

CLEAN COPY

IV I. Use and Advertising of Faculty Authored, Edited or Prepared Scholarly Material

Faculty members are expected to educate students using the best available scholarly materials. The sole basis for selecting required materials for student purchase must be to promote the educational goals of the particular course or course of study. Selection must not be based on, or result in, personal benefit or special privileges for faculty. See University Ethics Policy (EP45), sections 3.1, 3.2, 3.3, 3.9, and 4.0.

IV I 1. Policy

A WSU faculty member may require students to use textbooks or other material authored, edited, or otherwise created by the faculty member; however, with limited exceptions (set forth below), the faculty member is prohibited from receiving any financial gain or benefit, directly or indirectly, from sales to WSU students. This policy is consistent with requirements under the Washington State Ethics in Public Service Act, RCW 42.52.

This policy applies whether the material is self-published or published by a recognized publishing house.

IV I 2. Exceptions

The above prohibition does not apply in the following circumstances:

1. **No Control or Influence:** A faculty member may receive royalties from required purchases by WSU students when:
 - a. The faculty member does not teach or otherwise participate in the course for which the materials are required, and
 - b. The faculty member has no direct or indirect control or influence over the selection of the course materials, regardless of whether the selection is for a course the faculty member is teaching.

If the faculty member participates in an advisory group or otherwise advises on materials for courses taught by other faculty, they must recuse themselves from participation if they could receive royalties from material being considered or recommended. See *also* University Ethics Policy, Section 4.0 (Conflict of Interest).

2. **Waiver or Relinquishment of Royalties and Other Payments:** Faculty members may comply with this policy by tracking the portion of any royalties subject to this policy and:

- a. Waiving all royalties from sales to WSU students for courses within the faculty member's control or influence;
- b. Directing the publishing house to remit any royalties to a University gift account not under the faculty member's control or influence; or
- c. If the faculty member receives any royalties subject to this policy, immediately remitting the full amount to a University gift account not under the faculty member's control.

For this exception to apply, the faculty member must disclose the activity on their annual report of consulting and extended professional activities in accordance with BPPM 60.44. The disclosure must be accompanied by evidence of compliance, such as a statement from the publishing house that no royalties were remitted or a receipt of deposit to a University gift account.

Faculty members are encouraged to obtain preapproval of all compensated scholarship activities in accordance with section 6.0 of the *University Ethics Policy* (Executive Policy XX).

IV I 2. Advertising and Promotion of Faculty Authored, Edited or Prepared Scholarly Material

University resources may not be used for commercial purposes or for financial gain. See University Ethics Policy, section 3.1; WAC 504-35-050(1). Faculty may not include advertisements for authored textbooks or other materials on email signature blocks, including links to commercial publishers, if the faculty member or others may receive royalties or other compensation from the sale of the materials. Similar prohibitions apply to advertisements and promotions using other University resources, such as websites.

RED LINED

IV I. Use and Advertising of Faculty Authored, Edited or Prepared Scholarly Material

Faculty members are expected to educate ~~our~~ students using the best available scholarly materials ~~and knowledge available~~. The sole basis for ~~In some cases, this will result in faculty producing materials, such as textbooks or unpublished laboratory~~

~~manuals, for student purchase. s~~ Selecting ~~on~~ of required materials for student purchase must ~~only be done to~~ promote appropriate the educational goals of the particular course or course of study. Selection must ~~It must not be~~ based on, or result in, done for personal benefit or ~~to obtain~~ special privileges for faculty. See University Ethics Policy (EPXX45), sections 3.1, 3.2, 3.3, 3.9, and 4.0 (RCW 42.52.030).

IV I 1. Policy

~~AWSU policy WSU faculty member may require s:~~ Students may be required to use textbooks or other material ~~written authored, edited, or otherwise or~~ created by the faculty member WSU faculty; however, with limited exceptions (set forth below), the faculty member is prohibited from receiving may not receive any financial gain or benefit, directly or indirectly, from sales to WSU students. This policy is consistent with requirements under the Washington State Ethics in Public Service Act, RCW 42.52.

This policy applies whether the material is self-published or ~~copyrighted published~~ by a recognized publishing house.

IV I 2. Exceptions

The above prohibition does not apply in the following circumstances:

3. **No Control or Influence:** A faculty member may receive royalties from required purchases by WSU students when:
 - c. The faculty member does not teach or otherwise participate in the course for which the materials are required, and
 - d. The faculty member has no direct or indirect control or influence over the selection of the course materials, regardless of whether the selection is for a course the faculty member is teaching.

~~If the faculty member participates i~~ Further, this policy applies only in those situations within the faculty member's control or influence, e.g.: required for students in own class, or, if faculty is a member of an an advisory group or otherwise that advises on materials for courses taught by other faculty, and their material is in the recommended list they must recuse themselves from participation if they could receive royalties from material being considered or recommended. See a/so University Ethics Policy, Section 4.0 (Conflict of Interest).

4. **Waiver or Relinquishment of Royalties and Other Payments:** Faculty members may ~~comply be in compliance with~~ this policy by tracking the portion of any royalties subject to this policy and:
 - a. Waiving all royalties from sales to WSU students for courses within the faculty member's control or influence;
 - b. Directing the publishing house to remit any royalties to a University gift account not under the faculty member's control or influence; or

- c. If the faculty member receives any royalties subject to this policy, immediately remitting the full amount to a if any royalties are waived or, if received, are either directed to or remitted by the publishing house or by personal check from the faculty member to a University gift account not under the faculty member's control.

For this exception to apply, the faculty member must disclose of the activity on their annual report of consulting and extended professional activities in accordance with BPPM 60.44. The disclosure must be accompanied by evidence of compliance, such as and evidence a statement from the publishing house that no royalties were remitted or a receipt of deposit to a University gift account.

Faculty members are encouraged to obtain preapproval of all compensated scholarship activities in accordance with section 6.0 of the *University Ethics Policy (Executive Policy XX)*. of options elected to ensure compliance with ethics rules should be made on the annual report of consultant and extended professional activities (BPPM 60.44) and remitted to the appropriate department chair or other supervisor by November 1 of each year. Evidence of compliance may include either a statement from the publishing house that no royalties were remitted, or, a statement of royalties paid from publishing house and receipt of deposit to gift account. Should the faculty member receive royalties from authored material used in both a course within their control or influence and in other courses for which there's no engagement in material decisions, a reasonable estimation of the amounts attributed to class assignment should accompany the annual report of disclosure and adjustments made to gifted amount accordingly.

IV I 2. Advertising and Promotion of Faculty Authored, Edited or Prepared Scholarly Material

University resources may not be used for commercial purposes or for financial gain. See University Ethics Policy, section 3.1; WAC 504-35-050(1). Faculty may not include advertisements for authored textbooks or other materials on email signature blocks, including links to commercial publishers, if the faculty member or others may receive royalties or other compensation from the sale of the materials. Similar prohibitions apply to advertisements and promotions using other University resources, such as websites.

ORIGINAL COPY

IV I. Use of Faculty Authored, Edited or Prepared Scholarly Material

Faculty members are expected to educate our students using the best scholarly materials and knowledge available. In some cases, this will result in faculty producing materials, such as textbooks or unpublished laboratory manuals, for student purchase. Selection of required materials must only be done to promote appropriate educational goals. It must

not be done for personal benefit or to obtain special privileges for faculty (RCW 42.52.030).

WSU policy: Students may be required to use textbooks or other material written or created by WSU faculty however, the faculty member may not receive any financial gain, directly or indirectly from sales to WSU students.

This policy applies whether the material is self-published or copyrighted by a recognized publishing house. Further, this policy applies only in those situations within the faculty member's control or influence, e.g.: required for students in own class, or, if faculty is a member of an advisory group that advises on material for courses taught by other faculty and their material is in the recommended list.

Faculty members may be in compliance with this policy if any royalties are waived or, if received, are either directed to or remitted by the publishing house or by personal check from the faculty member to a University gift account not under the faculty member's control. Disclosure of the activity and evidence of options elected to ensure compliance with ethics rules should be made on the annual report of consultant and extended professional activities (BPPM 60.44) and remitted to the appropriate department chair or other supervisor by November 1 of each year. Evidence of compliance may include either a statement from the publishing house that no royalties were remitted, or, a statement of royalties paid from publishing house and receipt of deposit to gift account. Should the faculty member receive royalties from authored material used in both a course within their control or influence and in other courses for which there's no engagement in material decisions, a reasonable estimation of the amounts attributed to class assignment should accompany the annual report of disclosure and adjustments made to gifted amount accordingly.