

**Recommendation Form for a Faculty Member  
to Use  
Faculty-Developed Books or Materials**

*This form is to be completed by the Faculty Review Committee and signed by each member of the committee, after which it is to be forwarded for recommendations by the department chair, the dean, and the provost.*

1. Does the committee approve or not approve the request? Please provide a vote count. (The vote should be confidential.)

Approve: \_\_\_\_\_

Disapprove: \_\_\_\_\_

2. Summary of justifications given for the majority vote on approval or disapproval. (Justifications should address the suitability of the book or the materials for the particular course and the student learning outcomes expected in the course as well as any “marketplace support” associated with the book or material – such as course adoptions at other universities, professional reviews. Use an extra sheet, if necessary.)

Printed Names of Committee Members

Signatures

\_\_\_\_\_  
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3. Administrative Recommendations

Approve

Disapprove

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Dept. Chair:

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Dean:

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Provost:

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