

POLICY ON THE SALE OF COURSE PACKET MATERIALS

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. In this activity, faculty are prohibited from profiting personally from the local sale of these 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. It is considered 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.

University employees may not charge or collect money from students unless specifically authorized to do so. Therefore, course materials, including textbooks and other assigned readings, may not be sold by faculty members directly to students. All fees charged in connection with a course, such as miscellaneous course fees, must follow established procedures and be collected by the University's accounting office.

Course packs prepared by a faculty member may be sold through the Kennel Bookstore or through an off-campus copy center, but no royalties may be received by the faculty member for preparing or editing the course pack. The faculty member is responsible for providing proper attribution on each document submitted for inclusion in the course pack. The Kennel Bookstore will assist in obtaining permission to use copyrighted materials for all course packs sold through them and will incorporate the cost of the copyrighted fees in the selling prices. For course packs distributed through an off-campus copy center, faculty members will personally assume the full legal responsibility for compliance with the copyright law. The California State University Office of General Counsel cannot provide legal assistance in cases involving privately owned copy centers, nor can the State of California be held liable for individual failures to comply with copyright law.

Recommended by the Academic Senate
Approved by the President

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