



Self-Authored Textbooks and Educational Materials Adoption Approval and Royalty Disclosure Form

Date _____ Type of text: Faculty Authored Co-Authored Customized
as defined by Policy 4.7.1P

List EKU Faculty Author(s) _____

Name of Text _____ Publisher _____

Submit a copy of the textbook or educational material with this form

Course(s) for which text will be used _____ Semester(s) for which text will be used _____

Briefly explain why the faculty authored textbook or educational material is appropriate for the course(s).

If applicable, list the institutions that have adopted the textbook or educational material (in the form it will be used for the EKU course)

Describe the extent to which cost effectiveness of the textbook or educational material for students has been examined. If the textbook or educational material could be made available through other less costly means (i.e. library reserves, course packs [at cost], BlackBoard, etc.), explain why the proposed use is preferable.

Royalty Disclosure

I will be receiving royalties from the sale of the textbook or educational material. Yes No

I have read the Eastern Kentucky University **Code of Ethics** and understand my obligation under this code. I have read **Policy 4.4.2P (Intellectual Property)** and understand my rights regarding intellectual property. I also understand that if EKU shares ownership of the intellectual property, the University is entitled to a share of royalties. I have read **Policy 4.4.1P (Conflict of Interest and Financial Disclosure)** and understand my obligation under this policy. **I have read the Royalty and Taxes Information Sheet and understand the potential tax liabilities resulting from royalties.**

Author(s) Signatures

1) _____ Date _____ 3) _____ Date _____

2) _____ Date _____ 4) _____ Date _____

Approved Not Approved _____ Date _____
Name of Department Committee Reviewing Proposal

Approved Not Approved _____ Date _____
Department Chair

Approved Not Approved _____ Date _____
Dean

If not approved, attach reason for denial. Original is filed in Department Office. Copies are sent to faculty author(s) and Dean.