



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 50.31, **Adoption and Sale of Textbooks and Related Materials**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to establish a standardized approach for the adoption and sale of textbooks and related materials by the faculty.

**REVIEW:** This HSCEP OP will be reviewed by April 15 of every even-numbered year (ENY) by the director of Accounting Services, with recommendations for revisions forwarded to the chief financial officer (CFO) by May 1.

### **POLICY/PROCEDURE:**

- I. The deans of each school are responsible for developing and maintaining regulations and procedures regarding the sale of educational materials.
- II. Educational materials include any instruments, devices, publications, electronic books, or multigraphed forms used in the classroom, laboratory, or other instructional setting which are required to be purchased by the students.
- III. All educational materials must be sold to students through an established bookstore, vendor or copy shop, or as authorized and approved by both the appropriate dean and the CFO. If sales of educational materials are to be made to students through means other than an established bookstore, vendor or copy shop, a written request for exception must be prepared and routed through administrative channels to the appropriate dean. The written request must be approved by both the dean and the CFO before such sales can occur.
- IV. Faculty members are encouraged to publish textbooks and other professional works. There is no prohibition against the use of such textbooks in classes taught by the faculty member or author provided the textbook has been published by a recognized and reputable publisher at its own risk and expense, has been made available for open sale, and has been approved for such use by a textbook committee appointed by the department or area head.
- V. All educational material to be sold for use in class or in laboratory work must be approved by the appropriate textbook committee. Departments that provide such instructional material must recover no more than that which is required to reimburse for costs of producing and using the material.
- VI. Under no circumstances may money be paid by a student to a teacher or instructor for any educational materials or services unless otherwise authorized and approved in advance by the appropriate dean and the CFO.
- VII. A committee appointed by the president will render an advisory opinion or hear any appeal lodged with the president by either faculty, administrator, or student, in which a conflict of interest results from the sale of textbooks or other materials. The opinion of the committee is advisory to the president.