



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.17
Date Approved: 02/3/77
Date Amended: 12/03/08
Reviewed w/no Changes:
Office of Responsibility: Prov
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SUBJECT: FACULTY AUTHORED MATERIALS

- I. **PURPOSE:** To establish policy for sale of faculty generated materials for use in SUU courses.

- II. **POLICY:**
 - A. Faculty members are encouraged to develop texts, workbooks, and other materials for instruction in SUU courses. University facilities may be used for the development of such materials with the approval of the Department Chair and the Dean of the College involved.

 - B. All text and workbook materials shall be sold through the campus bookstore. Faculty members shall not sell their own materials or materials produced by others directly to the students.

 - C. A faculty member may require his/her own book for a course providing he/she has the approval of the Department Chair and the Dean of the College involved.

 - D. Faculty members who publish instructional materials may expect to sell their products at a profit commensurate with current publishing practices.

 - E. Faculty members who produce instructional materials should be aware of current copyright laws and are personally responsible for obtaining all necessary rights and clearances.

 - F. In the event that a faculty member is hired by the University to produce a particular item, the ownership of the copyright and royalties will be negotiated on an individual basis as determined in Policy 5.52.

APPROVAL FORM FOR FACULTY-AUTHORED MATERIALS
TO BE USED IN SUU COURSES

FACULTY NAME

MATERIAL PRODUCED

TITLE

COURSE IN WHICH MATERIAL WILL BE USED

APPROVAL OF DEPARTMENT CHAIR AND DEAN OF
COLLEGE/SCHOOL
FOR USE OF MATERIAL IN DESIGNATED COURSES

Department Chair

Dean of College

Cost of Producing Material \$

Faculty Profit on Material \$
(not to exceed 30% of retail cost)

Bookstore Handling Cost \$
(not to exceed 10% of retail cost)

Projected Retail Cost \$

APPROVAL OF BOOKSTORE MANAGER AND FACULTY AUTHOR

Bookstore Manager

Faculty Author