

CAMERON UNIVERSITY

Instructional Materials Policy – Instructional Faculty

Policy Statement

To provide policies for faculty teaching in Cameron University academic programs to ensure appropriate oversight within the units for the timely ordering of cost effective instructional materials in accordance with applicable law.

Contents

- Who should know this Policy?
 - Responsibilities
 - Procedure
 - Contacts
 - Forms
 - Policy History
-

Who Should Know This Policy

President	Faculty
Vice Presidents	Other Accounting/Finance Personnel
Deans	Students
Department Chairs	Other Groups
Directors	All Employees

Responsibilities

Responsible for Policy

University Officer Responsible

Vice President for Academic Affairs

Procedure

STATEMENT OF PURPOSE: In support of the above policy statement, the following procedures and information are provided:

- 1.0 Faculty at Cameron University should seek to collaborate with students to ensure access to the most economical and efficient process for obtaining the very best instructional materials.
- 1.1 Faculty must place their instructional material orders with their departmental representative. This person will 1) ensure that faculty place orders in a timely way, and 2) place orders with the University Bookstore and other local bookstores.
- 1.2 Faculty shall allow students to use the most recent prior edition of a required textbook unless the faculty member specifically states in the course syllabus that the newest edition of the required textbook is necessary.
- 1.3 No faculty, staff or academic unit shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, as an inducement for requiring Cameron students to purchase specific textbooks or instructional material required in a course. However, an employee may receive:
 - 1.3.1 Sample copies of textbooks/instructional materials, instructor copies of textbooks/instructional materials, as long as these are not to be sold by the employee or academic unit.
 - 1.3.2 Royalties or other compensation from sales of textbooks/instructional materials that include the writing or work of the employee.
 - 1.3.3 Honoraria for academic peer review of instructional materials.
 - 1.3.4 Training in the use of instructional materials and technologies.
- 1.4 Faculty are encouraged to use other good practices to keep instructional costs down, including having electronic reserves in the library when feasible and possible, being careful to require only those materials that will actually be extensively used during the course of the semester or term, and learning about and utilizing other emerging technology tools or resources in their courses. Faculty are referred to [70 O.S. § 3241.1](#) for further questions.

Contacts

Policy Questions: Vice President for Academic Affairs, (580) 581-2250

Forms

In support of this policy, the following forms are included:

None

Policy History

Policy

Issue Date:	October 24, 2007
Reviewed, no revision:	February 2016
Revised:	February 17, 2016
Revised:	July 27, 2023