DATE: July 3, 2018
TO: UNLV Full-Time Faculty, Part-Time Faculty, and Teaching Staff
CC: Students
FROM: Diane Chase, Executive Vice President & Provost
RE: Minimum Criteria for Syllabi—Academic Year 2018–2019

Please review all of these items carefully. With the concurrence of the Faculty Senate and the Office of the Executive Vice President & Provost, the following elements are considered the minimum for all course syllabi at UNLV. This memo is posted on the University Policies webpage in the Executive Vice President and Provost Policies & Forms section, Academic Year Memos, Syllabi Content, Minimum Criteria. If you have any questions, please contact Rainier Spencer, rainier.spencer@unlv.edu.

Thank you for including these items in your syllabi. Have a great year!

- Name and number of the course
- Name of the faculty member
- Faculty member's UNLV e-mail address
- Faculty member's office location
- Faculty member's office telephone number
- If appropriate, teaching assistant's UNLV e-mail, office location, and telephone number
- Office hours for faculty member and, if appropriate, teaching assistant
- Learning outcomes for the course
- Required and/or recommended books and materials
- Required reading assignments, including those on reserve
- Library and information resources
- In-class and out-of-class assignments and due dates, if known
- Relative weight of assignments or description of rubric to be used in calculating course grade
- Date, time, and location of final examination, if known
- Any other class-specific information
- The following text and link—Please see the Student Syllabus Policies Handout for select, useful information for students. This document can be found at: https://www.unlv.edu/sites/default/files/page_files/27/SyllabiContent-MinimumCriteria-2018-2019.pdf

1 http://www.unlv.edu/about/policies/current-policies