

Psychology Records

Description	Examples	Notes	Due at Archives
Senior Projects (comps)	Project Abstracts		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
Faculty Vitae	Curriculum Vitae	See Provost and Dean of the College for Schedule	Collected and sent by Provost's Office
College Publications	Department Brochure		At time of publication
Self-Studies	Department Self-Study	To be collected and shared by Assessment Committee. Next expected Fall 2022 .	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 2023 .	At publication – year 2 of reporting cycle
Self-Studies	Annual Progress Reports	To be collected and shared by Assessment Committee. Next expected Summer 2024 .	Each summer years 3 – 8 of reporting cycle
Policy and Procedural Manuals or Documents	Guidelines and Expectations for Senior Projects		Archives will print from department website