



Biochemistry Records

Record Type	Description/Examples	Notes	Due at Archives
Senior Projects (comps)	Project Abstracts	Some projects with abstracts submitted to Dspace	Archives will print from Biochemistry Department web site
Policy and Procedural Manuals or Documents	Guidelines and Expectations for Senior Projects	Guidelines are printed and filed with Biology and Chemistry records, respectively	See Notes
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
Self-Studies	Department Self-Study	To be collected and sent by Director of Assessment. Next expected Summer 2021 .	At 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 2022 .	At publication – year 2 of reporting cycle
Self-Studies	Annual Progress Reports	To be collected and sent by Director of Assessment. Next expected Summer 2017 .	Each summer years 3 – 8 of reporting cycle