

Guidelines for Syllabi and Office Hours

A&M-Commerce Procedure: 12.01.99.R0.05

Approved: September 1, 1996

Most Recent Revision: February 7, 2019

Next Scheduled Review: February 7, 2024

Responsible University Office:

Office of the Provost and Vice President for Academic Affairs

Responsible University Administrator:

Provost and Vice President for Academic Affairs

A&M-Commerce provides faculty members with guidelines for content and distribution of syllabi, and faculty members' associated roles and responsibilities. These guidelines are in compliance with standards of sound academic practice and the Southern Association of Colleges and Schools Commission on Colleges *Principles for Accreditation*.

INSTRUCTIONAL METHODS AND TECHNIQUES: Faculty members are encouraged to facilitate active, participatory, student-centered teaching and learning. In the spirit of teaching excellence and innovation, when selecting and implementing instructional methods and techniques faculty members must (a) select techniques in accord with the university's purpose appropriate to the specific goals of an individual course; (b) select instructional methods and delivery systems that provide students the opportunity to achieve the course objectives; (c) assure instructional methods are appropriate to the goals of the course, capabilities of the students, and at the specified level of study; (d) evaluate and update their instruction regularly and use the results to insure quality instruction; and (e) provide adequate support and critical evaluation of any experimentation with methods to improve instruction. Faculty members are encouraged to document their teaching excellence and innovation in their tenure, promotion, and post-tenure review portfolios.

SYLLABI: Faculty members must submit a syllabus for each course they teach which contains the information set forth in university [Procedure 12.01.99.R0.05](#) Section 1. Each syllabus must be submitted to the faculty member's department head no later than two weeks prior to the first day of class.

OFFICE HOURS: Faculty members must inform students of their accessibility for out-of-class advisement and professional consultation relative to course performance and academic achievement. Faculty members are expected to post a minimum of five office hours each week. These hours are to be included in faculty members' syllabi. These hours can be in person or online, in proportion to the modality of classes taught. Departments may require additional hours.