

## Geology 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
Policy and Procedural Manuals or Documents	Guidelines and Expectations for Senior Projects		Archives will print from website
Records of Student Organizations	Geology Club	Please send Archives any of the following when available: constitution/bylaws, mission statement, pamphlet/brochure, any local publications (e.g. newsletters, program brochures)	See notes
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

Syllabi

Course Syllabi

Requested by Associate Provost and submitted by faculty through semester specific form.

are submitted to Dspace collection annually in May

Beginning of each semester