

UNIVERSITY of **HOUSTON** SYSTEM

Paula Myrick Short, Ph.D.

Theresa M. Monaco Chair


Senior Vice Chancellor for Academic Affairs, University of Houston System

Senior Vice President for Academic Affairs and Provost, University of Houston

Distinguished Professor of Education

MEMORANDUM

To: UH Deans

From: Paula Myrick Short, Ph.D. 
Senior Vice Chancellor for Academic Affairs, UH System
Senior Vice President for Academic Affairs and Provost, UH

Cc: UH Associate Deans
UH Department Chairs

Date: January 11, 2021

Re: Spring 2021 Syllabus Language

I am providing the standard language for faculty to include in their syllabi aimed at addressing a number of issues associated with instruction during the COVID-19 pandemic. The attached document includes required language related to policies and practices surrounding the wearing of face coverings on campus and completing a daily health assessment, etc. Also included is recommended language focusing on technology, best practices, and instructional delivery modes.

The attachment is the updated version of what was developed in the fall in collaboration with the Instructional Delivery Implementation Working Group, the Faculty Senate, and the Office of the General Counsel. Please distribute this document to all faculty members in your college who are scheduled to teach in the spring 2021 semester. In that communication to your faculty, **please request that they include the required language in their syllabus** and for them to consider including some or all of the recommended language as appropriate.

Thank you for your prompt attention to this matter. Please let me know if you have any questions.