



Policy Title: AA3016 - Faculty Authored Educational Materials

Subject Area: Academic

Responsible Official(s): Executive Vice President and Provost

Responsible Office(s): Office of the Provost

Policy Statement

Copyrighted educational material prepared by University of Memphis faculty and staff that may be required for student purchase should follow established guidelines that are appropriate to its use.

Policy

The selection of textbooks is a departmental function. Faculty members submit orders for books and supplies required in their classes through the university bookstore. When requesting student acquisition of course resources (e.g., textbook, readings, online materials, etc.) faculty should take into consideration a broad range of course content accessibility issues including, but not limited to, cost, format, platform, and availability. Faculty are strongly encouraged to ensure course resources are readily available for student use in a common area, such as the University Libraries' reserve rooms or electronic reserves system, with disability-related accessibility for all users at all times, on all devices.

Copyrighted materials prepared by university faculty and staff may be required for student purchase only by the decision of a committee of the department in which it is to be used. The purchase of faculty authored educational materials must also be approved by the department chair. In the case where educational materials are authored by the department chair, the dean will be responsible for the selection process and for the final approval of the materials. In the case of a dean who authored such materials, the provost must approve use of the materials.

Each department or academic unit shall post guidelines for selecting faculty authored educational materials. The guidelines must, at a minimum, include a requirement that a comparison of the faculty authored materials be available alternative materials must be made with respect to cost, quality, and author remuneration.

Specifically, the faculty authored materials should be:

- Competitively priced or cost less than other alternative materials;
- Comparable in quality or higher in quality than other alternative materials; and
- Comparable in the amount of remuneration the author(s) receives to other standard textbooks in the discipline.

Faculty preparing material to be copyrighted and designed solely for a University of Memphis audience must obtain advance approval to avoid possible loss as detailed in the provisions of [RE7004 - Intellectual Property](#).

Faculty authored educational material that students are required to purchase may not be sold directly to students by a faculty member, department, or college, but must be available for purchase at established outlets, including the University store.

Related Documents, Policies and Forms

[RE7004 Intellectual Property](#)

[General Conflict of Interest Disclosure Form](#)

Last Revision Update Log: 07/05/2023

AA3016 – June 1, 2018

UM1669 – Revised September 20, 2016

UM1669 – Issued: September 25, 2006 - supersedes policy number 1:2A:14:01

AA3016 supersedes UM1669