

POLICY OF THE HAAS SCHOOL OF BUSINESS WITH RESPECT TO FACULTY ADOPTION OF COURSE MATERIALS

This policy addresses Haas School of Business norms and expectations regarding the adoption of new classroom teaching materials by faculty teaching courses offered by the Haas School. In particular, it is designed to address issues that can arise when a faculty member adopts course materials that are being used in other faculty member's(s) courses. This policy applies not only to textbooks, cases and readings, but also to simulations and exercises that are in the public domain.

Haas norms suggest the following:

1. A faculty member who is going to use material that is new to their course is responsible for verifying that the material is not being used in another faculty member's course.
2. Once a faculty member has adopted course materials that are not in use in other courses, the assumption is that the faculty member is entitled to continue to use that course material without having to verify that the material is being adopted in other new courses.
3. To assist faculty who are considering the adoption of new course materials, the following measures are recommended:
 - The Center for Teaching Excellence (<http://groups.haas.berkeley.edu/CTE/>) maintains a listing of both course syllabi and course readings/cases. Faculty considering the adoption of new course material should refer to the syllabi and readings/cases found on this site to determine if the material is currently used in other courses.
 - If the new material being considered for adoption is a case or reading, faculty using Study.net for distribution of their course materials will see a notice within Study.net that the case/reading has been used in a previous semester when adding the material to their reader.
 - As not all course materials appear on syllabi, faculty who are considering the adoption of new materials should contact other faculty who teach similar or related courses to confirm that the materials under consideration are not already in use in another class.