

Biochemistry Records

Record Type	Description/Examples	Notes	Due at Archives
Senior Projects (comps)	Project Abstracts	Some projects with abstracts submitted to Dspace	
Policy and Procedural Manuals or Documents	Guidelines and Expectations for Senior Projects	Some guidelines before 2019 are included with Biology and Chemistry records, respectively.	Archives will print from Biochemistry Department web site
Syllabi	Course Syllabi	Requested by Associate Provost and submitted by faculty through semester specific form.	Beginning of each semester
Self-Studies	Department Self-Study	To be collected and shared by Assessment Committee. Next expected Fall 2030 .	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 2031	At publication – year 2 of reporting cycle
Self-Studies	Annual Progress Reports	To be collected and shared by Assessment Committee. Next expected Summer 2023	Each summer years 3 – 8 of reporting cycle