

DOCUMENTING THE CAREERS OF TESC FACULTY MATERIALS SOUGHT BY THE EVERGREEN STATE COLLEGE ARCHIVES

The following list is by no means definitive or exhaustive. It is intended as a general approximation of materials which reflect and illustrate the life and careers of Members of the Faculty at The Evergreen State College. Materials not specifically cited above which contribute toward the documenting of faculty careers are welcome.

1. *Biographical Material*: Resumes, vitae, bibliographies, biographical and autobiographical sketches, chronologies, genealogies, newspaper clippings, memoirs and associated records.
2. *Correspondence*:
 - a. Official: outgoing (copies and/or drafts and incoming letters and memoranda generated in the course of conducting college business.
 - b. Professional: outgoing and incoming letters relating to all facets of an academic career, including correspondence with colleagues, publishers, professional organizations, and students.
 - c. Personal Papers: documentation that illustrates a lifetime of political, social and other interests.
3. *Diaries, Notebooks, and Appointment Calendars*.
4. *Classroom Material*: Lecture notes, syllabi, course outlines, reading lists, examinations, student papers, and evaluations. Also, any documentation that illustrates teaching methods and style.
5. *Research Files*: Outlines, research designs, raw data, notes, analyses, and reports of findings.
6. *Specialty Area, DTF or Committee Records*: Agenda, minutes, reports, correspondence, and related material.
7. *Drafts and Manuscripts of Articles, Books, Reviews, and Speeches*.
8. *Published Articles and Monographs*.
9. *Audiovisual Material*: tapes and motion pictures of lectures, speeches, discussions, interviews:.
10. *Photographs*: Prints, negatives, and slides documenting one's life.
11. *Memorabilia*.

Note: The archival copy of a faculty's final student evaluations are kept in the Registrar's office so faculty may dispose of their copy. Interim student evaluations may be left in the papers as they tend to show as much about the teaching process as the student's progress. Student evaluations of Faculty are archival as are evaluations by colleagues and the Deans. Faculty portfolios should be transferred to Archives as a whole including student evaluations examples if included.

For more information contact:

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