

## TEXTBOOK AND EDUCATIONAL MATERIALS POLICY DRAFT

The following principles pertain to the role and responsibilities of faculty in the development and selection of instructional materials at the University of Houston-Clear Lake:

1. The selection and production of educational materials by faculty is essential to providing quality instruction. Therefore, the decision on the use of such materials properly rests with individual faculty members, instructors, and/or faculty units, consistent with policies of the department, college, and University.
2. The practice of contributing to a body of knowledge by faculty members in their chosen fields of study through the development of educational materials, e.g., textbooks, case studies, custom books, workbooks, is a practice that is not only acceptable, but actively encouraged by peers, department chairs, and deans.
3. Campus Textbook Access Program

*The Campus Textbook Access Program (CTAP) ensures students have convenient access to their **required** course materials for each registered course by the start of the term. Students are automatically enrolled, and required digital materials are delivered directly through Canvas, while required physical items (when applicable) are prepared for distribution through the campus store. Students have flexible participation options each term, including the ability to opt out by the published deadline. CTAP helps reduce delays and confusion around course materials so faculty can begin teaching on day one with confidence and receive support from the campus store team. Open Educational Resource materials are encouraged and are compatible with the Campus Textbook Access Program.*

4. Any instructional material utilized in the classrooms shall be aligned with the content of the class and the respective required curriculum.
5. To manage any conflict of interest, a faculty member or instructor of record at the University of Houston-Clear Lake, who receives revenue from the sale of instructional materials, must submit these materials for review by the curriculum committee of the college that offers the course where the material is used. After the review, the college curriculum committee will make a recommendation to the dean. Dean approval is necessary before requiring students to purchase educational materials that have been written, co-written, or edited by the faculty member or instructor, and from which the faculty member or instructor shall receive royalties of any kind. Review and approval are necessary to ensure the

material is consistent with the requirements in 3 and 4 above, along with the University's conflict of interest policy.

## **CAMPUS STORE: TEXTBOOK ORDERING**

### **(1.0) Textbook Ordering**

The Campus Store orders all textbooks and other teaching supplies needed by students. Textbook orders are due to the Campus Store in the following time span: Fall Semester due April 15th, Spring Semester due October 15th and Summer Semester due March 15th. Specific information regarding textbook orders, and class-related materials should be referred to the Course Materials Team. Desk copies are obtained through the publisher.

If faculty must order textbooks after the deadline, they should contact the Course Materials Team through the Bookstore.

### **(2.0) Sale of Classroom/Instructional Materials**

The Campus Store will not sell or have reproduced any of the said materials with copyrighted information without going through a copyright clearance. This procedure may take six to eight weeks. Going through these procedures eliminates the copyright infringement liability of the University and the Campus Store. Information on these procedures is available at the Campus Store.