

## History Records

<b>Record Type</b>	<b>Description / Examples</b>	<b>Notes</b>	<b>Due at Archives</b>
Syllabi	Course Syllabi	Requested by Associate Provost and submitted by faculty through semester specific form.	Beginning of each semester
Faculty Vitae	Curriculum Vitae	See Provost and Dean of the College for schedule	Collected and sent by Provost's Office
Records of Student Organizations	Phi Alpha Theta (History Honorary Society)	Send when there are significant changes or additions. Please make sure date of change or addition is clearly indicated, including year.	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 sent by Director of Assessment. Next expected Summer <b>2025</b> .	Each summer years 3 – 8 of reporting cycle
Senior Projects (comps)	Project Abstracts		Projects with abstracts are submitted to Dspace collection annually in May

Policy and  
Procedural  
Manuals and  
Documents

Guidelines and  
Expectations for  
Senior Projects

Archives will  
print from  
department  
website