

INTERIM POLICY

CONFLICT OF INTEREST IN THE ASSIGNMENT OF COURSE MATERIALS

The preparation of course materials (including, but not limited to, assignments, course packs, lab manuals, and electronic materials) is an integral part of a faculty member's regular duties. In this activity, faculty are prohibited from profiting personally from the sale of assigned course material, except for those published for a wider market where the level of royalties is set by the terms of a publishing contract. It is considered a conflict of interest and a violation of professional ethics for any faculty member or academic department to solicit or accept a payment of royalties or commission in connection with assigned course materials other than those published for general (that is, national or international) use.

University employees may not charge or collect money from students unless specifically authorized to do so. Fees for materials or services associated with specific classes are regulated by Executive Order 740, The California State University Student Fee Policy, and must go through a formal campus review process and receive approval from the president and the chancellor.

Course material prepared by a faculty member may be sold through the Bronco Bookstore or through a copy center, but no royalties may be received by a faculty member or department for preparing, editing, or maintaining the course material. The only costs that can be included in a fee paid by students for the course materials are department costs for non-faculty support time, copying costs, and the cost of any copyright fees. For course packs sold through the Bronco Bookstore, the bookstore will assist in obtaining permission to use copyrighted materials and will build the cost of copyright fees into the selling prices. For course packs distributed through a copy center, faculty members assume personally the full legal responsibility for compliance with the copyright law. The academic department shall deposit all amounts collected for the sale of course material into state reimbursement accounts.