



Purchased Instructor-Generated Materials

Purpose

Outline the use of instructor-generated materials for classroom instruction.

Persons Affected

This policy applies to all university faculty members.

Definitions

Instructor-generated materials: 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.

Policy

Instructor-generated materials may only be sold through the university bookstore or off-campus vendors.

Procedures

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 SFA HOP 02-318 Reproduction of Copyrighted Works by Educators and Librarians. Faculty members will exercise professional judgment when incorporating self-generated materials for instructional purposes.

Related Statutes or Regulations, Rules, Policies, or Standards

Regents' *Rule and Regulations*, Rule 31004, Rights and Responsibilities of Faculty Members

SFA HOP 02-409 Intellectual Property

SFA HOP 02-318 Reproduction of Copyrighted Works by Educators and Librarians

SFA HOP 02-303 Academic Freedom and Responsibility

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Responsible Executive

Provost and Executive Vice President for Academic Affairs

Forms

None

Revision History

September 1, 2023 (original)