

12.01.99.R0.05 Guidelines for Content and Distribution of Syllabi: Roles and Responsibilities of Faculty

Approved September 1, 1996
Revised July 2002
Revised July 5, 2011
Next Scheduled Review July 2016



Procedure Statement

This procedure provides faculty members with guidelines for content and distribution of syllabi. It identifies their associated roles and responsibilities.

Reason for Procedure

This procedure is necessary for the university to be in compliance with standards of sound academic practice and Southern Association of Colleges and Schools Criteria for Accreditation. The procedure also fulfills the State of Texas requirements associated with House Bill 2504, effective fall 2010.

Procedures and Responsibilities

Faculty at A&M-Commerce commit to the following guidelines.

REQUIRED INFORMATION

1. Faculty members must provide students the following written information in their syllabi:
 - 1.1 instructor information (name, office location, office hours, office phone, office fax, and university email address); **exclude personal information;**
 - 1.2 course information (textbook information, course description, and student learning outcomes);
 - 1.3 course requirements (instructional methods/activity assessments and grading methods);
 - 1.4 technology requirements (if applicable);

- 1.5 access and navigation for classes with online delivery components (courses coded as distance learning are asynchronous and may not include fixed time for online requirements or face-to-face presence);
 - 1.6 communication and support for classes with online delivery components;
 - 1.7 course and university procedures/rules;
 - 1.8 course calendar for the current semester by specific dates;
 - 1.9 tenets of common behavior statement: “All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See current Student Guidebook);
 - 1.10 Students with Disabilities information: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services, Gee Library, Room 132
(903) 886-5150 or (903) 886-5835 phone
(903) 468-8148 fax
Email: StudentDisabilityServices@tamu-commerce.edu.
2. Except in extenuating circumstances, such written information must be submitted online by the seventh class day to be available as part of the University Schedule of Classes.

INSTRUCTIONAL TECHNIQUES AND METHODS

3. Faculty must select instructional techniques in accord with the purpose of the institution and appropriate to the specific goals of an individual course.
4. Faculty members are responsible for selecting instructional methods and delivery systems that provide students with the opportunity to achieve the stated objectives of each course.
5. Faculty must assure that methods of instruction are appropriate to the goals of the course, capabilities of the students, and at the specified level of study; i.e., baccalaureate, master’s or doctoral.
6. Faculty must evaluate and update their instruction regularly and use the results to insure quality instruction.

7. Faculty experimentation with methods to improve instruction must be adequately supported and critically evaluated.
8. Except in extenuating circumstances, faculty must provide a copy of the syllabus specific to the respective course section to the department head prior to the first class meeting. The specific course section syllabus must be in line with the common course syllabus on file in the department office. Copies of syllabi may be requested by external and internal review bodies. Course syllabi are an extension of program plans and supportive of the university mission: Texas A&M University-Commerce provides a personal educational experience for a diverse community of life-long learners. Our purpose is to discover and disseminate knowledge for leadership and service in an interconnected and dynamic world. Our challenge is to nurture partnerships for the intellectual, cultural, and economic vitality of Texas and beyond.

FACULTY ACCESSIBILITY

9. Faculty must inform students of their accessibility for out-of-class advisement and professional consultation relative to course performance and academic achievement. Regardless of the number of classes taught in a semester, office hours are to be maintained pursuant to the A&M-Commerce procedure *33.99.99.R01.01 Office Hours*.

REVIEW OF PROCEDURE

10. This procedure will be regularly reviewed by the Provost's Office and will be distributed to all faculty via the Faculty Handbook to be found online.

Related Statutes, Policies, or Requirements

System Section [12. Faculty](#)
University Procedure [33.99.99.R0.01 Office Hours](#)
[Student Guidebook](#)
[Faculty Handbook](#)
[SACS Principles of Accreditation](#)
[House Bill 2504](#)

Contact Office

Provost and Vice President for Academic Affairs
903-886-5439

Appendix

SUGGESTED FORMAT FOR SYLLABUS*

1. *Instructor information* (name, office location, office hours, office phone, office fax, and university email address; **exclude personal information**)
2. *Course information* (textbook information, course description, and student learning outcomes)
3. *Course requirements* (instructional methods/ activity assessments and grading method)
4. *Technology requirements* (if applicable)
5. *Access and navigation* for classes with online delivery components
6. *Communication and support* for classes with online delivery components
7. *Course and university procedures/rules*
8. *Course calendar* for current semester by specific dates
9. *Tenets of common behavior statement* (see 1.9 above)
10. *Students with disabilities information* (see 1.10 above)

*Link on the Instructional Technology and Distance Education website to assist in developing the syllabus: [Faculty Resources](#)