Guidelines for Syllabi and Office Hours

A&M Commerce Procedure: 12.01.99.R0.05
Approved: September 1, 1996
Most Recent Revision: July 7, 2016
Next Scheduled Review: July 7, 2021

A&M Commerce Procedure: 33.99.99.R0.01
Approved: September 1, 1996
Most Recent Revision: July 5, 2011
Next Scheduled Review: October 6, 2020

Responsible University Office:
Office of the Provost and Vice President for Academic Affairs

Responsible University Administrator:
Provost and Vice President for Academic Affairs

A&M-Commerce provides faculty members with guidelines for content and distribution of syllabi, and faculty members’ associated roles and responsibilities. These guidelines are in compliance with standards of sound academic practice and the Southern Association of Colleges and Schools Commission on Colleges Principles for Accreditation.

INSTRUCTIONAL METHODS AND TECHNIQUES: Faculty members are encouraged to facilitate active, participatory, student-centered teaching and learning. In the spirit of teaching excellence and innovation, when selecting and implementing instructional methods and techniques faculty members must (a) select techniques in accord with the university’s purpose appropriate to the specific goals of an individual course; (b) select instructional methods and delivery systems that provide students the opportunity to achieve the course objectives; (c) assure instructional methods are appropriate to the goals of the course, capabilities of the students, and at the specified level of study; (d) evaluate and update their instruction regularly and use the results to insure quality instruction; and (e) provide adequate support and critical evaluation of any experimentation with methods to improve instruction. Faculty members are encouraged to document their teaching excellence and innovation in their tenure, promotion, and post-tenure review portfolios.

SYLLABI: Prior to the first class meeting, faculty must provide the department head with a copy of the syllabus for the specific course section they will be teaching. This syllabus must be in line with the common course syllabus on file in the department office. A list of required information to be included on syllabi is described in the Syllabus Interactive Checklist for face-to-face and online classes, and the Syllabus Template that also includes details on technology requirements, access and navigation for online classes. Both forms are available on the Center for Faculty Excellence and Innovation Forms and Processes webpage.

OFFICE HOURS: Faculty members must inform students of their accessibility for out-of-class advisement and professional consultation relative to course performance and academic achievement. Faculty members are expected to post a minimum of five office hours each week. These hours are to be included in faculty members’ syllabi. These hours can be in real time or online, in proportion to the modality of classes taught. Departments may require additional hours.