



UTAH VALLEY UNIVERSITY Policies and Procedures

Proposed Policy Number and Title: <i>606 Adoption of Course Materials and Textbooks</i>		
Existing Policy Number and Title: <i>606 Adoption of Course Materials and Textbooks</i>		
Approval Process*		
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary Emergency	<input type="checkbox"/> Expedited
<input type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> New
<input checked="" type="checkbox"/> Revision	<input type="checkbox"/> Revision	<input type="checkbox"/> Revision
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension	
	Anticipated Expiration Date:	
*See UVU Policy #101 <i>Policy Governing Policies</i> for process details.		

Draft Number and Date: <u>Stage 3 Draft, January 8, 2025</u>		
President's Council Sponsor: <u>Wayne Vaught</u>	Ext.	<u>8048</u>
Policy Steward: <u>Nizhone Meza, Jeremy Knee</u>	Ext.	<u>8700, 5268</u>

POLICY APPROVAL PROCESS DATES	
<p>Policy Drafting and Revision Entrance Date: <u>02/13/2020</u></p> <p>University Entities Review Entrance Date: <u>2/13/2025</u> Close Feedback: <u>4/10/2025</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Board of Trustees Review Entrance Date: <u>2/13/2025</u> Approval Date: _____</p>	<p style="text-align: center;">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: _____</p>



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POLICY TITLE	Adoption of Course Materials and Textbooks	Policy Number	606
Section	Academics	Approval Date	
Subsection	Instruction and Curriculum	Effective Date	
Responsible Office	Office of the Provost/Senior Vice President of Academic Affairs	Last Review	

1.0 PURPOSE

- 1 **1.1** This policy establishes procedures regulating the adoption of course materials by university
2 instructors. These procedures will help ensure that selected course materials meet established
3 curricular and quality standards and are priced fairly and affordably for students.

2.0 REFERENCES

- 4 [2.1 Institutional Eligibility Under the Higher Education Act of 1965, as amended, 34 CFR §](#)
5 [600.2](#)
- 6 ~~2.1.2.2~~ [Higher Education Opportunity Act \(HEOA\)](#), Section 112: “Textbook Information”
- 7 ~~2.2.3~~ [Utah Code § 53B-7-105 Higher Education Cost Disclosure](#)
- 8 ~~2.3.4~~ [Utah Code § 63G-2 Government Records Access and Management Act \(GRAMA\)](#)
- 9 ~~2.4~~ [Utah Code § 67-16 Utah Public Officers’ and Employees’ Ethics Act](#)
- 10 [2.5](#)
- 11 ~~2.5~~ [Utah State Board of Higher Education Policy R465 Course Materials Affordability](#)
- 12 [2.6](#)
- 13 [2.7](#) [Utah State Board of Higher Education Policy R511 Tuition Disclosures and Consultation](#)
- 14 [2.8](#) [UVU Policy 114 Conflict of Interest and Commitment](#)
- 15 ~~2.6.2.9~~ [UVU Policy 136 Intellectual Property](#)
- 16 ~~2.7.2.10~~ [UVU Policy 511 Student Fees](#)
- 17 ~~2.8.2.11~~ [UVU Policy 607 Course-Based Fees for Credit Courses](#)



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- 18 [2.92.12](#) UVU Policy 633 *Faculty Performance Evaluation and Feedback*
- 19 [2.102.13](#) UVU Policy 635 *Faculty Rights and Professional Responsibilities*
- 20 [2.14](#) UVU Policy 649 *Faculty ~~Remediation, Sanction, and Dismissal for Cause~~*
- 21 [2.11](#)

3.0 DEFINITIONS

- 22 **3.1 Course fee:** Fees established to offset non-personnel costs associated with individual courses
23 that are not covered by tuition and/or general fees. Examples of such fees include, but are not
24 limited to, participation in the use of technology-supported delivery or field experiences; access
25 to and the use of specialized instruments, technology, or software; and/or use of consumable
26 laboratory or other specialized instructional materials/resources.
- 27 **3.2 Course materials:** Any required or optional course materials that a student acquires that are
28 associated with a given class. Course materials include, but are not limited to, textbooks,
29 software, packets, and art supplies. Optional course materials are not required to complete course
30 assignments.
- 31 **3.13.3 Department course materials committee:** A department committee, ~~either an~~ that may
32 ~~be~~ ad hoc or standing, which reviews course material proposals; and considers appeals of course
33 material decisions.
- 34 **3.23.4 Digital-materials access fee:** A fee paid to access required digital materials for the
35 duration of the course. Digital materials are those meant to replace or supplement a print
36 textbook. These fees are assessed upon registration and are not included as a course fee.
- 37 **3.33.5 Employee:** For the purposes of this policy, any individual employed part- or full-time in
38 any capacity by the University.
- 39 **3.43.6 Open educational resources:** Teaching, learning, and research resources that reside in
40 the public domain or have been released under an intellectual property license that permits their
41 free use and repurposing by others. Open educational resources include full courses, course
42 materials, modules, textbooks, streaming videos, tests, software, and any other tools, materials,
43 or techniques used to support access to knowledge.
- 44 **3.53.7 Royalties:** Compensation paid to an author from the sales of creative works.
- 45 **3.8 Self-authored materials:** Materials authored by an instructor of a course. For purposes of
46 this policy, self-authored also refers to materials created by a family member as defined in UVU
47 Policy 114 *Conflicts of Interest and Commitment*.



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48 [3-63.9 Substantive interaction: Engaging students in teaching, learning, and assessment,](#)
49 [consistent with the content under discussion, which also includes at least two methods listed](#)
50 [under subsections \(4\)\(i\) through \(v\) of the definition of “distance education” provided at 34 CFR](#)
51 [600.2: \(1\) pProviding direct instruction; \(2\) aAssessing or providing feedback on a student’s](#)
52 [coursework; \(3\) pProviding information or responding to questions about the content of a course](#)
53 [of competency; 4\) fFacilitating a group discussion regarding the content of a course or](#)
54 [competency, or \(5\) oOther instructional activities approved by the institution’s or program’s](#)
55 [accrediting agency.](#)

4.0 POLICY

56 4.1 Instructor Choice of Course Materials

57 4.1.1 The University respects the right of individual instructors to select their own instructional
58 materials as protected under the principles of academic freedom. This right is balanced by
59 considerations such as educational quality, cost, availability, department requirements, and
60 coordination of curriculum and course materials with other instructors or courses.

61 4.1.2 A department may determine that all sections of a single course shall use the same course
62 materials. If state higher education regulatory authorities have established uniform curricular
63 standards for specific courses or require that all sections of a particular course must be
64 consistent, course materials ~~shall~~must conform to those standards. Course materials required
65 across all sections of a single course must be approved through the approval process outlined in
66 section 5.1.

67 ~~4.1.14.1.3~~ Course materials may not be listed as required or optional course materials until
68 approved through the review process outlined in section 5.1 and in compliance with section 5.3.
69 A UVU instructor assigning the material shall obtain approval for all course materials before
70 assigning or recommending them.

71 4.2 Department Course Materials Committees

72 4.2.1 Department course materials committees may be ad hoc or standing depending on the size
73 and complexity of the department. These committees may provide consultation to department
74 chairs on course materials and consider faculty appeals for course materials purchasing
75 decisions. (See section 5.2.)

76 4.3 Copyright Compliance

77 4.3.2 UVU employees must comply with all copyright laws and UVU Policy 136 *Intellectual*
78 *Property.*

79 4.4 Violations of this Policy



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80 ~~4.4.34.4.1~~ An employee who violates this policy will be subject to the appropriate remedial or
81 disciplinary action in accordance with university and Utah Board of Higher Education policy.

5.0 PROCEDURE

82 5.1 Course Materials Approval Process

83 5.1.1 Departments shall use the procedures established in this policy as minimum requirements
84 for course material approvals. Individual departments may adopt more stringent practices.

85 5.1.2 The individual faculty member shall initiate the adoption of all course materials, ~~shall be~~
86 ~~initiated at the department level by the individual faculty member~~ under the direction of the
87 department chair and/or dean in consultation with the department course materials committee,
88 and in accordance with the procedures outlined below.

89
90 5.1.3 When required, the assigning instructor must submit all course materials to their
91 department chair for approval at least once every three years (or when they make changes before
92 the end of the three-year period). This approval is required under the following circumstances:

93 5.1.3.1 When materials are self-authored and would result in compensation from an external
94 source to the instructor or family member;

95 5.1.3.2 When materials do not allow for substantiveal interaction between faculty members and
96 students as required by federal regulations; or

97 5.1.3.3 When deemed necessary by the department.

98 5.1.4 When the department chair receives a course materials/textbook adoption proposal from an
99 instructor, they must approve or deny the proposal or return it to the instructor with
100 recommendations and an invitation to resubmit for approval. The department chair may consult
101 with a department course materials committee as desired.

102
103 5.1.5 If any faculty member disagrees with the department chair's decision, the faculty member
104 may appeal to the department course materials committee.

105
106 5.1.6 The department course materials committee reviews and either approves or denies an
107 appeals for a course material and textbook proposals. All such decisions for appeals must be
108 approved by majority vote of the committee or denied and returned to the instructor with
109 recommendations.

110 5.1.7 Faculty members may not use proposed course materials before the committee approves
111 them.



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112 **5.1.8** Decisions regarding proposed course materials must be based on sound academic values
113 without any prospect of personal financial gain. An individual instructor's determination of
114 course materials, as well as chair and committee review of course materials, or any other entity's
115 approval of course materials, shall include consideration of these factors:

116 1) Utility of the course material for achievement of (a) course learning outcomes, as determined
117 by the instructor and department; (b) program learning outcomes, as determined by the
118 department; and (c) essential learning outcomes, as determined by the University;

119 2) Total cost of the course materials and/or digital-materials access fee for each course;

120 3) Use of the same course materials for multiple sections of the same course as determined by
121 programs and/or departments;

122 4) Availability of the course materials at the time of course initiation;

123 5) Availability and selection (where appropriate) of open educational resources for which there is
124 no cost; and

125 6) Affordability for students.

126 **5.1.9** If an instructor is not assigned to a section by the time semester registration begins, the
127 department chair or their designee shall select course materials for use in that section that have
128 been approved through the procedures outlined in this policy.

129 **5.1.10** As determined by programs and/or departments, course coordinators may determine
130 course materials for all sections.

131 **5.2 Appeal of Curriculum Denials**

132 **5.2.1** When a department course materials committee denies approval of proposed course
133 materials, the assigning instructor may appeal the denial to an ad hoc committee formed by ~~that~~
134 the Faculty Senate. The Faculty Senate ad hoc committee shall evaluate the appeal request using
135 the criteria in section 5.1.8. If the appeal is not resolved in the instructor's favor, the instructor
136 shall not adopt non-approved course materials.

137 **5.3 Safeguarding Student Trust in Employee-Created Course Materials**

138 **5.3.1** *No Compensation from Direct Sales.* Employees and their family members must not accept
139 compensation or other material benefit from selling course materials (whether self-authored or
140 not) directly to students for any class, laboratory, project, or other activity sponsored by the
141 University. Direct sales include transactions facilitated through online websites, platforms, or
142 marketplaces where the employee receives payment from a student-buyer through a third-party
143 mediator in exchange for delivery or access to assigned course material. Department printing



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144 costs to reduce costs for students are not considered compensation or direct sales. Employees
145 may, as an alternative to refraining from compensation or gain from direct sales to students,
146 document and designate compensation or gain into an institutional scholarship fund through
147 UVU's Finance and Business Services Office.

148 **5.3.1** *No Compensation from Assigned Materials.* Employee-creators may, as an alternative to
149 refraining from compensation from assigned materials, document and designate royalties or
150 compensation into an institutional scholarship fund through UVU's Finance and Business
151 Services Office. This shall be done consistent with section 5.3.3 and in accordance with Utah
152 Board of Higher Education Policy R465 *Course Materials Affordability*.

153 ~~**5.3.2** *No Compensation from Direct Sales.* Employees and their family members must not accept~~
154 ~~compensation or other material benefit from selling course materials (whether self-authored or~~
155 ~~not) directly to students for any class, laboratory, project, or other activity sponsored by the~~
156 ~~University. Direct sales include transactions facilitated through online websites, platforms, or~~
157 ~~marketplaces where the employee receives payment from a student buyer through a third-party~~
158 ~~mediator in exchange for delivery or access to assigned course material. Department printing~~
159 ~~costs to reduce costs for students are not considered compensation or direct sales. Employees~~
160 ~~may, as an alternative to refraining from compensation or gain from direct sales to students,~~
161 ~~document and designate compensation or gain into an institutional scholarship fund through~~
162 ~~UVU's Finance and Business Services Office.~~

163 **5.3.2**

164 **5.3.3** -Employees designating royalties or other compensation into an institutional scholarship
165 fund under section 5.3.1 or 5.3.2 must document and reasonably explain how the amounts
166 directed to the scholarship fund effectively negate the revenue prohibited in those sections.
167 Direct distributions from publishers or third-party platforms to UVU may simplify the
168 explanation and administrative burden.

169 **5.3.4** To arrange commercial publication of course materials, instructor-creators shall negotiate
170 directly as private individuals with publishers. Consistent with UVU Policy 247 *Contract Review*
171 *and Signature Authority*, instructor-creators are not authorized to contract with publishers on
172 behalf of UVU and shall not

173 1) give the impression or claim they represent the University;

174 **5.42)** purport to commit the University to any agreement with a publisher (this includes
175 minimum sales);

176 2)3) promise university adoption or department approval of the course materials; or

177 3)4) purport to commit UVU to purchasing any materials.



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178 **5.55.4 Dissemination of Course Materials Information**

179 **5.5.15.4.1** Departments must provide timely and accurate information regarding course material
180 adoptions to the Campus Store and the administrator of the University’s learning management
181 system before the established deadlines. -This should be done in compliance with Utah Board of
182 Higher Education policy, including Policy R465 *Course Material Affordability* ~~and the Higher~~
183 ~~Education Opportunity Act (HEOA).~~

184 **5.5.25.4.2** The Campus Store or university-sanctioned suppliers shall post a list of required and
185 optional course materials and the cost of each item in a timely manner and in a conspicuous
186 place (e.g., online). Course materials in the postings shall be clearly labeled as “required” or
187 “optional.” Items that are not required or recommended by the course instructor shall not be
188 labelled or otherwise misrepresented as “required” or “optional.” University course schedules
189 shall identify where students can access information regarding the course materials, including the
190 ISBN and retail price.

191 **5.4.3** Whenever possible, departments shall place a copy of each required and optional textbook
192 on reserve at the UVU library to provide access for students who cannot afford to purchase the
193 textbook or are unable to purchase the textbook at the beginning of the semester. This also
194 applies in cases where there are no immediately available copies.

195 **5.65.5 Violations**

196 **5.6.15.5.1** An employee who violates this policy will be held accountable on performance
197 evaluations or under the appropriate disciplinary policy (UVU Policy 649 for most faculty; UVU
198 Policy 371 for most staff).
199

POLICY HISTORY		
January 21, 1993	Policy implemented.	UVU Board of Trustees
June 22, 2017	Revised policy, Regular process, approved.	UVU Board of Trustees
	Revised policy approved through the regular policy process.	UVU Board of Trustees

POLICY TITLE	Adoption of Course Materials and Textbooks	Policy Number	606
Section	Academics	Approval Date	June 22, 2017
Subsection	Instruction and Curriculum	Effective Date	June 22, 2017
Responsible Office	Office of the Senior Vice President of Academic Affairs	Effective Date	

1.0 PURPOSE

1.2 This policy establishes procedures regulating the adoption of course materials by university instructors. These procedures will help ensure that selected course materials meet established curricular and quality standards and are priced fairly and affordably for students.

2.0 REFERENCES

[2.122.15](#) *Higher Education Opportunity Act (HEOA)*, Section 112: “Textbook Information”

[2.132.16](#) Utah Code 53B-7-105 *Higher Education Cost Disclosure*

[2.142.17](#) Utah Code 63G-2 *Government Records Access and Management Act (GRAMA)*

[2.152.18](#) Utah Code 67-16 *Utah Public Officers’ and Employees’ Ethics Act*

[2.162.19](#) Utah State Board of Regents’ Policy R465 *Course Materials Affordability*

[2.172.20](#) Utah State Board of Regents’ Policy R511 *Tuition Disclosures and Consultation*

[2.182.21](#) UVU Policy 114 *Conflict of Interest*

[2.192.22](#) UVU Policy 135 *Use of Copyrighted Materials*

[2.202.23](#) UVU Policy 222 *Bookstore*

[2.212.24](#) UVU Policy 511 *Student Fees*

[2.222.25](#) UVU Policy 607 *Course-Based Fees for Credit Courses*

[2.232.26](#) UVU Policy 633 *Annual Faculty Reviews*

[2.242.27](#) UVU Policy 635 *Faculty Rights and Professional Responsibilities*

[2.252.28](#) UVU Policy 647 *Faculty Grievance*

[2.262.29](#) UVU Policy 648 *Faculty Personnel Reduction*

3.0 DEFINITIONS

3.1 Course fee: Fees that are established to offset non-personnel costs associated with individual courses that are not covered by tuition and/or general fees. Examples of such fees include but are not limited to participation in the use of technology-supported delivery or field experiences; access to and

the use of specialized instruments, technology, or software; and/or use of consumable laboratory or other specialized instructional materials/resources.

3.2 Course materials: Any required or optional textbooks or other course materials (including but not limited to software, packets, applications, and art supplies), which a student purchases or acquires, that are associated with a given class. Optional course materials are not required to complete course assignments.

3.3 Digital materials access fee: A fee paid to access required digital materials for the duration of the course. Digital materials are those meant to replace or supplement a print textbook. These fees are assessed upon registration and are not included as a course fee.

3.4 Direct sale: For the purposes of this policy, a transaction between a student and vendor other than the university bookstore for purchase of any course materials.

3.5 Employee: For the purposes of this policy, any individual employed part or full time in any capacity by the University.

3.6 Open Educational Resources (OER): Teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and repurposing by others. OER include full courses, course materials, modules, textbooks, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge.

3.7 Royalties: A sum of money paid under contract to an author from the sales of creative works.

4.0 POLICY

4.1 Instructor Choice of Course Materials

4.1.2 The University respects the right of individual instructors to select their own instructional materials as a right protected under the principles of academic freedom. This right is balanced by considerations such as educational quality, cost, availability, department requirements, and/or coordination of curriculum and course materials with other instructors or courses.

4.1.3 A department may determine that all sections of a single course shall use the same course materials. If state higher education regulatory authorities have established uniform curricular standards for specific courses or require that all sections of a particular course must be consistent, course materials shall conform to those standards. Course materials required across all sections of single course must be approved through the approval process outlined in section 5.1.

4.2 Faculty/Employee Authored or Faculty/Employee Compiled Course Materials

4.2.1 Course materials authored or compiled by UVU faculty or employees cannot be listed as required or optional course materials until approved through the review process (see section 5.2). UVU faculty

~~and employees are responsible to submit for review and obtain approval for such authored or compiled course materials.~~

~~4.2.2 UVU faculty/employee-authored or faculty/employee-compiled course materials must be competitive in both price and quality with comparable course materials.~~

4.3 Compliance

~~4.3.3 It is the responsibility of the faculty author or compiler to ensure compliance with all copyright laws and guidelines, regardless of the authorship of course material(s), in consultation with the Office of General Counsel and UVU Policy 135 *Use of Copyrighted Materials*.~~

5.0 PROCEDURE

5.1 Course Materials Approval Process

~~5.1.1 Departments shall use the procedures established in this policy as minimum requirements for course material approvals or individual departments may adopt more stringent practices.~~

~~5.1.2 The adoption of all course materials shall be initiated at the department level by the individual faculty member under the direction of the department chair and/or dean, in consultation with the departmental curriculum committee, and in accordance with the procedures outlined below.~~

~~5.1.3 All course materials must be approved at least every three years (or when changes are made before the end of the three-year period). An individual instructor's determination of course materials, as well as any committee review of course materials or any other entity's approval of course materials, shall include consideration of these factors:~~

- ~~1) Utility of the course material for achievement of course learning outcomes as determined by the instructor and/or department~~
- ~~2) Total cost of the course materials and/or digital materials access fee for each course~~
- ~~3) Use of the same course materials for multiple sections of the same course~~
- ~~4) Adoption period and availability of used course materials~~
- ~~5) Availability of the course materials at the time of course initiation~~
- ~~6) Availability and selection (where appropriate) of Open Educational Resources for which there is no cost and~~
- ~~7) Affordability for students~~

~~5.1.4 Whenever possible, departments shall place a copy of each required and optional textbook on reserve at the UVU library to provide access for students who cannot afford to purchase the textbook,~~

are unable purchase the textbook at the beginning of the semester, and/or in cases where there are no immediately available copies.

~~5.1.5 If an instructor is not assigned to a section by the time semester registration begins, the department chair or designee shall select for use in that section course materials that have been approved through the procedures outlined in this policy.~~

~~5.1.6 Before course materials can be required of students, faculty must complete the *Approval for Adoption Form* and the *Copyright Compliance, Non-Conflict of Interest Assurance Form*. (These forms are located on the university employee website under the faculty tab.) Faculty shall submit the completed forms to the appropriate department chair.~~

~~5.1.7 Each department shall maintain and archive written approvals of course material adoptions. These records are public and subject to internal disclosure and/or the *Government Records Access and Management Act (GRAMA)*.~~

~~5.2 Review and Approval of Faculty/Employee Authored and Faculty/Employee-Compiled Course Materials~~

~~5.2.1 Once approved through the review process outlined in section 5.3, faculty/employee authored material may be assigned.~~

~~5.2.2 To arrange commercial publication of course materials, faculty and employee authors shall negotiate directly as private individuals with publishers. The University shall not enter into such negotiations, and the author must not commit the University to any agreement entered into with a publisher. Statements by the author promising university adoption of the course materials are strictly prohibited.~~

~~5.2.3 Except for reimbursement of out-of-pocket costs, faculty and employees may not accept or retain royalties or any other personal compensation or material benefit from the sale or furnishing of course materials they authored to students in their own classes, in any classes in their department, or department/college for which they have authority to assign or recommend course materials. They may, however, designate such royalties or compensation into a department-wide fund, as approved by the college/school dean in consultation with the university Compliance Officer.~~

~~5.3 Committee Review Process~~

~~5.3.1 Once received from an instructor, the department chair must approve or deny the course materials/textbook adoption proposal or return it to the faculty member with recommendations. The school/college curriculum committee reviews and approves course materials/textbook proposals forwarded from the department chair. All such proposals must be approved by majority vote of the committee or denied and returned to the faculty member with recommendations.~~

~~5.3.2 Curriculum committee recommendations shall be based, at a minimum, on the requirements listed in section 5.1.3 of this policy. The committee will consider the appropriateness of the items to the specific course, materials adopted in similar courses at the University and at other institutions, and the cost to students in comparison with other available materials.~~

5.3.3 When a curriculum committee decide upon non-adoption of proposed course materials, faculty members may appeal the decision pursuant to Policy 647 *Faculty Grievance*. Until the appeal has been resolved, a faculty member shall not adopt non-approved course materials.

5.4 Dissemination of Course Materials Information

5.4.1 Faculty must provide timely and accurate information regarding course material adoptions to the university bookstore and the administrator of the University's learning management system by the established deadlines. This includes immediate notification of course materials selection and adoption for classes added after semester registration begins.

5.4.2 As soon as is practicable and/or upon the request of the university bookstore, department chairs shall provide the most accurate information available regarding

- 1) The department's course schedule for the subsequent academic period; and
- 2) For each course offered by the department for the subsequent academic period
 - a) If not provided by the instructor, the International Standard Book Number (ISBN) and retail price information of required and optional course materials for each course listed in the course schedule used for preregistration and registration purposes;
 - b) The number of students enrolled in the course; and
 - c) The maximum student enrollment for the course.

5.4.3 The university bookstore or university-sanctioned suppliers shall post a list of required and optional course materials and the cost of each item in a timely manner and in a conspicuous place. Course materials in the postings shall be clearly labeled as "required" or "optional." University course schedules shall identify where students can access information regarding the course materials, including the ISBN and retail price.

5.5 Sale of Course Materials

5.5.1 Faculty and employees, whether part-time or full-time, are prohibited from selling materials directly to students for any class, laboratory, project, or other activities sponsored in the name of the University.

5.6 Compliance

5.6.1 A faculty member who violates this policy shall be subject to appropriate discipline pursuant to Policy 648 *Faculty Personnel Reduction* and Policy 633 *Annual Faculty Reviews*.

POLICY HISTORY		
June 22, 2017	Revised policy, Regular process, approved.	UVU Board of Trustees
January 21, 1993	Policy implemented	

Executive Summary: Policy 606 *Adoption of Course Materials and Textbooks*

Date:	January 23, 2020
Sponsor:	Wayne Vaught
Stewards:	Hilary Hungerford, Kathren Brown
Policy Process:	Regular
Policy Action:	Revision

Issues/Concerns (including fiscal, legal, and compliance impact):

UVU Internal Audit has recommended some changes to this policy. A review of the policy revealed confusion surrounding the definition of key terms and the scope and applicability of the policy. The policy should undergo revision to provide clarity and streamline processes within the policy.

Suggested Changes:

- 1) Clarify or remove “out-of-pocket costs” as recoverable expenses from textbook royalties and create a process for calculating and verifying royalties attributable to UVU students;
- 2) Reword section 5.2.3 for readability and clarify when instructors cannot profit on self-authored textbook sales;
- 3) Delete references to forms that do not exist, such as the *Copyright Compliance Non-Conflict of Interest Assurance Form*;
- 4) Narrow the scope of the prohibition on “direct sales” of course materials to only include self-dealing scenarios, and to allow referrals to third-party vendors when in the best interest of students; and
- 5) Clarify where to designate royalties or compensation in section 5.2.3. Suggest something similar to: “They may, however, designate such royalties or compensation into an institutional scholarship fund in consultation with the university Compliance Officer.”

Requested Approval from President’s Council: Stage 1

Proposed Drafting Committee: Kathren Brown, Nizhone Meza, Jeremy Knee, Wioleta Fedeczko, Alan Parry, Ransom Cundick, Peter VanderHeide, Louise Bridge, Anne Arendt

Target Date for Stage 1 Draft to Enter Stage 2: [Click here to enter a date.](#)

Target Date for Board of Trustees Review: [Click here to enter a date.](#)



Projected Timeline: [Leave blank. To be filled in by the Policy Office.]



Equity Assessment Committee (EAC) Worksheet

NOTE: This form is for internal use only by the EAC and policy sponsors/stewards/coordinators. This form captures general equity concerns and those that impact the specific groups listed. The Equity Assessment Findings and Responses Summary form accompany the Stage 1 draft.

Policy Number: 606	Policy Title: Adoption of Course Materials and Textbooks
EAC Review Date: March 22, 2024	Policy Sponsor: Wayne Vaught
Date Completed by Policy Sponsor/Steward/Coordinator:	Policy Steward: Kat Brown

UVU Scope (Groups impacted):

- | | |
|---|--|
| <ul style="list-style-type: none"> Adult learners Age (40+) Color First-generation student status Individuals with apparent or non-apparent disabilities National origin and citizenship status | <ul style="list-style-type: none"> Pregnancy, pregnancy-related conditions Race and ethnicity Religion, spirituality, and worldviews Sex, gender identity, and gender expression Sexual orientation Socioeconomic status Veteran status (including uniformed military status) |
|---|--|

Section	Groups Impacted	General Equity	Equity Concern	Equity Recommendation	Policy Sponsor/Steward/Coordinator Proposed Solution
			None found.		

POLICY APPROVAL PROCESS - STAGE 2 SUMMARY OF COMMENTS

Policy Title: Adoption of Course Materials and Textbooks	Policy Number: 606
Sponsor: Wayne Vaught	Steward: Nizhone Meza, Jeremy Knee
Presentation to: Faculty Senate	Date Presented: 27 Aug 2024

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
	4.3.2 & 5.3.4 & 5.5.1	X		Add policy references in these sections (e.g., 136, 247 & 371). Also removed policies in the reference list that are not referenced in the policy (e.g., 633).	References have been updated as suggested. Thank you for catching that.
	5.2.1	X		In lines 116-117, change “that” to “the.” “...formed by <i>the</i> Faculty Senate.”	We made the change as suggested.
	5.4.2	X		In line 165, add the missing “to.” “...unable <i>to</i> purchase...”	We made the change as suggested.

Policy Title: 606 Adoption of Course Materials and Textbooks	Policy Number: 606
Sponsor: Wayne Vaught	Steward: Nizhone Meza, Jeremy Knee
Presentation to: UVUSA	Date Presented:

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
UVUSA	3.3		X	Making Wolverine Access an opt-in system versus an opt-out system would be better so that there aren't more student complaints, and it is	The University cannot anticipate costs effectively with an opt-in system.

				used by the students that really need it.	
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**Policy Approval Process - Stage 2
Summary of Comments - PACE**

Policy Title: Adoption of Course Materials and Textbooks	Policy Number: 606
Sponsor(s): Wayne Vaught	Steward(s): Nizhone Meza, Jeremy Knee
Presentation to: PACE	Date Presented: 4/16/24

Note: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.)

CAMPUS ENTITY	POLICY SECTION	Editorial Comment	Substance Comment	CONCERN	SPONSOR/STEWARD RESPONSE
PACE	Overall		X	<p>Given the past history at UVU with self-authored course materials, it may be useful to have a policy statement (section 4) or section heading about the need for self-authorized materials to go through the approval process AND follow the requirements of 5.3. As it is currently written, it is a subpoint within 5.1.3 that it is required to be reviewed, and 5.3 is not mentioned anywhere else.</p> <p>Hasn't it been argued in the past that the procedures section is not policy?</p>	<p>Section 4.1.3 does state that course materials need to be approved before assigning or recommending them through the review process outlined in section 5.1. We also added "and in compliance with section 5.3," immediately following.</p>
PACE	Lines 52-54		X	<p>Lines 52-54 (incorrectly numbered) make more sense coming before section 4.1.2. Would also recommend adding "All", so that it states "All course materials..."</p> <p>This also seems to contradict, or at least not coincide with, the information in 5.1. 4.1.1 seems to state that all course materials require approval. "SHALL obtain</p>	<p>We added "all" before "course materials" as suggested.</p>

				approval. . . before assigning or recommending them.” But then 5.1.3 seems to state that it is only required in very limited circumstances. The definition of course materials also supports 4.1.1 being all encompassing.	
PACE	5.1.3	X		5.1.3 is confusing given that it looks like approval is ONLY required if the list applies. Consider revising to state: “When required, the assigning instructor must submit all course materials to their department chair for approval at least once every three years (or when they make changes before the end of the three-year period). This approval is required under the following circumstances:	In section 5.1.3, we made the changes as recommended. We added “This approval is required” before the “under the following circumstances.”
PACE	5.1.3.2		X	“Substantial interaction” is one of only three identified reasons to trigger the need for approval, but is not defined.	Noted. We fixed the word to “substantive” and added it in the definitions section, section 3.9 and used the definition found in the Code of Federal Regulations.
PACE	5.3.1		X	Doesn’t make sense given that there is no prohibition on employee-creators receiving royalties until stated in 5.3.2. Should either move that language into 5.3.1 or switch the order of the statements.	Agreed, we switched the order of 5.3.1 and 5.3.2.
PACE	5.3.4	X		A common scenario is giving an estimated number of sales predicted, based on class enrollment. Many publishing contracts make it seem like a commitment of UVU using 500 copies. Should this be addressed in 1-4 or as a #5?	We believe that the statement “shall not purport to commit the University to <i>any agreement with a publisher</i> ” addressed such scenarios. Additionally, we have added, “(this includes minimum sales).”
PACE	5.4.		X	Should this additionally state that all faculty-authored course materials MUST provide a copy to the library?	Not all publishers are willing to provide additional copies, so we cannot mandate providing a copy to the library.

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February 11, 2025

Policy Title: Adoption of Course Materials and Textbooks	Policy Number: 606
Sponsor(s): Wayne Vaught	Steward(s): Nizhone Meza, Jeremy Knee
Presentation to: Academic Affairs Council	Date Presented: 11-12-24

Note: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.)

CAMPUS ENTITY	POLICY SECTION	Editorial Comment	Substance Comment	CONCERN	SPONSOR/STEWARD RESPONSE
SOA	3.1	X		Course fee and Course materials are both designated as 3.1 (assuming the latter should be 3.2)	Yes, there was an issue with the numbering but both course fee and course materials each has its own designated section.
SOA	3.1, 3.5		X	The definition of open education resources under section 3.5 includes course materials and textbooks, but the relationship between OER and course materials isn't clear in the policy. By the definition of 3.1, course materials could be construed to include OER (depending on the interpretation of "acquires"). Should OER be excluded from the scope of the policy and review process?	No. We have to include it because they are resources that may be assigned to students.