

Request to Use Faculty-Authored Textbook

Part 1 (To be completed by Faculty-Author)		
Name	Department	College
Textbook Title		
Check Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>		
Estimated Enrollment/Section	Number of Sections	Total Enrollment
Estimated Royalty Payment based on Total Enrollment		
Justification		
Part II (To be completed by Curriculum Chair, Book Selection Committee Chair or Department Chair)		
Name		
Book Selection Process (If applicable)		
Justification		
Part III		
Department Chair	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/> Date
Name	Signature	
College Dean	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/> Date
Name	Signature	
Part IV (Required if Estimated Royalty Payment exceeds \$500 per year at USF)		
Provost	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/> Date
Name	Signature	

Distribution: Original to Provost's Office, Copy to Faculty Member, Dean, Department Chair