

Faculty Senate

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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  
Marsha A. Daly

attachment

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**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.]