

## TRANSMITTAL OF FACULTY SENATE LEGISLATION

Faculty Senate legislation is to be submitted to the chancellor to approve or disapprove within ten calendar days after the Assembly review period. The chancellor may approve or disapprove any Faculty Senate legislation within a period from the eleventh through the twenty-fifth calendar day after the Faculty Senate action has been presented to the Assembly, unless the Assembly has been petitioned to amend or rescind the Faculty Senate legislation. In the latter case, the chancellor's approval or disapproval shall be made no later than fifteen calendar days after the Assembly has voted on and failed to approve a motion to amend or rescind a legislative action of the Faculty Senate. The chancellor shall provide written reasons for disapproval to the Faculty Senate.

**To the Chancellor of the University of Arkansas at Little Rock:**

The following legislation passed the UALR Faculty Senate on 1-19-2018.  
Be it resolved to adopt the following:

## Syllabus, Office Hours, and Regular and Substantive Contact Policy (404.8):

Every approved course<sup>1</sup> must have a concise statement outlining the main points of study and the procedures used in the course. This statement must be delivered<sup>2</sup> to the student at the beginning of the course, no later than the end of the schedule adjustment period. Changes during the operation of the course must be communicated to the students in a timely manner. A multi-page syllabus must include page numbers.

This statement must contain the following:

1. The university-approved<sup>3</sup> course prefix, number, course description, and prerequisites.
2. The university-approved disability statement (see Faculty Senate legislation, FS\_2011-12\_01, 9/23/2011)
3. The university-approved inclement weather policy (215.1).
4. An academic integrity statement.
5. The program-approved<sup>4</sup>, measurable course learning objectives<sup>5</sup> as required by the Credit Hour Policy (see 404.11). There must be at least one course objective.
6. Any deviations from the Standard Credit Hour (see Credit Hour Policy, 404.11)

<sup>1</sup> Excludes ad hoc courses, such as independent study courses, seminars, colloquia, and special topics. The specific offering of such ad hoc courses requires a learning agreement that contains all information detailed in this policy that is relevant to that course.

<sup>2</sup> Delivery may be through electronic means such as email or blackboard or through paper delivery.

<sup>3</sup> See Article III of the Constitution (covering Undergraduate Council and Graduate Council) and Article IV of the Constitution.

<sup>4</sup> In the case of general education courses, the approval step may require action by the Council on Core Curriculum and Policies.

<sup>5</sup> From the Council on Core Curriculum and Policies glossary:

"Learning objectives are statements about how a student will demonstrate achieving the learning outcomes. The learning objectives are more specific than the learning outcomes and each outcome has 1 or more learning objectives. Learning objectives often use Bloom's Taxonomy and provide the basis for assessment of student work. For clarity, it helps if a learning objective has one action, rather than multiple actions packed into one."

7. The instructor-approved required materials, such as textbook and technologies needed to participate in the course.
8. The instructor's attendance policy (see Attendance and Withdrawal Policy, 404.4)
9. The instructor's grading policy, which must describe how the final grade will be determined and what course assignments (e.g., exams, homework, artifacts, projects) will be required.
10. The instructor's late/make-up policy.
11. The instructor's statement on Regular and Substantive Contact, which is a clear statement explaining the following:
  - a. Office Hours: The method(s) and scheduled time(s) the instructor will use to be available for student-initiated contact (for example, virtual office hour meetings, message/email, phone call, chat, meeting in person, a combination of several, or other) during business hours, as well as an expectation for method of contact outside of business hours (i.e., weekends and holidays);
  - b. Instructor Presence: The expected regularity of instructor-to-student interaction<sup>6</sup> and how it is distributed throughout the term (this will vary based on type of course, modality, length of course term, and specific course activities). If there is a need for interruption of interaction for an extended time period, the instructor should announce this interruption to the class.

The Instructor may include additional information beyond these required items.

### **Citation and Modification**

This policy must be cited in any curricular documents that excerpt it (such as the Undergraduate Catalog), and the Faculty Senate Executive Committee (or their designee) should review those documents before they are finalized. Wherever there is a substantive conflict between the document which quotes this policy and this policy, this policy shall be followed.

The policy can be modified through legislative action of the Faculty Senate (see Article III of the Constitution of the Assembly of the University of Arkansas at Little Rock).

Unless otherwise specified in the legislation, changes to this policy take effect in the Fall semester of the nine-month academic year subsequent to the approval of the legislation.

**And be it resolved** that the Faculty Senate recommends that the appropriate administrative office develop a page with links to the relevant policies required by the syllabus and that a template with all university-level policy information be prepared so that uniform syllabi can be developed by faculty.

Disseminated to University Assembly 4/26/2018 (date)

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<sup>6</sup> Interaction includes but is not limited to in-class lectures, laboratory instruction, discussion board feedback, replying to messages from students, posting assignment grades and feedback on student work, commenting on journals, blogs, or other assigned work, use of virtual meeting space (chat room, video conference, etc.), email contact within or outside course management system, phone or text contact, faculty-provided supplemental notes, lectures, discussion posts, or videos in response to general student progress in the course (e.g., analysis/synthesis of recent course content, or summary of class progress, or an explanation of common errors on a recent assessment)

Faculty Senate President's Signature

  
Andrew Wright

Date 4/26/2018

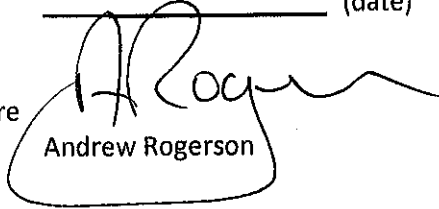
Received in chancellor's office on \_\_\_\_\_

(date)

Chancellor's Action:

APPROVED

Chancellor's Signature

  
Andrew Rogerson

Date

5/2/18

DISAPPROVED Chancellor's Signature  
(reasons to be attached)

Andrew Rogerson

Date \_\_\_\_\_