

Request for Adoption of Faculty-Authored Texts

UT Regents Rule 31004 requires pre-approval from the department or program chair, dean and the provost of any materials written by a faculty member that may be sold to students. To avoid any conflict of interest or appearance of conflict of interest, the suggested course of action for a faculty member who wishes to assign their book as a required text in their class is to agree to donate the royalty proceeds to a student organization, UTA or other educational institution, a charitable organization or a not for profit foundation.

Date: _____/_____/_____

Faculty Member Author: _____

Department: _____

Name of Textbook or Manual: _____

Publisher: _____

Cost to Student: _____ Monetary Benefit to Author\$ _____

In What Course/s is the Textbook Used? _____

Textbook is : Required

Supplemental Reading

Provide explanation and describe the procedure used to ensure the proposed textbook is appropriate for the course/s:

Has the Proposed Textbook previously been approved for use at UTA? _____

I **agree / do not agree** to donate the royalty proceeds to a student organization, UTA or another educational institution, a charitable organization or a not for profit foundation.

Approved/ Not Approved

Chair or Director

Approved/ Not Approved

Dean

Approved/ Not Approved

Provost