

Other National Public Institutions Policies on Use of Faculty-Authored Textbooks¹

<p>University of Arizona http://policy.arizona.edu/employmenthuman-resources/printed-materials</p>	<p>Review Process</p> <p>“There is no prohibition against the assignment of a textbook by its authors for their classes, nor against the collection of related royalties, provided the textbook has been printed and copyrighted by a recognized publishing house at its own expense, has been made available for open sale, and has been approved for such use by the dean of the college concerned. In cases where deans teach and assign materials of this type, approval shall be obtained from the Provost.”</p>
<p>Iowa State University http://www.provost.iastate.edu/sites/default/files/uploads/faculty%20resources/policies/Faculty%20Handbook%20-%20January%202016%20-%20final.pdf</p>	<p>Review Process</p> <p>“Therefore, it is university policy that a faculty member of Iowa State University may use, in university classes, textbooks or other instructional materials for which he/she receives royalties or remuneration provided that, for any materials so used at Iowa State, the payments that could normally accrue to the faculty member are assigned to the university or to a body mutually agreed upon by the university and the faculty member. The faculty member may, however, be allowed to retain the royalties under either of the following circumstances:</p> <ul style="list-style-type: none"> •the use of such textbooks or instructional materials is in accordance with departmental procedures for selecting such materials and the faculty member/author does not participate in the selection process •because of exceptional circumstances the faculty member's department chair recommends that the faculty member be allowed to retain the normal royalties, and the recommendation is approved by the appropriate dean and the senior vice president and provost.”
<p>University of Iowa https://opsmanual.uiowa.edu/human-resources/compensation</p>	<p>Prohibit Profit</p> <p>Royalties/other financial remuneration must be either refunded to the students or other arrangements (such as transferring funds to the University or the University Foundation) must be made</p>
<p>University of Kansas http://policy.ku.edu/provost/instructor-authored-material</p>	<p>Prohibit Profit</p> <p>"Proceeds must be donated to their departments, schools, scholarship funds or other non-profit</p>

¹ Updated and modified from Rutgers Survey of 2005: <http://senate.rutgers.edu/textbooksappendixa.pdf>

	<p>entities."</p> <p>"It is understood that the faculty member must estimate such receipts arising from sales to his/her classes due to the variety of sources from which a student may purchase texts and the varying mixture of new and used texts acquired by students."</p> <p>"Contribution of royalties...[does not apply] to educational materials required in short courses, seminars or other educational presentations not part of the regular University curriculum."</p>
<p>University of Maryland</p> <p>http://president.umd.edu/administration/policies/section-iii-academic-affairs/iii-100b</p>	<p>Review</p> <p>Must be approved by the chair of the department offering the course</p> <p>Texts "not in general use" [Not commercially published]: "Choice of self-authored materials may be confirmed, or made, by a committee. Alternative texts may be authorized. Royalties may be assigned to third-party educational organizations, including the University of Maryland."</p>
<p>University of Michigan</p> <p>https://opb.msu.edu/ucfa/documents/COI--FINALVersion3-16-06.pdf</p>	<p>Review</p> <p>"Each academic unit should establish guidelines appropriate to its circumstances for the selection of instructional materials whose purchase by students results in a financial benefit to the faculty member who assigns those materials."</p>
<p>South Dakota State</p> <p>http://www.sdstate.edu/sites/default/files/policies/upload/Textbook.pdf</p>	<p>Prohibit Profit</p> <p>Per the South Dakota Constitution, Article VIII, faculty may not receive any revenue from materials that they require students (or the institution) to purchase. Thus, any faculty member who is approved to assign a self-authored work that will result in revenue payable to the faculty member must first arrange to assign all revenues to the South Dakota State University Foundation, Inc. or another charitable entity.</p>
<p>University of Wisconsin-Madison</p> <p>https://kb.wisc.edu/page.php?id=30849</p>	<p>Combination Approach</p> <p>"An apparent conflict of interest may be present when textbooks and other educational materials produced by an instructor are required for a class that instructor teaches, and where the sale of such materials produces financial gain for the instructor. The instructor and the department are therefore encouraged to consider the following:</p> <p>It is not in the best interest of students to prohibit instructors from assigning textbooks they have written, given that such materials may be the best materials available.</p> <p>As with other course-level academic issues (e.g., establishing student learning goals,</p>

	<p>determining course content and structure, identifying individual course contributions to the department's curriculum), selection of instructional materials are properly determined by the instructor and department sponsoring the course.</p> <p>Instructors can employ a number of strategies to mitigate the apparent conflict of interest when they assign materials from which they may receive financial gain:</p> <ul style="list-style-type: none"> - Confer with the department (e.g., curriculum committee or similar body) to establish that these materials are, indeed, the best (if not only) materials available to students. - Accommodate students who choose not to purchase the materials by placing copies on reserve in the library or in the Electronic Reserve system. (Information about the course reserve system can be found online at http://www.library.wisc.edu/reserves/#faculty.) - Avoid personal financial gain by donating royalties (e.g, to the UW Foundation or to another charitable organization). Some instructors have been known simply to reimburse students who provide proof of purchase."
<p>University of Missouri http://provost.missouri.edu/faculty/proceeds.php</p>	<p>Prohibit Profit</p> <p>Royalties must be returned to "the University of Missouri, another educational institution, a charitable organization, or a not-for-profit foundation."</p>
<p>University of Pittsburgh http://www.cfo.pitt.edu/policies/policy/11/11-01-03.html</p>	<p>Process of managing conflict unclear:</p> <p>"The following...illustrate[s] potential or actual conflicts of interest which must be disclosed, avoided, or otherwise managed - Assigning as required texts in their course, books for which the instructor derives significant financial benefits."</p>
<p>University of Texas https://provost.utexas.edu/policies-and-resources/faculty-textbook-authorization</p>	<p>Combination Approach</p> <ul style="list-style-type: none"> - Approval of the dean and the department chair, if applicable. - Cost to student should not result in the Faculty profit of more than 25% per volume.
<p>Boise State https://policy.boisestate.edu/governance-legal/conflict-of-interest-and-commitment/</p>	<p>Profits strongly discouraged</p> <p>When selecting textbooks or any other materials (collectively referred to as "academic materials") for courses, it is imperative that departments and faculty members avoid any appearance of a Conflict of Interest in assigning faculty- created academic materials in the faculty member's or department's classes. While not expressly prohibited, the assignment of faculty-created academic materials should ensure that the faculty</p>

	<p>member does not profit from this arrangement. If the spending of such royalties is controlled by the faculty member, or even the department, it could be argued that the motivation for assigning the academic materials is monetary gain, raising an academic integrity issue. As a result, either the price of the academic materials should be reduced, or the royalties should be used for a philanthropic purpose within the university, such as scholarships.</p>
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**Appendix A:
Policies on Use of Faculty-Authored Textbooks**

<p>Central Connecticut State https://www.ccsu.edu/hr/files/TextbookPolicy.pdf</p>	<p>Combination Approach</p> <p>Must be approved by a Review Panel appointed by the Vice President for Academic Affairs. Approval process not necessary if the faculty member "directs any financial gain to a University fund or to a recognized 501c(3) entity...."</p>
<p>University of Memphis http://www.memphis.edu/aa/resources/facres/facultyhandbook/docs/faculty_handbook_2009.pdf</p>	<p>Review</p> <p>Must be approved by the "unanimous decision of a committee of the department in which it is to be used...must also be approved by the department chair, or...the appropriate administrative officer; and, in the case of materials designed solely for a University of Memphis audience, the responsible dean."</p>
<p>University of South Florida http://www.usf.edu/provost/documents/faculty-forms/usf-faculty-handbook.pdf</p>	<p>Combination Approach</p> <p>Must inform the Provost "if more than \$500 is received in one year from the required use of the textbook in his or her class. The faculty member must certify that the required text is the only text that is uniquely suited for use in the author's class."</p>
<p>Western Washington University http://www.wvu.edu/internalaudit/ethicsLAW.shtml</p>	<p>Combination Approach</p> <p>"Faculty members may not have a financial interest in a textbook they have assigned to their own students. If the chair or committee selects/designates the textbook, faculty may receive royalties."</p>