

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 who shall consider the matter after a written recommendation to approve or deny from the instructor's program coordinator, department chair, and dean as appropriate. The VPAA shall disclose to the instructor the rationale for denying the use of a textbook or any course materials.

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 who shall consider the matter after a written recommendation to approve or deny from the appropriate academic dean. The VPAA shall disclose to the department the rationale for denying the use of a textbook or any course materials.

The following criteria *will be considered*:

- The extent to which the instructor or department stands to profit
- 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, PowerPoint presentations, and handouts cannot be sold to students for personal profit.

Instructors who circumvent this policy will be subject to disciplinary action, per the *Board Policy Manual* (DH Employee Conduct, "Violations")

Appeals Process

If an instructor or department is dissatisfied with the VPAA's decision to deny the use of a textbook or any course materials, the instructor or department may appeal the decision to the Faculty Senate. The Senate will review the written recommendations from the approval process, as well as meet with the instructor or department and VPAA. If the Senate disagrees with the VPAA's decision, the Senate will make a recommendation to the president who will decide whether or not to approve the use of the textbook or course materials.

Supervisor's Responsibility

Immediate supervisors over instructors who are circumventing this policy must report the violation to EOD.