

College of Arts and Sciences Policy on Syllabi Collection and Storage

Congruent with and in support of the University Senate's policies on syllabi content requirements and syllabi provision to students, the College of Arts and Sciences requires that each academic unit collect, store and maintain the syllabi for all course offerings on a semester basis. These records serve as source documents related to the College's instructional program and shall be kept for up to 6 years consistent with University archival guidelines to ensure availability in student grievances and other inquiries. Departments will store and maintain syllabi electronically on the office network or in binders kept in the departmental office. These procedures will help the College to ensure that Senate policies related to syllabi are being followed consistently and uniformly.

Rationale

- Per University bulletins, every instructor of record is required to create a syllabus whose minimum contents are spelled out in the bulletins. Per University Senate legislation every student is to be provided with a syllabus.
- The syllabus is the central document of a college course and is viewed by courts as a legal contractual document when student concerns or grievances arise.
- Syllabi remain the primary evidence in grievance procedures. This becomes critical when instructors of record are no longer with the University and there is no record for the process.
- Syllabi need to be readily available to meet requests from students who have gone on to graduate school and need a syllabus for prerequisite consideration, to obtain a waiver for a requirement or to secure advanced standing. The College needs a systematic way to address such requests, especially when a faculty member is no longer with the University.
- Syllabi are connected to many different forms of assessment, including program review, Middle States, etc.