

# **SALE OF FACULTY AUTHORED UNPUBLISHED TEXTS AND MATERIALS**

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Faculty may develop their own texts and other materials for specific courses. The academic administration encourages this type of scholarly and creative activity and this policy provides a means for the use of these materials by students in the faculty author's course(s).

It is the policy of the University that faculty members may not sell texts or course materials directly to students. Rather, prior to the semester in which the materials are to be used, the faculty member should make arrangements with the Business Office to have the materials produced and distributed through the University Bookstore. The faculty member and the Business Office will decide any financial arrangements associated with the distribution of the materials.

Also, when faculty members develop extensive photocopied materials for specific courses, these materials should likewise be developed in the semester prior to their intended use and distributed through the Bookstore at a cost determined by the faculty member and the college business office. Whenever possible faculty should explore utilizing Open Education Resources (OER) in lieu of textbooks, photocopies and other materials that add cost for the students. All questions on these matters should be directed to the Office of Academic Affairs.