

## Philosophy & Religious Studies Records

Description	Examples	Notes	Due at Archives
Faculty Vitae	Curriculum Vitae	See Provost and Dean of the College for Schedule	Collected and sent by Provost's Office
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	Abstracts submitted to Dspace with the projects	See notes
Policy and Procedural Manuals or Documents	Guidelines and Expectations for Senior Projects		Archives will print from department website
Records of Student Organizations	Philosophical Forum	Please send archives any of the following when available: constitution/bylaws, mission statement, pamphlet/brochure, any local publications (e.g. newsletters, program brochures)	At time of publication
Syllabi	Course Syllabi	Requested by Associate Provost and submitted by faculty through semester specific form.	Beginning of each semester