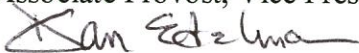




MEMORANDUM

TO: All Instructional Faculty

FROM: Dr. Dan Edelman, Associate Provost, Vice President for Academic Affairs 

DATE: January 8, 2014

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

In accordance with Texas A&M University-Commerce procedure and state law, all 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.

Course Syllabus

State law and Texas A&M University-Commerce procedure¹ 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), **excluding personal information**.
- Technology requirements, if applicable.
- Access, navigation, communication, and support information for online delivery components.
- Course and university procedures/rules.

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 calendar for the current semester using specific dates.
- Common behavior statement.
- Students with Disabilities information.

Curriculum Vitae

Each instructor of record must submit a current curriculum vitae 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). Do not include personal information.

Posting Syllabi and Curriculum Vitae (CV)

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: the seventh day is calculated by calendar days, not business days; see deadlines listed below.

Upcoming deadlines

Spring 2014

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 13. They

must be uploaded to the university website by no later than seven days after the first day of class, which is Monday, January 20.

May Mini 2014

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 12. They must be uploaded to the university website by no later than three days after the first day of class, which is Thursday, May 15.

Summer 2014

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 2. They must be uploaded to the university website by no later than seven days after the first day of class, which is Monday, June 9.

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 7. They must be uploaded to the university website by no later than seven days after the first day of class, which is Monday, July 14.

August Mini 2014

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 8. They must be uploaded to the university website by no later than three days after the first day of class, which is Monday, August 11.

If you have any questions about this procedure memorandum, please contact Karin Thomas, 903-886-5439 for assistance.