

## FORM FOR SELECTING TEXTBOOKS FOR AFFORDABILITY

Course Title:

Course Identification and Number:

Textbook and/ or Instructional Materials Title:

Textbook and/ or Instructional Materials Author:

ISBN Number:

Part I. Faculty who are teaching *multiple section courses in which a single textbook and/or instructional materials* are required to certify by their signature below that the selections made are done in compliance with the procedures described in the Provost's Memorandum on Procedures for Selecting Textbooks for Affordability.

Part II. Faculty who compile instructional materials of a sufficient quantity to justify binding them into a substantive book, rather than making them available through Canvas, are required to certify by their signature below that the bound materials are made available to students *at cost* in compliance with the procedures described in the Provost's Memorandum on Procedures for Selecting Textbooks for Affordability.

Part III. Faculty who author textbooks, coursework or other instructional materials and require them for courses for which they are the instructor of record or have any type of oversight or supervisory capacity certify by their signature below that the royalties obtained from the sale of their textbook to FAU students have been (or will be) contributed to one of the two Scholarship Funds selected below in compliance with the procedures described in the Provost's Memorandum on Procedures for Selecting Textbooks for Affordability.

\_\_\_\_\_ The Provost's Greatest Educational Needs Scholarship Fund

\_\_\_\_\_ The \_\_\_\_\_ Scholarship Fund  
that has been approved by the Dean

The faculty member also agrees to include a statement in their syllabi indicating that royalties from FAU students are placed in the selected Scholarship Fund.

\*Faculty Member(s):

Date:

Department Chair:

Date:

Dean (or Designee):

Date:

\*When multiple faculty members contribute to textbooks and/ or instructional materials please insert additional signatory lines.

**This form must be maintained in electronic format by the respective College.**