12.99.99.C0.05 Faculty-Authored Textbooks and Other Educational Materials

Revised: October 21, 2024
Next Scheduled Review: October 21, 2029
Revision History

Procedure Summary

This procedure provides details regarding the use of materials authored by Texas A&M University-Corpus Christi (TAMU-CC) faculty in courses taught by the author and the royalties/proceeds from faculty-authored textbooks and related materials assigned to students in the author's courses. Employees of TAMU-CC must perform their duties in accordance with system policy *07.01, Ethics*.

Procedure

1. FACULTY-AUTHORED TEXTBOOKS AND OTHER EDUCATIONAL MATERIALS

1.1. Textbooks, tapes, software, and other educational materials authored by the course instructor may be assigned or recommended to be purchased by students for a course taught by the author if the royalties or proceeds arising from the sale/purchase of the assigned materials are returned to TAMU-CC, another educational institution, a charitable organization, or a not-for-profit foundation. Funds (royalties or proceeds from sales) may not provide a personal benefit to the author. For example: a TAMU-CC faculty member receives royalties from their book assigned to their class at TAMU-CC. They donate a portion of the royalties to TAMU-CC and the balance to a charitable organization, and thus, they did not personally benefit from the royalties. Faculty may contact Institutional Advancement for assistance with donating royalties/proceeds to TAMU-CC.

1.2. Faculty members using self-authored materials that generate royalties/proceeds in their courses must certify that all royalties or proceeds from sales have been donated in accordance with section 1.1 of this procedure via the Donation of Royalties/Proceeds Form found on the Academic Affairs website and in the Appendix section of this procedure. This certification is required annually in the year following the use of the self-authored materials that generated royalties/proceeds.

1.3. Any royalties/proceeds from other university uses of such materials (e.g., purchase by the library) are the property of the author.

2. TEXTBOOK ORDERS

2.1. Faculty members are responsible for adhering to the university textbook ordering process and deadlines. Textbook adoptions occur well in advance of the semester and should be completed before the schedule is published. Early textbook adoption allows ample time for ordering and gives students a more accurate picture of the total cost of a particular course. Faculty are encouraged to use Open Educational Resources and other affordable materials when possible.

2.2. Course instructors or any other employee responsible for selecting, ordering, or assigning course materials cannot accept gifts, development grants, or other compensation from any company or organization for the adoption of course textbooks, software, or other educational materials.

Related Statutes, Policies, or Requirements

System Policy *07.01, Ethics*
System Policy *07.04, Benefits, Gifts and Honoraria*
System Regulation *17.01.01, Ownership of Intellectual Property and Tangible Research Property*
University Rule *31.05.01.C1, Faculty Consulting, External Professional Employment, and Conflicts of Interest*

This procedure supersedes:

- *12.99.99.C4.01, Faculty-Authored Textbooks and Other Educational Materials*
- *17.01.01.C0.01, Faculty-Authored Textbooks and Other Educational Materials*

Appendix

Donation of Royalties/Proceeds Form

Contact Office

Contact for interpretation and clarification: Provost and Vice President for Academic Affairs

361.825.2722