

**Policies and Procedures**  
**on**  
**UK Employees using Self-Authored Textbooks**  
**in**  
**UK Classes**

UK faculty and staff employees may not profit from the sale of self-authored textbooks sold to UK students enrolled in UK courses.

Other policies and procedures are enumerated below.

1. A UK faculty or staff employee is permitted to author textbooks and negotiate with publishers to sell those textbooks at other universities and accept all contractual royalties.
2. A UK faculty or staff employee may not ordinarily assign a self-authored textbook to the individual's class or that of another instructor's UK classes.
3. A UK faculty or staff employee may petition the department of record for permission to use a self-authored textbook in a UK class, either one being taught the employee or a class being taught by another UK instructor.
4. The procedure steps for evaluating the petition are as follows:
  - a. The chair, director or dean, in consultation with the appropriate unit faculty, shall make a determination on whether or not another available textbook could reasonably substitute for the book being proposed for the course.
  - b. If the unit administrator determines that the textbook authored by the UK employee is uniquely suitable for the class, then the textbook may be assigned.
  - c. All royalties from the sale of the self-authored textbook *to UK students* must be accounted for by the UK employee and donated to the University, a charitable organization or another educational institution.

Office of the Provost  
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*cf.* Ethics Committee opinion