

## Internet Access to Course Information

The Texas Legislature, through HB 2504, requires universities to provide electronic access to course information, including course syllabi and faculty CVs. The information should be posted prior to the first day of instruction and is to remain available for at least two years.

### 1. What needs to be included?

For each undergraduate classroom course offered for credit, each public institution must provide a syllabus, a curriculum vitae (CV) for the instructor of record, and a departmental operating budget.

### 2. What are minimum requirements in a syllabus?

The syllabus must describe the course, satisfy standards for syllabi adopted by the institution, and include, at a minimum, the following:

- A brief description of each major course requirement
- Measurable learning outcomes for the course
- A general description of the subject matter of each lecture or discussion
- Lists of any required or recommended readings

Syllabi are pulled from WTClass; please post course syllabi **by August 21, preferably, but no later than August 26**. A [syllabus template](#) is available on the Teaching Excellence Center webpage. (If you teach multiple sections of the same course, post the syllabus in each section.)

### 3. What are minimum requirements for the CV?

The CV for faculty must be updated at least once a year for the entire time the information is available. The CV summarizes the career and qualifications of the instructor of record, and must include at least the following:

- Instructor name, position, college/school, and department/school
- All institutions of higher education attended, with the degree(s) earned;
- All previous teaching positions, including the names of the institutions, the position, beginning and ending dates; and
- A list of significant professional publications relevant to the academic positions held, including full citation data for each entry.

Faculty CVs will be pulled from Interfolio **September 15<sup>th</sup>** and **March 1<sup>st</sup>**.

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Additional Information: [HB 2504 Requirements](#) (WT website)  
[HB 2504 Public Access to Course Information](#) (THECB website)  
[Texas Education Code §51.974](#)  
[Texas Administrative Code Title 19, Part 1, Chapter 4, Subchapter N, RULE §4.228](#)