August 9, 1999

99-15

Avoidance of Conflict of Interest in the Assignment of Course Materials This policy was recommended by the Academic Senate on May 13, 1999 and approved by the President on July 7, 1999.

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

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

Course packs prepared by a faculty member native sold through the Forty-Niner Shops or through an off-campus copy center, but no re allies hay be received by the faculty member for preparing or editing the course pack. For course packs sold through the Forty-Niner shops, the Shops will assist in obtaining permission to prepare the face into the calling prices. The property of the course pack is to the calling permission to prepare the course pack. copyright fees into the selling prices. For some packs distributed through an off-campus copy center, faculty members assume person lly the full legal responsibility for compliance with the copyright law. The CSU Office of General Counsel cannot provide legal assistance in cases involving privately owned copy deptors, nor can the State of California be held liable for individual failures to comply with coryright law.

**EFFECTIVE: Fall 199**