

Biology Records

Record Type	Description / Examples	Notes	Due at Archives
College Publications	Department brochures; 'Biology', 'Biochemistry'		At time of publication
Faculty Vitae	Curriculum Vitae	See Provost and Dean of the College for schedule	Collected and sent by Provost's Office
Policy and Procedural Manuals or Documents	Guidelines and Expectations for Senior Projects		Archives will print from website
Records of Student Organizations	Tri-Beta	Please send Archives any of the following when available: constitution/bylaws, mission statement, pamphlet/brochure, any local publications (e.g. newsletters, program brochures)	See Note
Self-Studies	Department Self-Study	To be collected and shared by Assessment Committee. Next expected Summer 2024 .	At Publication – end of academic year 1 of reporting cycle
Self-Studies	External Review; Action Plan	To be collected and shared by Assessment Committee. Next expected Summer 2025 .	At publication – year 2 of reporting cycle
Self-Studies	Annual Progress Reports	To be collected and shared by Assessment Committee. Next expected Summer 2022 .	Each summer years 3 – 8 of reporting cycle
Senior Projects (comps)	Project Abstracts	Some abstracts available on Biology department web site	Projects with abstracts are submitted to Dspace collection annually in May
Syllabi	Course Syllabi	Request to all faculty through the building coordinator early each semester. Follow up reminder to individual Faculty by mid-semester.	Beginning of each semester