

## VII-3.4 Syllabus Requirements

Approved by University Faculty Senate, 5/6/16

Approved by Provost, 5/6/16

Approved by President, 6/17/16

Periodic Review: every three years or less (may be reviewed each year)

Updates Faculty Handbook for CLA, MSB, CPA and will impact *VII-3.3 Syllabus Requirements, SL*

Name of Responsible Administrator: Provost, Deans, Associate Deans, Asst. VP for Academic Innovation and Instructional Support

Area of Responsible Administrator: Academic Affairs

Policy contact: Catherine Andersen, Office of the Provost

Policy is required by Middle States

### 1. Purpose

A syllabus is essentially a course contract and a key element in the assessment of student learning and the integrity of degrees. This policy provides guidance on articulating course expectations in a timely way and in a manner relatively consistent across different offerings of an individual course, while ensuring individual faculty have appropriate discretion with the syllabus. The policy calls for a searchable syllabus repository that students and faculty may use, and it describes additional resources to be provided to faculty to assist them in disseminating information to facilitate student success and to help meet university requirements from various oversight bodies.

### 2. Syllabus Availability

- a. For each section of each course offered at UB, a syllabus will be available to students and to the appropriate Office of the Dean, to the attention of the associate dean, no later than the first day of classes in a term in which the course is offered.
- b. In the case of a late assignment to teach a course, some material on the syllabus may be labeled as tentative where appropriate.
- c. Associate deans shall be responsible for determining if syllabi are complete and current.

### 3. Syllabus Repository

- a. It is the responsibility of each associate dean to ensure that course syllabi in their school/college for each term are electronically uploaded to the Syllabus Repository within two weeks of the start of classes.
- b. In the case of a late assignment to teach a course, a faculty member may modify as appropriate the information provided on the course syllabus uploaded to the Syllabus Repository.
- c. The Syllabus Repository will be electronically available for viewing and searching by enrolled UB students, active adjunct faculty members, and full- and part-time faculty members, as well as UB administrators.

### 4. Syllabi and Student Learning Outcomes

- a. Each time a course is offered, the syllabus must include the student learning outcomes approved for that course by program faculty.
- b. If the course meets a general education requirement, the learning outcomes associated with that general education requirement must also be on the syllabus. The same is true for the

learning outcomes for First-Year Seminar and Learning Communities or other program learning outcomes, as appropriate.

- c. An individual faculty member may choose to add one or more measurable, course-specific learning outcomes to those approved by program faculty for his/her offering of the course.

## 5. Resources for Syllabi

- a. The Office of the Provost will provide a syllabus template that will be available electronically (e.g., on Sakai, on the Office of the Provost website under Faculty Affairs) that can serve as a checklist of required content for individual syllabi in the Yale Gordon College of Arts and Sciences, the College of Public Affairs, and the Merrick School of Business. Required content includes, but is not limited to, official course name and abbreviation (e.g., ENGL 232), catalog course description, credit hours offered, grading policy, student learning outcomes, required texts, instructor name and contact information, and methods of assessment.
- b. The Office of the Provost will provide a resources addendum for courses that is aimed particularly at the students the Yale Gordon College of Arts and Sciences, the College of Public Affairs, and the Merrick School of Business. It will be available electronically (e.g., on Sakai, on the Office of the Provost website under Faculty Affairs). This addendum will include, but not be limited to, updated information for the academic year related to accommodations for students with special needs, academic support services, technology services, counseling, and student life.
- c. Each syllabus will have a link to the syllabus addendum or attach the addendum.
- d. The material referenced in (b) and (c) here will include items required of the University by various federal and state regulations and by regional accreditation, as well as items useful for facilitating student retention and success.

6. The School of Law shall comply with this policy with respect to 1-4 and may include additional requirements in its syllabus materials (cf. UB Policy Guide VII. 3.3).

## 7. Attachments

- a. See attached syllabus elements for the Yale Gordon College of Arts and Sciences, the College of Public Affairs, and the Robert Merrick School of Business.

(12/16/16 update: The Policy Guide will include links to the sample syllabus template that is current and to the current resources addendum.)

## Syllabus Elements (YGCAS, CPA, MSB)

### Required Syllabus Elements:

- Course catalog description
  - Course name, alpha-numeric designation, official catalog course description, number of credit hours
- Section number, meeting day and time
- Faculty contact information
  - Name, UB email address, office hours and location, phone
- Student Learning Outcomes

Describe what is expected of the students in regard to course learning and skills; these are articulated, in one way, as learning goals for the course (“by the end of this course, you will be able to...” and/or statements of what the instructor expects students to accomplish in the course. Syllabi are to include:

  - Course-level SLOs approved by the program faculty for the course (on course definition document; see program director as needed)
  - Optional: the faculty member’s measurable SLOs for that section (1-3)
  - If applicable, general education and graduation requirement SLOs
- Texts and other required reading/materials
  - Include ISBN for required texts
- Course requirements/assignments
- Course calendar/schedule of course activities/assignments
  - May include language to allow for changes at instructor’s discretion
- Grade evaluation procedure
  - Basis for grade/grading policy and clear information about how the grade is calculated
  - Explain what values are attribute to assignments
  - May include information on where/how students access their grade
- Attendance policy/ tardiness policy
- School/college and UB syllabus addendum to be provided to students (procedures, certain policies, resources for students)
- Additional recommended elements:
  - Assignment/make-up work policies
  - Policies around communication between faculty and students
  - Emergency procedures (unexpected university or campus closing, illness etc.)
  - Technology/cell phone policy
  - Reading day
  - Personal and professional policies that may apply