

Guide to the Office of the Provost and Dean of Faculty Collection BC05.06

Finding aid prepared by Heather Lember

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Describing Archives: A Content Standard

Barnard Archives and Special Collections

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Summary Information

Repository	Barnard Archives and Special Collections
Creator	Barnard College. Provost and Dean of Faculty.
Title	Office of Provost and Dean of Faculty
Date [bulk]	Bulk, 1969-2011
Date [inclusive]	1900-2011
Extent	19.27 Linear feet ; 35 full size document boxes, 6 half size document boxes, 2 bankers boxes, 1 oversize box
Physical Location	This collection is stored offsite and advance notice is required for access. To use this collection, please contact the Barnard Archives and Special Collections at 212.854.4079 or archives@barnard.edu .
Language	English
Abstract	This collection consists of documents from the Office of the Provost and Dean of Faculty of Barnard College. The collection includes memorandum, correspondence, reports, and studies.

Preferred Citation

Office of the Provost and Dean of Faculty; 1900 - 2011; Box and Folder; Barnard Archives and Special Collections, Barnard Library, Barnard College.

Collection Scope and Content Summary

This collection consists of documents originating from the Provost's office. The materials address faculty procedures, regulations, and services.

Included are reports to the Committee on Instruction and reports by the Middle States Association. There is also correspondence between the Provost's office and the Middle States Association. Additional outgoing correspondence and memorandum to faculty and academic departments are also included.

Also included are building plan documents, self-studies on individual academic departments, self-studies for the commission of Higher Education of the Middle States Association, and annual reports.

Collection Arrangement

The collection has been organized into two series, and items are arranged chronologically in each box:

Series 1, Correspondence, Memorandums, Misc Administrative Documents, 1900 - 2010
Boxes 17-29 in Series 1 are almost exclusively correspondence.

Series 2, Middle States Association Self Study Documents, 1979 - 2001
Boxes 30-33 in Series 2 include alphabetical files for each academic and administrative office.

Administrative Information

Publication Information

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Access

This collection has no restrictions.

Publication Rights

Permission to publish material from the collection must be requested from the Barnard College Archives and Special Collections. The Barnard College Archives and Special Collections approves permission to

publish that which it physically owns; the responsibility to secure copyright permission rests with the patron.

Reproduction Restrictions

Single photocopies may be made for research purposes.

Accruals

Additions are expected.

Acquisition Information

Transferred from the Barnard College Provost's office.

Processing History

This collection was processed and the finding aid written by Heather Lember in January 2014. The finding aid was updated by Dinah Handel, June 2015.

Descriptive Rules Used: Finding aid adheres to that prescribed by Describing Archives: A Content Standard

Encoding: Machine readable finding aid encoded in EAD 2002.

Finding aid written in English.

Related Materials

Related Collections

Materials relating to Items in Series 1, Correspondence, Memorandums, Misc Administrative Documents, 1900 - 2010, may be found in in the following collections in this repository: BC 3 Buildings and Grounds Collection, and BC 17 Photography Collection, Series 4: Buildings and Grounds (1899 - 2010).

Controlled Access Headings

Genre(s)

- Correspondence

Subject(s)

- Barnard College
- College administrators
- Universities and colleges--Faculty
- Women's colleges--New York (State)--New York

Correspondence, Memorandums, Misc Administrative Documents,

Collection Inventory

Series 1 Correspondence, Memorandums, Misc Administrative Documents, 1900-2010 (Bulk, 1969-2009) 9.59 Linear feet ; 23 full size document boxes, 2 half size document boxes, 1 oversize box

	Box
Office of the Dean of Faculty: Faculty Regulations, 1900 to present	1
Office of the Dean of Faculty: Capital Planning, Contracts and agreements, grant proposals [ca 1980s]	2
Office of the Dean of Faculty: ca. 1979 - 1980's	3
Office of the Provost and Dean of Faculty: 1970s - 1991	5
Office of the Provost: 2006 - 2009	6
Office of the Provost: 1980 - 1997	7
Office of the Provost: Barnard Master Plan, faculty Housing, Cathedral Gardens, Space Assessment, Barnard Master Plans	8-10
Office of the Provost: 1978 - 1979	17
Office of the Provost: 1978	18 - 19

Middle States Association Self Study Documents,

Office of the Provost: 1977	20
Office of the Provost: 1979 - 1981	21
Office of the Provost: 1979 - 1980	22 - 23
Office of the Provost: 1980 - 1982	24 - 26
Office of the Provost: 1977 - 1981	27
Office of the Provost: 1983 - 1984	28 - 29
Office of the Provost and Dean of Faculty: Graduation photos 1999 - 2010; Sexual Misconduct Policies and Training, 1996 - 2003; Faculty Guide to Barnard, 2002 - 2004	38
Office of the Provost and Dean of Faculty: 1969 - 2008	40
Office of the Provost and Dean of Faculty: Flag	41
Office of the Provost and Dean of Faculty: Reports, Memorandums, Studies, Master Plans, 1959-2001	43
<p>Series 2 Middle States Association Self Study Documents, 1960-2011 7.71 Linear feet ; 12 full size document boxes, 3 half size document boxes, 2 banker boxes</p>	
	Box
Office of the Dean of Faculty: Middle States Association Self Study, 1960, 1970	4

Middle States Association Self Study Documents,

Office of the Provost: Middle States 1979		31 - 33
	Box	Carton
Office of the Provost: Middle States Self Study 1980	11 - 13, 16	14
		Box
Middle States Self-Study 1980 drafts, committee reports, prefatory note		11
Middle States Self-Study 1980 committee notes and correspondence, chapter drafts and correspondence, reports and sources of data		12
Middle States Self-Study 1980 planning documents, various tables, "Hidden Loads," Current Objectives, correspondence		13
		Carton
Middle States Self-Study 1980 - previous Middle States evaluation (1960, 1970), correspondence, reaccreditation process 1970 and 1976-79, committee reports		14
Middle States Self-Study 1980 committees and committee reports		Carton
Office of the Provost: Middle States reports (Self-Study 1981, Periodic Review Report 1986, visiting committee reports 1987-88, Self-Study and attachments 1991, Periodic Review 1996, Middle States Evaluation and Response 1981, Self-Study after-survey 1991, Self-Study 2000, Periodic Review 2006)		15
		Box
Office of the Provost: Middle States Self-Study Design 1999 and Self-Study 1988 chapters		44

Middle States Association Self Study Documents,

Office of the Provost and Dean of Faculty: Middle States Association Self Study 1990 - 2001 (1990 Self-Study with attachments, report to Barnard by Middle States evaluation team, 1991, periodic review and Middle States response 1996, self-study student questionnaire 2000, report to Barnard by Middle States evaluation team 2001)	39
Office of the Provost and Dean of Faculty: Middle States Association Self Study documents, 2006-2011 (2010 self-study and data book, periodic review 2006, report to Barnard by Middle States evaluation team 2011)	42
Office of the Provost: Middle States 1990	34 - 37
	Box
Middle States Self-Study 1990 surveys and data	34
Middle States Self-Study 1990 committees, first-year seminar reports	35
Middle States Self-Study 1990 committees (student surveys, faculty surveys, faculty reports and background data), self-study design, trustee conference on self-study	36
Middle States Self-Study 1990 mission statement, statistics, drafts	37
Office of the Provost: Middle States Study Documents	30