



Faculty Publications & Royalties

March 2006

Instruction

Administrative Procedure TBD

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1.0 Faculty Publications & Royalties Objectives and Responsibilities

This Procedure establishes Columbia Basin College's (CBC) process for ensuring that faculty operates within the State of Washington Ethics Policy regarding the use of faculty-authored textbooks and other professional materials.

2.0 Published Textbooks and Professional Material

CBC encourages faculty members in publishing of textbooks and other professional works. However, the Washington State Ethics Act states that faculty members may not have a beneficial interest in a textbook they have assigned to their own students. RCW 42.52.030 Students may be required to use a textbook or other educational material written by their instructor, or in which their instructor has a beneficial interest only if:

- 2.1 The instructor waives the right to any royalties or other beneficial interest he/she may have in the text; or
- 2.2 All the following conditions are met:
 - 2.2.1 The textbook has been printed and copyrighted by a recognized publishing house at its own expense.
 - 2.2.2 The textbook has been made available for open sale and has not been published exclusively for the course.
 - 2.2.3 The use of the textbook has been independently reviewed and approved by the dean. All requests for approval of a textbook under this Procedure must be furnished to the dean for approval.

3.0 Unpublished Material Prepared for Classes & Laboratories

Members of the CBC faculty and staff shall not have any financial interest in or receive compensation from the sale of unpublished materials prepared for classes or laboratories. If faculty-prepared educational materials that are photocopied are to be used in class or laboratory work at CBC and sold to the students, such material must be made available for purchase through the bookstore.

4.0 Direct Sales to Students

CBC faculty or staff members shall not make sales directly to students of faculty-prepared materials, books, or publications.