

**POLICY LIT.9.14  
SYLLABUS AND CV REQUIRED**

**SCOPE:** Faculty

1. Lamar Institute of Technology (LIT) requires a syllabus and instructor Curriculum Vitae (CV) for each course offered for credit.
2. In compliance with Texas Education Code 51.974, LIT establishes requirements for course syllabi and instructor CVs:
  - 2.1. Syllabi shall:
    - 2.1.1. Satisfy the standards adopted by LIT;
    - 2.1.2. Provide a brief description of each major course requirement;
    - 2.1.3. List any required or recommended reading; and
    - 2.1.4. Provide a general description of the subject matter of each lecture or discussion
  - 2.2. CVs shall list the instructor's:
    - 2.2.1. Postsecondary education;
    - 2.2.2. Teaching experience; and
    - 2.2.3. Significant professional publications
3. Syllabi and CVs must be:
  - 3.1. Accessible from the college website home page by use of not more than three links;
  - 3.2. Searchable by keywords and phrases; and
  - 3.3. Accessible to the public without requiring registration or use of a user name, a password, or another user identification.
4. Syllabi and CVs shall be made available no later than the seventh day after the first day of classes for the academic term during which the course is offered.
  - 4.1. Syllabi and CVs shall remain available on the website until at least the second anniversary of the date on which they were initially posted.
5. Syllabi shall be made available in the college's learning management system.

**Related Procedures:** LIT.9.14.01 Uploading Syllabi and CVs

**Relevant Forms/Documents:**

**Relevant TSUS Policies/Forms/Documents:**

**Relevant Statutes:** Texas Education Code 51.974

**Relevant SACSCOC Standards:** 10.1

**Document History:**

*Adopted:*

*Reviewed: December 2023*

*Revised: June 2026*