



TO: SUNY Cortland Faculty

FROM: Dr. Chris Widdall  
Chair, Educational Policy Committee

DATE: April 19, 2019

RE: EPC's Recommendation for Revised Syllabus Requirements for SUNY Cortland

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At the request of several groups (Student Learning Outcomes Committee, GE Committee, Teacher Education Council, and concerned faculty) the Education Policy Committee (EPC), was asked to review the syllabus requirements that were found in section 220.02 of the College Handbook, and work to make changes that would:

- Remove old language that references the special needs for just teacher education programs, as this is no longer needed for their accreditation body.
- Include requirement of course attributes on all campus syllabi.
- Include important college statements that should be delivered and discussed in all courses.
- Incorporate language that includes student learning outcomes as a requirement to the syllabus.
- Create a constant syllabus structure for all disciplines that can focus on the unified institutional mission and goals for the campus.
- To decrease confusion for students and faculty on the components that must be included in the syllabus.

After several discussions and review of the section in which the syllabus requirements were embedded, Responsibility of Faculty, College Handbook 220.02, the EPC believed to meet the requested revision effectively, the entire section needed revision considerations.

Presented here, for vetting, is a revision of College Handbook, section 220.02, Responsibility of Faculty. Due to the excessive realignment of the content, we have attached a second document to show, to the best of our ability, a side-by-side. Additionally, a copy of the current Syllabus Requirements, College Handbook, section 220.02, Responsibility of Faculty, is included as a

separate attachment or can be found at, <http://www2.cortland.edu/offices/publications/handbook/part-two/#chapter220> for review.

### **For Vetting Consideration to all SUNY Cortland Faculty:**

#### **220.02 RESPONSIBILITY OF FACULTY**

**As used in this section, “faculty” shall mean instructor(s) of record.**

#### **Office Hours**

Within the first ~~two~~ week of classes, faculty will post their office hours for students and submit them to their department chair who will send a copy to the dean of the school. As a part of its strong commitment to undergraduate teaching, Cortland prides itself on the availability of faculty to meet with students. To ensure that students have adequate access to faculty, the following requirements apply:

- Faculty with a full teaching obligation must be available for at least five hours per week to meet with students. The hours should be spread through the week and at different times of the day.
- Faculty with part-time teaching assignments should hold proportionate office hours.

Department chairs and deans will address any variations in these expectations. These faculty office hours are not inclusive of academic advisement responsibilities.

#### **Class Schedule**

Faculty are required to meet with their classes at the times described in the official Cortland course schedules. Faculty should note the following attendance policies and expectations:

- Faculty are obligated to meet their classes during each scheduled class period, including those classes scheduled two business days before and after each break and holiday.
- Faculty, with the approval of the department chair, may reschedule a particular class session for special purposes such as testing, attendance at special programs, seminars, and field trips.
- Faculty who cannot hold class for any reason including illness, absence from campus, unforeseen emergency, or another professional obligation, shall make a reasonable effort to arrange coverage of the course with another qualified person for the duration of the absence, unless, by mutual agreement between the chair and the instructor, other educational arrangements are warranted.

Deviations from the posted schedule must be approved by the dean of the school, following consultation with the department chair and with the Registrar. To change a course meeting time faculty must ensure that:

- All students enrolled in the course have no conflicts with any other scheduled course including laboratory or performance type courses, and
- No student would be subjected to extreme inconvenience by the time change.

#### **Syllabus Requirements:**

During the first week of classes (preferably at the first class) a syllabus should be distributed and discussed with all students. The syllabus must include all items listed in these five categories:

### **1. General Information**

- Name of the institution (SUNY Cortland)
- Name of the department (lead department if cross-listed)
- Term and year of the course

### **2. Instructor Information**

- Name of instructor(s)
- Office location and hours
- Instructor's SUNY Cortland email address
- Campus telephone number

### **3. Course Information**

- Course prefix, number, title, and credit hours
- Catalog course description/course objectives
- Student learning outcomes
- Required course materials (eg. Textbooks, journal articles, library and/or online resources)
- Class meeting times
- Description of assignments and approximate dates
- Assessment method and grading policy
- Attendance policy

### **4. Approved Course Attribute Designation**

- General Education (GE) category
- Writing Intensive (WI)
- Presentation (PRES)
- Liberal Arts (LASR)
- Department specific course requirements are needed for some programs. Faculty should consult with their respective department guidelines for additional requirements.

### **5. Required College Statements**

Faculty must include and discuss the information regarding the following statements on their syllabus. Faculty may do so by including the wording provided below or by linking to this section of the College Handbook in which the statements are provided.

- Academic Integrity Statement
- Disability Statement
- Diversity Statement
- Inclusive Learning Environment Statement
- Title IX Statement

**Academic Integrity Statement:** Faculty must include in all syllabi a reference to upholding academic integrity and intolerance of academic dishonesty. Suggested wording: All students are expected to uphold academic integrity standards. Plagiarism is defined as taking the ideas of others and using them as one's own without due credit. Students who cheat in examinations, course assignments, or plagiarize in this course may be disciplined in accordance with university rules and regulations. (College Handbook, Chapter 340.)

**Disability Statement:** Required wording: “As part of SUNY Cortland’s commitment to a diverse, equitable, and inclusive environment, we strive to provide students with equal access to all courses. If you believe you will require accommodations in this course, please place a request with the Disability Resources Office at [disability.resources@cortland.edu](mailto:disability.resources@cortland.edu) or call 607-753-2967. Please note that accommodations are generally not provided retroactively so timely contact with the Disability Resources Office is important. All students should consider meeting with their course instructor who may be helpful in other ways.” (College Handbook, Chapter 745)

**Diversity Statement:** Required wording: “SUNY Cortland is dedicated to the premise that every individual is important in a unique way and contributes to the overall quality of the institution. We define diversity broadly to include all aspects of human difference. The College is committed to inclusion, equity, and access and thus committed to creating and sustaining a climate that is equitable, respectful and free from prejudice for students, faculty and staff. We value diversity in the learning environment and know that it enhances our ability to inspire students to learn, lead and serve in a changing world. We are committed to promoting a diverse and inclusive campus through the recruitment and retention of faculty, staff and students. As a community, we hold important the democracy of ideas, tempered by a commitment to free speech and the standards of inquiry and debate. To this end, we are dedicated to developing and sustaining a learning environment where it is safe to explore our differences and celebrate the richness inherent in our pluralistic society.” (College Handbook, Chapter 130)

**Inclusive Learning Environment Statement:** Required wording: “SUNY Cortland is committed to a diverse, equitable and inclusive environment. The course instructor honors this commitment and respects and values differences. All students enrolled in this course are expected to be considerate of others, promote a collaborative and supportive educational environment, and demonstrate respect for individuals with regard to ability or disability, age, ethnicity, gender, gender identity/expression, race, religion, sex, sexual orientation, socio-economic status or other aspects of identity. In an environment that fosters inclusion, students have the opportunity to bring their various identities into conversation as they find helpful, but are not expected to represent or speak for an entire group of people who share aspects of an identity. If you have any questions or concerns about this statement, contact the Institutional Equity and Inclusion Office at 607-753-2263.” (IEIO <http://www2.cortland.edu/about/diversity/>)

**Title IX Statement:** Required wording: “Title IX, when combined with New York Human Rights Law and the New York Education Law 129-B, prohibits discrimination, harassment and violence based on sex, gender, gender identity/expression, and/or sexual orientation in the education setting. The federal Clery Act and NY Education Law 129-B

provide certain rights and responsibilities after an incident of sexual or interpersonal violence. When a violation occurs, victims and survivors are eligible for campus and community resources. Where the College has jurisdiction, it may investigate and take action in accordance with College policy. If you or someone you know wishes to report discrimination based in sex, gender, gender identity/expression, and/or sexual orientation, or wishes to report sexual harassment, sexual violence, stalking or relationship violence, please contact the Title IX Coordinator at 607-753-4550, or visit [cortland.edu/titleix](http://cortland.edu/titleix) to learn about all reporting options and resources. (Updated by SUNY Legal Feb. 1, 2018.)” (Title IX [www.2.cortland.edu/titleix](http://www.2.cortland.edu/titleix))

Additional syllabus components (e.g. faculty course description, contract for engagement, faculty cell number, reference to student support services) can be added at the discretion of the faculty member while maintaining program guidelines and department compliance.