

**Policies To Assure Consistency in
Multi-section Finance Courses**
(Passed 1/25/02)

1. Responsible Party: Chair of the Undergraduate Studies Committee / Chair of the Graduate Studies Committee, both of the Department of Finance.
2. A common textbook is used in all sections of FIN 301 and FIN 342. All faculty members are encouraged to participate in periodic review and selection of the textbook. For all other courses, it will be encouraged to use a common text, but it is not necessary.
3. Each person teaching the course will cover a common set of topics that have been identified by the faculty teaching the course. Some variation may exist, however, the course must stay true to the original intent of the course as outlined by the catalog description. If the course truly does not meet the catalog description, there is a faculty obligation to revamp the official course description.
4. One faculty member will be selected as the course coordinator to facilitate communication among faculty and instructors so that common issues are discussed and resolved.
5. The course coordinator reviews course syllabi to assure compliance with the objectives of course and consistency with the catalog description.
6. All faculty will administer standard course evaluations for each section of each course, each term including summer and international courses.
7. The Department Chair will review course evaluations and grade distributions for all persons teaching each term. Tenured business faculty review course evaluations and grade distributions for all non-continuing faculty as part of the evaluation process for reappointment.
8. Each faculty member will maintain a current copy of his or her syllabi in the departmental office for review that clearly and accurately represent course content and process. Archives will be maintained in the Department office for each course (and section) and each semester. Syllabi used for more than one section will clearly identify the applicable sections.
9. All Finance Department tenure-track faculty are involved in screening and hiring of non-tenure track faculty who teach Finance courses.
10. Courses taught on the branch campuses and staffed by the Department are included in this common review.
11. Graduate courses as well as undergraduate courses are subject to this policy.
12. Course Coordinators are assigned by the Chair in consultation with the Chair of the Undergraduate Studies Committee and the faculty. Course Coordinators can be changed at will.
13. Every attempt will be made to coordinate cross-listed courses with non-finance faculty teaching the course.

