**Religion Department**

The Religion Department grew out of the course of Bible instruction instituted by

Dr. Shearer in 1888. The course of study remained the same until 1925. With new

faculty, the Bible department began offering classes in church history, Christian

ethics, and religious education as well as teaching all the philosophy classes. The

department underwent a name change in 1940-41, becoming the Bible and

Religion Department. In 1946, philosophy was designated a separate department.

A second name change occurred in 1968-69, with the program appearing in the

college catalog as the Religion Department. The department currently has nine

faculty members.

**Retention Schedule**

**Faculty Files.** Records concerning faculty members within the department. Files

may include resumes, award citations, and biographical information.

Disposition Instructions: Destroy in office when reference value ends.

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

committees charged with recruiting new or replacement faculty members. Files

may include correspondence, resumes, applications, and other related records.

Files contain restricted information.

Disposition Instructions: Transfer applications and other records for

individuals hired to appropriate personnel file when individual accepts

position. Destroy 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 1 year after resolution of charge.

NOTE: Eligible for inactive storage.

**OTTS LECTURE SERIES.** Records concerning the organization and presentation of

the Otts Lecture series. Files may include correspondence, publicity, mailing lists,

budget information, and other related records.

Disposition Instructions: Transfer to College Archives after 6 years for

appraisal and final disposition.