

## **Purchased Instructor-Generated Materials**

Original Implementation: September, 1990

Last Revision: January 28, 2020

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, 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); 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