

Memorandum of Administrative Policy Textbook and Educational Materials Policy

Area: Academic Affairs

Section: Faculty Curriculum and Instruction

Number: 07.A.09 AP

Purpose

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. In the case of educational materials produced by faculty members or instructors such that the materials are self-published by the faculty member or instructor; or are reproductions, custom books, or other materials, produced for the course; or are published by entities wholly or substantially owned by the faculty member or instructor or by a member of his or her family, then such materials shall be made available to students at the University of Houston-Clear Lake at cost to produce. Similarly, the case

where departments or other instructional units produce educational materials, the items shall be available to students at no cost or at a cost no more than it cost to produce. Textbook and educational materials, published through learned societies, professional organizations, and/or professional publishers, must be made available to students at a reasonable price consistent with national norms and selected according to national standards of scholarship. In no case should students be charged for information that normally is available without charge, e.g., a course syllabus, practice exams.

4. Any instructional material utilized in the classrooms shall be aligned with the content of the class and the respective required curriculum.
5. In order to implement items 3 and 4, and 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.

Revision Log

Revision Number: 1, Approval Date: 11/14/2019