

Brothers, Sheila C

From: Jones, Davy
Sent: Friday, January 06, 2012 1:53 PM
To: Brothers, Sheila C
Subject: syllabus issue

The Senate Rules and Elections Committee frequently receives inquiries about what are the contents required to be contained in a course syllabus vs. what contents are at the discretion of the Instructor of Record who is responsible for the course. There appears to be confusion by both Instructors of Record (concerned with individual faculty privilege) and Department or College Faculty bodies, and Councils of the Senate (which are concerned with making or enforcing syllabus policies), as to what is or can be made to be 'officially required.' At present, there are no Senate Rules prescribing the style in which information is presented in a syllabus. At present, only requirements in the Senate Rules for the kinds of substantive information that must be provided in course syllabi are as listed below.

Question:

Are any changes warranted at the level of Senate Rules on the style or kinds of substantive information required to be presented in syllabi?

3.1.4

3.1.4 Expectations in 400G and 500-level courses

"The **grading scale** for both graduate and undergraduate students must be clearly stated in the syllabus."

5.2.4.2.E

"If **attendance** is required by the class policies elaborated in the syllabus or serves as a criterion for a grade in a course ..."

5.2.4.6.E (Note: this is about 'dead week' only applies to undergraduate programs)

"No project/lab practicals/paper/presentation deadlines or oral/listening examinations may be scheduled to fall during the Dead Week unless it was scheduled in the syllabus AND the course has no final examination (or assignment that acts as a final examination) scheduled during finals week."

6.1.1

"Students have the right to expect the course to correspond generally to the description in the official *Bulletin* of the University of Kentucky and the right to be informed in writing (in the course syllabus) at the first class meeting about the nature of the course--the **content**, the **activities to be evaluated**, and the **grading practice** to be followed. Whenever factors such as **absences or late papers** will be weighed in determining grades, a student shall be informed."

6.1.3

“All teachers must inform the undergraduate students in their courses of their current **progress based on the criteria** in the syllabus before the following dates ... Students have the right to receive **grades based only** upon fair and just evaluation of their performance in a course as measured by the **standards** announced by their instructor(s) in the written course syllabus at the first class meeting.

Recent Senate Rule not yet codified:

“Faculty shall indicate in their syllabus how much advance notice they require from a student requesting an accommodation [for absence due to religious observance]. “

The Senate in February 2009, adopted a policy wholly nonbinding and unenforceable policy relating to syllabus “guidelines:”

“The Chair explained that the Senate was being asked to approve new University Senate Syllabi Guidelines for faculty to use as guidelines when preparing syllabi for course applications for submission to an academic council (Graduate Council, or GC; Health Care Colleges Council, or HCCC; and Undergraduate Council, or UC). The Syllabi Guidelines are based on wording from the Ombud and from input received. ... Troske **asked if faculty at large would be bound** by the Syllabi Guidelines; Tagavi (senator and Ombud) **replied that that was not the case** – the Syllabi Guidelines were designed to give uniformity amongst the GC, HCCC and UC when reviewing course applications. The Syllabi Guidelines would be neither retroactive **nor would faculty at large be expected to adhere to them**; the Syllabi Guidelines were intended to be used by the academic councils, within the Senate apparatus.”