

UNH FACULTY SENATE
MOTION # XXIII – M28
Motion on Universal Expectations for Syllabi

1. Motion presenter: Harriet Fertik, on behalf of the Student Affairs Committee
2. Dates of Faculty Senate discussion: 04/29/2019, 05/06/2019
3. **Rationale:** In April 2018, the Student Senate passed a motion “to recommend the addition of a policy to the Student Rights, Rules, and Responsibilities that mandates that all academic courses are accompanied with a syllabus within the first two weeks of the semester” and “to urge that the mandate states that all syllabi must include as least the following: the grading policy, professor and teaching assistant contact information and office hours, semester requirements, the Academic Honesty Policy, and the Disability Statement” (Student Senate Resolution XXXIX – 43). Although there are very limited mechanisms to enforce a mandate that faculty provide syllabi, a syllabus that outlines required assessments and assignments for the course, grading policy, instructor contact information, and office hours is crucial for students’ success and will make courses more accessible to all students. The courses taught at the University of New Hampshire are enormously diverse in content and format, and syllabi will necessarily be similarly diverse, but all instructors should be able to provide basic information about the expectations and requirements for their courses. Many units at UNH already request that faculty submit copies of their syllabi at the beginning of each term.
4. **Motion:** The Faculty Senate moves that all department chairs and/or program coordinators request that all instructors distribute syllabi to all students enrolled in their courses and submit copies of the syllabi to department or program staff within the first two weeks of each semester. Syllabi should include information on required assessments and assignments, grading policy, instructor contact information, and office hours, as well as references to policies on Academic Honesty, Disabilities, Mental Health, Classroom-Behavior Expectations, and Confidentiality and Mandatory Reporting, for which sample language is distributed by the Dean of Students. Such information may be distributed through electronic means (such as Canvas) or in hard copy.
5. **Senate action:** The motion passed with 52 in favor, none opposed, and 1 abstention.
6. 

Senate Chair, Robert S. Smith

Forwarded to the following on May 10, 2019

President James Dean
Provost Wayne Jones
P.T. Vasudevan, Senior Vice Provost for Academic Affairs Ted Kirkpatrick,
Senior Vice Provost for Student Affairs
Terri Winters, Assistant Vice Provost for Digital Learning & Communication
All deans
All department chairs
Student Body President, Allie MacPhee
Student Body Vice President, Kelsey Crowley