**Note: This policy will replace current PPM 4-16, Textbooks, PPM 4-16a, Written Publications by Faculty, and PPM 3-54, Sale of Materials to Students**

**COURSE MATERIALS PPM 4-16**

1. REFERENCES
2. PPM 3-36, Conflicts of Interest
3. PPM 9-5, Faculty Responsibilities to Students
4. American Association of University Professors’ “Statement on Professional Ethics”
5. DEFINITION

“Course materials” shall refer to all manner of assigned study material, whether generated electronically or printed conventionally. Examples include e-books or digital books, PDFs, printed textbooks, printed lab manuals, course packs, etc.

III. POLICIES

A. Copyright

PPM 5-41, “Copyright Policy: Ownership” shall define and govern the faculty’s intellectual property rights over their course materials.

B. Selection of Course Materials

1. Full-time faculty may select their own course materials, subject only to the criteria outlined herein and such reasonable considerations as quality, cost, availability, and the need for coordination with other instructors or courses. Full-time faculty should assign readings that best meet the instructional goals of their courses. Part-time faculty shall assign their course materials according to the guidelines of their respective departments. Faculty individually, as well as departments collectively, have the responsibility to select reputable course materials. Course material selection will be cleared in the department to facilitate compliance with this policy.
2. Any required course materials must be reasonably necessary to facilitate the learning outcomes of the course.
3. Faculty shall endeavor to teach from the same course materials for as long as may be pedagogically appropriate or defensible, ideally for at least 1 to 2 years.
4. Departments shall consider use of the same course materials for multiple sections of the same course.

5. Faculty shall give preference to inexpensive course materials and methods of distribution, whether generated and distributed electronically or printed and sold conventionally. Examples include used editions, paperback editions, rentals, open educational resources, etc. New editions should be used only where there is sufficient added value to achieving the course learning outcomes to justify requiring the new edition. Total cost of the course materials for each course and availability of course materials shall be considered.

C. Ordering, Selling, Distribution, and Publication

1. In order to provide students the ability to make course material selections in a cost-effective way and to comply with the Higher Education Opportunity Act (HEOA), faculty shall make timely submissions of their course material requests to the University’s bookstore, (subsequently released to the public). A schedule of dates when submissions are due to the bookstore shall be set forth in a schedule attached to this policy, which may be updated as needed. The University bookstore shall post a list of setting forth required and optional course materials and the cost of each item in a timely manner and in a conspicuous place, in compliance with the HEOA and Board of Regents Policy. The University shall note in the course schedule the place where students can access the course material information, including the ISBN and retail price.
2. The University bookstore shall sell course materials produced by faculty with the same impartiality with which the store markets the rest of its merchandise. Neither individual store employees, nor individual members of (1) the administration, of (2) the faculty, and of (3) the staff shall make unauthorized sales of the faculty’s rightful properties.
3. Where faculty submit course materials for publication and/or distribution by the bookstore, faculty shall sign a declaration that the faculty member has complied with all copyright laws, grants, or patents pertaining to such materials and hold the University free from any responsibility for damages, costs, expenses, etc. which may arise from any breach of this declaration.
4. The University bookstore shall be the sole agency for selling course materials to students on the campus. University faculty and employees are prohibited from personally selling any course materials directly to students for purposes of any class, laboratory, project, or other activities sponsored in the name of the University. University faculty and employees may not sell or receive money for supplies or laboratory fees. Direct payments by students to departments are not allowed.
5. When approaching conventional, market-driven publishers with their course materials, faculty shall negotiate solely as private entities who in no way represent the University. Faculty members may in no way obligate the University in any contract with a publisher, including obligating the University or faculty member to use the course materials in University classes.

D. Course Material Selection Committee

1. The University shall create a Course Material Selection Committee to review course materials under the circumstances listed below. This committee will be constituted on an ad hoc basis by the provost and shall include individuals competent to review the materials and who are free from real or apparent conflicts of interest. Generally, the review committee should also include the faculty’s respective dean and the faculty’s respective chair. All reviews, in the end, must be unanimous in their endorsements of the course materials’ quality, focus, scope, and rigor.

Such reviews will be required under circumstances where:

1. Faculty member(s) create course materials for use in multiple-class sections.
2. Faculty transfer ownership of materials to the University but seek to require the use of those materials at the University.
3. The University owns course materials and stands to benefit financially from the sale of course materials to students.
4. Other conflicts of interest arise that warrant further review of course material selection, as deemed necessary by the responsible dean and the provost.
5. Where the University stands to benefit financially from the sale of course materials to students, the Course Material Selection Committee shall decide how that money shall be distributed, giving preference for funds being used to benefit the students who purchased the course materials or being given to the general scholarship fund.

E. Conflicts of Interest

1. The University encourages faculty to produce course materials for the student market However, in order to avoid conflicts of interest:
2. No course materials may be required where the faculty member of the course, or immediate family member of the faculty member, will receive any financial benefit, directly or indirectly, from the sale of the course materials.
3. No course materials may be required in any course where any faculty member, or immediate family member of any faculty member, will receive any financial benefit, directly or indirectly, from the sale of the course materials.
4. No course materials may be required in any course where any faculty member has had influence on the decision making process regarding course material selection and the faculty member, or immediate family member of the faculty member, will receive any financial benefit, either directly or indirectly, from the sale of the course materials.
5. For purposes of this policy, faculty members are not considered to be receiving a financial benefit, directly or indirectly, where faculty members donate all financial benefits that would otherwise be received due to making course materials required in a course to a charitable cause. Where the charitable cause chosen is the University, the University shall only permit the donation of funds to the department of the faculty member where the donation is designated for purposes directly supporting students’ classwork and/or activities, and the donation will only tangentially benefit the specific faculty member making the donation.
6. This section E applies to all faculty members involved where more than one faculty member receives financial benefit from the production of course materials.

**Schedule 1**

Faculty shall submit their requests for course materials to the University bookstore no later than:

**April 1st** for fall semesters;

**October 1st** for spring semesters;

**March 1st** for summer semesters.