



Syllabi and Textbook Posting Requirements

New Faculty Orientation

FLORIDA ATLANTIC UNIVERSITY

Syllabi and Textbook Posting Requirements

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I. Syllabi Posting Requirements

BOG Regulation 8.003 (2025)

- **Mandates syllabi must be posted as early as is feasible but at least 45 days before the first day of class.**
- Posted syllabi must contain the following:
 - (a) The course curriculum, including required readings
 - (b) The required and recommended textbooks and instructional materials
 - (c) The goals, objectives, and student expectations of the course
 - (d) How student performance will be measured and evaluated, including the grading scale

FAU Provost Memo 1.7 (2026)

- Establishes  **SIMPLE SYLLABUS** as the university's official repository for syllabi postings
- The following information auto-populates:
 - Course details including instructor of record, course number/section, description, pre/co-requisites, location, and meeting times from the course schedule into your syllabus.
 - Florida Atlantic policies
 - Textbook and instructional materials are pulled from your bookstore adoptions
 - Auto-populated content updates automatically as course information changes

II. Textbook and Course Materials Posting Requirements

BOG Regulation 8.003 (2025)

- **University must link to required textbooks for 95% of courses at least 45-days before term starts**
- Required textbook information must be available in a public, searchable database for a minimum of five years.
- Faculty must attest that they will review all required materials and that they are appropriate for the course.

FAU Regulation 3.004 (2026)

- Faculty must submit textbook selections to the bookstore 60-days before classes begin
- Textbooks must be adopted electronically via Canvas the university's Learning Management System
- Courses added within 45 days of the term's start are exempt from the textbook notification rule.
- A request for an exception to the compliance deadline shall be submitted in writing.

III. Provost Instructional Memoranda 1.12 (2025)

Procedures for Selecting Textbooks for Affordability and Transparency

- **Textbook Affordability:** low-cost options, digital options, Open Education Resources (OER)
- **Textbook Selection:** timely adoptions, options (rental, used, on reserve in the library)
- **Textbook Review & Attestation:** Attest that required materials have been reviewed each term
- **Self-Authored Textbooks and Instructional Materials:** Chair approval, note of conflict of interest

III. Provost Instructional Memoranda 1.12 (2025)

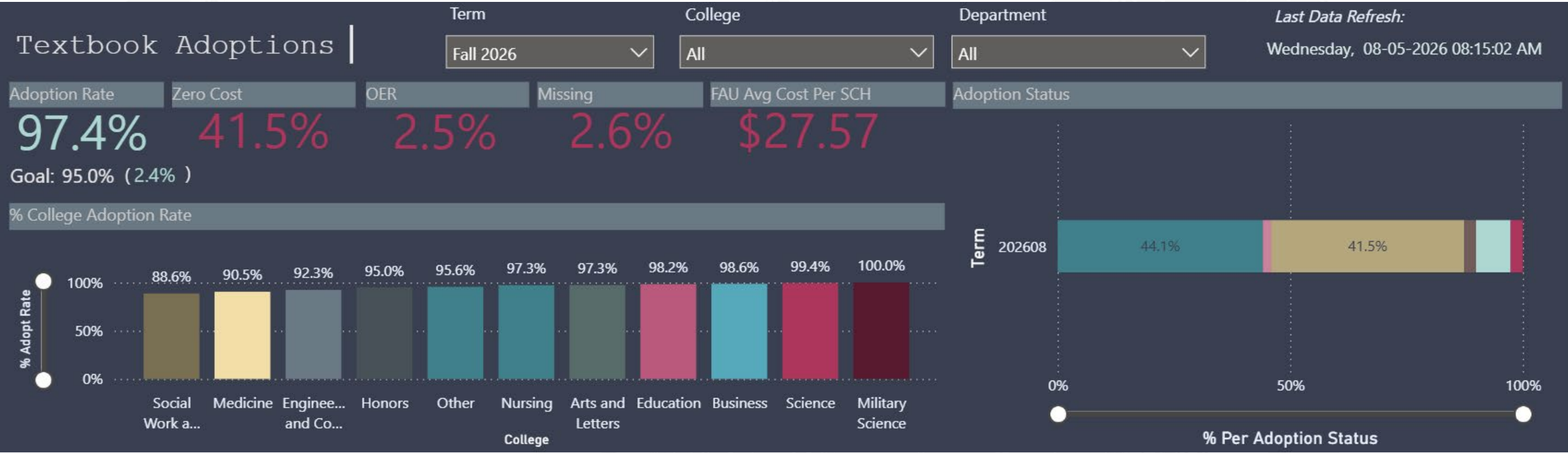
Textbook Affordability and Accountability Form

Requirement for faculty who:

- Teach a multiple section course taught by multiple faculty and the same textbook is required across all sections
- Require bundled instructional materials prepared by faculty to be purchased by students
- Obtain royalties from the sale of required new textbooks and/ or instructional materials from students they teach at Florida Atlantic

IV. Textbook Adoption and Cost Report Dashboard

- View textbook adoption statuses by college, campus, department, course, instructor and term
- Adoption statuses: Complete, In Progress, No Title, OER, No Store Supplied Material, Missing
- Tracks average cost per student credit hour by college, campus, department, course, instructor, and term





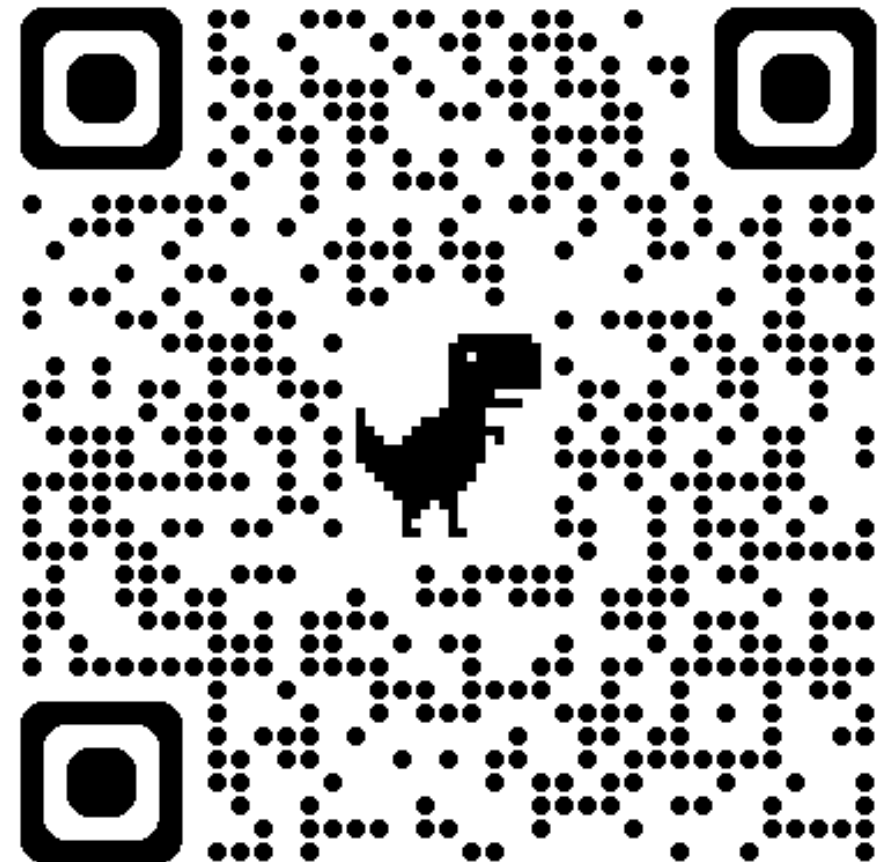
Deadlines for Syllabi and Textbook Postings

<u>Term</u>	<u>Date</u>
SPRING	October 15
SUMMER	March 15
FALL	April 15

Syllabi and Textbook Posting Requirements Website

Thank you!

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