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UNIVERSITY OF HOUSTON
TEXTBOOK AND EDUCATIONAL MATERIALS POLICY
Recommended by Faculty Affairs Committee, January, 10, 2006

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

- A. The practice of contributing to a body of knowledge by faculty members in their chosen fields of study through developing educational materials, (i.e. textbooks, case studies, custom books, workbooks), is a practice that is not only acceptable, but actively encouraged by peers, department chairs and deans; such contributions are viewed favorably in the reward systems available within the University of Houston;
- B. Should the development of educational materials, (i.e. textbooks, case studies, custom texts, workbooks,) by the University of Houston faculty result in royalties for the faculty member responsible, the University of Houston supports such endeavors as the rightful fruits of one's labor. Unless there is a prior written agreement with the University of Houston for a percentage share of such royalties, all royalties shall wholly belong to the faculty member with the exception described in Paragraph C. of this document;
- C. In order to avoid the appearance of a conflict of interest, instructors of record at the University of Houston must not keep royalties in the case where their textbook or educational materials are required in the course in which they are teaching. Therefore, if faculty members wish to use materials in their own classroom wherein they incidentally receive royalties from such materials, these faculty members must donate said royalties to a unit or activity of their choice within the University of Houston.
- D. On an annual basis, faculty members will estimate to the best of their ability the earned royalties from the students in their own classes, taking into account the estimate of new versus used texts purchased by their students. Faculty members will donate this amount to a unit or activity of their choice within the University of Houston. By April 15 of each year, faculty member will provide a written report to the administrator of their unit (Chair, Director, or Dean) regarding the previous year's calculation of earned royalties and the donation made to the unit or activity of choice.
- E. In any semester where instructional materials are required by an instructor who is receiving royalties for the materials, the syllabus of the course must include a statement that "royalties derived from materials required for this class are not kept by the instructor; they are donated in accordance with the Textbook and Educational Materials Policy passed by the University of Houston Faculty Senate, January, 2006." This statement will signal to the student, to the university and to the general public that the faculty member is adhering to policies that prevent an appearance of conflict of interest where royalties are involved.