

Textbook/Course Materials Conflict of Interest Policy

This policy applies to instructors or departments that stand to profit from the sale of textbooks or any course materials.

Before an instructor profits from the sale of textbooks or any course materials to students, the instructor must obtain preapproval from the Vice President of Academic Affairs upon recommendation by the instructor's program coordinator, department chair, and dean as appropriate.

Before a department profits from the sale of textbooks or any course materials to students, the department must obtain preapproval from the Vice President of Academic Affairs upon recommendation by the appropriate academic dean.

The following criteria *will be considered*:

- the textbook or course material promotes student success
- the textbook or course material is appropriate for the ACGM or WECM course description (and student learning outcomes when applicable)
- the textbook or course material is reasonably priced
- the textbook or course material has been peer-reviewed
- the textbook or course material has been adopted at other schools

Course notes, Power Point presentations, and handouts cannot be sold to students for personal profit.