

Procedure for Faculty Authored Textbooks

Procedure Title: Faculty Authored Textbooks

Department Responsible: College of Education

Contact Person and Title: College Dean

Procedure: In cases where a faculty member desires to use textbook(s), laboratory manuals, computer software, or other materials which he/she/they has/have authored or from which she/he/they receive(s) royalties or any person or business associated with the faculty member's family obtained direct financial gain, the faculty member must:

1. Obtain approval from the department committee appointed for this purpose. Faculty members requesting self-authored textbook recommendations may not vote on the decision to recommend.
2. Notification of the committee's decision should be sent to the Dean.
3. Whenever possible, recommendations should be submitted three months prior to the beginning of the next semester.
4. The faculty member will be notified of the decision by the Dean's Office at least two months prior to the beginning of the semester.

What Policy is Connected? UA Faculty Handbook, Chapter 3, XII B; Chapter 5, IV B

Scope: College of Education Faculty