**French Department**

The first elective courses in French at Davidson College were taught by Dr.

Stephen Frontis in 1860. By 1900, the College offered two full years of french

courses. Twenty-five years later, 259 students were enrolled in french classes and

two new faculty, Fred Fleagle and Augustin Goldiere, had been added to handle

courses in French and Spanish. In 1941, the Department of Romance Languages

was formed combining French and Spanish. Fifteen years later, the Department of

Romance Languages was divided into separate French and Spanish Departments.

The first study abroad program for France was approved in 1964 and the French

Department, along with the German Department, was active in establishing and

administering the Junior Year Abroad program. From 1964 to 1995, the French

JYA program was based in Montpelier. This program will be moving to Tours and

plans are underway to develop a single semester offering. Currently, the French

Department has seven faculty, including the resident director of the Montpelier

program.

**Retention Schedule**

**Administrative Files.** Records concerning the administration of the

department. Files may include campus memorandum, reports, departmental

correspondence, calendars, notices from professional associations, and other

records.

Disposition Instructions: Destroy in office when reference value ends.

**Budget Files.** Reference copies of budgetary records. File may include budget

reports, requests for budget changes, invoices, and other related records.

Disposition Instructions: Destroy in office after 3 years.

**Course Notes.** Records for courses taught in the department. Files include

lecture notes, handouts, copies of exercise and examinations, and other related

records.

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.

**Junior Year Abroad.**  Records of the Junior Year Abroad program pre-dating the

establishment of the Study Abroad Office.

Disposition Instructions: Transfer to College Archives for appraisal and final

disposition.

**Placement Examinations.** Records of language placement examinations taken

by freshmen and transfer students. The examinations are used to determine

placement in language classes and exemptions. Files may contain confidential

information.

Disposition Instructions: Destroy 2 years after date of examination.

**Proficiency Examinations.** Recordings of students' oral proficiency entrance

and exit examinations.

Disposition Instructions: Destroy in office when reference value ends.

**Reference Files.** Reference information concerning subjects pertinent to or of

interest to the department. Files may include teaching materials, reports, articles,

and other materials.

Disposition Instructions: Destroy when reference value ends.

NOTE: Eligible for inactive storage with periodic review date.