

---

**NUMBER: 4.4.14**

**DATE: 09/08/2011**

**REVISION: 05/07/2014**

**PAGE: 1 of 3**

---

**SECTION: HUMAN RESOURCES**

**AREA: EMPLOYEE RELATIONS**

**SUBJECT: TEXTBOOK AND COURSE MATERIALS POLICY –  
UNDERGRADUATE COURSES**

---

## **PURPOSE**

To comply with Arkansas Code Annotated § 6-60-601 *et seq.* and the Higher Education Opportunity Act.

## **SCOPE**

This policy applies to UAMS faculty who teach undergraduate courses and the UAMS Bookstore.

## **POLICY**

### **I. Adoption of Textbooks and Course Materials (Undergraduate).**

For each full semester and collectively for summer sessions, UAMS is required to distribute a list of all textbooks and course materials required or assigned for an undergraduate course by publication on its website and posting at its Bookstore.

The Bookstore is responsible for posting this information prior to April 1 of each year for the following fall semester and summer sessions, and prior to November 1 of each year for the following spring semester. To facilitate compliance with this statute, faculty members should report their choices of textbooks and course materials to the UAMS Bookstore at least thirty (30) days in advance of these dates. Textbook choices should be reported to the Bookstore on the textbook adoption form available on the UAMS Bookstore website.

For each textbook or course material on the list provided to the Bookstore, the faculty member must include:

1. A brief description of the textbook or course material;
2. The author or authors;
3. The title and edition; and
4. Any special instructions or circumstances for the purchase or use of the textbook or course material.
5. ISBN, if available.

A textbook or course material for an undergraduate course may be adopted after the time specified above if:

1. The adoption is approved by the appropriate Department Chair and Dean; and
2. The Dean forwards to Office of the Provost:
  - (a) A list of late adoptions;
  - (b) The names of the person or persons responsible for each late adoption; and
  - (c) A written statement explaining why each adoption was late.

## **II. Inducements.**

Acceptance of inducements (such as a gift, payment, loan, subscription, advance, deposit of money, or services) to require specific textbooks is prohibited by Arkansas law. The following items are **not** included in this prohibition, and are therefore acceptable:

1. Receipt of sample copies, instructor's copies, or instructional materials for coursework or instruction; or
2. Royalties or other compensation from the sale or publication of a textbook that includes the employee's own writing or work.

Violations of this provision must be reported to the Office of the Provost, General Counsel and Legislative Council within ten (10) business days.

## **III. Prohibition of Referrals.**

In accordance with State law, UAMS may not place or permit to be placed on its website or the Bookstore's website a link to the website of a retailer of textbooks or other educational materials if the retailer of textbooks or other educational materials is not required to report and pay Arkansas sales and use taxes and does not obtain a use tax permit from the Department of Finance and Administration and report and pay Arkansas sales and use taxes on sales of textbooks and other educational materials to residents of this state.

This provision does not prohibit a faculty member from referring students to any source for required or suggested textbooks or course materials.

## **IV. Use of Royalties from the Sale of Textbooks and Educational Materials.**

Consistent with the UAMS Conflict of Interest Policy for Academic Staff Members (*UAMS Administrative Guide 4.4.10*), faculty members are required to disclose actual and potential conflicts of interest and conflicts of commitment at least annually. Faculty members are also required to obtain approval from their Department Chair and Dean before engaging in employment or other activities that could interfere in a substantial way with the faculty member's duties to UAMS.

Faculty members who derive direct or indirect financial benefit from materials required to be used by UAMS students have a potential conflict of interest that must be disclosed.

Faculty members shall not require that their students purchase materials for which the faculty member has a proprietary interest or receives compensation (such as royalties) unless there is a compelling and documented reason for doing so, and the purchase requirement has been approved by the appropriate Department Chair, Dean, and Conflict of Interest Committee. Faculty members who have a proprietary interest in or receive compensation from educational materials shall recuse themselves from any decisions concerning whether the educational materials shall be used for any particular class.

Any royalties from textbooks, reference works, or other scholarly works produced by faculty members as part of their normal teaching, scholarly, and academic activities at UAMS or an approved off-campus assignment, shall be distributed in accordance with *University of Arkansas Board of Trustees Policy 210.1*.

**V. Bookstore Advertising.**

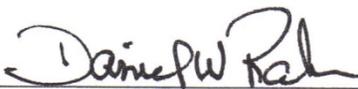
In the event that advertising information from the UAMS Bookstore is included in any orientation packets or presented to student groups through electronic media services, private local textbook vendors shall also be allowed access to distribute advertising by the same method upon written request.

Upon such request, private vendor advertising will be distributed contemporaneously with the advertising of the UAMS Bookstore. UAMS may request modification of any private vendor advertising if the advertising does not reflect the public interests of the state. The private vendor shall be responsible for all costs related to the preparation and production of its advertising material.

**IV. Compliance.**

At the beginning of each academic year, the Office of the Provost will notify or remind faculty members of the foregoing procedures.

Any questions about this policy should be directed to the UAMS Bookstore or the Office of the Provost.

Signature: 

**Date:** May 7, 2014