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MEMORANDUM

DATE: February 15, 2018

TO: Deans, Department Chairs, School Directors, and Faculty

FROM: Dr. Gary Perry
Provost and Vice President for Academic Affairs

SUBJECT: PROCEDURES FOR SELECTING TEXTBOOKS and INSTRUCTIONAL MATERIALS FOR AFFORDABILITY

Florida Atlantic University is committed to implementing the procedures on Textbook and Instructional Materials Affordability in Florida Statute Section 1004.085 and Board of Governors Regulation 8.003. The purpose of this Memorandum is to provide further guidance for textbook selection established in FAU Regulation 3.004 to minimize the cost of required or recommended textbooks and instructional materials to students while maintaining the quality of education and academic freedom. The intent of this memorandum is to encourage faculty to embrace and balance each of these values.

TEXTBOOK AFFORDABILITY

Appropriate consideration should be given to selecting textbooks and instructional resources in the best and broadest interest of educational affordability for the student.

The FAU posting deadline of 60 days prior to the beginning of the semester is intended to provide students with time to choose the lowest cost option available

Faculty and academic units responsible for ordering textbooks and instructional materials should ensure that low cost options are available from publishers. To work toward maximizing affordability, faculty should also consider Open Education Resources (OER) and other open-

The committee should solicit input (for instance anonymous survey or open discussion) on the items under consideration from all faculty teaching the course, take the input under consideration, and then select the textbooks and instructional materials for further consideration.

If feasible, the committee should consider piloting textbook options, request feedback from the instructors using the piloted textbooks, and provide all the faculty teaching the course access to the feedback.

All full time faculty should discuss and vote on the textbook and instructional materials when all sections use the same textbook based on an assessment of the costs and benefits to the student.

Further demonstration of the institution's commitment to ensure that students obtain the highest quality product at the lowest available price include the following faculty initiatives:

Distinguishing the required materials from those which are recommended. By identifying any materials as required, instructors certify that the students need these materials for the course. By identifying any bundled materials as required, instructors certify that students must obtain all the items in the bundle. When it is possible to obtain the bundled materials separately, instructors should specify only those materials which the students need for the course as required.

Determining which edition(s) to require for the course, whereby the instructor's adoption shall constitute certification that a newer edition differs significantly and substantively from the earlier versions to warrant the change. When instructors do not believe this to be the case and when it will not impede the instruction of the course, faculty members may indicate on the adoption that students may obtain either the new or older versions as this will ensure affordability options to the students. Faculty should indicate the latter in the comments field of the Bookstore textbook ordering website when posting their textbooks.

In no instance should either an individual faculty member, or an academic unit, accept financial incentives or royalties to adopt a specific textbook, including "course packs" with bundled instructional materials,

Conflicts of interest in either appearance or in fact must be addressed. The practice of donating royalties obtained from the sale of textbooks required of the author's students is an appropriate plan for managing the conflict. Therefore, faculty may not receive financial incentives including royalties from the sale of self-authored textbooks purchased from the University bookstore by FAU students in the sections they teach or in sections they have any type of oversight or supervisory capacity. These royalties must be contributed either to the Provost's Greatest Educational Needs Scholarship fund or a scholarship fund approved by the Dean. A Textbook Selection Form that includes placement of the royalty's donation must be submitted by the author to the Dean when self-authored textbooks or instructional materials are required. The distribution arrangement of the monies in the fund must ensure that the author does not directly or indirectly benefit from the FAU royalty contribution to avoid either an appearance of a conflict of interest, or a conflict of interest in fact.

Faculty who require self-authored textbooks should include a statement in their syllabi indicating that royalties from their students through the purchase of new textbooks from the University bookstore are placed in a scholarship fund that directly benefits FAU students. The following is an example of such a statement.

A note on conflicts of interest. I may receive royalties on the textbook I have written and require in my course. Royalties are a small fraction of the purchase price on the sale of new textbooks that I receive as the author of the textbook. To eliminate any conflict of interest, I donate the royalties I receive from new textbook purchases my students make from the University bookstore to an FAU fund that is used for [name receie texta0(bo2(of)3004 Tw2es)-50nev(r)-1]TJ -0.01 Td [(n)-4n at

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This form MUST be completed by faculty: (1) who teach a section for a multiple section course taught by multiple faculty and the same textbook is required across sections; (2) who require bundled instructional materials prepared by faculty to be purchased by students; (3) who obtain royalties from the sale of required

*When multiple faculty members contribute to textbooks and/or instructional materials, please insert additional signatory lines.

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