POLICY TITLE
Employee-Authored Text Adoption Deliberations

POLICY NUMBER
7.8

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created December, 2010/Effective January, 2011

PURPOSE
Faculty and staff members are encouraged to participate in research, writing, and publication of many types. These intellectual endeavors benefit the employee, students and the institution. The College intends to foster and support scholarly activity of this and other types.

Curriculum committees, comprised of faculty, identify textbooks and course materials that students are required to purchase. The textbook author, publisher, and others may benefit financially from these purchases. This policy outlines the protocol to be used when the sale of texts and course materials under consideration potentially benefits College employees, particularly those involved in the selection process. The protocol is designed to avoid the appearance of self-dealing on the part of the institution and all employees of the institution.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty or staff who benefit from the sale of textbooks or materials considered by curriculum committees

DEFINITIONS
Curriculum committee: Statewide committees, comprised of program faculty, created for the purpose of curriculum maintenance and other program-specific business

Self-dealing: Implied when the primary benefit of a financial transaction applies to an individual or the narrow interest of a few.

POLICY
Ivy Tech employees involved in textbook selection decisions shall not be influenced by the potential to personally profit from the sale of the selected textbooks or course materials. Further, textbook selection decisions shall be void of self-dealing and the appearance of self-dealing on the part of the institution and all employees of the institutions.
PROCEDURE
When an employee has direct or indirect interest in the sale of a book or similar materials, the employee is required to disclose the interest in writing to the following:

- Applicable Curriculum Committee Chair,
- Employee’s School Dean,
- Employee’s Vice Chancellor for Academic Affairs,
- Assistant Vice Provost for Academic Affairs who facilitates the applicable curriculum committee’s meeting,
- Vice Provost for Academic Affairs.

The written disclosure shall be delivered before the curriculum body begins its deliberations on textbook selection.

Those with employee interest may recommend to their Curriculum Committee Chairs that their specific books or materials be considered for adoption for specific courses or programs. These employees may also explain the positive features of their books or materials. Such information shall be submitted to the Curriculum Committee Chair in writing.

If the author of a recommended text is the Region's representative to the committee, the author is allowed to state the merits of the text orally, and answer any questions in the same manner as if they were advocating for a text of which they were not the author. Such employee authors, however, are prohibited from exerting undue pressure on committee members involved in the decision making process.

When the Curriculum Committee begins textbook deliberations, employees having a financial interest in a book or materials under consideration will leave the room. Such employees will not participate in the deliberations or discussion. If the textbook author is the only regional representative on the curriculum committee, an affirmative vote will be recorded for the author leaving the room.

Employees who do not share in the proceeds of the sale of a book or materials are excluded from this policy and process. For example, faculty or staff members may contribute to a publication, but receive no compensation at all. Others may review, contribute to, or edit a publication and be paid a fee for their services, but do not share in the proceeds of the sale of the book. These kinds of links between publishers and our employees are not subject to this policy or procedure.

REFERENCES
Full-Time Employee Handbook – Conflict of Interest - See Infonet>Departments>Human Resources>Employee Resources

RESOURCE PERSON
Vice Chancellor for Academic Affairs; Executive Director of Human Resources