

## 12.01.99.R0.05 Guidelines for Content and Distribution of Syllabi: Roles and Responsibilities of Faculty



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### Procedure Summary

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Texas A&M University-Commerce is committed to compliance with standards of sound academic practice and Southern Association of Colleges and Schools Commission on Colleges *Principles for Accreditation*.

This procedure provides faculty members with guidelines for content and distribution of syllabi. It identifies their associated roles and responsibilities. This procedure also fulfills the State of Texas requirements associated with Texas Education Code § 51.974.

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### Procedures and Responsibilities

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#### 1 REQUIRED INFORMATION

Faculty members must provide students the following written information in their syllabi.

- 1.1 Instructor information (name, office location, office hours, office phone, office fax, and university email address); **exclude personal information;**
- 1.2 Course information (textbook information, course description, and student learning outcomes);
- 1.3 Course requirements (instructional methods/activity assessments and grading methods);
- 1.4 Technology requirements (if applicable);
- 1.5 Access and navigation for classes with online delivery components (courses coded as distance learning are asynchronous and may not include fixed time for online requirements or face-to-face presence);

- 1.6 Communication and support for classes with online delivery components. Courses coded as face-to-face must meet on the days and times listed on the course schedule and may not include online components. Online instruction materials in courses coded as enhanced courses are supplements rather than substitutes to regularly scheduled face-to-face class meetings.
- 1.7 Course and university procedures/rules;
- 1.8 Course calendar for the current semester by specific dates;
- 1.9 Tenets of Common Behavior statement: All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See current Student Guidebook);
- 1.10 Campus Concealed Carry statement: Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedure/s/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.
- 1.11 Nondiscrimination notice: A&M–Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.
- 1.12 Students with Disabilities information: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Student Disability Resources & Services  
Texas A&M University-Commerce  
Gea Library, Room 162  
Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148  
[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

- 1.13 Except in extenuating circumstances, such written information must be submitted online as part of the University Schedule of Classes no later than one week prior to the first day of class.
- 1.14 Department Heads are responsible for ensuring syllabi contain the necessary elements and are posted to the university webpage in accordance with TEC§51.974. Departments will monitor and advise the Dean's Office of the timeliness of syllabi posting.

## 2 INSTRUCTIONAL TECHNIQUES AND METHODS

- 2.1 Faculty must select instructional techniques in accordance with the purpose of the institution and appropriate to the specific goals of an individual course.
- 2.2 Faculty members are responsible for selecting instructional methods and delivery systems that provide students with the opportunity to achieve the stated objectives of each course.
- 2.3 Faculty must assure that methods of instruction are appropriate to the goals of the course, capabilities of the students, and at the specified level of study; i.e., baccalaureate, master's or doctoral.
- 2.4 Faculty must evaluate and update their instruction regularly and use the results to insure quality instruction.
- 2.5 Faculty experimentation with methods to improve instruction must be adequately supported and critically evaluated.
- 2.6 Except in extenuating circumstances, faculty must provide a copy of the syllabus specific to the respective course section to the Department Head no later than two weeks prior to the first class meeting. The specific course section syllabus must be in line with the common course syllabus on file in the department office. Copies of syllabi may be requested by external and internal review bodies. Course syllabi are an extension of program plans and supportive of the university mission: *Texas A&M University-Commerce provides a personal, accessible, and affordable education experience for a diverse community of learners. We engage in creative discovery and dissemination of knowledge and ideas for service, leadership, and innovation in an interconnected and dynamic world.*

## 3 FACULTY ACCESSIBILITY

Faculty must inform students of their accessibility for out-of-class advisement and professional consultation relative to course performance and academic achievement. Regardless of the number of classes taught in a semester, office hours are to be maintained pursuant to the A&M-Commerce procedure 33.99.99.R01.01 *Office Hours*.

#### 4 REVIEW OF PROCEDURE

This procedure will be regularly reviewed by the Provost's Office and will be distributed to all faculty via the Faculty Handbook to be found online.

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### **Related Statutes, Policies, or Requirements**

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University Procedure [33.99.99.R0.01 Office Hours](#)

[Student Guidebook](#)

[Faculty Handbook](#)

[SACS Principles of Accreditation](#)

[Texas Education Code § 51.974](#)

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### **Appendix**

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Syllabus Template:

<http://www.tamuc.edu/facultyStaffServices/academictechnology/coursedesign/courseResources.aspx>

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### **Contact Office**

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Office of the Provost and Vice President for Academic Affairs  
903-886-5439

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