

Sam Houston State University Faculty Handbook

Revised Mar 2016

General Information

Preface

The Faculty Handbook is an official Sam Houston State University (SHSU) publication designed to provide guidelines and explanations to the faculty concerning policies and procedures under which the University operates. Faculty may refer to the channels of administration, the various administrative offices and the committees described in this handbook for further information and guidance.

There is an expectation that each faculty member will become acquainted with and conform to all the policies and procedures, Rules and Regulations of the Board of Regents of the Texas State University System, and all other official publications relating to their appointment and to the accomplishment of their work and positions as faculty members of Sam Houston State University.

The policies in this handbook are current at the time of its publication; however all University policies and rules are subject to change without prior notice. Additionally the Board of Regents will adopt changes to its Rules and Regulations and that will alter some of the policies stated herein. All effort has been made to address conflicts, but in the unlikely event of any conflict between the Faculty Handbook and the Board of Regents Rules and Regulations, the Board of Regents Rules and Regulations have precedence.

Commitment to Affirmative Action and Equal Opportunity

Sam Houston State University declares and reaffirms a policy of equal employment opportunity, equal educational opportunity, and non- discrimination in the provision of educational and other services to the public.

Sam Houston State University reaffirms its policy of administering all educational programs and related supporting services and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, creed or religion, sex, national origin, age, disability, or other characteristic which cannot lawfully form the basis for provision of such service.

It is the University policy that each applicant will be considered for employment solely on qualifications for the position without regard for race, color, national origin, religion, sex, age, disability, or prior

The Curriculum Report which bears the endorsement of the Provost and Vice President of Academic Affairs shall be prepared in proper format and will be presented to the President by the Provost and Vice President of Academic Affairs for inclusion in The Texas State University System's Board of Regents Meeting agenda, as detailed in The Texas State University System's, Board of Regents' Rules and Regulations, [Chapter III, Subsection 5.1, "Curriculum Procedures."](#)

Prerequisite Policy

In order to ensure that instructors can present the required important course material at the appropriate level, students must demonstrate adequate preparation to take these courses. Students must meet the prerequisite requirements for a course. The Sam Houston State University Prerequisite policy is addressed in Academic Policy Statement [100428, "Prerequisite Policy"](#).

Syllabus Guidelines

The following information is to be included on all syllabi. Colleges may opt to require additional information.

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| Course Identification | Course Name |
| | Course Number |
| | Credit Hours |
| | Semester and Year |
| | Department |
| Instructor Information | Class Location |
| | Name |
| | Contact Information |
| Course Information | Availability |
| | Course Description (i.e. 400-level class for graduate credit, independent study) |
| | Learning Outcomes |
| | Required and Optional Text and other Resources |
| | Attendance Policy |
| | Grading Policy |
| | Make-up Policy |
| | Tentative Course Outline |
| Required Policies | Faculty may opt to link to www.shsu.edu/syllabus |
| | Academic Dishonesty |
| | Americans with Disabilities Act |
| | Absences for Religious Holy Days |
| | Visitors in the Classroom |

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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.