

Sam Houston State University

Faculty Handbook



December 2023

Hotel Taxes	Travel Card
Registration Fee	Foreign Travel
Transportation	Expense Reports and Settlements
Commercial Airline	Exceptions

Since all travel must be approved in advance and flight arrangements made through the Concur booking tool, the faculty are encouraged to contact the departmental administrative assistant within academic departments for questions and assistance with travel. Additional assistance may be obtained from the [Office of Disbursements and Travel Services](#).

Interim Faculty Members

For a complete explanation of interim faculty members benefits, please refer to Academic Policy Statement [830401, "Insurance Fringe Benefits, and Sick Leave Accrual for Interim Faculty Members"](#).

Curriculum

Syllabus Guidelines

The following information is to be included on all syllabi.

Course Identification	Course Name
	Course Number
	Credit Hours
	Semester and Year Department
	Class Location
Instructor Information	Name
	Contact Information
	Availability
	Course Description (i.e. 4000-level class for graduate credit, independent study)
	Learning Outcomes
Course Information	Required and Optional Text and other Resources Attendance Policy
	Grading Policy Make-up Policy
	Student-provided Technological Devices Policy Tentative Course Outline
	Faculty may opt to link to http://www.shsu.edu/syllabus
	Students with Disabilities
Required Policies	Absences for Religious Holy Days

In addition to the above, individual colleges may have additional requirements. Faculty may opt to include additional information such as study tips, instructor evaluations, information about academic support services, availability of tutoring, and classroom rules of conduct. All syllabi must be placed on Blackboard. Any revisions to the syllabus must be communicated to the students and a revised copy placed on Blackboard.