

Appendix A:
Policies on Use of Faculty-Authored Textbooks

AAU Public Institutions		
University	Use of Faculty-Authored Books and Materials	Other
University of Arizona	Must be approved by the Dean of the college	"Neither appointed personnel nor staff members may sell materials, books, or publications of any kind directly to students."
Iowa State University	Royalties must be assigned to the University or "to a body mutually agreed upon by the university and the faculty member."	"Each department is expected to have a procedure for reviewing the selection of required textbooks and other resource materials for the following: multi-section courses; courses in which an unusually large number of textbooks is required; instances in which the instructor of the course is author of a book required for that course..."
University of Iowa	Royalties/other financial remuneration must be either refunded to the students or other arrangements (such as transferring funds to the University or the University Foundation) must be made	
University of Kansas	"Proceeds must be donated to their departments, schools, scholarship funds or other non-profit entities."	"Contribution of royalties...[does not apply] to educational materials required in short courses, seminars or other educational presentations not part of the regular University curriculum."
University of Maryland	Must be approved by the chair of the department offering the course	Texts "not in general use" [Not commercially published]: "Choice of self-authored materials may be confirmed, or made, by a committee. Alternative texts may be authorized. Royalties may be assigned to third-party educational organizations, including the University of Maryland."
University of Michigan	"Each academic unit should establish guidelines appropriate to its circumstances for the selection of instructional materials whose purchase by students results in a financial benefit to the faculty member who assigns those materials."	
University of Minnesota	"According to Minnesota Law, faculty members who have published books may not designate such books as required texts, without the written permission of the appropriate faculty dean."	

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University of Missouri	Royalties must be returned to "the University of Missouri, another educational institution, a charitable organization, or a not-for-profit foundation."	
Ohio State University	"Every academic unit should establish a policy appropriate to its circumstances that ensures that there is no significant conflict of interest or appearance of conflict of interest in the selection of such materials."	
Penn State	Royalties [for textbooks assigned for courses "within their department or other Penn State courses where they have influence over book selections"] are to be assigned to "the College, department, or program, and be used for normal academic purposes...."	
University of Pittsburgh	"The following...illustrate[s] potential or actual conflicts of interest...6. Assigning as required texts in their course, books for which the instructor derives significant financial benefits."	
University of Texas	Must be approved by the University President, and reviewed by the Board of Regents.	<i>Authorization To Use Textbooks, Notebooks, Manuals, etc. Written or Prepared by a Member of the Staff, U.T. Austin</i> [form to be submitted to the Board of Regents] http://www.utexas.edu/provost/policies/faculty_textbook/faculty_textbook.doc
Other Institutions		
Boise State	May use, subject to the approval of the department chair, provided that "(a) the book was published by an established publishing house in which the instructor has no financial interest, (b) the book was peer-reviewed...prior to publication, and (c) the book is intended for adoption and use by institutions of higher education.	"Faculty members and departments may not charge royalties or commissions for any course materials (e.g., "coursepacks" or related course notes) that he/she has prepared that do not meet the above guidelines. Costs for these course materials to students are limited to the actual reproduction costs of the materials."

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Central Connecticut State	Must be approved by a Review Panel appointed by the Vice President for Academic Affairs. Approval process not necessary if the faculty member "directs any financial gain to a University fund or to a recognized 501c(3) entity...."	
Louisiana Tech	Must be approved by the college dean.	
University of Memphis	Must be approved by the "unanimous decision of a committee of the department in which it is to be used...must also be approved by the department chair, or...the appropriate administrative officer; and, in the case of materials designed solely for a University of Memphis audience, the responsible dean."	
University of South Florida	Must inform the Provost "if more than \$500 is received in one year from the required use of the textbook in his or her class. The faculty member must certify that the required text is the only text that is uniquely suited for use in the author's class."	
Western Washington University	May use provided that "(1) A Dean, Chair or committee that does not include the faculty author decides which book will be used in the faculty author's class(es); OR (2) The faculty agrees to waive any royalties (or other compensation) that would be received due to the sale of the textbooks to the students taking the class; OR (3) The faculty member assigns their rights to the University for any proceeds that result from the sale to their students. Also, the faculty member cannot have a role in determining how the royalties would be distributed or spent by the University.	