

Subject: Revised FS text policy

FYI

Date: Tuesday, February 14, 2006 4:07 PM**From:** Lawrence R. Williams, Ph.D. <lrwilliams@UH.EDU>**Reply-To:** "Lawrence R. Williams, Ph.D." <lrwilliams@UH.EDU>**To:** <UNDERGRAD-COUNCIL@LISTSERV.UH.EDU>**Conversation:** Revised FS text policy**Category:** Undergraduate Council

Dear UC Members:

Below is the newest version of the UH Textbook Policy to be presented to the Faculty Senate at their meeting Wed 15 Feb 06 in the Kiva of Farish Hall at 12:15 pm.

We will discuss the action by the FS and the document itself at our meeting next week. See below.

copy: Drs. Dan Wells and David Papell

FACULTY AFFAIRS COMMITTEE, CHAIR – David Papell

UNIVERSITY OF HOUSTON TEXTBOOK AND EDUCATIONAL MATERIALS POLICY

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 selection and production of educational materials by faculty is essential to providing quality instruction, and the freedom to choose educational materials is central to the principle of academic freedom. Therefore, the ultimate decision on the use of such materials should properly rest with individual faculty instructors and or faculty units.

B. 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.

C. 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 D. of this document.

D. 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 net effected royalties after taxes to a unit or activity of their choice within the University of Houston or any charity listed on the State charitable campaign.

E. Taking into account their estimate of new versus used texts purchased by their students, faculty members will estimate to the best of their ability the net effected royalties from the students in their own classes. Faculty members will donate this amount as described in Paragraph D. The faculty member will provide an annual written report to the administrator of their unit (Chair, Director, or Dean) regarding the calculation of net effected royalties and the donation made to the unit, activity, or charity of choice.

F. In any semester where instructional materials are required by an instructor who is receiving royalties for the materials, it is recommended that the syllabus of the course 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, February, 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.

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