

*Approval process for an instructor wishing to assign a self-authored textbook as required*  
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The following procedure applies for an MEAS instructor who wishes to assign a textbook she or he has written as a required text for a course she or he teaches.

- 1) The course instructor prepares a written request to use a text she/he has written as a required text for a given course. This request describes the appropriateness of the text for the course and lists a few alternative textbooks, with an explanation of why the instructor's text is superior. The cost of each textbook, as obtained from a standard source (e.g. [Amazon.com](http://Amazon.com)), is given.
- 2) The request is submitted to the Director of Undergraduate Programs to bring to the Undergraduate Curriculum and Programs Committee (UCPC) for consideration.
- 3) The UCPC reviews the request and makes a recommendation to the department head to approve or deny it, or the UCPC returns the request to the instructor requesting additional information.
- 4) The head approves or denies the request based on the recommendation of the UCPC. The department retains approved requests on file in order to address any subsequent queries or complaints from students.