**Psychology Department**

The first listing of psychology as a course of study at Davidson College occurs in

the 1910-1911 catalog. Professor Sentelle taught courses offered in Philosophy

and Psychology. Prior to 1910, psychology was incorporated in the mental

philosophy courses. In 1920, Dr. Frazier Hood was appointed as the first professor

of psychology and the courses were listed separately from philosophy. In 1934,

the listings for education and psychology were combined and faculty taught in

both areas. The courses were divided in 1948, and in 1949 a second psychology

faculty position was added. In 1956, the department hired the first woman

professor at Davidson College, Carolyn McBrayer. By the 1990s, the department

had grown to 9 faculty. The department moved into the Watson Science building

in 1999 and while also using the Hamilton House.

**Retention Schedule**

**Administrative Records.** Records relating to the administration and activities

of the department. Files may include correspondence, reports, professional

association records, syllabi, course enrollments, grant proposals, budget

information, reference files and other related records.

Disposition Instructions: Policy files, reports, correspondence, self-study,

award files, etc.: Transfer to College Archives after 6 years or when

reference values ends, whichever is later, for appraisal and final disposition.

Budgets, professional associations, reference files: Destroy electronic files

in office after 3 years or when reference value ends. Destroy paper files in

office after 1 year or when reference value ends.

**Advising/Advisees**. Records concerning students advised by individual faculty.

Files may contain correspondence, memorandum, notes and other related

materials. Files may contain confidential information.

Disposition Instructions: Destroy in office 1 year after student graduates or

terminates enrollment.

**Course Files.** Records concerning specific courses offered by the department.

Files may include enrollment statistics, syllabi, outlines, lecture notes, reference

materials, and examinations.

Disposition Instructions: Transfer electronic files of enrollment statistics to

archives after 5 years. Destroy other files in office when reference value

ends.

**Equipment Files.** Records concerning supplies and equipment. File may include

accounting records, operating manuals, warranties, inventories and other related

records.

Disposition Instructions: Destroy in office when superseded or obsolete.

**Job Search Files.** Records concerning activities of specially-formed search

committees charged with recruiting new or replacement faculty members. File

may include correspondence, resumes, applications, evaluation and other related

records in addition to records held within the HR application software. Files

contain confidential information.

Disposition Instructions: Transfer applications and other records for

individuals hired to appropriate personnel file when individual accepts

position. Destroy in office applications for individuals not hired 2 years after

date of receipt if no charge of discrimination has been filed. If charge has

been filed, destroy in office 1 year after resolution of charge.

**Recommendations**. Copies of letters of reference for students. Files may

contain confidential information.

Disposition Instructions: Destroy in office when reference value ends.

**Research Files.** Records related to faculty research projects and interests. Files

may include correspondence, reference materials, articles, and research data.

Disposition Instructions: Destroy in office when reference value ends.