



Handbook of Operating Procedures

Section: 6.7.5
Originally Approved: 10/05/1990
Last Amended: 06/04/2009
Last Reviewed: 06/04/2009
Page: 1 of 2

TEXTBOOKS AND OTHER MATERIALS PRESCRIBED FOR STUDENT USE

A. Purpose

The purpose of this policy is to specify The University of Texas System Board of Regents' policy as related to textbooks and other materials prescribed for the use of students. (See Regents' *Rules and Regulations*, [Rule 31004, Sections 6 and 7.](#))

B. Persons Affected

This policy applies to faculty.

C. Policy

The policy of The University of Texas-Pan American is:

1. **Choice of Materials.** Individual faculty members or the department should have discretion in the choice of materials to be used in the courses offered by the department.
2. **Material 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. (See subsection F below for required approval for fees.)
3. **Use of Demo/Sample Copies of Textbook**

Publisher-provided demo/sample copies of textbooks and/or other complementary instructional material ought to be used for the intended educational purpose. The sale of such copies, by any University employee, is a prohibited act under the University's solicitation policy, *Handbook of Operating Procedures (HOP)* [8.4.3 Solicitation on Campus.](#)

Complimentary textbooks that are delivered to faculty who no longer work for the University must be returned to the publisher unopened unless the department has the express written permission of the former faculty member to open his/her mail. For more information about the Federal Statutes and Regulations Relating to the Privacy and Security of Mail, go to: <http://www.usps.com/privacyoffice/intelligentmail.htm> under Title 18,U.S. Code: Criminal Procedure and Title 38, U.S. Code: Postal Service.



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D. Definitions

Not applicable.

E. Responsibilities

Not applicable.

F. Procedures

Required Approval. Textbooks, notebooks, manuals, or other materials for the use of students of The University of Texas-Pan American, written or prepared by a member of the faculty of the University, shall not be prescribed for the use of students in the University or sold to such students until approved by the departmental faculty, the dean, the Provost/Vice President for Academic Affairs, and the President. All such requests shall indicate the proposed prices and profits, and their authorization shall be effective only to the end of the fiscal year (August 31) for which such approval has been given.

The University of Texas System Board of Regents' *Rules and Regulations Rule 31004, Section 9* and *HOP 6.7.4, Section C.1* prohibits faculty members from collecting funds directly from students and from selling books, notes, or similar student supplies to students. Accordingly, required academic materials must be offered for sale through the University Bookstore.

The University discourages frequent changes in prescribed textbooks.

G. Review

The Divisional Head for this policy is the Provost/Vice-President for Academic Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Vice Provost for Faculty Affairs – Senior Reviewer
2. Council of Deans
3. Faculty Senate Chair
4. Student Government Association President
5. Director of Auxiliary Services