

**ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA**

**AS-781-14**

**RESOLUTION ON CONFLICT OF INTEREST IN THE ASSIGNMENT OF COURSE MATERIALS**

- 1 WHEREAS, Cal Poly supports innovative and creative activities that encourage faculty to find  
2 new ways to distribute responsibly intellectual materials for their courses through  
3 emergent technologies and information distribution systems; and  
4
- 5 WHEREAS, Section 244 (F) in the Campus Administrative Manual (CAM) allows faculty  
6 members to accept a royalty of up to 10 percent of the local sale price of “faculty  
7 nonpublished text material sold through the Bookstore” because it is “developed  
8 by a faculty member on personal time and utilize[ed] private resources”; and  
9
- 10 WHEREAS, CAM Section 244 (F) addresses print-based duplication and distribution of course  
11 materials through the University bookstore rather than online production, sales,  
12 and distribution of course materials through third-party vendors and other  
13 electronic outlets; and  
14
- 15 WHEREAS, Publishing course materials may include third-party vendors that distribute print  
16 and electronic course materials; and  
17
- 18 WHEREAS, Third-party vendors allow authors to determine the net amount of royalties  
19 collected from the sale of these course materials because authors have the ability  
20 to determine their final retail cost; and  
21
- 22 WHEREAS, When a faculty member personally receives a financial benefit from the  
23 assignment of such course materials, there is potential for a real or perceived  
24 conflict of interest; and  
25
- 26 WHEREAS, Cal Poly is in the process of creating a new set of Campus Administrative Policies  
27 (CAP) and phasing out the current CAM; therefore be it  
28
- 29 RESOLVED: That the Campus Administrative Policies (CAP) address conflicts of interest in  
30 the assignment of self-authored course materials by including the following policy  
31 in the appropriate section:  
32
- 33 “Unless approved by the department chair in advance, faculty who assign self-  
34 authored course materials may receive no more than a royalty of up to 10 percent

35 of the final retail price. These materials include but are not limited to the  
36 following: coursepacks, study guides, lab manuals, lab materials, and online or  
37 electronic instructional materials. Where the author determines the final retail  
38 price of self-authored course materials, the final retail price cannot exceed by  
39 more than 10 percent of the minimum production and distribution price threshold  
40 set by a third-party vendor. This policy does not apply to course materials that  
41 have been subject to external peer and/or editorial review and where the author  
42 does not determine the final retail price.”  
43  
44  
45

46 Proposed by: Academic Senate Instruction Committee  
47 Date: January 8, 2014  
48 Revised: March 11, 2014

RECEIVED

APR - 3 2014

ACADEMIC SENATE

To: Steven Rein  
Chair, Academic Senate

Date: March 28, 2014

From: Jeffrey D. Armstrong  
President



Copies: K. Enz Finken  
S. Nosek  
CAP Administration

Subject: Supplemental Response to Academic Senate Resolution AS-781-14  
Resolution on Conflict of Interest in the Assignment of Course Materials

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In addition to acknowledging receipt of the above-entitled Academic Senate resolution, I hereby approve the resolution and am forwarding it for inclusion in the Campus Administrative Policies (CAP).

Please express my appreciation to the Academic Senate Instruction Committee for proactively addressing this change from the Campus Administrative Manual (CAM) to Campus Administrative Policies. (CAP).

RECEIVED

APR - 1 2014

To: Steven Rein  
Chair, Academic Senate

ACADEMIC SENATE

Date: March 24, 2014

From: Jeffrey D. Armstrong  
President



Copies: K. Enz Finken

Subject: Response to Academic Senate Resolution AS-781-14  
Resolution on Conflict of Interest in the Assignment of Course Materials

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This memo formally acknowledges receipt of the above-entitled Academic Senate resolution.