



Office of the Provost
Academic Affairs
11000 University Parkway
Pensacola, FL 32514-5750

M E M O R A N D U M

December 14, 2006

TO: Jane Halonen, Dean, College of Arts and Sciences
Ed Ranelli, Dean, College of Business
Don Chu, Dean, College of Professional Studies

FROM: Sandra Flake *Sandra M. Flake*
Provost

SUBJECT: Deadlines for Posting of Syllabi in FACS
(Faculty Academic Credentials System)

As you know, the University made great strides in developing our on-line Faculty Academic Credentials System (FACS) for the successful SACS review. Since that time, the system has been modified to make it easier for faculty to upload their current curriculum vitae and syllabi. In particular, the FACS system is now linked to Classmate. This means that syllabi are now tied to specific course sections and are available in Classmate when they are uploaded to FACS. This also means that archiving of syllabi will be possible at the end of each semester, which will help us in documenting our learning outcomes, assessment strategies, and other issues that SACS will continue to monitor.

We need to make certain that syllabi are uploaded to the FACS system in a timely manner each semester. To that end, although earlier posting is encouraged, **all syllabi should be uploaded by the end of the first week of classes** (drop/add week). During the following week, departments will be asked to certify to their respective dean's office that all syllabi and vita for the semester have been uploaded.

SMF:pe

xc: Barbara Lyman
George Ellenberg
Julie Kunselman
Tim O'Keefe
Jack Azzaretto
Richard Podemski
Claudia Stanny