

Policy Title: Preventing Conflicts of Interest in Selection of Course Materials
<p>Purpose:</p> <p>SUNY Cortland encourages faculty members to publish textbooks, laboratory manuals and other instructional materials intended for classroom use. While NYS Education law allows college employees to receive “royalties or other compensation from sales of textbooks that include such instructor's own writing or work,” the Public Officers Law prohibits NYS employees from “using or attempting to use their official positions to secure unwarranted privileges.” This policy is intended to ensure that appropriate procedures for textbook selection are in place to avoid any appearance of a conflict of interest, while preserving the rights of faculty members to select materials that will best meet the instructional goals of their courses.</p>
<p>Policy: (proposed additions to existing policies <b>in bold</b>)</p> <p>[760.03.A.5] Cortland faculty may assemble course packets (<b>including original material and/or</b> reprints of the work of others, perhaps with additional analysis) for students and sell them at any outlet they would like such as Mando Books, Barnes and Noble, Amazon.com, etc., provided that the faculty member also provides the content to the College Store. This ensures copyright compliance and protects students who do not have transportation to other locations. <b>Instructors are prohibited from selling textbooks or course materials directly to students.</b></p> <p><b>[760.03.A.7] SUNY Cortland instructors may assign textbooks and other course materials in which they have a financial interest only with the permission of their direct supervisor, namely, the chair of the department offering the course. Department chairs seeking to adopt such materials must obtain permission from the appropriate dean. Any questions regarding this policy should be referred to the campus Ethics Officer.</b></p>
<p>Procedures:</p> <ol style="list-style-type: none"> <li>1. Instructors who wish to adopt textbooks or other course materials in which they have a financial interest must submit a written request to their direct supervisor for permission to use these materials. Approval must be requested for each semester in which the instructor wishes to adopt these materials.</li> <li>2. Written approval from the direct supervisor must be provided prior to the submission of requisitions for required and recommended materials to be ordered by the College Store as described in Section 760.03.A.2 of the College Handbook.</li> <li>3. A copy of each approval granted will be kept on file in the department office. Another copy will be forwarded to the Human Resources office.</li> </ol>
Approval:
Effective Date:
Policy Distribution: Administrative Conference

(Approved by President’s Cabinet on August 29, 2016. Policy takes effect January 1, 2017)