

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.

Expectations for Instructional Material

1. Any instructional material utilized in the classrooms shall be aligned with the content of the class and the respective required curriculum.
2. 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 above, along with the University's conflict of interest policy.

Ordering Instructional Material

All instructional material is to be provisioned through the Textbook and Instructional Materials Procedure.

Textbook and Instructional Material Procedure:

1. 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 is intended to reduce delays and confusion around course materials. Open Educational Resource materials are encouraged and are compatible with the Campus Textbook Access Program.

2. Campus Store: Textbook Ordering

2.1. Textbook Ordering

The Campus Store is the physical bookstore on campus. It orders all textbooks and other teaching supplies needed by students. Unless overridden by the Academic Affairs Calendar, textbook orders are due to the Campus Store in the following time span: Spring Semester due October 15th, and Summer and Fall Semesters due March 15th. Specific information regarding textbook orders and class-related materials should be referred to the Course Materials Team at the Campus Store. Desk copies are obtained through the publisher.

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

2.2. 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.

Review and Responsibilities

This policy will be reviewed by The Office of the Provost and Faculty Council every five years or sooner, if warranted.

Responsible Parties: Faculty Council Curriculum Committee

Review: Every 5 years

Revision Log

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

Description of changes: Policy Created & Approved

Revision Number: 2, Approval Date: 05/11/2026

Description of changes: Removed obsolete section on printed course packs in policy. In procedure section, added explanation of CTAP, changed order submission dates, and other cleanup.

Approval

Approved by:

/ Dr. Edward R. Waller /

Senior Vice President of Academic Affairs and Provost

/ Dr. Richard Walker /

President

May 11, 2026

Date