

Faculty Authored Material Policy

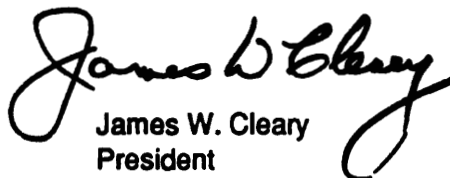
(Approved September 30, 1991)

POLICY RE: FACULTY AUTHORED MATERIAL. At its September 19, 1991 meeting, the ~~Faculty Senate~~ recommended approval of the following revised policy, proposed by the Educational Policies Committee

1. **Reproduction and Use of Course Materials Covered by Copyright Laws**
 - 1.1 **Faculty Responsibilities**
 - a. It is the individual professional responsibility of every faculty member to comply with all existing copyright laws. (Copies of such laws, including the Fair Use Doctrine, are available in the President's Office.)
 - b. The Faculty Senate periodically should seek legal counsel to obtain an authoritative and current analysis of existing copyright laws and their practical implications for faculty.
 - 1.2 **The Bookstore's Responsibilities**
 - a. The CSU Foundation and the Matador Bookstore should comply with all existing copyright laws.
 - b. The Bookstore should establish an efficient system for fulfilling the requirements necessary to legally reproduce copyrighted materials for class use. This system should be explained to the faculty, and the faculty should be provided with timely and specific instructions for its use.
2. **Self-Authored Materials that Faculty Members Use in their Own Courses**
 - 2.1 It is the individual professional responsibility of all faculty members to make reasonable efforts to avoid any appearance of a conflict of interest that could give their students or the public served by the University reasons to question the propriety of their professional judgments.
 - 2.2 Faculty may adopt self-authored works published by a commercial or university press in which they have a personal financial interest for use in their own courses only after obtaining their Department's approval to do so in each case. Such approval should be granted only if an independent departmental peer review has determined that the level and content of the work in question is appropriate for the courses in which it will be used and that its adoption is unlikely to impose an unreasonable financial burden on students who are required to purchase it.
 - 2.3 Except under unusual circumstances, faculty should not seek or accept personal income or royalties from the sale of self-authored course materials to their own students when they arrange to have the Foundation, Bookstore, or some other provider of copy or printing services reproduce these materials specifically for sale to their students because they require or recommend them for use in their courses. Students should not be charged more than the actual costs that may be involved in legally reproducing and distributing such materials.

- 2.4 Departments which authorize specific course adoptions of faculty authored materials that are specially designed for use in the courses for which they are approved, and have not been published by a commercial or university press, may authorize faculty to charge a royalty which is to be deposited in a Department fund used to benefit students. Such royalties may not exceed 5% of the cost of reproducing and distributing the course materials involved.

I concur with the recommendation of the Senate. The revised policy, which replaces the one adopted on March 2, 1966, is approved, effective immediately.


James W. Cleary
President

September 30, 1991