Dear Administration Representative, Graduate Council, Staff Council, Student Government Association, and Undergraduate Council,

The purpose of the University Coordinating Commission (UCC) is to facilitate discussion throughout the University Community on policies that have been formulated but not yet approved. The UCC will try to ensure that proposed policies and procedures will be vetted to those university groups for whom they may be relevant, as quickly as possible.

The Faculty Senate is proposing a policy titled Faculty Senate Textbook and Educational Materials Policy (UCC 0011 07S), and the UCC has decided that this proposed policy may be relevant to your group. Please review the attached policy and, if relevant, relay your comments and suggestions to the group proposing the policy no later than March 2, 2007. Copies of dissenting opinion should be forwarded, in writing, to the originator of the policy and the UCC by the date noted above.

Finally, please complete the information below and e-mail it to Marsha Daly, madaly@uh.edu.

Sincerely,
Joe Kotarba, Chair
University Coordinating Commission
jkotarba@uh.edu
713-743-3954
http://www.uh.edu/ucc/

INFORMATION REQUESTED:
Your group’s decision on the relevance of the policy to you.

Did you contact the group proposing the policy?

If so, when?

Marsha Ann Daly
Assistant Director
Academic Program Management
University of Houston
207 E. Cullen Building Room 109
Houston, TX 77204-2035
713.743.8919 (voice)
713.743.8717 (fax)
madaly@uh.edu
MEMORANDUM

TO: Jay Gogue
    University of Houston System Chancellor and
    University of Houston President

    Donald Foss
    University of Houston System Senior Vice Chancellor and
    University of Houston Senior Vice President for Academic Affairs and Provost

FROM: Steven G. Craig
    President, University of Houston, Faculty Senate

DATE: January 12, 2007

SUBJECT: Textbook and Educational Materials Policy

At its November 16, 2006 meeting, the Faculty Senate approved by unanimous vote your "Textbook and Educational Materials Policy" with paragraphs A. through C only (attached). By a previous amendment Paragraph D was removed. We hope the expressed preferences of the Senate are helpful as you craft a textbook policy for the campus.

cc: Dona Hamilton
    Joseph Kotarba
    Marshà A. Daly

attachment
UNIVERSITY OF HOUSTON TEXTBOOK AND EDUCATIONAL MATERIALS POLICY
(Proposed by the Senior Vice President for Academic Affairs and Provost as of July 21, 2006
Passed as Amended by Unanimous Vote of the Faculty Senate on November 15, 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 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 and or faculty units, consistent with policies of the department, college, and University.

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. 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 at cost to students at the University of Houston. In all other cases, including the case where educational materials are produced by departments or other instructional units, educational materials shall be selected such that they are available to students at a reasonable price consistent with national norms.

[Note: This policy supersedes the Textbook and Educational Material Policy that the UH Faculty Senate passed on November 17, 2004.]