



MEMORANDUM

TO: All Instructional Faculty, Deans and Department Heads

CC: Dr. Dan Jones, President
Dr. Gary Peer, Interim Provost

FROM: Dr. Dan Edelman, Interim Associate Provost 

DATE: January 9, 2013

SUBJECT: Requirement to Provide a Course Syllabus and Curriculum Vitae by First Meeting Day of All Classes

Interim Provost Peer has asked that I alert all pertinent parties in the Division of Academic Affairs of the requirements of state law (House Bill 2504) which have not been satisfactorily implemented to date and, consequently, which must be put into place immediately. Since this is a matter of state law vs. institutional or system policy, we must have the cooperation of all affected parties in the days, weeks and months immediately ahead. **In accordance with HB 2504, all instructors (including adjunct instructors) of record assigned to undergraduate classroom courses are required to provide a course syllabus and current curriculum vitae to their department head prior to the first class meeting. The course syllabus and curriculum vitae must also be accessible by the public through the university's website by no later than seven days after the first class meeting.**

Please review carefully the following guidelines from state law and Texas A&M University-Commerce procedure¹ and notify your department head, dean, or April Barnes in this office if you have further questions:

¹ Texas A&M University-Commerce Procedure 12.01.99.R0.05, Guidelines for Content and Distribution of Syllabi: Roles and Responsibilities of Faculty

Course Syllabus

State law and Texas A&M University-Commerce procedure require that each syllabus include the following information:

- Course information (textbook information, a brief description of the course, subject matter of each discussion/lecture, recommended readings and learning outcomes).
- Course requirements (brief description of assignments and examinations, grading methods used and instructional method).
- Instructor information (name, office number, location, phone number, fax and university email address). **Exclude personal information.**
- Technology requirements (if applicable).
- Access, navigation, communication, and support information for online delivery components.
- Course and university procedures/rules.
- Course calendar for the current semester using specific dates.
- Common behavior statement.
- Students with Disabilities information.

Curriculum Vitae

Each instructor (including adjunct instructors) of record must submit current a curriculum vita to their department head prior to the first class meeting. As per state law, each curriculum vitae **must** provide the following information:

- Degrees earned and higher education institutions attended.
- All previous teaching positions held, including the names of the institutions, the position and beginning and ending dates.
- All significant professional publications, including full citation data for each publication.
- Professional contact information (office telephone number, work address and institutional email address). Personal information is not required.

Posting Syllabi and Curriculum Vitae

It is the responsibility of the departmental office or dean's office to post course syllabi and instructor of record CVs no later than seven days after the first class meeting. Even though there are several sub terms within regular terms, the seventh day will be calculated from the beginning of the regular term. Also, due to the shortened format of May mini, August mini and Winter mini, syllabi and CVs should be posted no later than three days after the first class meeting. *Please note, days are counted as calendar days, not business days; see deadlines listed below.*

Upcoming deadlines

Spring 2013

Course syllabi and instructor of record CVs are due in the departmental office or dean's office (in non-departmentalized schools/colleges) by the first day of class, Monday, January 14. They must be uploaded to the university website by no later than seven days after the first day of class, which is Monday, January 21.

May Mini 2013

Course syllabi and instructor of record CVs are due in the departmental office or dean's office (in non-departmentalized schools/colleges) by the first day of class, Monday, May 13. They must be uploaded to the university website by no later than three days after the first day of class, which is Thursday, May 16.

Summer 2013

First Term and Ten Week Courses - Course syllabi and instructor of record CVs are due in the departmental office or dean's office (in non-departmentalized schools/colleges) by the first day of class, Monday, June 3. They must be uploaded to the university website by no later than seven days after the first day of class, which is Monday, June 10.

Second Term - Course syllabi and instructor of record CVs are due in the departmental office or dean's office (in non-departmentalized schools/colleges) by the first day of class, Monday, July

8. They must be uploaded to the university website by no later than seven days after the first day of class, which is Monday, July 15.

August Mini 2013

Course syllabi and instructor of record CVs are due in the departmental office or dean's office (in non-departmentalized schools/colleges) by the first day of class, Friday, August 9. They must be uploaded to the university website by no later than three days after the first day of class, which is Monday, August 12.

If you have any questions about this procedure memorandum, please contact your department head, dean or April Barnes in this office (via email or at (903) 886-5126) for assistance.