



Vita and Syllabi Requirements

Curriculum Vitae

[Texas Administrative Code 4.227](#)

A document that summarizes the career and qualifications of the instructor of record, including at least the following:

- All institutions of higher education attended, with the degree(s) earned.
- All previous higher education teaching positions, including the names of the institutions, the position, and beginning and ending dates.
- A list of significant professional publications (discipline-related refereed papers/publications, books/book chapters, and juried creative performance accomplishments) relevant to the academic positions held, including full citation data for each entry.
- The CV may include the instructor's professional contact information, such as office telephone number, work address, and institutional email address. Vitae are not required to include personal information about the instructor, such as the home address or personal telephone number.

This must be posted through [Blackboard](#) by an early semester deadline, normally the fourth class day.

Syllabus

[Texas Administrative Code 4.227](#) and [ASU Operating Policy 06.14 1.e](#)

A document describing the course that satisfies any standards for syllabi adopted by the institution (listed below). The document shall include, at a minimum, the following:

- A brief description of each major course requirement, including each major assignment and examination.
- The measurable learning outcomes for the course, along with the methods for assessing them.
- A general description of the subject matter of each lecture or discussion.
- Lists of any required or recommended readings.
- The criteria for grade determination.
- The date and time of the final examination.
- Office hours and/or hours of outside-of-class contact.
- Statements on university policy concerning the following.
 - Academic honesty: *Academic misconduct includes cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, violations of published professional ethics/standards, and any act or attempted act designed to give unfair academic advantage to oneself or another student.* See the [Angelo State University Student Handbook](#), Part II B: [Academic Integrity](#) for more information.
 - Reasonable accommodations for students with disabilities ([ASU OP 10.15](#)): *Faculty members will include in each course syllabus a statement directing students to the Office of Student Affairs to initiate a request for accommodation.* A [proposed syllabus statement](#) is available on the [SAEM website](#).
 - Student absence for observance of a religious holy day ([ASU OP 10.19](#)): *A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.*

Syllabi must be posted on the same timeline as CVs. You need to post a syllabus for each section you teach, even if you are teaching multiple sections of the same course.

Syllabi used by ASU faculty are available on ASU's public information website at <http://www.angelo.edu/courses/>. Note that ASU course numbers were changed to align with the Texas Common Course Numbering system beginning fall 2016, so syllabi before that date may be listed under a different course number.