**Associate Dean for Academic Administration**

The Associate Dean for Academic Administration is responsible for editing the

college catalogue and faculty handbook as well as completing surveys,

maintaining demographic information on faculty, serving as secretary to the

Faculty Study and Research Committee, and supervising faculty assistants. In

addition, this office maintains faculty travel files, office assignments, and advises

on computer use.

**Retention Schedule**

**Faculty Research Files.** Records on research grants awarded to the faculty

through the college. Files include proposals, expenditure reports, and final

reports.

Disposition Instructions: Transfer to College Archives after 2 years for

appraisal and final disposition.

**Faculty Travel and Reimbursement**. Forms and receipts documenting travel

expenses for faculty.

Disposition Instructions: Destroy after 3 years. Eligible for inactive storage.