

<b>Name of Policy:</b> Self-authored Course Materials <b>Policy Number:</b> 3364- <b>Approving Officer:</b> <b>Responsible Agent:</b> <b>Scope:</b>		 <b>Original effective date:</b>	
Key words:			
<input checked="" type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

As a comprehensive university, the University of Toledo recognizes that its faculty members possess a wide-range of expertise, experience and research interests. As a result, faculty may author materials such as, but not limited to—textbooks, books, manuscripts, workbooks or lab journals—that are appropriate for and beneficial to student learning. Since faculty teach in their areas of expertise, self-authored materials may be pertinent for use in their courses. The goal of this policy is not to infringe upon faculty members’ academic freedom, but to ensure that self-authored instructional materials meet commonly accepted standards.

(B) Purpose of policy

This policy establishes the guidelines for use of required self-authored instructional materials for which students are required to pay.

(C) Scope

Undergraduate and graduate courses offered by the University of Toledo.

(D) Procedure

Faculty who intend on assigning self-authored materials, for which students are required to pay, should provide a written disclosure statement to the chair of the department from which the course is offered.

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The department chair shall review the materials taking into consideration the quality, cost and availability and shall grant approval unless the chair finds that assigning the self-authored materials was clearly unreasonable and against the best interests of the students.

After this review, the department chair will indicate to the faculty member, in writing, if the chair agrees that the self-authored material(s) meet accepted standards.

If based on the review of quality, cost and availability, the department chair does not consider the self-authored materials to be acceptable, the department chair will indicate this to the faculty member, in writing; and the department faculty will form a committee to help to resolve the disagreement. If a resolution is not forthcoming, the academic dean shall make the final decision.

If the department chair would like to use self-authored materials for a course he/she is teaching, the dean is responsible for the initial review.

If the dean would like to use self-authored materials for a course he/she is teaching, the provost is responsible for the initial review.

Departments can determine the length of time for which an approval stands.

(F) References

<p>Approved by:</p> <hr/> <p>Name Title</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul> <p>Initial effective date: Review/Revision Date: Next review date:</p> <p><b>The University of Toledo Faculty Senate must be included in the process related to the revision or reaffirmation of this policy.</b></p>
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