MEMORANDUM
August 15, 2012

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

FROM: George B. Ellenberg
      Vice-Provost

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

The University maintains an on-line Faculty Academic Credentials System (FACS). The system provides a single point for faculty to upload their current syllabi and curriculum vitae. Uploading syllabi via FACS also populates Classmate. This means that syllabi are linked to specific course sections each semester and are available to students once uploaded. Syllabi are archived at the end of each semester which aids the University in its commitment to learning outcomes, assessment strategies, quality of instruction, and other issues related to state reporting and accreditation requirements.

Syllabi are to be uploaded to the FACS system (http://uwf.edu/acad) 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 each semester (drop/add week).