



UNIVERSITY OF HOUSTON SYSTEM  
UNIVERSITY OF HOUSTON

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**MEMORANDUM**

To: Deans  
Department Chairs

From: John Antel

Date: May 14, 2010

As you may be aware, during the last legislative session the legislature passed a new law designated HB2504 that mandated several accountability measures to be enacted by all institutions of higher education in the State of Texas. These measures, which at present only apply to undergraduate classes, include the electronic posting of all course syllabi and the CV of the associated Instructor of Record on the institution's main web-site. Posting of this information must occur by the 7<sup>th</sup> day of class beginning in the fall semester of 2010 to be updated each semester thereafter.

During the Fall 2009 semester, I constituted a UH System wide task-force consisting of the leadership of all four system university Faculty Senates, the Chair of the UH Undergraduate Council and several additional UH faculty members to develop a plan for implementation of HB2504 across the UH System. The task-force was staffed by UH Academic Affairs and UH IT representatives.

The task-force recommended that the most efficient means of satisfying the requirements of this state mandate was to provide a simple means of uploading class syllabi and Instructor of Record CV's that would be under the control of the individual faculty member.

With this in mind, the task-force developed standardized templates for class syllabi and CV that satisfied the requirements of the new state mandate while allowing a faculty member to essentially "cut and paste" specific information out of their existing class syllabi/course descriptions and CV's into these templates.

As of today, the process for uploading of class syllabi and CV's is now available to all UH faculty members scheduled to teach a class in the fall semester of 2010. This task will be accomplished by accessing the Faculty Center within the PeopleSoft system. You will find links to both the CV and syllabus templates allowing you to both down load the templates (MS Word format) and to then upload the completed document. A detailed set of instructions is attached.

The deadline for completion of this task is the 7<sup>th</sup> day after the start of classes in the fall semester of 2010. We encourage all faculty members to complete this task as soon as possible but realize that class syllabi may not be finalized prior to the start of classes. Please distribute this information to all instructors-of-record of undergraduate classes being taught beginning Fall 2010. If you have questions or need assistance in this process, please contact [dequiroz@central.uh.edu](mailto:dequiroz@central.uh.edu).