Proposed Policy on Internally Developed Course Materials for Student Purchase or Rental

In accordance with the AAUP statement *On Professors Assigning Their Own Texts to Students* (2004), the faculty and administration of Southeastern Louisiana University believe faculty should require course readings and materials that best meet the student learning goals of the course. In some cases, the best materials for a particular course are written, compiled, or constructed by the professor of the course or by other Southeastern faculty; in some cases they are not. When Southeastern students are required to purchase or rent materials created or compiled by Southeastern faculty, the University must ensure to the extent possible that those materials best meet the learning goals of the course as compared to other available materials. The University must also ensure to the extent possible that decisions about required course materials are made without respect to anticipated individual or collective gain on the part of faculty authors, faculty compilers, or any unit within the University.

Proposals for Adopting Internally Developed Course Materials for Student Purchase or Rental

Southeastern students may be required to purchase or rent course materials generated or compiled by Southeastern faculty only if those materials have been recommended by the department head and approved by the dean of the course. To be considered, the textbook selection committee for a course or the individual faculty member in the case of a course taught solely by that faculty member must submit to the department head of the course a proposal justifying the proposed requirements as materials that best meet the course learning goals. The department head will then make a recommendation to the dean, whose decision is final. The proposal must include the following:

1. a clear and precise statement that identifies
   a. the nature of the proposed materials (e.g., lab manual, workbook, anthology)
   b. the percentage of the proposed material resulting from original works by Southeastern faculty as opposed to a compilation of the works of others
   c. how and the extent to which the proposed materials will be used in the course, including the estimated amount of course time spent using the materials

2. a compelling argument indicating the superiority of the proposed material for achieving the pedagogical goals of the course, including
   a. a comparison of the proposed materials and other available materials, and
   b. a list of pertinent course-related information available in the proposed materials but not in other available materials

3. the estimated cost of the proposed materials to the student and/or University as compared to the estimated cost of other available materials
4. justification of students' need to purchase or rent the materials as opposed to accessing them from an online source such as BlackBoard and/or the library reserve department

5. justification of the appropriateness of Southeastern faculty and/or the University unit to earn a profit from the proposed materials as opposed to selling them to students at cost

Note: In general, profit-generation associated with the level of intellectual work and creativity required for creating original materials such as faculty-authored textbooks, software programs, and lab manuals or for serving as a discipline-specific editor providing expert, discipline-specific feedback on a collection of to-be-published original works can be justified to varying degrees. Profit-generation associated with the selection and compilation of existing works is difficult to justify.

6. a copy of the course syllabus, including a list of
   a. course objectives
   b. the specific topics covered in the course and the amount of time allocated to each (course calendar)

The Expenditure of Funds Generated from the Sales or Rentals of Internally Developed Course Materials to Southeastern Students

Southeastern authors/creators of course materials required by Southeastern students may not profit in a personal, financial sense from the sale or rental of the materials to those students. Royalties from the sales or rental of such course materials to Southeastern students must be placed in an appropriate development account at the department, college, or university level, as determined by the dean of the faculty author/creator, the dean of the course in which the materials are used (if different from the dean of the faculty member), the vice president for university advancement, and the provost. When total expenditures from such accounts reach $1,000 in a given fiscal year, future expenditures must be approved by the department head(s) of the faculty author/creator and of the course, dean(s) of the faculty author/creator and of the course, and appropriate Development Foundation personnel. If authors/creators of the course material are department heads, deans, or vice presidents, the approval of expenditures exceeding $1,000 in a given fiscal year begins with their immediate supervisor and includes appropriate Development Foundation personnel.