



## **SCMPD Policy on Self-Authored Books for Course Adoption**

The 2023-2024 KSU Faculty Handbook stipulates the following regarding the use of self-authored books for course adoption:

### **Section 2.7.1: Textbooks**

KSU follows BoR policy ([BoR Policy Manual 3.10](#); [USG Academic & Student Affairs Handbook 2.19](#)) concerning the sale and use of academic textbooks or other instructional course materials in the classroom. Faculty involvement in the writing and editing of instructional materials published and marketed through national and regional publishing houses, such as academic textbooks, is regarded by KSU as legitimate and recognized forms of scholarship. As outlined in BoR policy, there are conditions on the adoption of textbooks and other instructional materials written by faculty members. Prior to adoption of such materials in a faculty member's own course, approval must be obtained from a department selection committee. The existence of such a committee is necessary to prevent any possible conflict of interest.

As outlined in BoR policy, faculty cannot resell sample texts provided by publishers or to take advantage of any financial incentives offered by publishers in the assignment of specific texts.

At times, faculty members may wish to develop instructional materials that are compilations for local use in their own classrooms. Consistent with BoR policy, royalties may not be paid to individual faculty for compilations the faculty member produces for copy and resale through any bookstore (internal or external to the institution). Copyright clearance must be obtained by the issuing department or faculty, where necessary, for compilations to be sold through any bookstore (internal or external to the institution).

Conflicts of interest concerns arising as a result of sales of textbooks or other instructional materials should be directed to the Provost.

### **Section 2.7.2 Procedures Associated with Textbook Policies**

Each KSU academic department will internally determine the makeup and process of the department selection committee according to their own customs and shared governance documents. If multiple departments share a course, those departments will determine whether a single or multiple department or college selection committee is used. It is recommended that department selection committees use the following guiding principle when determining whether



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a faculty member can use that faculty member's textbook and/or instructional materials in a course: Faculty are encouraged to author their own course materials at KSU as part of an acceptable form of scholarship and creative activity. The review of faculty-authored material by a department committee is for the sole purpose of clearing any potential conflict of interest by the University. Accordingly, the following questions are relevant to a department review of a faculty authored book or material: a) Are the textbook and/or instructional materials relevant to the goals and objectives of the course? b) Does the course syllabus indicate whether the text and/or instructional materials are required versus recommended for the course? c) Are the textbook and/or instructional materials sold to the students directly by the instructor (not allowable) or through retailers such as the KSU Bookstore (allowable)? d) Is there any evidence that the use of the textbook and/or instructional materials would create an apparent or actual conflict of interest for the University?

The selection committee will give faculty seeking to adopt their own published materials in their own course(s) a decision and rationale for that decision in writing within 30 days after a request for approval is made.

Appeals of selection committee decisions, if any, will proceed to the dean, and appeals of the dean's decision, if any, will proceed to the Provost. The appealing party at each level will state anew the basis for the appeal in writing within seven days after notice of a decision by a selection committee or dean. Denial or acceptance of an appeal by the dean or Provost will be in writing, issued within 30 days, and communicated to the requesting faculty, the selection committee, and the dean.

**Please fill out the following form if you plan to use a self-authored book in the classroom. Faculty requests will be reviewed by the SCMPD Curriculum Committee. It is recommended that faculty use books published with reputable academic presses with a rigorous peer review process.**



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## **Request Form for Use of Self-Authored Books for Course Adoption**

**Faculty Name** \_\_\_\_\_

**Course Number and Title** \_\_\_\_\_

**Semester(s) when course will be taught** \_\_\_\_\_

**Self-authored text (please include full citation; reputable academic publishers are preferred)**

\_\_\_\_\_  
\_\_\_\_\_

**Had this text been approved for publication through a peer review process?**

**Yes**

**No**

**Please explain how this self-authored text meets the goals and objectives of the course.**

**Does the course syllabus indicate if this text is?**

Required

Recommended

**How will this text be available to students (Direct sale by professor not allowed)**

KSU Bookstore

KSU Library

Other \_\_\_\_\_



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**Please explain your plan in avoiding a potential conflict of interest by adopting this self-authored text in your course. (e.g. Ebook is available for students on Course Reserve at the KSU Library; some or all royalties are donated to student scholarships etc.). Please include a note in your syllabus explaining to students how you avoid the conflict of interest by assigning a self-authored book as course reading.**