REQUIRED BOOK LISTS

Procedures

Prior to each Fall, Spring and Summer semesters an e-mail is sent to each department contact with the “Course Book Information Request” (Cobir) form attached to the e-mail. The Cobir form lists the date the book orders are due to the Bookstore for the particular term. Each form must be approved by the department Chair and returned to the Bookstore.

Use of Faculty-Authored Textbooks

Policies for the use of faculty-authored textbooks are set forth in the Regents' Rules and Regulations, Rule 31004:

“Although the authorship of books, outlines, manuals, and similar materials by members of the faculty and staff should be encouraged, the prescribed use of these for students is a responsibility that goes beyond that of the individual author. Whenever an approved fee includes a charge for such materials distributed through the classroom, the prices should be as low as possible, consistent with the payment of any required royalty to the author or authors.”

Use of faculty-authored textbooks and other course materials by students at the Health Science Center must be approved in advance by the departmental faculty. Such requests should indicate the proposed prices and profits, the latter being explicit in the case of joint authorship as to whether the indicated percentage is for all the authors or only for the faculty member making the request. Approval must be obtained for each fiscal year; the Cobir form submitted should show the year for which approval is being requested. Request for approval should be submitted to the President by May 1 of each year.

Textbook Changes

The Regents' Rules and Regulations state that although generally the individual instructor in the department should have wide discretion in the choice of materials to be used in the courses offered by the department, frequent changes in the textbooks should be discouraged and should be made only for cogent reasons. Any proposed change in a textbook within one year from the date of its adoption must have the approval of the departmental faculty; a
statement of the reasons for the change must be transmitted by the Chair of the department to the appropriate Dean who will forward it to the President with a recommendation.