

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Syllabi Review Process		SOP #: CC.002.00
Effective Date	8/28/19	
Last Revision/Review	8/28/19	

1. Purpose

To ensure all course syllabi are vetted appropriately prior to submission to the Curriculum Committee

2. Related Policy/Authority

See Bylaws of the Burrell College of Osteopathic Medicine: Article 2 Section C. Curriculum Committee

3. Faculty/Staff Responsibilities

Course Director – develop and submit syllabus in timely fashion using the most current Curriculum Committee approved syllabus template. Submit electronic version of syllabus with Syllabi Review Signature Page to the Curriculum Committee email address.

Administrative Assistant for the Curriculum Committee - confirm receipt of the files and notify designated signatories of pending reviews.

Academic Administration:

- Assistant Dean of Student Assessment – Review syllabus and sign off on assessment component
- Assistant Dean of Pre-Clinical Education or Director of Clinical Education – Review syllabus and sign off on curricular components. Determine accuracy of syllabus language for course catalog designation/description and credit hour counts.
- Associate Dean (either Pre-Clinical Education or Clinical Education) – Verify required edits identified by the Assistant Dean of Pre-Clinical Education or the Director of Clinical Education were made and are accurate. Confirms accuracy of required compliance language e.g. Policies and Procedures, Statement Regarding Reservation of Power. Provide final authorization signature to initiate Curriculum Committee Approval.

5. Procedural Steps

1. Course Director must initiate syllabus approval process by submitting syllabus draft with Syllabi Review Signature Page at least two months prior to course start date.
2. Timeline:
 - a. Office of Pre-Clinical (Years 1-2) or Clinical Education (Years 3-4) will have five business days to review and provide feedback to the Course Director upon receipt of files.
 - b. The Course Director will have five business days to utilize feedback, revise syllabi, and return to Academic Administration for confirmation of required edits and final approval signatures.
 - c. Associate Dean for Pre-Clinical or Clinical Education will notify the administrative assistant for Curriculum Committee that the syllabus has been vetted by its office and is queued for Curriculum Committee approval (at least one month prior to launch of course).
 - d. Curriculum Committee will review/approve syllabus at the next scheduled Curriculum Committee meeting.

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3. The Assistant Dean of Student Assessment will review the assessment portion of the syllabus to ensure assessment criteria, scope, lengths and dates. The Associate Dean of Pre-Clinical or Clinical Education may sign off for the assessment component of the syllabus in the absence of the Assistant Dean of Student Assessment.
4. The Assistant Dean of Pre-Clinical Education/Director of Clinical Education will review the course dates and calendar activities to ensure there is no conflict with the academic calendar. They will also ensure the course number, course credit hours, and course description are consistent with the College Catalog. The Associate Dean of Pre-Clinical or Clinical Education may sign off for these components of the syllabus in the absence of the Assistant Dean of Pre-Clinical Education/Director of Clinical Education.
5. The Associate Dean of Pre-clinical or Clinical Education will perform the final review and provide the authorization signature to initiate Curriculum Committee Review.
6. The Curriculum Committee will include the syllabus within the consent agenda item "Syllabi Approval".
7. The Curriculum Committee will inform Academic Administration and the Course Director of final approval.
8. Alterations in administrative documents such as compliance language and/or missions do not necessitate syllabus revision to Curriculum Committee approved syllabi. Rather, revisions will be made to the template syllabus utilized by future courses.

6. Reports/Charts/Forms/Attachments/Cross References

See Syllabi Review Signature Page

7. Maintenance

8. Signature

Signature on File	8/28/19
David Rodenbaugh, Curriculum Committee Chair	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			