Policy Name: 7.16

Policy Number: Purchased Instructor-Generated Materials

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: January 31, 2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Guidelines for students purchasing instructor-generated materials

Reason for the addition, revision, or deletion (check all that apply):

- [ ] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding

- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Reviewed with no changes recommended.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel
Purchased Instructor-Generated Materials

Original Implementation: September, 1990
Last Revision: January 31, 2017

Instructor-generated materials are course packs or other intellectual property compilations that may be required by faculty members for students in their classes. Handouts, textbooks, or trade books are not included in this definition. Faculty members may not sell any academic materials directly to students. Instructor-generated materials may only be sold through the university bookstore or off-campus vendors.

Faculty members and the university will negotiate a royalty agreement in advance of the sale of instructor-generated materials in the university bookstore. This does not apply to materials that are work for hire. The university is not responsible for royalties or other financial benefits on instructor-generated materials sold by off-campus vendors.

If instructor-generated materials are to be used, faculty members are responsible for assembling and editing these. These materials must comply with the General Fair Use Guidelines as described in policy 9.2, Copyrighted Works Reproduction of Copyrighted Works by Educators and Librarians. Faculty members will exercise professional judgment when incorporating self-generated materials for instructional purposes.

Cross Reference: Faculty Handbook; Intellectual Property (9.4); Copyrighted Works Reproduction of Copyrighted Works by Educators and Librarians (9.2); and Academic Freedom and Responsibility (7.3)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs