

## MEMORANDUM

Date: January 4, 2017

To: Deans, Directors, Chairs, Faculty, and Staff

From: David DiLalla  
Associate Provost for Academic Administration

Re: Course Syllabus Requirements

As the Spring 2017 semester approaches, I am writing on behalf of Interim Provost Ford as a reminder regarding requirements for course syllabi. These are intended, first and foremost, to support the academic success of our students.

Please note that the tentatively agreed-to collective bargaining agreement with the Faculty Association includes updated language regarding syllabi. I am providing that language in its entirety below:

***10.02.a.3 Syllabus:** The course syllabus is a document that must be provided to all students at the beginning of each course (if possible at the first class meeting). For distance education classes (as defined in Section 8.07.a), syllabi should be provided to the students as soon as the course is opened. In addition, each course syllabus must be provided to the Chair/Director (or designee) by the end of the first week of the class. Each Faculty member shall confirm, in writing to the Chair/Director (or designee), that s/he has provided the syllabus to the students by the end of the first week of class. Individual course syllabi created by an individual Faculty member shall not be electronically posted without the consent of the Faculty member or as required by an accrediting body. This is not intended to exclude the public posting of standardized Master Syllabi or syllabi approved as part of the Form 90 materials.*

*Its contents must include, at minimum:*

- i. course goals and topics;*
- ii. types of assignments (e.g., readings, types of oral and written exercises, term papers, etc.);*
- iii. the means of evaluation;*
- iv. texts, materials, and supplies/equipment students are required to purchase;*
- v. course fees (i.e., expenses beyond what is shown in the catalog);*
- vi. other required activities that may occur outside of scheduled class time (e.g.,*

- field trips, performances, etc.);*
- vii. University Emergency Procedures statement and ADA accessibility statement or "Syllabus attachment" (as a hard copy attachment to the syllabus or as a URL link); and*
  - viii. contact information (i.e., office hours, office location, University telephone number, and University e-mail address).*

*The course syllabus must also contain accrediting agency syllabi requirements as appropriate.*

The current syllabus provisions in the collective bargaining agreement with the NTT Faculty association are as follows:

***11.04.a.3 Syllabus:** The course syllabus is a document that must be provided to all students at the beginning of each semester (if possible at the first class meeting). Its contents must include, at minimum, course goals and topics, types of assignments (e.g., readings, types of oral and written exercises, term papers, etc.), and the means to be used in the evaluation of students. Additionally, the instructor is to provide his/her office hours, office location, and office telephone number as well as, if available, a University e-mail address.*

The recommended Syllabus Attachment for Spring 2017, with important semester dates and central information, is attached. We encourage its distribution to students in combination with the syllabus. This document can be accessed via SalukiNet and is available from the Provost's Forms page (<http://pvcaa.siu.edu/Forms/index.html>).

To summarize: In addition to distribution to students, a copy of each course syllabus must be submitted to the department chair/school director by the end of the first week of classes (**Friday, January 20, 2017**). Please note that individual faculty course syllabi will not be posted electronically, except as noted in section 10.02.a.3 above.

I appreciate your assistance in these student-centered initiatives. Thank you.

Enclosure: Spring 2017 Syllabus Attachment

cc: Bradley Colwell, Interim Chancellor  
Susan M. Ford, Interim Provost and Vice Chancellor for Academic Affairs  
Associate Provost for Academic Programs Office  
Tamara Workman, Director, Registrar's Office