

### *Syllabus Requirements*

It is the responsibility of a faculty member teaching a course to distribute to students, at the beginning of each semester, the course syllabus and requirements. The Faculty Senate lists the following as the minimum to be included on any course syllabus:

- Course Title and Number
- Instructor Information (Name, Office Location, Telephone, Email)
- Prerequisites for the Course (if any)
- Calendar or Listing of Course Topics for the Semester
- Grading (how grades will be assessed; the value-in points or percentages-of the assignments)
- A Listing of Assignments, Tests, etc.
- Textbook(s) and/or Resource Materials Listing
- Americans with Disabilities Act (ADA) Policy Statement (exactly as written, below):

The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Diagnostic Testing and Disability Services, Evans Hall, Room 315, or call (936) 857-2610.

In addition to the above bulleted items you may provide additional information on your syllabus, including your policies on attendance, etc. However, no statement on a syllabus may contradict university rules regarding attendance, approved absence, etc. You may wish to refer to the Student Rules regarding Academics at <http://student-rules.tamu.edu/>.

### **Development Opportunities for Faculty**

#### *Center for Teaching Excellence (CTE)*

The Center for Teaching Excellence (CTE) at Prairie View A&M University strengthens the academic experience of its diverse faculty and professional staff through a campus-wide service dedicated to assisting faculty in improving instruction. CTE provides support for teaching and learning by:

- Providing faculty sabbatical support
- Providing consultative services to faculty members and professional staff by facilitating workshops and seminars
- Providing technical assistance and equipment to support departmental and classroom effectiveness
- Supporting improvement plans for faculty and professional staff to attend workshops and seminars to enhance skills utilized in their field

The CTE provides resources to faculty so that they can thrive as teachers and grow professionally. The Center offers an array of programs and services including individual consultations on teaching-related issues, mid-semester feedback on teaching, assistance with teaching portfolio preparation, support for scholarly investigation of questions related to teaching and learning, and workshops on a variety of topics. Past workshops have included “Improving Large Class Teaching,” “Syllabus Development,” and “Assessment of Student Learning.” The Center also maintains a library of books on teaching and learning that faculty are welcome to

borrow. Faculty are invited to stop in to browse the library, see sample teaching portfolios, or to pick up a brochure of services. For more information, contact:

Center for Teaching Excellence  
(Dr. Laurette Foster, Director)  
(936)261-3533/1973  
[lbfooster@pvamu.edu](mailto:lbfooster@pvamu.edu)

#### *Off-Campus Travel to Workshops/Conferences*

Faculty may have many opportunities to attend off-campus professional workshops and conferences. The authority of approval for faculty to travel for development opportunities is delegated to the departmental level in most cases, and your department will work with you on permissions and travel arrangements. (Note: Travel to Washington D.C. and International travel require special processing.) Resources to fund such travel are managed by the departments and, in some cases, the colleges. For any questions regarding travel reimbursement, you may contact:

Travel Office  
(Yadira Perez)  
Harrington Science Building  
(936)261-1736  
[yaperez@pvamu.edu](mailto:yaperez@pvamu.edu)

#### *Faculty Development Leave*

Prairie View A&M University does not have an official sabbatical program; however, the University, with the assistance of the Association of Former Students, funds a Faculty Development Leave Program. Faculty development leaves are funded at full pay (with full benefits) for one semester or at one-half pay (and half benefits) for two semesters. For details of the policies and restrictions related to development leave, contact the Office for Academic and Student Affairs.

Qualifications for receiving a development leave include the following:

- The faculty member must be employed at the University for at least three years if full time or five years if part-time.
- The faculty member must be in good standing as an employee.
- The faculty member must be a recipient of a Statement of Support signed by the department head and the dean.

Proposals for leave are endorsed by the College Dean or by the Director of the Library and submitted to the Office of Academic and Student Affairs for further review by the Faculty Development Leave Committee. The committee makes their recommendations to the Provost. The Board of Regents has final approval of all Faculty Development Leaves. After their return, leave recipients must submit a 1-3 page report on their leave activities to the College Dean or Director of the Library by the conclusion of the first long semester after returning from leave.

Further information about TAMUS policies on Faculty Development Leave can be found at [System Regulation 31.03.03, Leave of Absence With Pay](#) and <http://sago.tamu.edu/policy/12-99->

[01.htm](#). Applications are generally due at your College Dean's office early in the fall semester. Please check with your college for their deadline.

### *Annual Leave*

Taking annual leave is an important part of faculty development. For information regarding the policies on annual leave for faculty, see the Human Resources Information section of this document.

### *University Awards and Recognition*

Awards for faculty performance in teaching, scholarly creativity and research, and professional service are awarded at numerous levels by campus units as well as nominations presented to national and international competitions. Faculty members should investigate the guidelines for nominations with their department and college, to make sure they are appropriately considered. Examples of awards at the University level include:

#### *Regents Professor Award*

The purpose of The Texas A&M University System (A&M System) Regents Professor Award is to honor individuals at the rank of professor or equivalent who have provided exemplary service as faculty members not only to their university or agency, but also to the community, the State of Texas, the nation, and/or internationally. Faculty are evaluated in the areas of teaching, research, and service. Regents Professors may be selected every year. The award consists of the following:

- Recipients are designated as "Regents Professor" and retain the title of "Regents Professor" for the duration of their service at the University or agency.
- Each Regents Professor will be awarded a non-base award of \$3,000 annually for 3 years for a total of \$9,000.
- The Regents Professor shall receive a medallion bearing the seal of the System, as well as an inscribed plaque. The medallion is to be worn on occasions when academic regalia is required. Each recipient shall also be presented with a certificate dated and sealed by the System, and signed by the Chancellor and the Chairman of the Board of Regents, designating the person as a Regents Professor.

#### *Emeritus Status*

The title emeritus or emerita is reserved for faculty and staff members who have retired from the University after lengthy meritorious performance that exemplifies excellence in their professions, communities, and higher education. It may be conferred only upon approval of a recommendation to the Board of Regents by the President. Faculty and staff granted emeritus or emerita titles will be recognized at public events, invited to participate in events, provided office space when available, and cited appropriately for their contributions.

## **Equal Employment Opportunity & Affirmative Action Statement**

*(from Dr. George C. Wright, President, Prairie View A&M University)*

Prairie View A&M University is committed to providing an educational and work environment that is conducive to the personal and professional development of each individual employee. The Vice Presidents, Deans and Directors are responsible for achieving an equal employment