

## Dance Records

Record Type	Description / Examples	Notes	Due at Archives
College Publications	Dance Concert Programs		At time of publication
College Publications	DVDs of Concert Programs		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	JADE: Jazz Dance Ensemble	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>2027</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>2028</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>2023</b> .	Each summer years 3 – 8 of reporting cycle
Syllabi	Course Syllabi	Requested by Associate Provost and submitted by faculty through semester specific form.	Beginning of each semester