

Search Merrick Archives

**Art Records**

Record Type	Description / Examples	Notes	Due at Archives
College Publications	Department Brochure	If published other than through AC printing services, please send copy to Archives at time of printing.	From Printing Services
College Publications	Art Gallery Publications	If published other than through AC printing services, please send copy to Archives at time of printing.	From Printing Services
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		Archives will print from web site
Records of Student Organizations	Phi Beta Kappa; 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	To be collected and sent by Director	At

	Self-Study	of Assessment. Next expected Summer 2025 .	Publication – end of academic year 1 of reporting cycle
Self-Studies	External Review; Action Plan	To be collected and sent by Director of Assessment. Next expected about Summer 2017 .	At publication – year 2 of reporting cycle
Self-Studies	Annual Progress Reports	To be collected and sent by Director of Assessment. Next expected Summer 2018 .	Each summer years 3 – 8 of reporting cycle
Senior Projects (comps)	Project Abstracts	Senior Project Descriptions (booklet) from printing services	Abstracts submitted to Dspace with the projects
Syllabi	Course Syllabi	Request to all faculty through the building coordinator early each semester. Follow up reminder to individual Faculty by mid-semester.	Beginning of each semester

[Edit this entry.](#)