



POLICY AND PROCEDURE

TITLE:	Syllabi Archiving
---------------	--------------------------

POLICY STATEMENT:

Each department must maintain a master syllabus, a copy of the syllabi used for each course, and copies of individual instructors' syllabi.

PROCEDURE DETAILS:

When a new course is developed, a master syllabus is created and used as the template for all faculty members who teach the course. The master syllabus is reviewed and approved by the program faculty.

Each semester, individual faculty use the master syllabus to create their own course syllabus that includes such specifics as instructor name and contact information, office hours, assignment dates, etc. A copy of this syllabus is provided to the Department for review and archiving.

Areas of Responsibility:

Deans – Ensure that 1) a master syllabus exists for each course and 2) individual faculty syllabi are collected and archived each semester.

Program Director – Oversees the development and approval of the master syllabus.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☐ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☐ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

DEFINITIONS:

Master Syllabus

- Syllabus that was designed by a designated faculty member and approved by the program faculty. Includes the major learning outcomes and assignments for a specific course. Serves as the template for all faculty who teach the course.

Individual Faculty Syllabus

- Syllabus that is consistent with the master syllabus but includes the specific information for the individual faculty member in a given semester.

EXCLUSIONS:

N/A

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Provost and Dean of Faculty

HISTORY:

Created November 2016

Approved by Academic Affairs Committee December 2016

Reviewed May 2017

Reviewed December 2019

Updated January 2020

Revised July 2025

EFFECTIVE DATE:	November 2016
RESPONSIBLE OFFICE (ONLY ONE):	Office of the Provost and Dean of Faculty
REVIEW DATE:	Annually