



Professor-Produced Materials for Course Requirements, Use of

Category: Academic;

Jurisdiction: Provost and Vice President, Academic; Vice President, Administration and Finance;

Approval Authority: Executive Team;

Established on: September 1, 2004;

Amendments: None.

1. Rationale

This policy is intended to clarify the financial basis for Lakehead University professors who designate materials that they have produced as "required" for a course that they teach, in order to be fair, reasonable and avoid any allegations of conflict of interest.

2. Policy

- A. **Authorization to Designate "Required" Materials:** In order to avoid any possible claims of conflict of interest, a professor seeking to designate his/her own work as a "required" resource for a course that he/she is teaching must provide the department Chair/Director with a written justification for such request and obtain the department Chair/Director's written approval.
- B. **Published Works-** Subject to A) above, when a professor requires his/her work to be utilized as a "required course textbook" and has entered into a contract with a publishing firm to publish this work, the Bookstore, upon receipt of a signed Textbook Order Form and approval from the department Chair/Director, will issue a purchase

order to the publisher for this material. Any royalties received by the professor will be within his/her negotiated contract with the publisher.

- C. **On-Campus Printed Matter**- When a professor requires his/her own work (e.g. lab manual, course notes, workbook, etc.) to be utilized as a course requirement, this work will be reproduced at the Lakehead University Print Shop and will be sold through the University Bookstore. If any royalty is to be added to the work, it will be paid only to a department budget code through a journal entry. The royalties paid to departments are intended to be used to directly benefit the students (e.g. sponsored speakers, field trips). The amount of the royalty will be determined by the Bookstore Manager in consultation with the department Chair and will normally range from a minimum of \$0.50 to a maximum of \$2.00 per work, using \$0.02 per page as a guideline. If the length of the work is such that a royalty would make it unsaleable (e.g. the document could be photocopied for less cost) there will be no royalty added. At year-end, the Bookstore Manager will credit the department for all royalty revenue. The department will receive an itemized list of all courses, quantity of documents sold, and the total value of the journal entry. There will be no royalty paid on unsold documents.
- D. **Non-Print Materials**- When a professor creates or compiles materials and content of a non-printed nature for required use in his/her course, the Bookstore will be responsible for the reproduction and sale of these non-print materials. These materials would include such formats as CD's, DVD's, audio tapes, etc.

The amount of any royalty will be determined by the Bookstore Manager in consultation with the department Chair/Director, but will normally be approximately \$1.00 per unit. Any royalties will be paid to the department at year-end accompanied by an itemized listing of all items sold. The funds so paid are intended to be used to directly benefit the student body. No royalties will be paid on unsold materials.

3. Sale of Any Course Related Materials – Enforcement

Professors are not permitted to sell any course related materials directly to students. All materials must be processed through the University Bookstore.

4. Enforcement

If the terms of this policy are not complied with, the Bookstore Manager will advise the professor of this policy. If necessary, the Bookstore Manager may refer the matter to the appropriate Dean who will then review the issue and take whatever action is warranted under the circumstances.

5. Review

The Vice-President (Administration & Finance) will review this policy within five years to ascertain if any amendments are necessary.

Review Period: 5 years;

Date for Next Review: 2021-2022;

Related Policies and Procedures: To be determined;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.