# Provost Records

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Description / Examples</th>
<th>Notes</th>
<th>Due at Archives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Vitae</td>
<td>Curriculum Vitae of all Faculty</td>
<td>Send initial vitae to archives for each faculty member upon hire and any updated vitae annually. Archives will ask for updated vitae for all faculty after 5 years have passed without an update.</td>
<td>Upon hire, annually and after 5 years. See notes for details.</td>
</tr>
<tr>
<td>College Publications</td>
<td>Faculty Handbook, Academic Bulletin</td>
<td></td>
<td>Archives will upload pdf from website to DSpace each Fall</td>
</tr>
<tr>
<td>Reports</td>
<td>Mellon, Teagle Grant Reports</td>
<td>To be Sent by Associate Dean’s office</td>
<td>annually</td>
</tr>
<tr>
<td>Transcripts of Speeches/Presentations</td>
<td>Speeches at Faculty meetings or events, other speaking engagements</td>
<td>May be Outline or Formal Notes in Lieu of Transcript</td>
<td>After One Year</td>
</tr>
<tr>
<td>College Publications</td>
<td>Academic Honors list</td>
<td>Alden Scholars, etc. posted on My Allegheny each Fall</td>
<td>Archives will print</td>
</tr>
</tbody>
</table>
Edit this entry.

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**520 N. Main St., Meadville, PA 16335**

**Office of Public Safety**
(800) 521-5293 - Admissions

**info@allegheny.edu**

**Questions & Comments Form**

**Visitor's Center**

- Campus Map
- Driving Directions
- Accommodations

**Campus Resources**

- Employment @ Allegheny
- Sustainability @ Allegheny
- Emergency Information
- Academic Calendar
- Commencement
- Prize for Civility in Public Life

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