

MOTION: Update Faculty Handbook section on course syllabi to include language requiring the inclusion of an accessibility statement, course recording statement, and Title IX policy statement.

THE ISSUE

It has been several years since the *Faculty Handbook* statement on course plans and the syllabus has been reexamined and updated. A change in how the Office of Disability Resources refers to its syllabus statement, along with expectations to include additional syllabi statements, have created a need to alter the *Faculty Handbook* language regarding the items that should be included in a syllabus. The handbook language related to course syllabi should be updated to include additional items required by UMW policies.

CURRENT LANGUAGE

(http://publications.umw.edu/facultyhandbook/section_5/policies/#hb546)

5.4.6 Course Plans and the Syllabus 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 they teach, based on the course description as published in the appropriate *Academic Catalog* and within the limitations of college, department and university policy. Faculty should provide students with a course syllabus containing, at a minimum, the following: (a) instructor identification and contact information, (b) course identification, (c) course goals and objectives, (d) required materials (textbooks, lab manuals, etc.), (e) course calendar (assignment due dates, tests, etc.), (f) guidelines for class participation, (g) basis for determining final grades and mid-semester progress reports (in undergraduate courses, where required), (h) accommodations for students with disabilities, and (i) instructor's statement of adherence to the Honor System. Individual colleges and departments may determine additional requirements for syllabus preparation.

PROPOSED LANGUAGE (new language in red; text in blue indicates a new hyperlink)

5.4.6 Course Plans and the Syllabus 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 they teach, based on the course description as published in the appropriate *Academic Catalog* and within the limitations of college, department and university policy. Faculty should provide students with a course syllabus containing, at a minimum, the following: (a) instructor identification and contact information; (b) course identification; (c) course goals and objectives; (d) student learning outcomes, including (when applicable) general education learning outcomes; (e) required materials (textbooks, lab manuals, etc.); (f) course calendar (assignment due dates, tests, etc.); (g) guidelines for class participation; (h) basis for determining final grades and mid-semester progress reports (in undergraduate courses, where required); (i) **accessibility statement**; (j) **course recording policy statement**; (k) **Title IX policy statement**; and (l) instructor's statement of adherence to the Honor System. Individual colleges and departments may determine additional requirements for syllabus preparation. **Sample syllabi statements for addressing accessibility, the recording policy, and the Title IX policy are available at the [Provost's web site](#). Instructors should distribute the syllabus to students no later than the first scheduled meeting of the course (or the first day of the semester/term for fully online courses). Instructors are required to submit a digital copy of the syllabus to the department chair and/or college dean's office in each semester/term they are teaching.**