Course Syllabi and Curriculum Vitae (HB 2504) Quick Reference Guide

Curriculum vitae (CVs) and course syllabi must be publicly available for the institution to adhere to House Bill 2504 (HB 2504). Each college/school is responsible for following the deadlines and guidelines outlined below.

Deadlines

	Frequency	Deadline
Course Syllabi	Every semester	Two weeks before the start of the respective semester
CVs for Newly Hired Faculty	Every semester	Two weeks before the start of the respective semester
Updated CVs for Current Faculty	Annually	Two weeks before the start of the Fall semester

Formatting Filenames for Syllabi and CVs

	Filename Format	Example
Syllabi	course prefix-course number_section number_term code.pdf	ACCT-2301_001_202409.pdf
CVs	BannerID_last name.pdf	A00000000_LastName.pdf

Guidelines for Uploading Syllabi into the Shared Folder

1. Navigate to the COURSE SYLLABI folder within the I:Drive. See page 4 for information on gaining access to this shared folder.
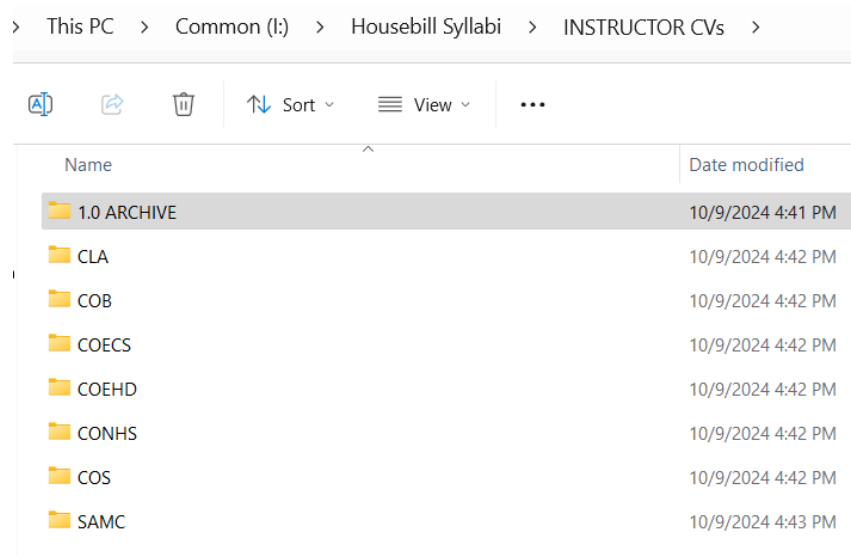2. Select your college/school.

3. Two folders are housed within the folder for your respective college/school: 'Filed' and 'Syllabi to be Uploaded'.
4. Drop your syllabi into the 'Syllabi to be Uploaded' folder.
5. The Office of University Accreditation and Assessment will move the syllabi to the 'Filed' folder once the upload has been completed.

Guidelines for Uploading CVs into the Shared Folder

1. Navigate to the INSTRUCTORS CVs folder within the I:Drive. See page 4 for information on gaining access to this shared folder.
2. Select your college/school.

3. Two folders are housed within the folder for your respective college/school: 'Filed' and 'CV to be Uploaded'.
4. Drop your CVs into the 'CV to be Uploaded' folder.
5. The Office of University Accreditation and Assessment will move the CVs to the 'Filed' folder once the upload has been completed.

New Admins Requiring Access to the Shared Folder

New college or department admins who need access to the shared folder should contact Jairo Benitez at jairo.benitezsanchez@tamucc.edu or x2414