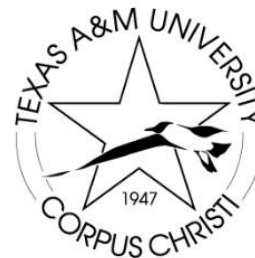


17.01.01.C0.01 Faculty-Authored Textbooks and Other Educational Materials



Revised: October 17, 2022

Next Scheduled Review: October 17, 2027

[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 from faculty-authored textbooks and related materials assigned to students in the author's courses. Employees of TAMU-CC shall perform their duties in accordance with system policy *07.01, Ethics*.

Procedure

1. FACULTY-AUTHORED TEXTBOOKS

- 1.1. Textbooks, tapes, software, and other materials authored by the course instructor may be assigned to be purchased by students for a course taught by the author if the royalties arising from the purchase of the assigned materials are returned to TAMU-CC, another educational institution, a charitable organization, or a not-for-profit foundation. Funds 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 to TAMU-CC.
- 1.2. Any proceeds from other university uses of such materials (e.g., purchase by the library) shall be the property of the author.
- 1.3. 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.

2. TEXTBOOK ORDERS

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, as well as 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.

Related Statutes, Policies, or Requirements

System Policy [07.01, Ethics](#)

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*
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Contact Office

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