



Faculty Curriculum vitae and Syllabi Online Submission in compliance with House Bill 2504

Frequently Asked Questions



1. Where do I submit my CV and Syllabi?

- >> www.tsu.edu/mytsu
- >> Faculty
- >> HB2504
- >> Upload CV
- >> Upload Syllabi



2. Do I upload my CV and Syllabi every semester?

Yes. While CVs might not change every semester, Syllabi do, since they include dates, times, classroom location, and other current course information.



3. What information are **required** when submitting a Syllabi?

Enter: *Term Year*, *Term Code*, *Course Subject*, *Course Number*, and *Course Section*, in accordance with the university course catalog.

Here is an example:

Term Year	2022	← Academic Year
Term Code	10	← Denotes, Fall semester
Course Subject	MIS	← Acronym, according to course catalog
Course Number	100	← Refer to course catalog
Course Section	02	← Refer to course catalog (Do not include spaces if hyphen included. e.g., 1-A)



4. What file format does MyTSU portal accept?

Only Portable Document Format (.pdf) are acceptable.
All other file formats (e.g., .doc, .txt, .jpg), will be denied.



5. What are the Term Codes at Texas Southern University?

20XX10 - Fall	20XX30 - 1st Summer
20XX17 - Winter	20XX40 - 2nd Summer
20XX20 - Spring	
20XX27 - May	(i.e., "XX" denotes academic year, for example 202210 = Fall 2021)



6. How can I check* if my CV and Syllabi was successfully uploaded in the public-facing site?

Although a green check mark will display in MyTSU portal and an email confirmation of submission will be sent, all faculty **must** check the Registrar's website to ensure their CV and Syllabi displays correctly.

www.tsu.edu/registrar → Class Schedule → Search by Term → Submit → Choose Options

or

https://ssb-prod.ec.tsu.edu/PROD/bwckschd.p_disp_dyn_sched

* There are many filter options, but to perform a simple search: 1). Select, "Subject" 2). Select, "Instructor" 3). Click, "Class Search" button. Remember to click "View Syllabus" and click on instructor's name.

NOTE: *If you click on the view syllabus and instructor's name links and an error page display, you must resubmit your document(s) in the MyTSU portal.*



7. When will my CV and Syllabi be viewable online?

In near real-time.



8. Where can I access TSU on-demand training and resources?

Step-by-Step Tutorial: <http://www.tsu.edu/about/administration/office-of-information-technology/banner-mytsuweb/pdfs/my-faculty-portal-hb-2504.pdf>



9. Who do I contact for additional faculty support?

Please contact your academic college or school:

www.tsu.edu/academics



10. Who do I contact for technical support?

Please send an email to: ITServiceCenter@tsu.edu

(e.g., I did not receive a submission confirmation email)



11. How can I find more information about House Bill 2504?

<https://capitol.texas.gov/tlodocs/81R/billtext/html/HB02504F.htm>

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Office of Information Technology

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