

**REQUEST FOR APPROVAL FOR ADOPTION
OF FACULTY AUTHORED TEXTS**

In accordance with Series 31004, Section 7, of the Rules and Regulations of the Board of Regents for government of The University of Texas System, approval is required for the use of materials authored by faculty:

Sec. 7 Materials Authored by Faculty. Although the authorship of books, outlines, manuals, and similar materials by members of the faculty and staff should be encouraged, the prescribed use of these for students is a responsibility that goes beyond that of the individual author. Whenever an approved fee includes a charge for such materials distributed through the classroom, the prices should be as low as possible, consistent with the payment of any required royalty to the author or authors.

7.1 Required Approval. Textbooks, notebooks, manuals, or other materials for the use of students of an institution, written or prepared by a member of the faculty of that institution, shall not be prescribed for the use of students in that institution or sold to such students until approved by the dean, chief academic officer, and president of an institution, pursuant to policies included in the institutional *Handbook of Operating Procedures*. At a minimum, these policies should provide for consultation with departmental faculty.

Date: _____

Semester/Year Used: FALL _____ SPG _____ SUM _____

Faculty member(s) author(s): _____

Department: _____

Name of Textbook or Manual: _____

Publisher: _____ Most Recent Printed Date: _____

Cost to Student: _____

Monetary Benefit to Author(s): _____

In what course(s) is the textbook to be used? _____

Textbook is Required? _____ Supplemental reading: _____

Review procedure used to ensure that proposed textbook is appropriate for the course(s)?

Has proposed textbook been approved for use at U.T. Tyler? _____

Does proposed textbook replace a current textbook or manual? _____

If answer is "yes" give name of current book: _____

Approved:

Department Chair

Date

Dean

Date

Vice President for Academic Affairs

Date

President

Date