

North Dakota State University

Policy Manual

SECTION 323

SELECTION OF TEXTBOOKS AND OTHER CURRICULAR MATERIALS

SOURCE: NDUS Policy 611.9: Selection of Textbooks and Other Curricular Materials
NDSU President

The following rules govern selection of textbooks and other curricular materials:

1. An instructor may not receive financial compensation or any other form of remuneration, excluding supporting educational materials for teaching, from a publisher or an agent of the publisher for the purpose of selecting or assigning textbooks or other curricular materials.
2. An instructor or other employee who is paid or received other remuneration in connection with the sale or assignment of textbooks or other curricular materials may, as provided under institution procedures implementing this policy:
 - 2.1 Assign all royalty payments to other remuneration resulting from assignment of the materials at the employing institution; or
 - 2.2 Retain royalty payments or other remuneration, in which case the final decision to assign the materials shall be made as provided under each institution's procedures. (See, however, 3.1 below.)
3. With the input of faculty, student and administration, each institution shall adopt procedures implementing this policy, including a process for review or appeal.

NDSU Interpretation:

- 3.1 *Instructors who have published a textbook or other curricular materials and use them in their courses, must avoid a personal profit from sales to their students. Royalties or other income received by the instructor for those texts or materials used in the instructor's course must be placed into department accounts for use by the department or assigned to a charitable organization.*
- 3.2 *Departments which prepare laboratory manuals or coursepacks for sale to their students should arrange for them to be printed and sold through the NDSU Bookstore.*
- 3.3 *An employee who feels this policy has been unfairly applied to him/her can use the normal University grievance process.*

HISTORY:
New July 1990
Amended December 2005
December October 2007