

COMMUNITY COLLEGE OF DENVER

Title: Use of Faculty Authored Textbooks

Guideline #: INST – 3

Approved: April 9, 2012
July 13, 2015
August 9, 2017

References: Board Policy (BP) 3-70 - Colorado Community College System Code of Ethics
Board Policy (BP) 3-90 - Copyrights and Patents

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

To establish a process for Community College of Denver (College) faculty members, full or part time, who wish to use their own textbook, study guide, or other course material, which they authored and for which they receive a royalty, as a requirement for a class they are teaching. This includes any course material authored or co-authored by a College faculty member.

2. APPLICABILITY

These guidelines apply to all full-time and part-time College faculty.

3. GUIDELINES

Steps required for faculty who wish to use a textbook, study guide, or other course material they authored or co-authored.

- a. Review BP 3-90 and BP 3-70.
 - i. It is the faculty responsible to ensure they have complied with and meet all requirements as outlined in BP 3-90 and BP 3-70.
 - ii. Faculty must provide their respective chair and dean with copies of all documentation required to be obtained pursuant to BP 3-90 and BP 3-70 at the beginning of their review process.
 - iii. BP 3-70 requires approval from the State Board for Community Colleges and Occupational Educational (Board) if a financial transaction provides a direct financial benefit to an employee. In addition, BP 3-70 prohibits an employee from participating in the decision to undertake a financial transaction that provides a direct financial benefit to the employee.
- b. The text or course material must be reviewed by the faculty member's respective department chair and dean.
- c. If the faculty member is a department chair, the dean will call on another chair within his or her Center to assist with the review process.
- d. If the text or course material is determined, by both the chair and dean, as the most appropriate text or course material for the class, the dean will forward a written recommendation to the Provost.

- e. The Provost will present the issue to the President for consideration.
- f. If approved by the President, a Board agenda item will be prepared and submitted to the Board for their approval.
- g. The Provost will notify the faculty member(s) of the Board's decision.
- h. Under no circumstance will any faculty authorized textbook or course material be ordered until a decision has been rendered by the Board. The Provost and dean are responsible to ensure compliance with this subsection h.