## Geology 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>College Publications</td>
<td>Department Brochure</td>
<td></td>
<td>At time of publication</td>
</tr>
<tr>
<td>Faculty Vitae</td>
<td>Curriculum Vitae</td>
<td>See Provost and Dean of the College for schedule</td>
<td>Collected and sent by Provost’s Office</td>
</tr>
<tr>
<td>Policy and Procedural Manuals or Documents</td>
<td>Guidelines and Expectations for Senior Projects</td>
<td></td>
<td>Archives will print from website</td>
</tr>
<tr>
<td>Records of Student Organizations</td>
<td>Geology Club</td>
<td>Please send Archives any of the following when available: constitution/bylaws, mission statement, pamphlet/brochure, any local publications (e.g. newsletters, program brochures)</td>
<td>See notes</td>
</tr>
<tr>
<td>Self-Studies</td>
<td>Department Self-Study</td>
<td>To be collected and sent by Director of Assessment. Next expected Summer 2024.</td>
<td>At Publication – end of academic year 1 of reporting cycle</td>
</tr>
<tr>
<td>Self-Studies</td>
<td>External Review; Action Plan</td>
<td>To be collected and sent by Director of Assessment. Next expected about Summer 2025.</td>
<td>At publication – year 2 of reporting cycle</td>
</tr>
<tr>
<td>Self-Studies</td>
<td>Annual Progress Reports</td>
<td>To be collected and sent by Director of Assessment. Next expected Summer 2020.</td>
<td>Each summer years 3 – 8</td>
</tr>
<tr>
<td>Senior Projects (comps)</td>
<td>Project Abstracts</td>
<td>Archives student to copy title pages and abstracts annually in May</td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------</td>
<td>-------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Syllabi</td>
<td>Course Syllabi</td>
<td>Request to all faculty through the building coordinator early each semester. Follow up reminder to individual Faculty by mid-semester.</td>
<td></td>
</tr>
</tbody>
</table>

of reporting cycle

See notes

Beginning of each semester