

Art Records

Record Type	Description / Examples	Notes	Due at Archives
College Publications	Art Gallery Publications		At time of publication
Faculty Vitae	Curriculum Vitae	See Provost and Dean of the College for schedule	Collected and sent by Provost's Office
Policy and Procedural Manuals or Documents	Senior Project (guidelines); Kleeman Fund and Doane Prize Guidelines; Class of 1939 Senior Research Fund		Archives will print from web site
Records of Student Organizations	Student Arts Society	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
Reports	Space Consultant Report; Renovation Planning Reports		After 5 years
Self-Studies	Department Self-Study	To be collected and shared by Assessment Committee. Next expected Summer 2024 .	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 2025 .	At publication – year 2 of reporting cycle
Self-Studies	Annual Progress Reports	To be collected and shared by Assessment Committee. Next expected Summer 2026 .	Each summer years 3 – 8 of reporting cycle
Senior Projects (comps)	Project Abstracts		Abstracts submitted to Dspace with the projects

Syllabi

Course Syllabi

Requested by Associate Provost and submitted by faculty through semester specific form.

Beginning of each semester