

## UNT Faculty- Authored Instructional Materials Request Form

In the fall of 2016, the Faculty Senate affirmed the deletion of UNT Policy 19.8, Adoption and Pricing of Instructional Materials Including Classroom and Supplemental Texts Authored by UNT Faculty, Staff, and Departments. This policy was initially approved in 1990. Because the policy was antiquated and it is unknown as to the extent of the need for such a policy, the policy was deleted and replaced with the following procedures. These procedures do apply to electronically distributed materials.

### **Faculty-Authored Materials:**

Faculty involvement in the writing or editing of instructional materials published and marketed through national or regional publishing houses is regarded by the university as valuable scholarship. It is not in the best interest of students to prohibit instructors from assigning textbooks they have written, given that such materials may be the best materials available. On that premise, instructional materials should be assigned based on their pedagogical value.

While the majority of faculty-authored instructional materials should be published and marketed through national or regional publishing houses, or distributed by a reputable provider of open educational resources (OER), there may be times when faculty members may wish to develop instructional materials such as workbooks, answer sheets, or custom texts intended for use only in their classrooms. These nontraditional, duplicated packets or booklets of materials may be used supplementary to or in place of traditional textbooks. It is expected that such materials either will be distributed to enrolled students through UNT's learning management system or will be printed by Eagle Images and distributed through the campus bookstore.

### **Conflict(s) of Interest:**

A conflict of interest may be present when textbooks and other educational materials produced by a faculty member are required for a class that faculty member teaches, and where the sale of such materials produces financial gain for the faculty member. Such practices are questionable financially and ethically. Faculty shall refrain from selling textbooks or instructional materials directly to the students. If a faculty member uses self-authored materials in their classroom, it is suggested that they donate the royalties to a charitable organization. To avoid real or perceived conflicts of interest regarding personal gain, this document outlines procedures for faculty intending to use self-authored instructional materials.

### **Procedures:**

Faculty members wanting to utilize self-authored instructional material(s), shall do the following:

1. Complete the UNT Faculty-Authored Instructional Materials Request Form
2. Obtain department chair and dean signatures
3. Forward completed form to the vice provost for student success

Department chairs and deans shall ensure that: (a) faculty-authored materials are consistent with the course description, (b) faculty-authored materials follow the guidelines, and (c) there is not a conflict of interest (real or perceived) regarding the proceeds of the faculty-authored instructional materials.



Date:

Semester/Year for Request:

Faculty's Last Name:

First Name:

Department:

Course Number and Name:

Number of Anticipated Students Enrolled:

Requested Materials:

Are the requested materials available for free online or in a free downloadable version?

Yes  No

Are the requested instructional materials recognized and used by others (outside UNT) in the field? If so, please include examples.

How will you disclose to students the actual or perceived conflict of interest regarding the use of self-authored material in your classroom?

Additional Comments:

Department chairs and deans shall ensure that: (a) faculty-authored materials are consistent with the course description, (b) faculty-authored materials follow the guidelines, and (c) there is not a conflict of interest (real or perceived) regarding the proceeds of the faculty-authored instructional materials.

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Dean Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Provost for Student Success Signature

\_\_\_\_\_  
Date

Submit the completed form to [StudentSuccess@unt.edu](mailto:StudentSuccess@unt.edu)