


MEMORANDUM

DATE: July 5, 2023

TO: Deans, Associate Deans, School Directors, Faculty and Staff

FROM: Sheryl A. Tucker 
Provost and Vice Chancellor for Academic Affairs

RE: Course Syllabus Requirements
Fall 2023 Syllabus Attachment

I am delighted to have joined SIU, have the opportunity to work with you and look forward to meeting people as the fall semester gets underway. With fall right around the corner, this Memo includes the usual course syllabus requirements that support the academic success of our students. Once it is released, the fall semester exam schedule can be found at the Office of the Registrar website: <https://registrar.siu.edu/>

The minimum requirements for syllabi are outlined in the collective bargaining agreements (CBAs) with the SIUC Faculty Association (see section 10.02.a.3) and the NTT Faculty Association (see section 11.04.a.3: <https://laborrelations.siu.edu/labor-contracts/>). As required by the CBAs, all faculty must provide a copy of each course syllabus to the school director by the end of the first week of classes (**Friday, August 25, 2023**). Please note, course syllabi are not to be posted electronically except as allowable by the CBAs (Section 10.02.a.3 of FA Contract; Section 11.04.a.3 of NTT Contract). Additionally, under the CBAs, **all faculty, must confirm in writing to the Director that their syllabi have been provided to students by the end of the first week of classes.**

Attached is the recommended syllabus attachment for Fall 2023. You are encouraged to distribute it to students with your course syllabus. This syllabus attachment also is available from the Provost's Forms page: <https://pvcaa.siu.edu/common/documents/syllabus-attachments/syllabus-attachment-fall-2023.pdf>.

I appreciate your efforts to ensure our students' success and best wishes for a smooth start to the fall semester.

Attachment: Fall 2023 Syllabus Attachment

Copy: Austin Lane, Chancellor
Juliane Wallace, Associate Provost for Academic Administration
Saran Donahoo, Associate Provost for Academic Programs
Rachel Frazier, Director, Registrar's Office