

Motion to require course syllabi

Motion: The Committee on Educational Policies and Planning (CEPP) moves adoption of the following changes to the Faculty Handbook in order to specify that faculty members should provide their students the semester's course syllabus.

Rationale: CEPP affirms that it is best practice to have a current syllabus for each course, to distribute the syllabus to all students in the course, and to clearly notify all students of any major changes to the course. A course syllabus protects the academic rights of both students and faculty. CEPP recognizes that an effective syllabus can take several approaches or forms, and may be subject to modification over the course of the semester. In developing this motion, CEPP has consulted with CAFR and CC.

Proposed Changes to *Faculty Handbook*; **Changes indicated in bold**

Part One (Faculty Rights and Responsibilities), Article VII (Rights, Obligations, and Responsibilities of All Faculty)

C. Academic Responsibilities

2. *Class Sessions:* Faculty members will meet all classes as scheduled by the Office of the Registrar, or make suitable arrangements approved in advance by Department Chairs for limited replacement. Other responsibilities may include supervision of field work, independent study, and internships. Faculty members who cannot attend an assigned class shall notify their students and Department Chair as soon as possible, and preferably in advance. Faculty members are asked to notify the Department Administrative Assistant or Chair and the Registrar immediately whenever unable to teach because of illness.
3. *Syllabi:* Faculty members are required to provide their students the semester's course syllabus (see Part Two, Article III [Academic Policies], Section A).

Part Two (Faculty Governance), Article III (Academic Policies)

A. Course Syllabi. Faculty members will provide their students the semester's course syllabus (print or electronic), on or before the first day of class. The following policy does not apply to independent educational opportunities (e.g., independent studies, internships, and thesis or individual research

- Instructor name, office location, contact information, office hours
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