



Faculty Authored Textbook

I. Introduction

In the event that any information contained within this policy conflicts with any Board of Regents (BOR) policy, the BOR policy controls.

II. Purpose

The purpose of this policy is to provide guidelines for faculty members who wish to use self-authored textbooks in their courses. This policy aims to ensure academic integrity, transparency, and fairness in selecting and using course materials.

III. Definitions

None

IV. Policy

- Faculty members wishing to use a self-authored textbook for a course must submit a letter of request along with a copy of the textbook to their department chair at least one semester in advance.
- The department chair, in consultation with a committee, will review the textbook to ensure its academic rigor and appropriateness for the course.
- The recommendation of the department chair, in conjunction with the committee, will be sent to the Dean of the college.
- If the faculty member is the department chair, the request will be sent to the dean, and the dean will form the review committee.
- The decision of the dean of the college will be final.
- If possible, faculty members are encouraged to provide options for students to access the textbook at reduced costs, such as e-book versions, rental options, or institutional library reserves.
- Faculty cannot sell the textbook directly to the students but instead must utilize an authorized retailer.

V. Exceptions

This policy does not apply to Open Educational Resource (OER) textbooks that are of no cost to students.

VI. Applicability

ASU Faculty and Staff
ASU Students

VII. Accountability

Office of Academic Affairs
Office of Enrollment, Management, and Student Service—Registrar's Office

VIII. Contacts

Provost & Vice President of Academic Affairs

IX. References

BOR Policy 3.10 – Academic Textbooks

Last Update