

## **Additional Duties and Responsibilities for all teaching faculty**

### **University Policies and Procedures**

You are required to adhere to all University of Houston policies and procedures as defined in the manual of administrative policies and procedures (MAPP) found at [www.uh.edu/mapp](http://www.uh.edu/mapp).

### **Mandatory Training**

Training is required by the University of Houston yearly and on an as needed basis (example as needed COVID-19 training) most annual training is required during the month of November the required classes/tests are found on the access UH portal under T.A.P.P. icon.

### **Syllabi Guidelines**

Your course syllabus(i) has to be uploaded to your course information page at least one week before classes start per Texas legislature statute. Your course syllabus(i) has to be sent to the director of undergraduate academic services (currently Jeremy Dafoe) at the end of the first week of classes of the most current semester.

### **Curriculum Vita**

You are required to update annually your Curriculum Vita in the faculty center section of your Access UH portal.

### **Posting official grades**

Course grades are to be posted within 2 days post-closing of the current semester. These are posted in your faculty center located in the Access UH portal.