



**ACADEMIC SENATE
Executive Committee
REFERRAL FORM**

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Date:	2/26/2026
To:	Faculty Affairs Committee
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	FA-004-256
Title of Referral:	Retention of Syllabi
Background:	See attached referral request form. Additional background provided by the Executive Committee:
Recommended resources:	See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee: The Executive Committee recommended adding the CFA as a resource. For the Committee's Report on this referral, please list in separate sections, the resources recommended, and resources actually consulted. If a resource was not consulted, briefly state why.
Review and recommend:	Review and recommend as appropriate.
Date required for presenting committee report to the Executive Committee:	4/7/2026

1.Name

Laura Massa

2.Email

lmassa@cpp.edu

3.Title of Referral

Retention of Syllabi

4.Names and Titles of proponents

Terri Gomez, Provost and Vice President, Academic Affairs

5.Keywords

Syllabus, syllabi, retention

6.Is there a deadline by when this referral needs to be considered by the Academic Senate?

No

7.Deadline Date

No answer provided.

8.Justification for deadline

No answer provided.

9.Background

This proposal is to establish a limited requirement for the collection and retention of course syllabi as institutional records. The intent is to ensure the University is aligned to system policy and is able to responsibly meet established academic and administrative needs that require documentation of course requirements as communicated to students, while fully preserving faculty intellectual property rights and academic freedom.

Why retain syllabi:

The syllabus is the primary written record of a course's expectations, requirements, and workload as presented to students in a given term. Retaining a copy at the department level serves legitimate and recurring purposes, including accreditation review, such as verification of credit-hour expectations, and student support, particularly when students must document coursework for transfer evaluation, graduate or professional school applications, licensure, or employment. In these contexts, the question is not how or what faculty teach philosophically, but what was formally communicated to students. The syllabus is the only document that reliably serves this function.

Faculty Intellectual Property and Academic Freedom:

Syllabi are faculty intellectual property under Article 39 of the CFA/CSU Collective Bargaining Agreement. This proposal does not alter that status. Submission of a syllabus does not transfer ownership. The University does not acquire any license to use, distribute, modify, or repurpose syllabi. Syllabi are retained solely as institutional records, not as instructional resources, and retention does not permit reuse by other instructors or incorporation into future courses.

This proposal is limited to record keeping and does not authorize evaluation, monitoring, or approval of instructional content.

Access and Safeguards:

Syllabi are submitted once per course offering by the census date of the term. Records are retained within the department and are not publicly posted. Access is restricted to university administrators with a legitimate institutional purpose, and use is limited to accreditation, student support, and other legally required university functions.

Establishing a clear, Academic Senate-approved process provides greater protection for faculty than informal or ad hoc retention practices. A formal policy adopted through shared governance defines the scope, purpose, access, and limits of syllabus retention in advance, reducing reliance on variable departmental practices or administrative discretion and establishing clear boundaries that protect faculty intellectual property and academic freedom.

Continuity of Records:

As department leadership changes over time, syllabus records must be maintained in a secure university-managed electronic repository (e.g., SharePoint) that remains accessible to the appropriate academic administrator of the college. This ensures

continuity of institutional records and prevents the loss of required documentation due to personnel transitions. Access remains limited to authorized university administrators with a legitimate institutional purpose as defined in this policy.

CSU Context:

The CSU's Records Retention and Disposition policy requires campuses to retain certain records in accordance with official retention schedules established systemwide. These schedules provide the minimum retention periods that campuses must follow to meet legal, regulatory, and operational requirements. The systemwide schedule identifies appropriate retention periods for categories of records, including academic and curriculum-related documentation. The policy specifies that syllabi be retained for a period of seven years, thus this proposed addition to the syllabus policy will help us to ensure compliance with system requirements.

Multiple CSU campuses already require syllabus submission and retention for defined periods. These policies demonstrate that syllabus record keeping is widely understood across the CSU as a routine administrative function.

Proposed Addition to Policy 1200:

This referral requests adding an additional section to Policy 1200 called "Syllabus Retention" with the following language:

Syllabus Retention

1. Submission Requirement: Instructors shall submit a copy of the course syllabus for each section offered to the department office by the census date of the term. The submitted syllabus shall reflect the version of the syllabus in effect at that time.
2. Format: Syllabi must be submitted electronically in an archivable format (e.g., PDF).
3. Retention Period and Location: Departments shall retain copies of submitted syllabi for a period of seven years in a secure university-managed electronic repository that ensures continuity of records and access by the appropriate administrator of the college.

4. Access: Retained syllabi shall not be publicly posted. Access is limited to authorized university administrators, including the dean of the college, with a legitimate institutional purpose as defined in this policy.
5. Permitted Uses: Access to retained syllabi is limited to the following purposes:
- a. accreditation and academic program review;
 - b. student support, including documentation for transfer evaluation, graduate or professional school applications, licensure, or employment;
 - c. other legally required university functions, such as audits, grievances, appeals, or legal proceedings.
6. Intellectual Property: Submission and retention of syllabi under this policy do not alter faculty intellectual property rights as defined in Article 39 of the CFA/CSU Collective Bargaining Agreement. The University does not claim ownership of, or license to use, distribute, or modify syllabi beyond the limited purposes described above.

Example CSU Syllabus Policies

CSU	Record Keeping
East Bay	Instructors are also required to submit the course syllabus to their department, and if requested, to their college. Department chairs are required to collect and archive all course syllabi for their department.
Fresno	The course syllabus together with any amendments shall be kept on file in the department office for two years.
Long Beach	Faculty members must submit copies of the syllabus for each course to the department office. Departments and programs will keep a copy of each syllabus for at least five (5) years. The department will submit copies of all course syllabi to the University Library in a format specified by the Library by the census date of the term.
Monterey Bay	Academic units or instructors shall submit final versions of syllabi to the Department by the census date. Syllabus-equivalent information embedded in the learning management system or other electronic means shall be compiled by the instructor into an archivable format for submission to the Department. The Department shall maintain the records of all course syllabi, as specified by the Systemwide Records Retention and Disposition Schedules for the CSU.
San Bernardino	Instructor(s) shall submit electronic or hard copies of the syllabus for each course to the department office, which will keep a copy of each syllabus for at least five years;
San Jose	Each department shall maintain an archive of syllabi from all sections for no less than 10 years.

10.Recommended Resources

Cheryl Koos, AVP Faculty Affairs, is able to speak to Article 39 of the CBA

CPP Policy 1200: https://www.cpp.edu/academic-manual/1200-1299-research-and-instructional-support/1200-1299/policy_1200_university_course_syllabus.pdf

CSU policy: Records Retention and Disposition Schedules:
<https://calstate.policystat.com/policy/19783932/latest/>

Department Chairs

Deans

11. Attachments

[Partial List of CSU's with Policies Directing Laura Massa.docx](#)

[Syllabi Retention Referral Laura Massa.docx](#)