

## Chemistry Records

Record Type	Description / Examples	Notes	Due at Archives
College Publications	Department Brochure		At time of publication
Faculty Vitae	Curriculum Vitae	See Provost and Dean of the College for schedule	Collected and sent by Provost's Office
Records of Student Organizations	Chemii Club	Please send Archives any of the following when available: constitution/bylaws, mission statement, pamphlet/brochure, any local publications (e.g. newspapers, program brochures)	At publication
Reports	American Chemical Society (5 yrs)		After 10 years
Self-Studies	Department Self-Study	To be collected and shared by Assessment Committee. Next expected Summer <b>2023</b> .	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 <b>2024</b> .	At publication – year 2 of reporting cycle
Self-Studies	Annual Progress Reports	To be collected and shared by Assessment Committee. Next expected Summer <b>2025</b> .	Each summer years 3 – 8 of reporting cycle
Senior Projects (comps)	Project Abstracts	Contact Archives if other abstracts become available	Some projects with abstracts are submitted to Dspace collection annually in May
Syllabi	Course Syllabi	Requested by Associate Provost and submitted by faculty through semester specific form.	Beginning of each semester
Policy and	Guidelines and		Archives will print

Procedural  
Manuals and  
Documents

Expectations  
for Senior  
Projects

from web site