

Department of Mathematics Syllabus Review Policy

(updated 8-8-18)

1. Jan will maintain a master list (spreadsheet) of MTH courses offered each semester, organized by instructor, and make them available to Sandee for keeping track of which syllabi have been submitted and which have been approved.
2. Sandee (or student workers) will use the master list to record both the date when a syllabus was submitted for approval and the date it was approved.
3. Two template emails will be created, one to confirm that the syllabus was submitted to the mathematics department and is approved. The second will confirm the syllabus was submitted, include edits to be made with details of what needs to be modified/added, and request the syllabus be resubmitted.
4. Utilize the following process for submitting and approving syllabi:

Syllabus Review Process

- A. Faculty will use the information and checklist provided to double check they have included all required information in their syllabus. For foundations courses, nontenure-track faculty are expected to use the syllabus template provided by the course coordinator. The template incorporates all required components; faculty fill in personalized course information.
 - B. Each faculty member emails a copy of their syllabus for each course taught directly to Sandee Snyder at: snydersa@gvsu.edu that includes all the requirements at least 3 business days prior to the start of classes. Earlier submissions are appreciated.
 - C. Office staff (Sandee or a student worker) will review each submitted syllabus to ensure all of the necessary components from the checklist are included. They will respond via email to faculty members within 24 hours of its receipt with its approval or a list of changes to be made. If any checklist criteria are in question, the syllabus will be forwarded to an assistant chair to review.
 - D. Once faculty receive final approval for a syllabus, a copy will be saved by Sandee for departmental records. Office staff will use information from each syllabus to create and post a schedule, including office hours, on each faculty member's office door before the end of the first week of classes.
 - E. Once a faculty member receives final approval of their syllabus, it MUST be posted on their course Bb site for easy student access.
5. On the first day of classes, Sandee will review the master list. If any courses are missing approved syllabi, Sandee will contact the faculty member requesting the syllabus be sent for review and approval. This process will be repeated every 3 business days until all syllabi have been submitted and are approved.
 6. The curriculum committee will review and update the master list of the Syllabus of Record (SOR) course objectives at the end of each semester (by the end of finals week) to make any necessary changes if a new SOR is approved for any MTH course.