1.0 INTRODUCTION

The development of textbooks and other instructional materials is a natural and desirable outcome of intellectual activity and should be encouraged. Instructor selection and authorship of educational materials are essential to providing quality instruction, and the freedom to choose instructional materials is central to the principle of academic freedom. At the same time, educational materials must be chosen on the basis of pedagogical merit, and neither an individual nor a department involved in the selection of such materials should profit financially from the materials’ adoption.

2.0 PURPOSE

Instructors have the responsibility for determining which educational materials are most appropriate for their classes. However, an actual or potential conflict of interest exists when instructor-authored textbooks and other educational materials are required or recommended for any class which an author teaches or supervises. The purpose of this policy is to ensure that instructional materials are selected on the basis of their educational value and that any actual or potential conflict of interest is appropriately managed.

3.0 PERSONNEL AFFECTED

All Saint Louis University personnel with teaching responsibilities, including full- and part-time faculty, adjunct faculty, graduate students, and staff, all of whom are referred to in this policy as “instructor(s)”.

4.0 POLICY

This policy covers original educational materials developed by instructors as intellectual products and printed and sold by Saint Louis University or its agents, as well as by other
publishing companies and copying services, and regardless of the tangible medium of expression on which they are fixed, printed, posted, displayed, or distributed. This policy does not apply to royalties generated through sales of educational materials unrelated to a course in which the author requires or recommends them, such as sales to students in other courses or at other universities, nor does it apply to educational materials required in short courses, seminars, or other educational presentations not part of the regular University curriculum. Material authored by Saint Louis University instructors may be required for student purchase only with the approval of the department chairperson or other comparable administrator, who in turn must notify the College/School Dean of his/her action.

a. Authors of such material may not collect income or royalties from the sale of materials for courses that they teach, co-teach, or supervise. When Saint Louis University instructors receive royalties on educational materials that they require or recommend in courses that they teach or supervise as part of the University curriculum, such monies should be returned to the University to help support students. For example, proceeds may be donated to the University Libraries, a University scholarship fund, or the University Foundation. This approach safeguards the instructor from any appearance of conflict of interest without encroaching on his/her academic freedom.

b. The instructor’s contribution should be based on a good-faith estimate of receipts arising from sales of materials to his/her classes as described in the opening paragraph of this section.

c. Instructor-authored materials may not be sold directly to students by an instructor, department, College, or School, but must be available for purchase at established outlets, including the University Bookstore.

d. From time to time, a department may sponsor the creation of instructional materials in order to meet the unique pedagogical objectives of its program(s), then sell those materials through an establish University outlet. In such cases, the department may price these materials in a way that permits the recovery of costs directly related to the materials’ creation and production, but the department may not profit from such sales.

5.0 RESPONSIBILITIES

The selection of textbooks and other educational materials is the purview of the instructor, with the advice and consent of the academic-unit head. Not only should instructors select materials that are most appropriate for their classes, but they should also consider costs by being aware of the availability of previously owned textbooks and other educational materials whenever possible as well as being attentive to promotions that impact or prevent the resale of textbooks and manuals.

The Dean of each College or School is responsible for resolving disputes concerning use of any educational materials. The Dean is also responsible for monitoring the sale of any departmentally generated educational materials, as described in Section 4d above.
6.0 REFERENCES

University Copyright Policy

APPROVAL SIGNATURES

This policy was prepared by Marie Dockter. It has been reviewed by the Office of Legal Counsel, Council of Academic Deans and Directors, and the Faculty Senate Executive Committee.

This policy has been approved by:
Joe Weixlmann, Ph.D.
Provost
Saint Louis University