

## **BCIT Authored Books Policy**

<b>Category:</b> Education	<b>Policy Number:</b> 6400	<b>Effective Date:</b> 88-02-22	<b>Related Policies:</b>
<b>Approved By:</b> Administration	<b>Executive Responsible:</b> Vice President, Education	<b>Amended:</b> 05-09-26	<b>Review Due:</b> 06-09-26

If it is the desire of an instructor to stipulate the purchase of a textbook, study guide, practice set, laboratory manual or any other teaching aid he has authored, edited or compiled, or has just been authored by another BCIT employee, he must first secure approval from the Program Head who will then seek concurrence from the Associate Dean. If the person seeking the approval is the Program Head, then he will seek approval of the Associate Dean or Dean. If the person seeking approval is the Associate Dean, then he will seek approval of the Dean and the Vice President Education.