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Math Records

Description	Examples	Notes	Due at Archives
Senior Projects (comps)	Project Abstracts		Archives will print from web site.
Self-Studies	Department Self-Study	To be collected and sent by Director of Assessment. Next expected Summer 2018 .	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 2019 .	At publication – year 2 of reporting cycle
Self-Studies	Annual Progress Reports	To be collected and sent by Director of Assessment. Next expected Summer 2020 .	Each summer years 3 – 8 of reporting cycle
Departmental Newsletter	Allegheny Mathematics Department Newsletter	If published other than through AC printing services, please send copy directly 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
College	Department	If published other than through AC	From

Publications	Brochure	printing services, please send copy directly to Archives at time of printing.	printing services
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

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