



Memorandum

To: _____

From: _____

Date: _____

Subject: Faculty Request for Approval of Self-Authored Texts

This memorandum serves as a formal request for your support to permit _____ to use a self-authored text/publication in their _____ course that takes place during the _____ semester.

A copy of the text has been received by the Vice President of the college, he or she should review and confirm that an appropriate action has been taken to route any royalties received from the use of the text within 14 days of receipt of this document. Documentation must accompany this form to show that any royalties are being routed to a fund that does not directly benefit the faculty member.

Faculty Signature: _____ **Date:** _____

Approvals

Department Chair: _____ **Date:** _____

College Vice President: _____ **Date:** _____

Deputy Provost: _____ **Date:** _____