

DOCUMENTING THE CAREERS OF NORTHWESTERN FACULTY: MATERIALS SOUGHT BY THE UNIVERSITY ARCHIVES

BIOGRAPHICAL MATERIAL

Resumes, vitae, bibliographies, biographical and autobiographical sketches, chronologies, genealogies, newspapers clippings, memoirs and financial records

CORRESPONDENCE

Official: outgoing (copies and/or drafts) and incoming letters and memoranda generated in the course of conducting university business

Professional: outgoing and incoming letters relating to all facets of one's academic career, including correspondence with colleagues, publishers, professional organizations and students

Personal: letters to and from friends, relatives and business associates

DIARIES, NOTEBOOKS AND APPOINTMENT CALENDARS

CLASSROOM MATERIAL

Lecture notes, syllabi, course outlines, reading lists, examinations, student papers and evaluations

RESEARCH FILES

Outlines, research designs, raw data, notes, analyses and reports of findings

DEPARTMENTAL AND COMMITTEE RECORDS

Agenda, minutes, reports, correspondence and related material

DRAFTS AND MANUSCRIPTS OF ARTICLES, BOOKS, REVIEWS AND SPEECHES

PUBLISHED ARTICLES AND MONOGRAPHS

AUDIOVISUAL MATERIAL

Tapes of lectures, speeches, discussions, interviews; videotapes and motion pictures

PHOTOGRAPHS

Prints, negatives and slides

AWARDS, CERTIFICATES, AND ARTIFACTS

This list is by no means definitive or exhaustive. It is intended as a general approximation of materials that reflect and illuminate the careers of Northwestern University faculty members. Materials not specifically cited above which contribute toward documenting faculty careers are, of course, welcome.

All materials donated to the University Archives will be accessioned, processed, and stored according to archival principles. Access to the materials will be readily available to researchers in the Reading Room. Textual, audio-visual, and other non-textual items are stored in the appropriate conditions in terms of security and climate control.

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110 Deering Library Fax (847) 467-4110
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