|  |  |
| --- | --- |
| California State University, Long Beach | Policy Statement |

Policy Number:\_\_\_\_\_\_\_\_\_  
Date:\_\_\_\_\_\_\_\_\_

**AVOIDANCE OF CONFLICT OF INTEREST IN THE ASSIGNMENT OF COURSE MATERIALS**

(This policy supersedes 99-15.)

This policy was recommended by the Academic Senate on \_\_\_\_\_\_\_\_\_  
and approved by the President on \_\_\_\_\_\_\_\_\_\_\_.

**1.0 Introduction**

The assignment of appropriate textbooks and other course materials is an integral part of a faculty member's regular duties. Course materials include, but are not limited to, textbooks, software/applications, subscriptions, and supplies. Recognizing that key role and expertise, this policy establishes guidelines for the assignment of course materials from which the faculty member stands to profit financially in order to ensure quality of adopted course materials and to avoid conflict of interest or the appearance of conflict of interest. This policy does not cover the distribution of course related materials at no cost.

**2.0 Profits From Course Materials**

2.1 Prohibited Profits. Faculty members may not profit financially from the assignment of course materials, including course packs, in any course taught at CSULB, except as provided below.

2.2 Permitted Profits. Faculty members may profit from the following:

2.2.1 Written Publications. Peer-reviewed books and textbooks published by nationally recognized, mainstream publishers with independent editorial boards. Compilations of previously published materials only meet this standard if the publisher of the compilation is nationally recognized and mainstream with an independent editorial board.

2.2.2 Other Course Materials. Any other faculty created materials (*e.g.*, software, applications, and media) that meet equivalent professional standards of quality and academic recognition.

**3.0 Collection of Money**

Faculty members may not charge or collect money from students for course materials of any kind. All fees charged in connection with a course must be collected by the CSULB Business Office.

|  |
| --- |
| EFFECTIVE: \_\_\_\_\_\_\_\_\_\_\_\_ |