MEMORANDUM

DATE: January 4, 2023

TO: Deans, Associate Deans, School Directors

FROM: Office of the Provost and Vice Chancellor for Academic Affairs

RE: Course Syllabus Requirements
               Spring 2023 Syllabus Attachment

As we begin the Spring 2023 semester, I am writing regarding requirements for course syllabi. These are intended, first and foremost, to support the academic success of our students.

First: an important reminder. Following approval by Faculty Senate, we implemented a new procedure in Spring 2018 for establishing an optimized final exam schedule. Accordingly, the final exam schedule will not be released until the 4th week of the Spring semester. Given that this is still a relatively new practice, we recommend that faculty communicate this to the students in their courses. Additional information (including the exam schedule once it is released) can be found here: http://registrar.siu.edu/pdf/examspring23.pdf.

Minimum requirements for syllabi are outlined in the collective bargaining agreements with the SIUC Faculty Association (see section 10.02.a.3) and the NTT Faculty Association (see section 11.04.a.3), which can be found here: https://laborrelations.siu.edu/labor-contracts/

As required by the collective bargaining agreements. All faculty must provide a copy of each course syllabus to the school director by the end of the first week of classes (**Friday, January 20, 2023**). Please note that individual Faculty course syllabi are not to be posted electronically, except as allowable by the collective bargaining agreements (Section 10.02.a.3 of FA Contract; Section 11.04.a.3 of NTT Contract). Additionally, under the Collective Bargaining Agreements, **all faculty, must confirm in writing to the School Director that the syllabus has been provided to students by the end of the first week of classes.**

I have attached the *recommended* Syllabus Attachment for Spring 2023, with important semester dates and central information. We encourage its distribution to students in combination with the syllabus. This syllabus attachment is available from the Provost's Office webpage https://pvcaa.siu.edu/_common/documents/syllabus-attachments/syllabus-attachment-spring-2023.pdf . I appreciate your assistance in these student-centered initiatives and wish you the best for the Spring 2023 term.

Attachment: Spring 2023 Syllabus Attachment

Copy: Office of the Chancellor
           Office of the Associate Provost for Academic Administration
           Office of the Associate Provost for Academic Programs
           Office of the Registrar