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| Policy Source: Gwinnett Tech | Owner: Vice President of Academic Affairs | Effective: 3/08 |
| Division: Academic Affairs | | Reviewed: 6/2024 Revised: |

5.5.14 GT Published Materials Policy

Through its mission, Gwinnett Tech is dedicated to the dissemination of knowledge that is vital to the workforce needs of the community. The College also affirms its commitment to the principles of academic freedom and encourages faculty, staff and students in the development of new teaching methodologies, scholarly works, educational software, and all other intellectual property. To foster the development of quality faculty publications and materials for distribution to students that support and enhance course standards, the following course material policy is in effect.

Course materials may include printed, multimedia, and web-based materials provided to students for learning purposes.

- Printed material created for student distribution through the bookstore for a fee will be subject to peer review and Division approval. The distributed material will meet established college publishing standards for Gwinnett Technical College printed material.
- Multi-media materials – CD’s, DVD’s, USB drives and other electronic media device materials will be subject to the same standards as printed materials.

Peer Review

1. Required student material
 - a. The peer review team will consist of three (3) faculty members, a Division Dean, and the vice president of academic affairs.
 - b. Materials for distribution must be submitted to the Division Dean by the first day of the preceding semester in advance of the course beginning for peer review and approval.
 - c. Required fee paid course materials will be reviewed by a minimum of three (3) faculty members of which one (1) is a subject matter expert (SME).

2. Supplemental student material

Peer review is not necessary for supplemental student material, but must conform to the College publication standards when sold in the bookstore.

| Publishing Standard Guidelines Rubric | | YES | NO |
|--|--|------------|-----------|
| 1 | Are there available textbooks for the subject matter? If yes, list publishers, titles and authors and the reason textbook is not suitable | | |
| 2 | Can one of the publishers create a customized textbook? If yes, list publishers contacted. Reason that specialized textbook would not be suitable | | |
| 3 | Provide written justification for all required materials to be sold to students (this would include printed and multi-media materials)? | | |
| 4 | If no to the above, then convene a peer review committee as outlined in the policy. | | |
| Peer Review | | | |
| 1 | Submitted the first day of the prior semester for implementation to the Division Dean | | |
| 2 | Faculty member 1 | | |
| 3 | Faculty member 2 | | |
| 4 | External subject matter expert (advisory committee, external faculty member, etc.) | | |
| 5 | Division Dean | | |
| 6 | Vice President for Academic Affairs | | |
| | If approved with a YES from each of the above, follow publishing standards guidelines | | |

NOTE: All distributed materials will adhere to the Gwinnett Tech’s Intellectual Property policy, which includes appropriate copyright approvals and reference citations established for the specific media.

The President’s Leadership Team will administer the consideration of rights related to faculty student published materials upon consideration of the recommendation of the division Dean for the specific program. The Vice President of Academic Affairs and Division deans will affirm that published materials meet Gwinnett Tech’s standards including - but not limited to - form, content, style, pricing, manner and method of distribution prior to distributing the material.