

Guidelines for Review of Faculty-authored Course Materials previously approved or not submitted for approval:

Faculty currently may be using faculty-authored course materials approved under earlier versions of PPM 4-16. They may be using revised editions of materials that were approved under earlier versions of 4-16 or may be using materials that never underwent an approval process.

Immediately following the Bookstore's due date in spring 2019 for course materials to be used in fall 2019 courses, department chairs and deans shall determine which, if any, faculty-authored materials ordered for fall 2019 fit into any of the following categories: were approved for use in the past but need to be reviewed under provisions of the revised 4-16; were approved in an earlier version but have subsequently been substantially revised or changed; or were never approved for use in the past but fall under current requirements for review. This information shall be shared with faculty members, deans, and the Provost.

Before the start of fall semester 2019, the Provost will prepare a schedule of review dates to ensure these course materials meet standards mandated in the 2018 revision of PPM 4-16. This schedule likely will parallel that used in the previous year for new approvals; that is, faculty will be encouraged to consult, proactively, with their chairs during fall semester and then will submit materials at the beginning of spring semester 2020, with reviews completed before March 2020.

Schedule of Review Guidelines:

Fall 2019: Based on book orders submitted for fall 2019, chairs should begin consulting with faculty who likely will request permission to use self-authored materials in courses to be taught SUMMER 2020 (and thereafter) and whose materials were either approved for use in the past but need to be reviewed under provisions of the revised 4-16; were approved in an earlier version but have subsequently been substantially revised or changed; or were never approved for use in the past but fall under current requirements for review. These consultations should aid both the faculty member and the chair in determining what materials would likely meet approval for use in WSU courses the faculty member will be assigned (taking into account such matters as research design, scope of content, departmental expectations, etc.). Well before the March 1, 2020 due date for submission of course materials to the Bookstore for use in summer 2020, the faculty member shall have provided a sufficient sampling of such materials to both the department chair and College Curriculum Committee (CCC) for their approval. AA encourages faculty members to work proactively on submitting materials; we hope faculty will complete the submission and approval process well before the deadlines below:

Tuesday following Labor Day: All colleges have Curriculum Committees in place.

Throughout fall semester: As chairs learn about faculty developing their own materials for possible use in Summer 2020 and thereafter, chairs shall inform Deans, who, along with the chair, shall review membership of the college's CC, consider possible conflicts of interest, and determine possible substitutes.

Monday following the opening of spring semester: Faculty who wish to use newly-developed self-authored materials shall submit an application and sample materials to the department chair.

Third Monday following the opening of spring semester: Chairs shall notify faculty submitters of the chair's approval or denial of the request to use faculty-authored materials. Faculty whose applications are approved shall inform their chairs whether they desire to pursue PPM 4-16's Option 1 (to divest earnings) or Option 2 (to retain earnings).

Those faculty members who received chair approval and wish to pursue Option 1 shall inform the Provost about their choice within a week of hearing from their chairs. Together, the faculty member and Provost will determine a schedule for planning appropriate divestment procedures. This plan shall be finalized before the end of spring semester.

Those faculty members who have received approval and desire to pursue Option 2, to retain earnings, shall submit their application and sample materials to their CCC within a week of hearing from chairs. Upon request, faculty members submitting applications to the CCC shall be granted a face-to-face meeting with the CCC to clarify how their materials comply with PPM 4-16 guidelines.

Before the end of February, the CCC shall render a decision in response to the faculty member's application to use self-authored materials and retain the profits therefrom.

If a CCC rejects a faculty member's request, the faculty member has the right to appeal on either procedural or substantive grounds. If the appeal is procedural, the faculty member will file a short statement of concerns with the Provost; if the appeal is substantive, the faculty member will notify the chair of Faculty Senate. The Provost or the Executive Committee shall make a good faith effort to render a final decision to the faculty member within a few weeks of receiving the appeal.

June 24, 2019