



TEXTBOOK POLICY

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I. Policy Statement

Academic Textbooks

The Executive Vice-Chancellor and Chief Academic Officer of the University System of Georgia establishes guidelines concerning the designation and sale of textbooks required for coursework. Educational material is defined as any instruments, devices, software, web content, or copied and published materials used in the classroom, laboratory, online courses, or correspondence courses.

All information required for ordering educational materials should be submitted to the University's bookstore. Exceptions can be approved at the department level. The bookstore will distribute lists of these educational materials to private competitors. Recommendations to students, as to source for materials, should not list one supplier over another.

1. There are no restrictions on the adoption of textbooks written by faculty members. Prior to the adoption of a textbook, approval must be obtained from the departmental committee. The existence of such a committee is necessary to prevent any possible conflicts of interest.
2. No faculty member may charge/ collect remuneration for educational materials directly from students.
3. If any conflict of interest arises as a result of the sales of textbooks or other educational materials, the Provost and Vice-President for Academic Affairs, in consultation with the Deans Council, Faculty Senate, and the Student Government Association, will appoint a committee to hear the case and advise the Provost and Vice-President for Academic Affairs on a course of action.
4. Copyright clearance must be obtained by the issuing department or faculty, where necessary, for compilations to be sold through the bookstore. Institutional and System General Counsel may insist on this process.
5. Royalties may not be paid to individual faculty for compilations he/she produces for copy and resale through the bookstore.

Policy for Textbooks Authored by Faculty

Either as individuals or as members of departmental committees, faculty members select textbooks that they think will best enhance the teaching and learning processes for the courses that they offer. To provide students with the best learning resources possible for a course, faculty members may choose to provide their own textbook(s) for the course. Self-authored texts and course materials may be required or recommended for student purchase in course(s) taught by the faculty member; however, to avoid any appearance of conflict of interest, faculty authors may not benefit financially from assigning their textbook(s) or course materials to the students in their course(s).

Before assigning a self-authored textbook or other course materials to students, the faculty member must seek approval from the department-designated textbook review committee. Once reviewed and approved, requests will be maintained in the department's main office.

Royalties may not be paid to individual faculty members for materials she or he produces for copy and resale through the university bookstore. No faculty member may charge or collect remuneration for educational materials directly from students.

Affordable Learning Georgia

Georgia Southern University will clearly identify sections of courses in which course materials exclusively consist of no-cost (open or free textbooks) or low-cost (total of \$40 or less) course materials. Faculty are encouraged to identify open education resources and other low-cost course materials for students enrolled in their classes, where applicable and appropriate.