

12.99.99.C4.01 Faculty-Authored Textbooks and Other Educational Materials

Approved: November 9, 2015

Next Scheduled Review: November 1, 2019



Procedure Statement

University employees shall faithfully discharge their duties and shall refrain from knowingly engaging in any outside matters of financial interest incompatible with the impartial, objective, and effective performance of their duties in accordance with [System Policy 07.01](#). They shall not realize personal gain in any form which would influence improperly the conduct of their University duties. They shall not knowingly use University property, funds, position or power for personal or political gain. They shall inform their supervisors in writing of reasonably foreseen potential conflicts.

Reason for Procedure

This procedure provides details regarding use of materials authored by course instructors in courses taught by the instructor and permissible uses of royalties from faculty-authored textbooks and related materials assigned to students in the author's courses.

Procedures and Responsibilities

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 Texas A&M University-Corpus Christi, another educational institution, a charitable organization, or a not-for-profit foundation.
 - 1.2 Any proceeds from other University uses of such materials, such as 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 material.
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2. TEXTBOOK ORDERS

Faculty members are responsible for adhering to university textbook ordering procedures and deadlines.

Related Statutes, Policies or Requirements

[TAMUS Policy 07.01 Ethics.](#)

Contact Office

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