



# Assigning Self-Authored Materials

*A Guide for UVU Faculty Members*



Instructors may assign self-authored textbooks, online modules, and other course materials to their students, provided they have been approved and follow the steps below.

## Selling Course Materials:

**Coordinate with the Bookstore to sell course materials.**

Instructors **may not** sell materials directly to students. [Policy 606 § 5.5.1](#). Direct sales includes any “transaction between a student and vendor other than the university bookstore for purchase of any course materials,” [Policy 606 § 3.4](#). If sale through the Bookstore is not possible, instructors must obtain written approval from the Bookstore to direct UVU students elsewhere ([Policy 222 § 4.2.2.1](#)).

## Handling Revenue:

Instructors **may not** benefit financially from sales of self-authored materials to UVU students for any course where they have the authority to assign or recommend course materials (*i.e.*, courses for which you are the instructor or course coordinator). See [Policy 606 § 5.2.3](#).

When data on actual sales to UVU students are unavailable, we recommend instructors ask for estimated sales from either the UVU Bookstore or their publisher, and direct that amount to a department-wide fund, as approved by the appropriate dean.

This calculation isn’t always simple. And the amounts aren’t always significant. Instructors should nonetheless make sure their estimates are rational and documented. This is an investment in student trust.

## Negotiating with Publishers:

Instructors are required to negotiate directly as private individuals with commercial publishers; faculty members **must not** commit the University to any agreement. [Policy 606 § 5.2.2](#).

Instructors must avoid statements in contracts promising university adoption or sale of the course materials, as neither the University nor instructor will be able to fulfill those promises.

## Why is this important?

First, the AAUP has called upon faculty members to “avoid any exploitation” of students, including using one’s instructional authority to profit at students’ expense. AAUP, *On Professors Assigning Their Own Texts to Students*.

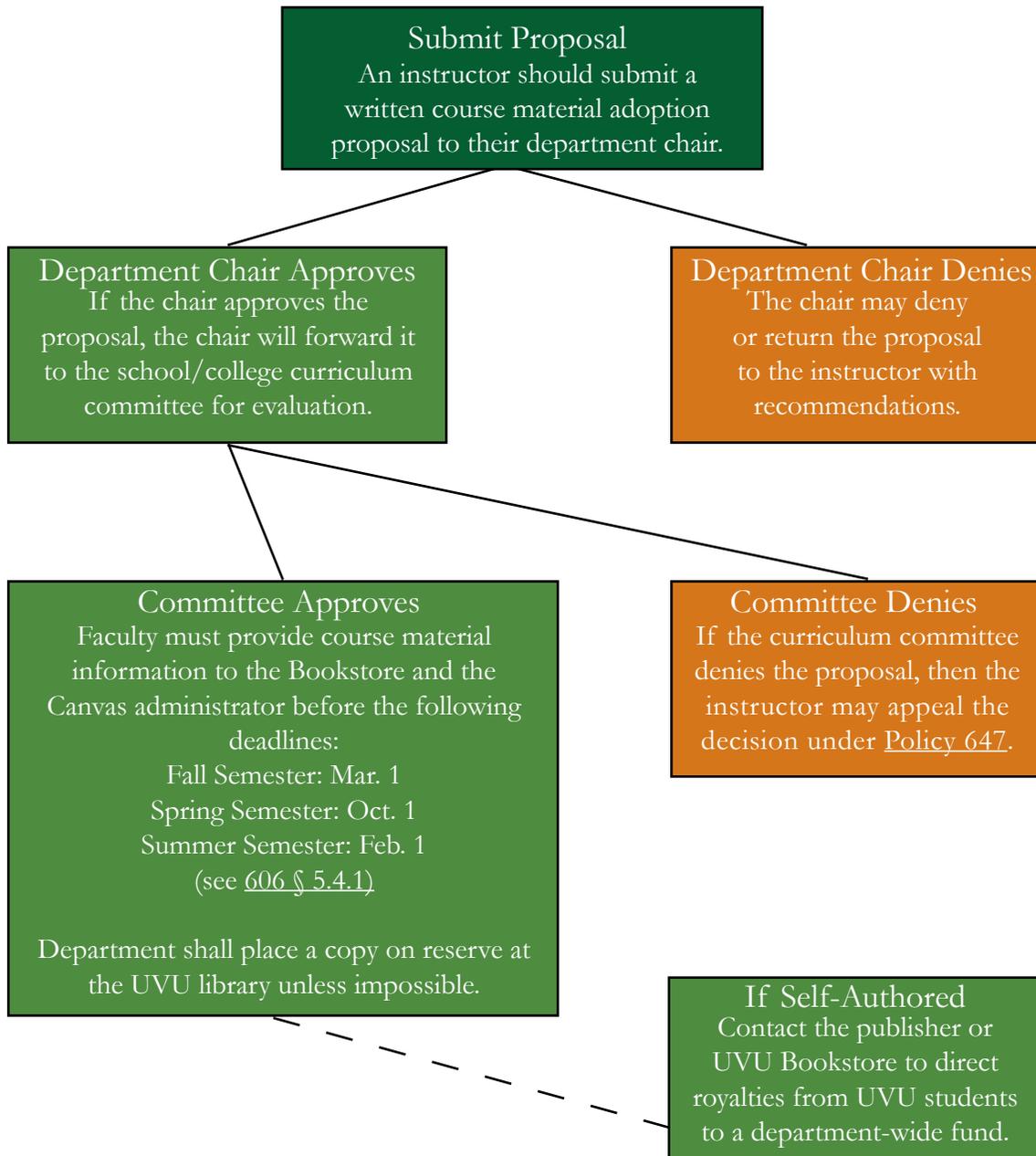
Second, receiving compensation from sales to students may violate the [Utah Ethics Act § 67-16](#).

Finally, fostering a positive and trusting relationship with one’s students is pivotal to their academic success; many studies have shown that positive and trusting teacher-student relationships engender student success in and out of the classroom.

By neutralizing the appearance of a profit motive, we can safeguard positive relationships and engender student confidence in instructors and departments. Students should have no doubt: the materials we’re asking them to buy are the best and most affordable options for the course learning objectives.



# Course Material Approval Process



## Evaluation Factors for Course Materials ([Policy 606 § 5.1.3](#)):

1. Utility of the course material for achievement of course learning outcomes as determined by the instructor and/or department;
2. Total cost of the course materials and/or digital-materials access fee for each course;
3. Use of the same course materials for multiple sections of the same course;
4. Adoption period and availability of used course materials;
5. Availability of the course materials at the time of course initiation;
6. Availability and selection (where appropriate) of Open Educational Resources for which there is no cost;
7. Affordability for students.

\*Faculty and employees are **prohibited** from selling materials directly to students for any class, laboratory, project, or other activities sponsored in the name of the University.