

CntrTeach1

Faculty Files

Files relating to work done with faculty to assist them with their teaching duties. File may include but is not limited to classroom visit reports, meeting notes, consultation files and correspondence.

Cut off at the end of the academic year and retain five years.

CntrTeach2

Grant Files

Records pertaining to grants funded by Stonehill College and administered to Faculty by the Center for Teaching and Learning for the purpose of helping faculty enhance their teaching skills.

CntrTeach2.1

Grant Files-Active

Current applications and funded projects organized by Faculty.

Send to Archives when Administrative need ends.

CntrTeach2.2

Grant File - Funded

All documentation relating to application for and implementation of a grant funded by Stonehill College through the Center for Teaching and Learning.

Retain ten years from date grant completed.

CntrTeach2.3

Grant Files - Unfunded

Applications and supporting documentation of a grant that was not funded.

Send to Archives when administrative need ends.

CntrTeach2.4

Event Files

All documentation created relating to an event held by the department.

Retain ten years from date of event. Note: published brochures or other promotional materials should be sent to the Archives for permanent retention.

CntrTeach3

Community Based Learning Contracts

Summary of community partner sites, evaluations, contracts and assessments.

Retain for three years.