

## DIGITAL SYLLABI – GUIDANCE FOR ADJUNCT FACULTY January 2012

In order to demonstrate compliance with SACS' standards for academic programs, the university will collect course syllabi and archive them in a secure digital environment. This undertaking will create an essential collection of documents for our SACS peer reviewers and represents an opportunity to further realize the sustainability goals of Objective 5.F of the University's Strategic Plan.

***All syllabi for all courses*** taught in each college are collected and digitally conveyed in a timely fashion from departments to their respective dean's offices. ***All syllabi files should be PDFs.***

### **Collection Process**

Departments are free to design procedures for collection and organization of documents in ways that are suitable to their individual circumstance, although department chairs are ultimately responsible for ensuring that each wave of documents is conveyed to the dean's office by the deadline. ***Adjunct faculty should check with the department chair and/or department office manager to learn the procedures that will be followed for the collection of electronic versions of course syllabi.***

### **Deadlines**

Syllabi are due in the Dean's Office by the end of January for spring semester courses. Departments will, of course, need to collect syllabi earlier than the end of the month in order to ensure timely submission as required to the Dean's Office. Adjunct faculty should check with the department chair and/or office manager to learn specific deadlines to be followed for collection of a particular department's digital course syllabi.

### **Syllabi Requirements**

Section 5.4.6 of the *University Faculty Handbook* outlines what should be included in a syllabus:

**5.4.6 Course Plans and the Syllabus** Class sizes are decided by the department in consultation with the Dean. With the exception of courses for which a common syllabus is agreed upon by those teaching it, course plans are the responsibility of the individual instructor. Instructors have the right to determine the requirements of the courses that they teach, within the limitations of departmental and general faculty policy. Faculty should provide students with a course syllabus containing the following: (a) instructor identification, (b) course identification, (c) course goals and objectives, (d) required materials (textbooks, lab manuals, etc.), (e) calendar (assignment due dates, tests, etc.), (f) instructor's position on class participation, (g) grading rationale, (h) what will be reported as *unsatisfactory* on mid-semester reports, (i) accommodations for students with disabilities, and (j) how the Honor System provisions are applied in the course. Individual colleges and departments may determine additional requirements for syllabus preparation.

### **Naming Conventions**

To ensure ease of organization, it will be necessary to adopt and use common naming conventions for these documents. The following conventions should be applied uniformly:

Syllabi:           4 Letter Discipline Code-3 Digit Course Number and 2 character suffix-  
Faculty Name-Term  
COMM-209-JMorello-201201  
FSEM-100xx-LPenwell-201201

In addition, the following should guide file name creation:

- 1) Separate identifying information with dashes, not underscores.
- 2) Faculty names should be listed as first initial of the first name and full last name.  
(e.g. Jay Harper would be JHarper)
- 3) Do not use apostrophes in names (e.g. use ODonnell, not O'Donnell), although hyphenation is fine (e.g. MGendernalik-Cooper).
- 4) Use the six digit Banner designation for Term.  
  
201201 (Spring 2012)
- 5) Multiple sections – if multiple and different sections from the same instructor, number the section after 3 Digit Course Number and 2 character suffix:

*Example*

GEOG-221-01-DBowen-201201  
GEOG-221-02-DBowen-202101