

**TEXTBOOK SELECTION POLICY**


**RESPONSIBLE ADMINISTRATORS:** PRESIDENT AND THE EXECUTIVE VICE PRESIDENT AND PROVOST

**RESPONSIBLE OFFICES:** OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST, VICE PROVOST FOR ACADEMIC AFFAIRS, AND FACULTY SENATE

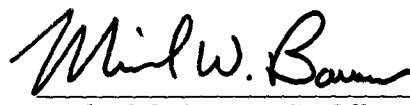
**ORIGINALLY ISSUED:** FEBRUARY 17, 2004; SECTION REGARDING "REQUIRING YOUR OWN TEXT FOR CLASS," AUGUST 31, 2001.

**APPROVALS:** PRESIDENT, EXECUTIVE VICE PRESIDENT AND PROVOST, VICE PROVOST FOR ACADEMIC AFFAIRS, FACULTY SENATE, FACULTY SENATE ACADEMIC FREEDOM AND ETHICS COMMITTEE

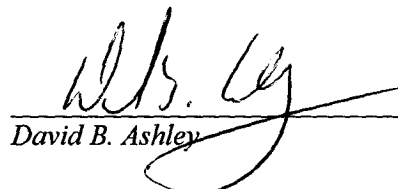
**APPROVALS:** APPROVED BY:

  
\_\_\_\_\_  
*Bill Robinson, Chair, Faculty Senate*      1/9/2008  
Date

APPROVED BY:

  
\_\_\_\_\_  
*Michael W. Bowers, Co-Officer in Charge of the Office of the Executive Vice President and Provost / Vice Provost for Academic Affairs*      1-9-2007  
Date

APPROVED BY THE PRESIDENT:

  
\_\_\_\_\_  
*David B. Ashley*      1/16/07  
Date

**REVISION DATES:** JANUARY 9, 2007; SEPTEMBER 21, 2006; JANUARY 19, 2005.

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**POLICY STATEMENT<sup>1</sup>**

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UNLV affirms its absolute commitment to the principle that the selection of textbooks and other classroom materials is the right and responsibility of the faculty member assigned to teach each particular course.

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## GUIDELINES<sup>2</sup>

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Within the bounds of that principle, the UNLV Faculty Senate reminds faculty that:

1. Departments/units should have in place mechanisms to ensure that textbooks used by all faculty, including part-time faculty and graduate student instructors, are proper and selected in a timely manner, and that new hires are notified of deadlines and encouraged to submit textbook orders early;
2. Using the same textbook from semester-to-semester allows students to resell books to the bookstore at a higher price, or sell them directly to other students;
3. Textbook costs often exceed the cost of the course to students. Where possible, faculty should select lower-cost options, including on-line materials, Academic Printing Service (APS) packets available through UNLV Reprographics/Design Services, placing materials on library reserve, and selecting the least expensive textbook where several otherwise equivalent choices exist;
4. They should submit their textbook orders as early as possible to allow the bookstore to order used copies; and
5. They should not order bundled texts unless they intend to use the entire bundled package.

Textbooks and other educational material selection are the responsibility of faculty. All materials should be relevant and should help faculty accomplish the education objectives of the given course. There are no ethical problems with faculty assigning their own textbooks or other related materials, consistent with this policy. *See section below "Faculty Requiring Own Text for Class" and related form.*

Receiving compensation other than royalties, contingent on the adoption of textbooks and/or other course materials, may be unprofessional and unethical. Receiving usual and customary remuneration for the review of textbooks or course materials is acceptable. Department/unit faculty may adopt policies for part-time faculty and graduate students.

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## FACULTY REQUIRING OWN TEXT FOR CLASS<sup>3</sup>

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The Executive Vice President and Provost (EVP&P) Office's policy regarding faculty requiring students to purchase textbooks that the faculty member has written is based on a legal position from the Nevada System of Higher Education (NSHE) attorneys. Faculty are concerned about a possible conflict of interest in making money from their students in this way, or even the appearance of conflict. At the same time, UNLV wants to encourage its faculty to use their expertise to write books, including textbooks.

NSHE's attorneys recommended in order to protect both faculty and students, that the use of the text be approved by the faculty member's Dean. In order to implement this policy, the EVP&P consulted the Deans who suggested faculty members complete a form requesting approval. *See attached form below.*



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### CONTACTS

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### ENDNOTES

<sup>1</sup>Reaffirmation by the UNLV Faculty Senate, November 28, 2006; UNLV Faculty Senate Action Item, February 17, 2004, regular session Action Item “Recommendation from the Academic Freedom and Ethics Committee for a UNLV policy on textbook adoption.”

<sup>2</sup>These Guidelines were passed by the UNLV Faculty Senate, November 28, 2006 (per e-mail from Bill Robinson, Faculty Senate Chair, to Barbara Williams-Rollings, December 8, 2006).

<sup>3</sup>Based on a memorandum to UNLV Faculty from Raymond W. Alden III, Executive Vice President and Provost, dated August 31, 2001 (*with minor revisions January 19, 2005*).

<sup>4</sup>Form for faculty to complete is located on the Executive Vice President and Provost’s Office website:  
<http://provost.unlv.edu/policies.html>.