

Regular Submissions

This page contains forms/materials that are required to be turned into the Department office on a regular basis. Email earadmin@syr.edu with any questions regarding the items below.

Who should complete	What to complete	When to complete
Everyone, every year, even if nothing has changed	Directory Update	Fall - by the end of the first week of classes
Every faculty instructor	Syllabus Submissions	Every semester - by the end of the first week of classes
Faculty instructors of EAR 210, 314, 317, and 333	Undergrad Writing Rubric Undergrad Quantitative Rubric Undergrad Presentation Rubric	Fall and Spring semesters - by the end of the semester
Any faculty instructor who has a TA	TA Classroom Observation Evaluation Rubric	Fall and Spring semesters - mid semester
All faculty and graduate students	Fall Magazine Update	Summer - the first Monday following the 4th of July
Everyone - primary authors if more than one department member is on a paper	Article Publications	As soon as published