

Political Science Records

Record Type	Description / Examples	Notes	Due at Archives
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 Office
Self- Studies	Department Self-Study	To be collected and shared by Assessment Committee. Next expected Summer 2023 .	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 2024 .	At publication – year 2 of reporting cycle
Self-Studies	Annual Progress Reports	To be collected and shared by Assessment Committee. Next expected Summer 2025 .	Each summer years 3 – 8 of reporting cycle
Senior Projects (comps)	Project Abstracts		Abstracts submitted to Dspace with the projects
Policy and Procedural Manuals and Documents	Guidelines and Expectations for Senior Projects		Archives will print from website
Records of Student Organizations	Pi Sigma Alpha	Please send archives any of the following when available: constitution/bylaws, mission statement, pamphlet/brochure, any local publications (e.g.	At time of publication

newsletters, program
brochures)