asking that Miss Rita Nieves—who has helped me ably for a considerable time, and who, besides being an excellent stenographer, is thoroughly familiar with the work of this office—be employed as secretary-stenographer of the Bureau of Publicity at a salary of \$50.00 a month. Last session, in addition to my work as Director of the Bureau of Publicity, I taught a seminar in English and American poetry in the University, the first classes of this nature to be given in the English Department. This seminar met two hours a week during the first semester and three hours a week during the second, and throughout the year visitors paid the usual fee to the University for the privilege of attending it.

I did not at any time receive, nor ask for, any increase in pay for the very considerable increase in work which these courses entailed. On the contrary, I was glad to give the University the benefit of my special training in the study of poetry, and of my contacts as a member of the Permanent Council of the Poetry Society of America. But—and this is my purpose in presenting these facts to your attention—I can neither carry on adequately the work of this Bureau nor teach these classes without adequate secretarial assistance. I request most urgently that you recommend the creation of the position of secretary-stenographer for this department, and the appointment of Miss Nieves.

Faithfully,

*Muna Lee de Muñoz Marín*  
Muna Lee de Muñoz Marín  
Director, Bureau of Publicity.

UNIVERSITY OF PUERTO RICO  
RISQ PIEDRAS, P. R.  
OFFICE OF THE CHANCELLOR  
Received Sept. 12/36  
Returned to \_\_\_\_\_



March 3, 1936

Dr. F. O. Bissell  
Head of the English Dept.  
UNIVERSITY OF PUERTO RICO  
Rio Piedras, P. R.

Dear Dr. Bissell:

Few days ago I read in EL MUNDO that Mrs. Muñoz Marín, who is in charge of our course English 74, has left for the States. As Acting Dean of the College of Arts and Sciences, to which the English Department corresponds, I should like to know if this course has been discontinued, if it has been assigned to any other instructor, or if arrangements have been made in order to continue it when Mrs. Muñoz returns.

As I haven't had the least information regarding this matter, anything that you could tell me about it will be highly appreciated.

Yours truly,

Antonio S. Pedreira  
Acting Dean

asp/jvo

(96)

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UNIVERSITY OF PUERTO RICO  
COLLEGE OF ARTS AND SCIENCES

Aug 23, 1935



Dear Mr. Rosario,

Ms. Angela R. de Tardo

is authorized to take English 73  
(English Poetry).

*Julio C. [Signature]*  
Dean

GOVERNMENT OF PUERTO RICO  
UNIVERSITY OF PUERTO RICO  
RIO PIEDRAS, P. R.



August 23, 1935

Dear Dean García:

Mrs. Angela R. de Tude  
has been accepted for enrolment in the  
course on English Poetry since 1900,  
for which she shows especial aptitude.

Yours sincerely,  
Muna Lee de Muñoz Marín

Año 1946-47



Universidad de Puerto Rico  
RECTORIA

Certificación No. 211

Yo, Isabel Ortiz Espéndez, Secretaria del Rector de la Universidad de Puerto Rico, por la presente CERTIFICO:

Que el Rector de la Universidad de Puerto Rico ha aceptado la renuncia de la señora Muna Lee de Muñoz Marín como Directora de Publicidad de la Universidad de Puerto Rico. La señora Lee de Muñoz Marín había venido disfrutando de licencia sin sueldo.

Y, para que así conste, expido la presente certificación en Río Piedras, Puerto Rico, hoy, 17 de septiembre de 1946.

*I. Ortiz Espendez*  
I. ORTIZ ESPENDEZ  
Secretaria del Rector

*Cent. 211*



DEPARTMENT OF STATE  
WASHINGTON



Personal  
AIR MAIL

September 11, 1946

My dear Mr. Benítez:

Since it is quite obvious that my present work in the Office of Information and Culture of the Department of State will not be completed in the immediate future, I feel that it is only fair to the University of Puerto Rico for me to present my resignation as Director of Publicity. I do so with reluctance and regret, but with the conviction that in view of the circumstances this is the only proper course for me. At the same time, I wish to assure you and my colleagues on the faculty that I shall always look upon it as a great privilege in the future, as in the past, to cooperate in any way possible for the development of the University of Puerto Rico and the furthering of a knowledge of its great contribution.

Sincerely yours,

*Muna Lee de Muñoz Marín*

Muna Lee de Muñoz Marín  
American Republics Area Division

Mr. Jaime Benítez, Rector,  
University of Puerto Rico,  
Río Piedras, Puerto Rico.





Personal  
AIR MAIL

DEPARTMENT OF STATE  
WASHINGTON



September 11, 1946

Dear Jaime:

The enclosed formal letter to you, resigning my post on the University faculty is self-explanatory. While I feel a natural regret at severance of the official ties with what I shall always look upon as being in a very special sense my University, I hope that my letter makes it perfectly plain that I am not, nor shall I ever, sever the ties of affection and loyalty that unite me to the University of Puerto Rico.

May I ask a very great personal favor of you in connection with my resignation? It is my understanding that in the Asociación, Fondo de Ahorro y Prestamo de los Empleados del Gobierno Insular de Puerto Rico I have a balance of five or six hundred dollars -- I am not sure of the exact figure as I do not have the latest memorandum from the Fondo. Since I have to meet some pressing extraordinary expenses at this time, I should be deeply grateful if the check could be sent as soon as possible for the amount due me -- always provided that this is in accordance with University regulations, of course.

With best wishes for your success and that of the University,

Sincerely yours,

*Muna Lee de Muñoz Marín*  
Muna Lee de Muñoz Marín

American Republics Area Division

Mr. Jaime Benítez, Rector,  
University of Puerto Rico,  
Río Piedras, Puerto Rico.



Certificación Núm. 5

Fecha 23 de julio de 1945

NOMBRE Muna Lee de Muñoz María

CARGO Director de Información

SE CERTIFICO AL AUDITOR DE PUERTO RICO QUE:

Licencia sin sueldo para y durante el año fiscal 1945-46.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Secretario del Rector



September 23, 1946

Mrs. Muna Lee Muñoz Marín  
American Republics Area Division  
Department of State  
Washington, D. C.

Dear Muna:

I have been on and off bed during the last ten days with one of those intermittent colds which visit Puerto Rico and Puerto Ricans during the rain season.

I have asked my secretary to handle the question of your deposits as expeditiously as possible. I understand that Carmen Roig sent you by air mail the required blanks and that as soon as they are received a check will be sent by air mail.

Under present figuring, you should received this check--which adds up to a little over \$500--no later than October 2nd.

I am enclosing copy of my commencement address at Mayaguez.

Yours,

Jaime Benítez

Enclosure



September 23, 1946

Mrs. Muna Lee Mufioz Marin  
American Republics Area Division  
Department of State  
Washington, D. C.

Dear Mrs. Mufioz Marin:

It is with great regret that I accept your resignation as Director of Publicity of the University of Puerto Rico.

Your work here, both as an administrator and as a teacher, has been outstanding. It is my conviction that the University of Puerto Rico will profit greatly at any time that it may find it possible to avail itself of your services once more.

It has not been my privilege to have you working here during the present administration since other tasks have kept you working on leave in Washington since 1941. Yet I know from our past association, as well as from the record of your work, how valuable an employee you have been to the University of Puerto Rico.

I trust you will continue to regard yourself, now more than ever, as an officer in partibus of the University of Puerto Rico.

Very sincerely yours,

Jaime Benitez  
Chancellor

JB/100

JUNTA UNIVERSITARIA



13 de julio de 1945

Lic. J. M. Toro Nazario  
Director de Información  
Universidad de Puerto Rico

Mi estimado amigo:

Me place mucho informar a usted que en la reunión de la Junta Universitaria llevada a efecto en la mañana del día de hoy, se tomaron los siguientes acuerdos:

1. Conceder a la señora Gloria C. de Rivera, Secretaria oficinista de ese departamento, licencia sin sueldo por y durante el año fiscal 1945--46.
2. Conceder a la señora Muna Lee de Muñoz Marín licencia sin sueldo por y durante el año fiscal 1945--46.

Le estimaré notifique a la señora Muna Lee y nos proporcione copia de su carta para los archivos de la Junta.

Cordialmente,

J. F. Maura  
Secretario

JFM:hch

UPR-R-5-C21-31-41  
25

23 de julio de 1945

Río Piedras, Puerto Rico



**Sra. Mana Lee de Muñoz Marín**  
Universidad de Puerto Rico

1. De conformidad con lo dispuesto en la Sección 9 de la Ley No. 135 aprobada en 7 de mayo de 1942, nombro a usted para desempeñar el cargo de

**DIRECTORA DE INFORMACION** - - - - -

~~XXXXXX~~  
con un  
~~XXXXXX~~  
**sueldo en uso de licencia sin sueldo** - - - - - ~~XXXXXX~~

(\$ - - - - -) por doce meses a partir de la toma de posesión, para y durante el año fiscal de 1945-46.

2. Este nombramiento estará sujeto a las disposiciones consignadas en la Ley No. 135 de 1942 y en el Reglamento de la Universidad en vigor, así como a cuantas prescripciones pudiera válidamente dictar el Consejo Superior de Enseñanza, o cualquiera otra autoridad competente.

3. En caso de que usted acepte este nombramiento en las condiciones arriba estipuladas, sírvase así expresarlo en el formulario que al efecto se incluye, el cual deberá remitirse acompañado del correspondiente Juramento de Fidelidad y Toma de Posesión de Cargo y Empleo que exige la Ley.

4. Pasado el término de veinte (20) días a partir de la fecha de hoy sin haber usted cumplido con las referidas formalidades de la aceptación y el juramento, me consideraré en libertad para disponer del susodicho cargo y extender otro nombramiento.

Atentamente,

**LUIS STEFANI** ~~XXXXXXXXXX~~ Rector **interino**  
Universidad de Puerto Rico

UFR-R-7



ACEPTACION DE NOMBRAMIENTO

August 7, 1945

Sr. Rector  
Universidad de Puerto Rico  
Río Piedras, Puerto Rico

Señor:

Por la presente acepto formalmente el nombramiento extendido  
a mi favor para desempeñar el cargo de Directora de Información

de acuerdo con los términos y condiciones estipulados en su comuni-  
cación del 23 de julio de 1945.

Remito adjunto, debidamente jurado, el Juramento de Fidelidad  
y Toma de Posesión de Cargo y Empleo.

Muna Lee de Martínez Marín



OATH OF ALLEGIANCE AND OF OFFICE

I, Muna Lee de Muñoz Marín, 50  
(Name of official or employee) (Age)

appointed Director of Information,  
(Name of office or employment)

do solemnly swear that I will support and defend the Constitution of the United States and the Laws of Puerto Rico against all enemies, foreign or domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office or employment on which I am about to enter, so help me God.

Muna Lee de Muñoz Marín  
(Official or Employee)

DISTRICT OF COLUMBIA

SWORN TO AND SUBSCRIBED before me, Notary Public in and for the ~~Island~~  
DISTRICT OF COLUMBIA  
of ~~Puerto Rico~~, this 9<sup>th</sup> day of August of the  
year 1945.



[Signature]  
(Official who administers the oath)

NOTARY PUBLIC  
DISTRICT OF COLUMBIA



*Se. Maura*



July 16, 1945

Mrs. Muna Lee de Muñoz Marín  
Division of Cultural Development  
Department of State  
Washington, D. C.

Dear doña Muna:

With regard to your recent letter to Gustavo in connection with Gloria, please be advised that the Junta Universitaria has granted her a leave of absence without salary throughout the fiscal year 1945-46. At the same time the Junta granted you a similar leave.

At my request Gloria's salary was increased from \$900 to \$1020 a year. Unfortunately, however, the duties at her home made it impossible for her to have the benefit of this very much deserved raise. At any rate and in compliance with her wishes a temporary appointment is again being made in favor of her substitute, whose work is satisfactory.

For your information I am sending copies of my recommendations and of the letter from the Junta, as well as of Gloria's letter. I understand that your appointment, which is a formality, will be sent to you in a few days.

I am sure it will make you happy to know that we have made an effort to show our appreciation of Gloria's work, even if she won't be able to be with us for some time.

Regards.

Sincerely,

J. M. TORO-NAZARIO  
Director of Information

TN:cp



June 27, 1945

Mrs. Muna Lee de Muñoz Marin  
Division of Cultural Relations  
Department of State  
Washington, D. C.

Dear Muna:

I am happy to advise you that the University Board had already granted you leave of absence for the coming fiscal year before your request for it reached us.

We are happy to look forward to the possibility of having you back at the University as soon as possible; your work here has always been excellent.

I suppose you know that Luisito has been doing very fine work at the Extension Service and that he will be detailed in New York sometime next year that he may pursue further studies in Journalism.

Cordially yours,

Jaime Benitez

JB:100

RECEIVED  
DIVISION OF CULTURAL RELATIONS  
U.S. DEPARTMENT OF STATE  
WASHINGTON  
JUN 29 1945



DEPARTMENT OF STATE  
WASHINGTON



personal  
AIR MAIL

June 23, 1945

Dear Jaime:

As the end of the fiscal year approaches, I am writing once more -- I trust for the last time for this request -- to ask that the University extend my leave without pay for another year. As you know, my appointment in the Division of Cultural Cooperation of the Department of State is for the duration of the war, plus six months. I have the feeling that that period may come to an end about a year hence. I hope, therefore, that you will recommend that my leave be extended for the fiscal year July 1, 1945--June 30, 1946.

Thank you for sending me the annual report of the University which I have read with extreme interest.

With best wishes,

Sincerely yours,

*Muna Lee de Muñoz Marín*  
Muna Lee de Muñoz Marín

Sr. Jaime Benítez, Rector,  
University of Puerto Rico,  
Río Piedras,  
Puerto Rico.

DF 270-950

19

MEMBER A. B. C. - A. N. P. A.  
ASSOCIATED PRESS  
UNITED PRESS

**LA PRENSA**  
SPANISH DAILY NEWSPAPER  
Dominates the Hispanic Market

PHONE CANAL 6-1200  
245 CANAL STREET  
NEW YORK



Dear Sirs:

I take pleasure in sending  
you clipping which appeared Sept 29  
on the Educational Page of LA PRENSA.

Very truly yours,

*D F Steer*

Dariel F. Steer  
hm.

**Conferencias en S. C.**  
La señora Muna Lee de Muñoz Marín, directora del Negocio de Relaciones Internacionales en la Universidad de Puerto Rico, inició una serie de conferencias en la Carolina del Sur, dictando la primera en la Escuela Superior Dreyher.

**UNIVERSIDAD DE PUERTO RICO**  
**RIO PIEDRAS**



Los documentos adjuntos, recibidos en la Rectoría, son por la presente endosados al

-----

----para su consideración

----para rendir informe al Rector

----para su información

----para sus archivos

----para acuse de recibo

----para ser devueltos con sus recomendaciones

----para trámite

-----

Muy atentamente,

Fecha:

Endoso Núm.



July 10, 1944

Mrs. Mima Lee de Muñoz Marín  
Division of Cultural Relations  
Department of State  
Washington, D. C.

Dear Mima:

I am pleased to inform you that upon my favorable recommendation, the University Board recently approved an extension of your leave of absence for the fiscal year 1944-45.

I appreciate greatly your present efforts on behalf of the University. I am enclosing herewith some mimeographed material concerning university developments during the last year, which I trust will be of interest to you and possibly serve for future reference in divulging present university work. My report to the Superior Educational Council has not been completely mimeographed as yet but adequate information can be gathered from the first part enclosed.

Cordially yours,

JAI ME BENEZ  
Chancellor

JB-JF

Enclosures

UNIVERSIDAD DE PUERTO RICO  
RIO PIEDRAS



Los documentos adjuntos, recibidos en la  
Rectoría, son por la presente endosados al

*J. U.*

-----  
----\_para su consideración

----\_para rendir informe al Rector

----\_para su información

----\_para sus archivos

----\_para acuse de recibo

----\_para ser devueltos con sus recomendaciones

----\_para trámite  
-----

Muy atentamente,

Fecha:

Endoso Núm.

F47-12

ADDRESS OFFICIAL COMMUNICATIONS TO  
THE SECRETARY OF STATE  
WASHINGTON, D. C.



DEPARTMENT OF STATE  
WASHINGTON



SEA Division

AIR MAIL  
PERSONAL

June 27, 1944

Mr. Jaime Benítez, Rector  
University of Puerto Rico  
Rio Piedras, Puerto Rico

Dear Jaime:

As you doubtless recall, the extension of leave granted me by the University of Puerto Rico expires July 1. I am writing to request that it be renewed, of course without pay, for another year. I realize that it is unusual to make successive grants of this nature that total so long a time, but these are very unusual years; and I feel strongly and most sincerely that my work in Washington is not only a contribution toward the Victory which is of primary importance to us all, but is also at the same time, because of increased contacts and enlarged opportunities, of considerable potential- and some present- value to the University of Puerto Rico.

I might instance, in support of this last statement, the fact that during the past year I have made a shortwave broadcast about the University of Puerto Rico for the OWI on their Caribbean program, and another, also on Puerto Rico and also for the OWI, on their program beamed to England; that I spoke on Puerto Rico last month at a luncheon-meeting of the newspaperwomen's fraternity at Columbus, Ohio; that material about Puerto Rico- and from the University- is included in my American Story handbook, published in April of this year by Columbia University Press for the National Broadcasting Company's Inter-American University of the Air; etc.; etc.

In other words, even while on leave, I am frequently enabled to help, I believe with effectiveness, in making the University and the Island better known to many and very diverse audiences- as has been one of my principal occupations for a considerable number of years.

I trust that you will be so good as to endorse my request for continuance of leave, and have it approved; and that your courtesy will extend so far as to acknowledge receipt of this letter. Sincerely yours, Muna Lea de Muñoz Marín