

TEXTBOOK AFFORDABILITY and ACCOUNTABILITY FORM

This form MUST be completed by faculty: (1) who teach a section of a multiple section course taught by multiple faculty and the same textbook is required across all sections; (2) who require bundled instructional materials prepared by faculty to be purchased by students; and (3) who obtain royalties from the sale of required new textbooks and/or instructional materials from students they teach at FAU.

Course Title: _____

Course Identification and Number: _____

Textbook and/ or Instructional Materials Title: _____

Textbook and/ or Instructional Materials Author: _____

ISBN Number: _____

Please initial by each item that applies and include signature below:

_____ (1) I acknowledge that the *textbook and/or instructional material* required for the section(s) of the courses I am teaching has been selected in compliance with the procedures in the Provost's Memorandum on Procedures for Selecting Textbooks for Affordability.

_____ (2) I acknowledge that the compiled *instructional materials* made available in bonded hardcopy rather than in Canvas are provided to students *at cost* in compliance with the procedures described in the Provost's Memorandum on Procedures for Selecting Textbooks for Affordability.

_____ (3) I acknowledge that (a) my self-authored textbook(s), coursework, or other instructional material(s) are required for courses in which I am the instructor of record or have any type of oversight or supervisory capacity; (b) the royalties obtained from the sale of these new items at the University bookstore to my FAU students have been (or will be) contributed to the Provost's Greatest Educational Needs Scholarship fund or scholarship fund approved by my Dean as indicated by the signature below; (c) my syllabus includes a statement describing how the royalties will be used; and (d) all matters related to the sale of the self-authored items to my FAU students are in compliance with the procedures described in the Provost's Memorandum on Procedures for Selecting Textbooks and Instructional Materials for Affordability.

The Fund to receive the royalties is _____

***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.