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3 **99-15**

4 August 9, 1999

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8 **Avoidance of Conflict of Interest in the Assignment of Course Materials**

9 This policy was recommended by the Academic Senate on May 13, 1999 and approved by the
10 President on July 7, 1999.

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12 It is a conflict of interest and a violation of professional ethics for any member of the faculty
13 to solicit or accept, for personal use, a payment of royalties or commission in connection with
14 assigned course materials other than those materials published for general (that is, national or
15 international) use. The preparation of course materials and the selection of assigned readings to
16 be used in a course are integral parts of a faculty member's regular duties. Therefore, faculty are
17 prohibited from profiting personally from the local sale of course materials, except in the specific
18 case of materials published for a wider market, where the level of royalties is set by the terms of
19 a publishing contract and likely to be nominal.

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21 University employees may not charge or collect money from students unless specifically
22 authorized to do so. Therefore, course materials, including textbooks and other assigned
23 readings, may not be sold by faculty members directly to students. All fees charged in
24 connection with a course, such as miscellaneous course fees, must be collected by the CSULB
25 Business Office.

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27 Course packs prepared by a faculty member may be sold through the Forty-Niner Shops or
28 through an off-campus copy center, but no royalties may be received by the faculty member for
29 preparing or editing the course pack. For course packs sold through the Forty-Niner shops, the
30 Shops will assist in obtaining permission to use copyrighted materials and will build the cost of
31 copyright fees into the selling prices. For course packs distributed through an off-campus copy
32 center, faculty members assume personally the full legal responsibility for compliance with the
33 copyright law. The CSU Office of General Counsel cannot provide legal assistance in cases
34 involving privately owned copy centers, nor can the State of California be held liable for
35 individual failures to comply with copyright law.

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39 **EFFECTIVE: Fall 1999**