

## TEXTBOOKS AND OTHER MATERIAL

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### A. Purpose

To provide guidelines for faculty related to the selection of textbooks and other materials prescribed for the use of students.

### B. Persons Affected

This policy applies to faculty of The University of Texas Rio Grande Valley (UTRGV).

### C. Policy

This policy provides the regulations regarding the selection of textbooks and other materials prescribed for the use of students as defined by The University of Texas System Board of Regents' Rule 31004, Rights and Responsibilities of Faculty Members. This policy does not apply to supplemental or non-required reading materials.

### D. Procedures

1. Individual faculty members or the department shall have discretion in the choice of materials to be used in the courses offered by the department.
2. Frequent changes in the textbooks prescribed are discouraged and should be made only for cogent reasons.
3. 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. Such materials shall not be prescribed for the use of students or sold to such students until such books, notes, manuals, or materials have been approved by the dean, the appropriate Executive Vice President (EVP), and the President.
4. Where practicable and equitable, the charge for outlines, syllabi, and similar materials prescribed for the use of students should be borne by the instructional department concerned. Whenever a charge is authorized for locally copied materials, the price should be as low as possible, consistent with the payment of any reasonable, required royalty to the author or authors.
5. Requests for the use of textbooks, notebooks, manuals, and other materials written or prepared by a member of the UTRGV faculty or staff shall adhere to the following before it can be prescribed for the use of UTRGV students:
  - a. Approval with reasons stated is required in writing by the department chair, the dean(s) concerned, the appropriate EVP, and transmitted to the President for final approval.

- b. 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.

**E. Definitions**

1. College — An academic unit organized within the university, which is usually comprised of many departments or provides programs in multiple academic specialties/professional instruction. This academic unit may be referred to as a college or school, and is led by a dean reporting to a designated EVP.
2. Department — An academic unit organized within a college, usually devoted to a particular academic discipline. This academic unit may be referred to as a department, school, or center, and the unit's head (usually a chair or director) reports to the dean of the college.
3. Prescribed — To designate or order the use of. Note: The use of the word prescribed in this policy additionally infers that payment or a charge for the use of that book, outline, manual or similar material is involved.
4. Textbook — A monograph specifically intended for an instructional environment; also, an edition of a book in any format or media specifically intended for use by students enrolled in a course of study or preparing for an examination on a subject or in an academic discipline. A textbook may sometimes be published in conjunction with a workbook, lab manual, or teacher's manual.

**F. Related Statutes or Regulations, Rules, Policies, or Standards**

[The University of Texas System Board of Regents' Rules and Regulations Rule 31004](#), Rights and Responsibilities of Faculty Members

UTRGV HOP ADM 06-110 Acceptance of Money from Students

**G. Dates Reviewed or Amended**

Amended on July 15, 2019